

Dean's Regulation

Faculty of Medicine Comenius University

No. 3/2010

on the conditions for performance of the compensating tuition and payment of tuition fee at compensatory practical training for foreign students - self payers.

(approved by the Management of the FMCU at session on 13 May 2010

with effect from the academic year 2010/2011)

May 2010

A foreign student is obliged to pay tuition fee (or its approved part) for the academic year on the day of the enrolment of the given academic year at the latest. If he/she does not meet this deadline, he/she will not be enrolled and it will result in the penalty interest to be paid since then. At the same time he/she **cannot** attend the tuition until the day of the enrolment and consequently he/she must compensate for the missing tuition in accordance with the Study Rules of the FMCU. Maximum allowed period of the delay is 5 weeks since the beginning of the regular tuition in the given academic year.

The Study Office will inform on the foreign students who have not paid the tuition the departments and clinics in a written form within 5 days since the beginning of the tuition in the given academic year (semester) and the departments and clinics will provide for those students not to be allowed to take part in the tuition until the date when the Study Office will prove in writing that the foreign student has already paid the tuition fee and he/she is regularly enrolled to the study in the given academic year.

In the terms of the Study Rules of the FMCU the practical training is also for foreign students - self payers (thereinafter only foreign student) compulsory and its completion in the full extent is the inevitable condition for credit granting.

The foreign student who missed the practical training because of excusable reasons **maximum up to 20%** of its compulsory extent will compensate for this tuition at the end of the semester after the agreement with the competent teacher within the already paid tuition fee.

If the foreign student missed the practical training because of serious excusable reasons in the extent **over 20% (but maximum up to 40%)** of its compulsory extent, only the head of the

department/clinic can authorize its compensation at the end of the semester. For compensation within this extent the foreign students pay over the stipulated tuition fee.

The foreign student who missed the practical training in the extent **over 40%** of its compulsory extent does not have the right for the compensation, he/she will not be granted credits and he/she is obliged to retake the given course within its full extent. At the calculation of seminars/internship equivalent to the above stated percentage, the total number of seminars/internship in the semester is multiplied by the particular percentage and the result is rounded up to the closest whole number.

Payment for the compensation of missed lessons in the practical training over 20% (maximum up to 40%) of compulsory extent is stated in the amount of **15.00 €** per each compensated hour. The number of hours within the extent over 20% (maximum up to 40%) will be stated by the teacher and he/she will issue to the student the written confirmation on the number of compensated hours. The student is obliged to pay the whole sum in recalculation to the missing number of hours in the cash-desk of the FMCU in advance. After the payment the cash-desk will issue the receipt for each subject separately, which the foreign student will submit to the teacher. After the compensating tuition the teacher will state it over the extent of the regular tuition in the English language during the semester and the amount of remuneration will be paid to him/her in the terms of the rules on remuneration at the tuition in English language.

Professor Peter Labaš, MD, PhD.
Dean of the FMCU

Bratislava, 12 May 2010