

# Internal Regulations of Comenius University, Bratislava

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## **Internal Regulation No. 17/2021**

Directive of the Rector of Comenius University, Bratislava,

**stipulating the amount of tuition and study-related fees at  
Comenius University, Bratislava**



**Year 2021**

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The Rector of Comenius University in Bratislava (hereinafter referred to as the “Rector”) in accordance with Section 92 of Act No. 131/2002 Z. z. on higher education institutions and on amendments to certain acts as amended (hereinafter referred to as the “Higher Education Act”) and Articles 66, 67 and 67a of Internal Regulation No. 10/2008 Statute of Comenius University, Bratislava, as amended (hereinafter referred to as the "Statute of CU"), issues the following directive:

**Art. 1**  
**Basic provisions**

- (1) This directive lays down:
  - a) the amount of tuition and study-related fees at Comenius University, Bratislava (hereinafter referred to as "CU")<sup>1</sup> and
  - b) principles of payment of tuition and study-related fees at CU.<sup>2</sup>
- (2) The annual tuition fees for individual study programmes shall be stipulated by the Rector; in the case of study programmes provided by the faculty of CU (hereinafter referred to as the “faculty”), the Rector shall stipulate the annual tuition fees for these study programmes on the proposal of the Dean of the faculty (hereinafter referred to as the “Dean”). Annual tuition applies to the academic year.
- (3) The basis for stipulating tuition and study-related fees at CU is represented by 10% of the average amount per full-time student of the total current expenditure provided by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as the "Ministry") to public universities from the state budget within the schedule of the budget approved for the preceding calendar year. The basis shall be rounded down to the nearest five euros. The basis shall apply to the academic year that commences in a given calendar year.
- (4) Under Section 92 (1) and (2) of the Higher Education Act the basis for calculating tuition and study-related fees for the relevant academic year shall be stipulated by the Ministry and published on its website [www.minedu.sk](http://www.minedu.sk).<sup>3</sup>
- (5) For the purposes of this directive, the first three years of study in study programmes according to Section 53 (3) of the Higher Education Act (hereinafter referred to as “joint study according to Section 53 (3)”) shall be considered study programmes of the first degree and the fourth and subsequent years of the joint study according to Section 53 (3) shall be considered study in the study programme of the second degree so that the fourth year of the joint study according to Section 53 (3) shall be the first year of study in the second-degree study programme and the following years accordingly as appropriate.
- (6) For the purposes of this directive, the bachelor degree study under the previous regulations shall be considered study of the first-degree study programme; the master degree study, engineering study, human medicine and veterinary medicine studies under the previous regulations shall be considered study of a study programme according to Section 53 (3) of the Higher Education Act. If a student has continued his/her engineering study or master degree study after having completed the prior bachelor degree study under the previous regulations, this follow-up study shall be considered study of the second-degree study programme. The established length of study under the previous regulations shall be considered the standard length of study according to the Higher Education Act.<sup>4</sup>

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<sup>1</sup> Statute of CU Art. 66 (3), the first sentence.

<sup>2</sup> Statute of CU Art. 67a (2), the second sentence.

<sup>3</sup> <http://www.minedu.sk/zaklad-na-urcenie-skolneho-a-poplatkov-spojnych-so-studiom/>.

<sup>4</sup> Higher Education Act S 113a (8).

