

UNIVERSITY OF PRESOV

Directive

on Tuition Fees and Study-Related Fees

Pursuant to § 15 section 1 letter n) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, and Article 33 section 2 of the Statute of the University of Presov, after approval by the Academic Senate of the University of Presov, I hereby issue the following

directive

Art. 1

Basic provisions

1. The Directive on Tuition Fees and Study-Related Fees (hereinafter referred to as "the Directive") regulates in detail the amount, form of payment and due date of tuition fees and study-related fees at the University of Presov (hereinafter referred to as "the University").
2. The Directive is binding for all units of the University.

Art. 2

Definition of basic concepts

1. Tuition fees are fees paid to the University by students enrolled in study programmes at its units under the conditions regulated by the Act No 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as 'the Act').
2. Study-Related Fees are fees paid by students, university graduates or graduates of other higher education institutions to cover the costs of the University for study-related acts.
3. The basis for determining tuition fees and study-related fees at the University is 10% of the average amount per full-time student of the total current expenses provided to the University by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "the Ministry") from the state budget within the

framework of the distribution of the approved budget in the previous calendar year.

4. The basis shall apply to the academic year beginning in the given calendar year.

Art. 3 **Tuition fees**

1. The annual tuition fees for individual study programmes shall be determined by the Rector; in the case of study programmes provided by a faculty, this shall be done on the proposal of the Dean of the faculty.
2. A full-time student is obliged to pay the annual tuition fee if he/she becomes liable to pay the annual tuition fee pursuant to § 92, section 5, 6 or 8 of the Act. A student in the part-time form of study is obliged to pay the annual tuition fee in each year of study.
3. The student shall pay tuition fees:
 - a) for exceeding the standard length of study,
 - b) for the parallel study of a second and other study programme (which the student has not chosen as free of charge),
 - c) for part-time study,
 - d) for study of a study programme exclusively in a language other than the official language under the conditions set out in § 92, section 8 of the Act,
 - e) for study within the frame of the international agreements in accordance with the provisions of these agreements.
4. A full-time student is obliged to pay the tuition fee determined for the entire academic year within two weeks after the date of enrolment. A part-time student is obliged to have paid the annual tuition fee no later than on the day of enrolment.
5. Tuition fees due to study longer than the standard length of the respective study programme shall be determined as a proportional part of the annual tuition fee depending on the number of credits to be obtained by the student in the relevant academic year in relation to the student's standard workload. The tuition fee shall be calculated by multiplying the number of credits enrolled by the student and by the value of 1 credit in the programme of study, which is calculated as the proportional part of the annual tuition fee to the student's standard workload in the programme. This amount is then mathematically rounded to an amount without decimal places. (If the next digit is higher than or equal to 5 the amount is rounded up; if the next digit is less than 5 the amount is rounded down). In this case, the fee for the additional subject addition shall be calculated on the basis of the above-mentioned principle.
6. The student's obligation to pay tuition fees in accordance with the paragraph 3 letter d) of this Article shall not arise if:
 - a) full-time study programme is also carried out in the language of a national minority and
 - b) part of the mission of the public higher education institution according to the long-term strategy of the higher education institution, or if the study programme is carried out at a faculty, part of the mission of the faculty according to the long-term strategy of the faculty, is at the time of the student's admission to the study, the education of specialists with university education belonging to the relevant national minority.

Art. 4
Study-Related Fees pursuant to § 92 section 12 to 14 of the Act

1. The fee from study applicants for material support of the admission procedure is set at
a maximum of 25 % of the basis.
2. The fee for acts connected with the provision of rigorous proceedings and with the defence of the rigorous thesis shall be set at
a maximum of 150 % of the basis.
3. The fee for acts connected with the issuance of a diploma awarding an academic degree to master's graduates who have passed the rigorous examination is set at
a maximum of 30 % of the basis.

Art. 5
Study-Related Fees pursuant to § 92 section 15 of the Act

1. One-off fees for the issuance of:
 - a) certificate of attendance during the academic year
 - b) documents on study and their copies
 - ba) student ID card,
 - bb) record of studies (index),
 - bc) transcript of records,
 - bd) clinical practice record,
 - c) documents on completion of studies in a foreign language
 - ca) university diploma,
 - cb) certificate of state examination,
 - cc) diploma supplement,
 - d) copies/transcripts of documents on completion of studies
 - da) university diploma
 - db) certificate of state examination,
 - dc) diploma supplement,
 - dd) associate professor's decree,
 - de) qualification, specialization, attestation, lifelong learning,
 - e) for the recognition of equivalence of study documents.
2. The University charges the following additional fees:
 - a) enrolment fees,
 - b) real costs associated with sending the documents according to paragraph 1 of this Article outside the territory of the Slovak Republic.

3. The types of fees and the amount of the fees referred to in paragraphs 1 and 2 of this Article shall be updated annually on the basis of real costs and shall be published in the price list for the relevant academic year.