## **Art. 2**

### **Obligation to pay tuition fees in the full-time form of study**

- (1) A full-time student of CU is obliged to pay an annual tuition fee if he/she incurs liability to pay annual tuition fees under subsections 2, 3, or 4.
- (2) A student is obliged to pay an annual tuition fee to CU in the second and further study programme for study in the relevant academic year if he/she studies two or more study programmes provided by a public university at the same level concurrently in one academic year. A student who reenrols in a study of another study programme at the appropriate level after the interruption (Section 69 (1) of the Higher Education Act) is obliged to pay a proportion of the annual tuition fee depending on the number of calendar months remaining until the end of the academic year after his/her reenrolment.
- (3) A student is obliged to pay an annual tuition fee to CU for each additional year of study if he/she studies a study programme provided by a public university longer than his /her standard length of study. The total study period considers the time during which a student was enrolled in a public university in one of the study programmes of the relevant level of higher education; if a student has been enrolled in the study of several study programmes concurrently in one academic year, only one year is included in the total study period. For the purposes of this subsection, the period during which a student was enrolled in the study of the study programme in the relevant academic year shall be rounded to the full academic year. If he/she studies a study programme longer than his/her standard length of study, due to participation in academic mobility within the exchange program in compliance with the terms of this exchange program, or if he/she was awarded a social scholarship in the last year of study during the standard length of study of the relevant study program, the obligation to pay tuition fees does not arise in the next year of study following the standard length of study.
- (4) A student of the full-time study programme is obliged to pay an annual tuition fee in each academic year if the study programme according to Section 51 (4) (p) of the Higher Education Act is conducted exclusively in other than the state language. The obligation to pay tuition fees arises only if a public university in the academic year in which he/she began to study this study programme admitted to study in the same field of study and degree in the study programme, which is also conducted in the state language; this does not apply to a student who is not a citizen of a Member State of the European Union or of a State party to the Agreement on the European Economic Area and the Swiss Confederation (hereinafter referred to as a "Member State") or non-resident in a Member State.
- (5) If a student is subject to the obligation to pay tuition fees under subsection 2 for concurrent study, he/she has the right to decide in which study programme he/she will study free of charge in the relevant academic year if he/she is entitled to free university studies.<sup>5</sup>
- (6) The total study period under subsection 3 shall not take into account the period during which a student was enrolled in a public university in the study programme in which he paid the tuition fees.

## **Art. 3**

### **Obligation to pay tuition fees in the external form of study**

A CU student in the external form of study is obliged to pay an annual tuition fee in each year of study.

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<sup>5</sup> Higher Education Act S 70 (1) (k).

#### **Art. 4**

#### **Obligation to pay tuition fees in the case of students studying based on interstate treaties**

In the case of students studying under interstate treaties, tuition and study-related fees shall be governed by the provisions of those treaties. A student who has been issued a certificate of a Slovak living abroad under the special regulation<sup>6</sup> shall be considered a citizen of the Slovak Republic for the purposes of paying tuition fees (Section 92 of the Higher Education Act).

#### **Art. 5**

#### **Tuition fees in the full-time form of study and its payment**

- (1) Students who are obliged to pay tuition fees in the full-time form of study pay annual tuition fees in the study programmes of the first degree, second and third degree and in the joint study according to Section 53 (3), which may not exceed five times the base under Art. 1 (4).
- (2) The limitation of the amount of tuition fees under subsection 1 shall not apply to tuition fees under Art. 2 (4), i.e. if the study programme is conducted exclusively in other than the state language.
- (3) Students who are obliged to pay tuition fees in the full-time form of study shall proceed with their payment by the provisions of this directive and the instructions set out in the decision on the obligation to pay tuition fees, which shall be issued by the Dean according to the recommended template in Annex No. 1a to 1c of this Regulation. The Dean shall issue a decision on the obligation to pay tuition fees wherever possible without delay as soon as he/she learns that a student has become obliged to pay tuition fees.
- (4) The annual tuition fee shall be paid by the student in two, as a rule, equal instalments, by wire transfer to the faculty account or by postal order to the account, by the following deadlines: by 30 November and 28 February of the relevant academic year. The Dean may, in the decision on the obligation to pay tuition fees, stipulate the amount of tuition fee instalments or the due dates of tuition fee instalments in a different way, if:
  - a) the student enrolls in the next part of the study to take a state exam (subject of the state exam),  
or
  - b) the student reenrolls after the interruption of study.
- (5) If a student becomes obliged to pay tuition fees pursuant to Art. 2 (4), he/she shall pay the tuition fee by wire transfer to the faculty account or by postal order to the account in two, as a rule, equal instalments by the following deadlines: for the winter semester not later than the date of enrolment in September of the relevant academic year, and for the summer semester not later than 15 February of the relevant academic year.
- (6) The Rector may reduce, waive tuition fees or postpone tuition due dates in accordance with Articles 8 and 9 of this directive.

#### **Art. 6**

#### **Tuition fees in the external form of study and its payment**

- (1) The annual tuition fee in study programmes in the external form of study may not exceed the product of the maximum annual tuition fee set by the Ministry for the relevant academic year by its regulation<sup>7</sup>, and the coefficient expressed as the share of the number of credits, the achievement of which is a condition for the proper completion of the relevant study programme, and the product of the standard length of study of the relevant study programme and number 60. The maximum

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<sup>6</sup> Act No. 474/2005 Z. z. on Slovaks living abroad and on amendments and supplements to certain acts S 7 (1).

<sup>7</sup> <https://www.minedu.sk/opatrenia/>.

annual tuition fee for study programmes in the external form of study is derived from the subsidy for implementing accredited study programmes (Section 89 (4) of the Higher Education Act).

- (2) The tuition fees in the external form of study specified in the annexes to this directive shall apply to all years of study during the standard length of study of the relevant study programme for students admitted to study in the relevant academic year, while the Dean shall issue a decision on the obligation to pay tuition fees during the standard length of study together with the decision on admission to study according to the recommended template set out in Annex 1d of this regulation.
- (3) The tuition fees after exceeding the standard length of study in the external form of study correspond to the tuition fees determined for the relevant study programme for the relevant academic year, which is also stated in the decision of the Dean on the obligation to pay the tuition fee for exceeding the standard length of study.
- (4) The annual tuition fee shall be paid by the student in two instalments, by wire transfer to the faculty account or by postal order to the account. The first instalment of 95% of the annual tuition fee is due on the day of enrolment (enrolment in the next part of the study) and the second instalment of 5% of the annual tuition fee is due by the end of February of the relevant academic year. The deans may, by internal regulations of the faculty, determine the amount of tuition fee instalments or the due dates of tuition fee instalments in a different way if this is more beneficial for the students.
- (5) The Rector may reduce, waive or postpone tuition due dates in accordance with Articles 8 and 9 of this directive.

#### **Art. 7**

#### **Decision on tuition fee payment**

Tuition fees at CU shall be levied based on a decision of the Dean of the faculty, which contains the particulars specified in the recommended templates of decisions in Annex 1 to this directive. In particular, the reasoning for the decision must be duly substantiated, stating the reasons for the decision and indicating the facts which gave rise to the tuition fees, in order to be transparent and reviewable.

#### **Art. 8**

#### **Reasons for reducing, waiving tuition fees or postponing tuition due dates**

- (1) The Rector may, upon a written request of the student and after considering the opinion of the Dean, reduce, waive or postpone tuition fee due dates for the reasons - facts worthy of special consideration<sup>8</sup> - specified in this article.
- (2) The Rector may make a decision under subsection 1 in cases when the applying student:
  - a) achieves a weighted study average for the whole study so far<sup>9</sup> in the study programme in which he/she is obliged to pay tuition fees, ranging from 1.00 to 1.20,
  - b) achieves a weighted study average for the whole study so far in the study programme in which he/she is obliged to pay tuition fees, ranging from 1.21 to 1.50,
  - c) represented CU at important scientific, professional, artistic or sporting events,
  - d) is an employee of CU or a part thereof, or of a specialised teaching facility pursuant to Section 35 of the Higher Education Act,
  - e) is a student with special needs,<sup>10</sup>

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<sup>8</sup> Higher Education Act S 92 (18), Statute of CU Art. 67a (4).

<sup>9</sup> The weighted study average is calculated in accordance with S 6 (7) of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Z. z. on the credit system of study as amended.

<sup>10</sup> Higher Education Act S 100 (2).

- f) meets or would meet the conditions for awarding a social scholarship or otherwise demonstrates a poor social situation,
  - g) otherwise demonstrably proves a serious health or family situation (death in the family, serious accident, etc.),
  - h) is under 25 years of age and is also the parent of a child under 3 years of age (inclusive),
  - i) by 30 September, he/she leaves his/her study in the first year of study to which he/she has been duly admitted and enrolls in a study to which he/she has been additionally admitted,
  - j) as a doctoral student in the study programme concerned, has exceeded by at least 100 % the number of published works required for admission to the defence of his/her dissertation thesis;  
or
  - k) exceeds the standard length of study as a result of a public health emergency due to COVID-19.
- (3) In the case of tuition fees due to exceeding the standard length of study, the Rector may also decide according to subsection 1 in cases when the applying student exceeds the standard length of study:
- a) as a result of delays caused by the faculty in providing the defence of the dissertation thesis;  
or
  - b) for the reason that he/she enrolls in the next part of the study or reenrolls after the interruption of study in order to take a state exam<sup>11</sup> (subject of the state exam).
- (4) In the case of tuition fees based on Art. 2 (4), the Rector may also make a decision under subsection 1 in cases when the student:
- a) has completed part of the study at a partner faculty (university) based on the agreement between the faculties (faculty and university) and does not exceed the standard length of study,
  - b) reenrolls in the summer semester of the relevant academic year after the interruption of study, does not exceed the standard length of study and has consistently fulfilled his/her study obligations prior to the interruption of study.
- (5) The Rector, by his/her decision, may:
- a) in cases under subsection 2 (b) reduce tuition fees by not more than 50 %,
  - b) in cases under subsection 3 (b) reduce tuition fees by not more than 90 %,
  - c) in cases under subsection 4 reduce tuition fees by not more than 80 %,
  - d) in other cases referred to in this article reduce tuition fees by the full amount, thus waive tuition fees.

## **Art. 9**

### **The process of reducing, waiving tuition fees or postponing tuition due dates**

- (1) A student may submit an application pursuant to Art. 8 (1) not later than 15 days from receipt of the decision on the obligation to pay tuition fees. In the case of the external form of study, the deadline for submitting an application shall also run from the date of enrolment in the next part of study or reenrolment after the interruption of study. The Rector may, for serious reasons, excuse missing the deadline under this subsection, otherwise he/she shall reject the late application. The submission of an application under this subsection shall not have suspensive effect against a decision on the obligation to pay tuition fees.
- (2) The application shall be submitted in paper form to the Dean of the faculty concerned. The student is obliged to attach relevant documents to the application proving the reasons for reducing, waiving or postponing tuition fee due dates, such as those that are not available to the university or its faculty (child's birth certificate, certificate of representation, medical certificates proving long-term health problems, etc.).

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<sup>11</sup> In accordance with S 51(3) of the Higher Education Act, the defence of the final thesis is also considered a state exam.

- (3) The Dean shall consider the application, or may invite the student to complete the application, and shall submit the application to the Rector within 30 days of its receipt, together with his/her written opinion containing a reasoned recommendation for a decision on the matter, a copy of the decision on the obligation to pay tuition fees sent to the student, an affidavit of study pursuant to Section 71 (3) (b) of the Higher Education Act, and copies of the relevant documents.
- (4) The Rector shall decide on the application within 30 days of receipt of the application and the Dean's opinion by the Rector. The Rector may reject the application, postpone the tuition due dates, reduce or waive tuition fees in accordance with Art. 8 (5).
- (5) If the Rector decides to reduce tuition fees, waive tuition fees or postpone their due dates for the reasons referred to in Art. 8 (3) (b), in the decision the Rector may also, on the proposal of the Dean, determine the procedure for the payment of tuition fees in the case that the circumstances for which the tuition fees have been reduced, waived or postponed do not occur.
- (6) Except in the cases according to the following sentence, there is no legal entitlement under Section 92 (18) of the Higher Education Act to reducing tuition fees, waiving tuition fees or postponing tuition due dates even if the student fulfils the conditions for reducing tuition fees, waiving tuition fees or postponing tuition due dates under this directive and provides all relevant documents. A student with special needs who agrees to an assessment of his/her special needs shall, according to the extent and type of a special need, be entitled to waiving tuition fees in justified cases if the study is longer than the standard length of the relevant study programme.<sup>12</sup>
- (7) The Rector's decision is final and cannot be appealed.

#### **Art. 10**

#### **Study-related fees at CU**

- (1) CU may charge applicants for study fees for material organization of the admission procedure. The fee is derived from the actual costs of the university associated with these activities. Its amount shall not exceed 25% of the base according to Art. 1 (4).
- (2) CU may charge a fee for acts related to the rigorous examination and the defence of the rigorous thesis (hereinafter referred to as the "fee for the rigorous procedure"). The amount of the fee for the rigorous procedure can be determined up to 150% of the base according to Art. 1 (4).
- (3) For repeating the rigorous examination, CU may charge a fee of not more than 60 % of the fee for the rigorous procedure, while the sum of the fee for the ordinary term of the rigorous examination and the fee for repeating the rigorous examination may not exceed the limit set out in subsection 2.
- (4) CU may charge a fee for acts related to the issuance of a diploma for the award of an academic degree to graduates of a Master's degree who have passed the rigorous examination (hereinafter referred to as the "diploma fee in the rigorous procedure"). The fee shall not exceed 30% of the base according to Art. 1 (4).
- (5) CU may charge fees for the issuance of study documents and their copies (Section 67 of the Higher Education Act), for the issuance of graduation documents (Section 68 of the Higher Education Act), if required in a foreign language, for the issuance of copies of graduation documents.
- (6) Study-related fees shall be payable without notice and shall be payable upon the submission which seeks to perform an act or to carry out a procedure, with the exception of the fees referred to in the following subsection. A proof of payment of the fee for the act in question pursuant to this directive shall be a compulsory annex to the submission.

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<sup>12</sup> Higher Education Act S 100 (4) (e).

- (7) The fee for the rigorous procedure, except for the fee for the remedial term, is payable within 15 days of receipt of the acknowledgement of acceptance of the application for the rigorous examination.<sup>13</sup> The diploma fee in the rigorous procedure shall be payable within 15 days of receipt of the notice to pay this fee by the student.
- (8) The general regulations on administrative fees do not apply to study-related fees under the Higher Education Act.<sup>14</sup>

### **Art. 11** **Amount of study-related fees**

The amount of study-related fees at CU in the relevant academic year is set out in the annex to this directive pursuant to Art. 13 (7).

### **Art. 12** **Reducing, waiving or postponing due dates of study-related fees**

- (1) The Rector may, at the request of the applicant who has applied for the rigorous procedure<sup>15</sup> and after the opinion of the Dean, reduce or waive the fee for the rigorous procedure or postpone its due date:
  - a) for an employee of CU or a part thereof,
  - b) for a full-time doctoral student of CU studying at the standard length of study; or
  - c) when applying for the rigorous examination within one year of completing the master degree study, if such a circumstance is stipulated by an internal regulation of the faculty issued in accordance with a specific internal regulation of CU.<sup>16</sup>
- (2) The deadline for submitting an application pursuant to subsection 1 shall be 15 days of receipt of the acknowledgement of acceptance of the application for the rigorous examination.<sup>17</sup>
- (3) The provisions of Art. 9 of this directive shall apply mutatis mutandis to reducing, waiving or postponing due dates of study-related fees.

### **Art. 13** **Common, transitional and final provisions**

- (1) A CU student is obliged to pay tuition and study-related fees and to truthfully state the facts relevant to their determination.<sup>18</sup>
- (2) The provisions for service of documents under the provisions of the Rules of Study of CU governing the decision-making on matters relating to the academic rights and obligations of students shall apply mutatis mutandis to service of documents under this directive.
- (3) The registration of students who have exceeded the standard length of study, together with the records of the proof of payment of tuition fees and study-related fees, shall be prepared and provided by the Study department of the relevant faculty of CU; in the case of study-related fees, which are revenues of the CU Rector's Office, the records of the proof of their payment shall be prepared and provided by the Department of Education of CU.

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<sup>13</sup> Internal regulation No. 22/2018 Principles of the Rigorous Procedure at CU Art. 3 (6).

<sup>14</sup> Higher Education Act S 92 (21).

<sup>15</sup> Internal regulation No. 22/2018 Principles of the Rigorous Procedure at CU Art. 1 (2).

<sup>16</sup> Internal regulation No. 22/2018 Principles of the Rigorous Procedure at CU Art. 12.

<sup>17</sup> Internal regulation No. 22/2018 Principles of the Rigorous Procedure at CU Art. 3 (6).

<sup>18</sup> Higher Education Act S 71 (3) (b).

- (4) The obligation to pay tuition and study-related fees can be assumed by another natural person or legal entity.<sup>19</sup>
- (5) This directive replaces all previous CU regulations governing the amount of tuition fees and study-related fees for the relevant academic year, to the extent provided for in Art. 1 (1) (b) of this directive. The annexes governing the amount of tuition fees and study-related fees at CU for the relevant academic year shall remain in force. Procedures initiated before the entry into force of this directive shall be completed under the existing regulations.
- (6) This directive repeals Internal Regulation No. 3/2010 Directive of the Rector of Comenius University, Bratislava, governing the particulars of tuition fee payment decisions.
- (7) The following annexes are included in this directive:
- |             |   |
|-------------|---|
| Annex No. 1 | Templates of tuition fee payment decisions  |
| Annex No. 2 | Tuition and study-related fees at Comenius University in Bratislava in the academic year 2021/2022. |
- (8) This directive shall enter into force on the day of its signature and shall take effect on 1 September 2021.

In Bratislava, 28 July 2021

Prof. JUDr. Marek Števček, PhD.  
Rector of CU

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<sup>19</sup> Higher Education Act S 92 (22).