Art. 6

Additional fees

1. Fee for expert work related to the provision of habilitation and inauguration procedure
minimum 2 000 eur.
2. Fee for expert work related to the provision of habilitation and inauguration procedure for a foreigner
minimum 3 000 eur.
3. Fee for examinations in doctoral studies for doctoral students from another training institute (foreign language, philosophy, or other than the field of study)
minimum of 30 % of the basis.
4. Fee for examinations from Slovak language
minimum vo výške 30 % základu/ minimum of 30 % of the basis.
5. Fee for support courses for students in the part-time form of study studying a study programme carried out by a distance method (§ 60 section 6 of the Act)
maximum amount of twice the basis.
6. Faculties may also charge other fees according to specific conditions. These fees will be updated in the given academic year and published on the websites of the individual faculties.

Art. 7

Income from further education

1. Fee for graduate students for the full course of study and additional studies for the acquisition of teaching qualification
minimum amount of twice the basis.
2. Annual fee for the translation studies – professional translation:
 - a) English language
 - b) German language
 - c) French languageminimum amount of twice the basis.
3. Fee for the second qualifying examination
minimum 50% of the basis.
4. Professional examination for translators and interpreters
in the amount set by the Ministry of Justice of the Slovak Republic.

5. Professional minimum course for translators and interpreters
in the amount set by the Ministry of Justice of the Slovak Republic.
6. Preparatory course for students of the third degree for the study of a foreign language
at the rate of at least EUR 3/hour.
7. Payment of participants in further education
at a minimum rate of twice the basis.
8. Counselling-psychotherapy clinic services
at a minimum rate of 15 eur/hour.
9. Fee for specialization and certification studies at the Faculty of Health Care
at a minimum rate of the real costs.
10. Fee for a course of Slavic languages
at a minimum rate of EUR 80/month.

Art. 8

Waiver and reduction of Tuition Fees and Study-Related Fees

1. The Rector, on the proposal of the Dean of the Faculty or the Director of a university workplace, may reduce, waive or postpone tuition fees and study-related fees.
2. The student shall submit the application to the department managed by the Vice-Dean for Education at the faculty or to the department managed by the Vice-Rector for Education, if the study programme is carried out at a university workplace, no later than two weeks after the date of enrolment. The application, with a statement of the Dean of the Faculty or the Director of the university workplace with the necessary supporting documents, will be forwarded to the Rector within 15 days of its delivery.
3. The Rector may reduce tuition and study-related fees:
 - a) to a person with a severe disability by at least 25% of the tuition fees and study-related fees,
 - b) orphan students by at least 50 % of the tuition fees and study-related fees,
 - c) half orphans in full-time study by at least 33 % of tuition fees and study-related fees.
4. The Rector may decide to refund paid tuition fees and study-related fees:
 - a) on the death of a student, in the amount of a proportional part based on the remaining months of study,
 - b) in full amount, if the student has paid the tuition fees, has not enrolled in the course and has applied for a refund by the beginning of the academic year in the winter semester, according to the academic calendar of the current academic year,
 - c) in the amount of a proportional part based on the remaining months of study

- if the student has paid the tuition fees, has not enrolled and has applied for a refund during the winter semester according to the academic calendar of the current academic year,
- d) upon withdrawal from the study:
 - da) up to a maximum of 75% if the student has requested this by the first day of courses in the winter semester according to the academic calendar of the current academic year,
 - db) in the amount of maximum 50 %, if the student has requested it during the winter semester according to the academic calendar of the current academic year,
 - dc) tuition fees are not refundable if the student has requested this during the summer semester according to the academic calendar of the current academic year,
 - e) upon interruption of studies in the part-time form of study:
 - ea) in the amount of proportional part based on the remaining months of study in the academic year in which the student interrupted his/her studies
5. The fee paid for the issuance of the student card shall not be refunded.
6. Except for the cases referred to in paragraphs 3 and 4 of this Article, the Rector may reduce, waive or postpone tuition fees and study-related fees if he/she decides, in justified cases, that the facts set out in the student's written request are worthy of special consideration.
7. If a student is studying at several faculties of the University of Presov at the same time and in cases of demands from students studying to obtain additional qualifications (extension studies), the faculties will consider these demands individually.

Art. 9

Common provisions

1. Tuition fees and study-related fees are the income of the faculties and the revenue of the University.
2. Failure to pay tuition fees and study-related fees by the due date is a disciplinary offence under § 72 of the Act.
3. In justified cases, the dean of the faculty and the director of a university workplace may propose to the rector the payment of tuition fees and study-related fees in two instalments for each semester separately. In this case, the second instalment must be paid before the start date of the second semester.
4. The amount of study-related fees for foreigners will be determined in the price list for the relevant academic year.

5. The annual tuition fees for study programmes in the part-time form of study are determined by the Rector for each academic year in accordance with § 92 section 3 of the Act; in the case of study programmes provided by a faculty, this shall be done on the proposal of the Dean of the faculty. The annual tuition fees are published by the faculties on the faculty website.

Art. 10
Final provisions

1. The Directive on Tuition Fees and Study-Related Fees of 30 October 2017 is repealed.
2. This Directive was approved by the Academic Senate of the University of Presov on October 10, 2022.
3. The Directive shall enter into force and effect on October 10, 2022.

Prešov, October 10, 2022

PaedDr. Mgr. Helena Galdunová, PhD.
Chair of the Academic Senate

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector