



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 18/2023

Directive of the Rector
of Comenius University Bratislava

**Full text of Internal Regulation No. 17/2021
Directive of the Rector
of Comenius University Bratislava
determining the amount of tuition fees and fees
associated with studies at
Comenius University Bratislava
as amended by Addenda No. 1 to 5**

2023 Edition

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The rector of Comenius University Bratislava ("Comenius University") hereby issues under Article 10(2) of Internal Regulation No. 3/2023, the Statute of Comenius University, as amended, the full text of Internal Regulation No. 17/2021, Directive of the Rector of Comenius University determining the amount of tuition fees and fees associated with studies at Comenius University as amended by Internal Regulation No. 27/2021 Addendum No. 1, Internal Regulation No. 6/2022 Addendum No. 2, Internal Regulation No. 27/2022 Addendum No. 3, Internal Regulation No. 35/2022 Addendum No. 4, and Internal Regulation No. 8/2023 Addendum No. 5.

The rector of Comenius University hereby issues this directive under §92 of Act No. 131/2002 Coll., on Higher Education and on amendment of certain acts, as amended (the "Higher Education Act") and Article 51 and 52 of Internal Regulation No. 5/2023, the Statute of Comenius University Bratislava (the "Statute of Comenius University"), which defines the amount of tuition fees and fees associated with studies at Comenius University (the "directive").

Article 1 **Basic Provisions**

- (1) This directive determines:
 - a) the amount of tuition fees and fees associated with study at Comenius University Bratislava ("Comenius University")¹ and
 - b) the principles for payment of tuition fees and fees associated with studies at Comenius University.
- (2) The rector sets the annual tuition fees for individual study programmes; when a study programme is provided by a Comenius University faculty (a "faculty"), the rector defines the annual tuition fees for these study programmes based on the proposal of the dean of the faculty (the "dean"). Annual tuition fees cover one academic year.
- (3) The base for determining the amount of tuition fees and fees associated with studies at Comenius University is 10% of the average amount per full-time student as determined from the total current expenses provided by the Ministry of Education, Science, Research and Sports of the Slovak Republic (the "Ministry") to public universities from the state budget within the breakdown of the approved budget in the previous calendar year. This base is rounded down to the nearest whole five Euros. The base is applied to the academic year beginning in the given calendar year.
- (4) Under §92 (1) and (2) of the Higher Education Act, the base for determining the tuition fees and fees associated with studies for a given academic year is defined by the Ministry, which publishes this information on its website, www.minedu.sk.³
- (5) For the purposes hereof, the first three years of study in study programmes under §53 (3) of the Higher Education Act ("combined studies under §53 (3)"), are classified as first-level study programmes and the fourth and subsequent years of combined studies under

¹ Article 51 (2) and Article 52 (2) of the Statute of Comenius University.

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

§53 (3) are classified as second-level study programmes, whereby the fourth year of combined studies under §53 (3) is considered the first year of study in the second-level study programme and each additional year in kind.

- (6) For the purposes hereof, studies within a bachelor's degree program under previous regulations are classified as studies in a first-level study programme, studies in a master's degree program, an engineer's degree program, and a doctoral degree program under previous regulations are classified as studies in a second-level study programme under §53 (3) of the Higher Education Act. If a student has continued in a master's degree program or an engineer's degree program after previously completing a bachelor's degree program under previous regulations, such continued studies are classified as studies in a second-level study programme. The provisions related to length of studies under previous regulations are considered the standard length of study under the Higher Education Act.⁴

Article 2

Obligation to Pay Tuition Fees for Full-Time Studies

- (1) A Comenius University student enrolled in full-time studies shall pay the annual tuition fees if they are obliged to pay annual tuition fees under paragraphs (2), (3) or (5) herein.
- (2) A student shall pay Comenius University the annual tuition fees in a second and each additional study programme for studies in the given academic year if they are concurrently studying two or more study programmes provided by a public higher education institution at the same level during a single academic year. A student who re-enrols for study in another study programme at the relevant level after interruption (§69 (1) of the Higher Education Act) (and in which case the student is considered to be studying concurrently), the student shall pay the public university a proportional part of the annual tuition fees depending on the number of calendar months remaining to the end of the given academic year after their re-enrolment.
- (3) A student shall be obliged to pay the Comenius University tuition fees for each additional year of study if they study a study programme by a public higher education institution for longer than the standard length of study. The total period of study takes into account the period during which the student was enrolled at a public higher education institution in one of the study programmes at the respective higher education level; if the student was simultaneously enrolled in more than one study programme in one academic year, only one year is counted towards the total period of study; if the student was enrolled in one study programme, one year is counted as well. Tuition fees due to study longer than the standard length of study of the relevant study programme shall be determined as a proportional part of the annual tuition fees 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 (even if the number of credits to be obtained by the student is higher than the student's standard workload). For the purposes of this paragraph, the credits to be earned by a student in a given academic year shall be deemed to be the credits assigned to the courses in which the student enrolled and confirmed in the curriculum

⁴ § 113a (8) of the Act on Higher Education.

record or change of curriculum record at the beginning of the academic year, in addition to the credits assigned to courses for which credit has been granted. If the number of credits to be earned by the student increases during the academic year, the corresponding difference in tuition fees will be assessed by a decision of the dean.

- (4) If a student is studying a study programme longer than the standard length of study because of participation in academic mobility within an exchange programme while complying with the conditions of that exchange programme, or if they were granted a social scholarship in the last year of study during the standard length of study of the relevant study programme, the obligation to pay tuition fees pursuant to paragraph (3) shall not arise in the next year of study following the exceeding of the standard length of study.
- (5) A student of a study programme in full-time studies shall be obliged to pay the annual tuition fees in each academic year, if the study programme pursuant to §51 (4)(p) of the Higher Education Act is conducted exclusively in a language other than the official state language. The obligation to pay tuition fees shall arise only if
 - a) a public higher education institution, in the academic year in which the student commenced studying the study programme in question, admitted students to study in the same field of study and degree in a study programme which is also conducted in the state language, and
 - b) the higher education institution informed the admitted candidate in writing (including by email) of the obligation to pay tuition fees, together with the amount of the annual tuition fees for all years of study during the standard length of study of the study programme.
- (6) If a student has the obligation to pay tuition fees pursuant to paragraph (2) for concurrent studies, they are entitled to decide for which study programme in the given academic year they will study at no charge, if they are entitled to gratuitous university study.⁵
- (7) The total period of study under paragraph (3) does not include a period in which a student was enrolled in study at a public higher education institution in a study programme in which they paid tuition fees.

Article 3

Obligation to Pay Tuition Fees for Part-Time Studies

A Comenius University student enrolled in part-time studies shall pay annual tuition fees in every year of their studies.

Article 4

Obligation to Pay Tuition Fees for Students Studying under

⁵ §70 (1)(k) of the Higher Education Act.

an International Agreement or Treaty

In the case of a student studying under international agreements or treaties, tuition fees and fees associated with study shall be governed by the provisions of that specific agreement or treaty. If an international agreement or treaty does not govern conditions for the payment of tuition fees or if, under the agreement or treaty, tuition fees are paid according to the regulations of the receiving country, the obligation to pay tuition fees does not arise if the student receives a scholarship from the state budget. A student who receives a scholarship from a scholarship programme established with the consent of the government and a student who is studying in the Slovak Republic within the framework of academic mobility pursuant to §58a of the Higher Education Act, through an exchange programme established with the consent of the government or within the framework of the European Union Programme for Education and Training, Youth and Sport, or a student who has been granted asylum, temporary shelter or subsidiary protection shall not be obliged to pay the tuition fees. A student who has been issued a certificate of a Slovak living abroad pursuant to a special regulation⁶ shall be considered a citizen of the Slovak Republic for the purposes of tuition fees.

Article 5

Tuition Fees for Full-Time Studies and Their Payment

- (1) Students obliged to pay tuition fees for full-time studies pay their annual tuition fees in first-level, second-level, and third-level study programmes and for combined studies pursuant to §53 (3), which are not to exceed five times the base amount under Article 1 (4).
- (2) Tuition fee limits under paragraph (1) do not apply to tuition fees under Article 2 (5), i.e. for a study programme conducted exclusively in a language other than the official state language.
- (3) The tuition fees referred to in Article 2 (5) set out in the annexes hereto shall apply to all years of study during the standard period of study of the relevant study programme for students admitted to study in the relevant academic year. Tuition fees beyond the standard length of study for study programmes conducted exclusively in a language other than the official state language shall correspond to the tuition fees specified in the study programme for the relevant academic year.^{6a}
- (4) Students obliged to pay tuition fees for full-time studies shall complete such payment under the provisions hereof and per the instructions specified in tuition fee payment decisions issued by the dean using the recommended templates provided in Annexes No. 1a to 1c hereto. The dean shall issue a tuition fee payment decision as expediently as possible once they become aware that the student is obliged to pay tuition.
- (5) The annual tuition fees shall be paid by the student by wire transfer to the faculty's account and shall be payable on the date specified in the tuition fee decision. Deans may also determine the due date of the annual tuition fees in other ways in an internal

⁶ §7 (2) of Act No. 474/2005 Coll. on Slovaks Living Abroad and on amendment of certain acts.

^{6a} §92 (16) of the Higher Education Act.

regulation of the faculty, or divide the payment of the annual tuition fees generally into two instalments if this is more advantageous for the students.

- (6) The rector may reduce, waive or otherwise defer the payment term for tuition fee payments under Articles 8 and 9 herein.

Article 6

Tuition Fees for Part-Time Studies and Their Payment

- (1) Annual tuition fees for study programmes in part-time studies must not exceed the product of the maximum annual tuition fees for the given academic year as defined by the ministry in a specific measure,⁷ and the coefficient, which is expressed as a share of the number of credits to be earned for proper completion of the studies in the relevant study programme, and the product of the standard length of study of the relevant study programme and the number 60. The maximum annual tuition fees in study programmes in part-time studies are derived from the subsidy for the implementation of accredited study programmes (§89 (4) of the Higher Education Act).
- (2) Tuition fees for part-time study specified in the annexes hereto are applicable for all years of study over the standard length of study of the relevant study programme for students accepted for studies in the given academic year, whereby the dean shall issue the tuition fee payment decision for the standard length of study together with the admission decision using the recommended template provided in Annex No. 1d hereto.
- (3) Tuition fees beyond the standard length of study in part-time studies shall correspond to the tuition fees specified for the relevant study programme for the given academic year, which is specified in the dean's tuition fee payment decision for study beyond the standard length of study.
- (4) The annual tuition fees shall be paid by the student by wire transfer to the faculty's account and shall be payable on the date specified in the tuition fee decision. Deans may also determine the due date of the annual tuition fees in other ways in an internal regulation of the faculty, or divide the payment of the annual tuition fees generally into two instalments if this is more advantageous for the students.
- (5) The rector may reduce, waive or otherwise defer the payment term for tuition fee payments under Articles 8 and 9 herein.

Article 7

Tuition Fee Payment Decision

- (1) Tuition fees at Comenius University are assessed on the basis of a decision of the dean of the faculty, which contains the essentials listed in the recommended template decisions in Annex No. 1 hereto. In particular, the reasons for the decision must be duly substantiated, stating the reasons for the decision and the facts on which the tuition fees were based on in a way that is transparent and reviewable.

⁷ <https://www.minedu.sk/opatrenia/>

- (2) A tuition fee payment decision is final and cannot be appealed by the student. The dean may, at their own initiative, change or cancel a tuition fee payment decision if it is found to be based on false or incomplete documents or information.

Article 8 **Grounds for Reducing, Waiving or Deferring Payment of Tuition Fees**

- (1) The rector may decide to reduce or waive tuition fees or to defer payment, as a rule at the student's request, in the cases referred to in Article 8 herein. In making such decision, the rector shall take into account the opinion of the dean of the faculty, the student's study results, the student's social situation, the student's state of health, and other facts worthy of special consideration referred to in Article 8 herein.
- (2) The rector may issue a decision under paragraph (1) in instances where a student:
- a) achieves a weighted grade point average for all previous studies⁹ in the study programme in which they are obliged to pay tuition fees ranging from 1.00 to 1.20,
 - b) achieves a weighted grade point average for the entire course of study to date in the study programme in which they are required to pay tuition fees ranging from 1.21 to 1.50,
 - c) has represented Comenius University at important scientific, professional, artistic or sporting events,
 - d) is an employee of Comenius University or a unit of Comenius University,
 - e) is a student with special needs,¹⁰
 - f) meets or would meet the conditions for a social scholarship or otherwise demonstrates their poor social situation,
 - g) otherwise provides evidence of a serious health or family situation (death in the family, serious accident, etc.),
 - h) is the parent of a child under 3 years of age (inclusive),
 - i) withdraws from the first year of studies to which they have been duly admitted by 30 September of the given academic year and enrolls in studies to which they have been subsequently admitted,
 - j) exceeded the number of published works required for admission to the defence of the doctoral thesis by at least 100% as a doctoral student in the relevant study programme,
 - k) the standard length of study has been extended as a result of the public health state of emergency declared as a result of COVID-19, or
 - l) the standard length of study has been extended as a result of their performance of their civic duties (e.g. in particular military service, the obligation to perform extraordinary service, etc.) during an extraordinary situation, an emergency

⁹ The weighted grade point average is calculated in accordance with §6 (7) of Ministry of Education of the Slovak Republic Decree No. 614/2002 Coll. on the Credit System of Study, as amended.

¹⁰ §100 (2) of the Higher Education Act.

situation, or a state of emergency.

- 3) The rector may, in justified cases, make a decision pursuant to paragraph (1) even if the student's status as a student within the meaning of the Higher Education Act has ceased (e.g. death of the student).
- 4) In the case of tuition fees where the standard length of study has been exceeded, the rector may issue a decision under paragraph (1) in instances where the applicant student has exceeded the standard length of study:
 - a) as a result of delays attributable to the faculty with respect to defence of the doctoral thesis, or
 - b) as a result of a violation of the student's rights by Comenius University or the faculty, which has been established by a decision of a court, the rector or the dean.
- 5) In the case of part-time study of a doctoral study programme, the rector may also make a decision under paragraph (1) in cases where the applicant student carries out teaching activities which are not required by the study programme and does not receive remuneration for such teaching activities.
- 6) For tuition fees under Article 2 (5), the rector may issue a decision under paragraph (1) in instances when the student:
 - a) completes a portion of their studies at a partner faculty (within higher education) based on an inter-faculty agreement (between the faculty and higher education institution) and they have not exceeded the standard length of study,
 - b) they re-enrol in the summer semester in the same academic year after an interruption of their studies, the standard length of study has not been exceeded, and they properly fulfilled all their study obligations prior to interrupting their studies.
- 7) The rector may issue a decision in which:
 - a) tuition fees may be reduced by up to 50 % in the cases defined in paragraph (2)(b),
 - b) tuition fees may be reduced by up to 80% in the cases defined in paragraph (6),
 - c) tuition fees may be reduced in full, i.e. tuition fees may be waived, in other instances specified in this article herein.
- (8) Where the grounds for reducing and / or waiving tuition fees in an application under paragraph (1) are cumulative, there shall be no accumulation of tuition fee reduction percentages under paragraph (6).

Article 9

Process for Reducing, Waiving or Deferring Payment of Tuition Fees

- (1) A student may submit an application pursuant to Article 8 (1) no later than 15 days after receipt of the tuition fee payment decision. In the case of part-time study, the time-limit

for submitting an application also runs from the date of enrolment in the next part of the study or re-enrolment after interruption of studies. The rector may, for compelling reasons, excuse a missed time-limit under this paragraph if the student makes such request together when submitting the application at the latest. The submission of an application pursuant to this paragraph shall not have suspensive effect against a tuition fee payment decision.

- (2) This application is submitted in paper form to the dean of the relevant faculty. The student is obliged to provide relevant proof together with the application demonstrating the grounds for a reduction, waiver, or deferral of payment of tuition fees, including such proof that Comenius University or its faculty does not otherwise have access to (e.g. the birth certificate of a child, confirmation of representation, medical certificates proving long-term health problems, etc.).
- (3) The dean shall review the application, or may request the student amend their application, and then turn it over to the rector within 30 days from its delivery together with their written statement containing a reasoned recommendation for a decision on the matter at hand, a copy of the tuition fee payment decision send to the student, a sworn declaration of studies according to §71 (3)(b) of the Higher Education Act, and copies of relevant materials. Late applications shall be disregarded"
- (4) The rector shall issue a decision on the application within 30 days of receipt by the rector of the application and the dean's statement. The rector may reject an application, defer the tuition fee payment term or reduce or waive tuition fees in accordance with Article 8 (2).
- (5) Excepting the instances in the following sentence, there is no legal entitlement to any reduction or waiver of tuition fees or deferral of tuition fee payments under §92 (18) of the Higher Education Act, even when a student meets the conditions for a reduction or waiver or tuition or deferral of tuition fee payments as defined herein, and provides all relevant proof and materials. A student with special needs to agrees to an assessment of their special needs is entitled to waiver or tuition in justified cases based on the scope and type of their specific needs when studies extend beyond the standard length of study for the given study programme.¹²
- (6) The rector's decision is final and may not be appealed.

Article 10

Fees Associated with Studies at Comenius University

- (1) Comenius University may require applicants pay a fee for the costs of the admissions procedure. This fee is based on Comenius University's actual costs associated with these activities. The amount may not exceed 25% of the base amount under Article 1 (4)

¹² §100 (4)(e) of the Higher Education Act.

herein.

- (2) Comenius University may charge fees for the doctoral procedure and the doctoral thesis defence ("doctoral fees"). The doctoral fees may be set at up to 150% of the base amount under Article 1 (4) herein.
- (3) For repeating a doctoral oral examination, Comenius University may require a fee of up to 60% of the doctoral fees, whereby the sum of the fee for the standard oral examination procedure and the fee for the repeated oral examination procedure may not exceed the limit defined in paragraph (2).
- (4) Comenius University may charge a fee for activities related to issuing a diploma awarding an academic degree to master's degree graduates who have completed their doctoral oral examination ("doctoral diploma fee"). The fee may not exceed 30 % of the base amount under Article 1 (4) herein.
- (5) Comenius University may charge fees for issuing study documents and their copies (§67 of the Higher Education Act), for issuing study completion documents (§68 of the Higher Education Act), if requested in a foreign language, for issuing copies of study completion documents.
- (6) Fees associated with study are payable without notice, in cash to an account, and are payable upon the filing of a petition that seeks to perform an act or to carry out a proceeding, except for the fees referred to in the following paragraph. Proof of payment of the fee for this activity as specified herein must be attached to any such filing.
- (7) The doctoral fees, excepting the fee for a substitute date, are due within 15 days from receipt of confirmation of the acceptance of the doctoral oral examination application.¹³ The doctoral diploma fee is due within 15 days from the student's receipt of the request to pay this fee.
- (8) Fees associated with studies are exempt under the Higher Education Act from general regulations concerning administrative fees.¹⁴

Article 11

Amount of Fees Associated with Studies

The amount of fees associated with studies at Comenius University in the relevant academic year is specified in an annex hereto pursuant to Article 13 (8).

Article 12

¹³ Article 3 (6) of Internal Regulation No. 22/2018, Principles of the Doctoral Procedure at Comenius University.

¹⁴ §92 (21) of the Higher Education Act.

Reduction, Waiver or Deferral of Payment for Fees Associated with Studies

- (1) The rector may decide to reduce or waive fees associated with studies or to defer their payment, as a rule at the student's request, in the cases referred to in this article herein. In making such decision, the rector shall take into account the opinion of the dean of the faculty, the student's study results, the student's social situation, the student's state of health, and other facts worthy of special consideration referred to in Article 8 herein.
- (2) At the request of an applicant who has applied for the doctoral procedure,¹⁵ and based on the dean's statement, the rector may reduce or waive the doctoral fees or defer their payment:
 - a) they are an employee of Comenius University or a unit of Comenius University,
 - b) they are a full-time graduate student at Comenius University studying within the standard length of study, or
 - c) upon filing of an application for the doctoral oral examination within one year of completing a master's degree programme if such circumstance is specified in an internal regulation of the faculty issued in accordance with the relevant Internal Regulation of Comenius University.¹⁶
- (3) The deadline for submitting the application under paragraph (1) is 15 days from delivery of confirmation of the acceptance of the doctoral oral examination application.¹⁷
- (4) The provisions of Article 9 herein for reducing, waiving, or deferring payment of fees associated with studies apply in kind.

Article 13

Common, Transitional and Final Provisions

- (1) Comenius University students are obliged to pay tuition fees and fees associated with studies and truthfully state the facts decisive for their determination.¹⁸
- (2) The provisions for the exchange of documents under the Study Regulations of Comenius University that govern decisions related to academic rights and obligations of students apply in kind to any documents exchanged under the terms hereof. Where a student makes an application under Article 8 (1) through a postal undertaking, the date on which the application is made shall be the date marked by the postal undertaking on the envelope.
- (3) The study department at the relevant Comenius University faculty maintains the records of students who have exceeded the standard length of study together with records of payments of tuition fees and other fees associated with studies; in the case of fees

¹⁵ Article 1 (2) of Internal Regulation No. 22/2018, Principles of the Doctoral Procedure at Comenius University.

¹⁶ Article 12 of Internal Regulation No. 22/2018, Principles of the Doctoral Procedure at Comenius University.

¹⁷ Article 3 (6) of Internal Regulation No. 22/2018, Principles of the Doctoral Procedure at Comenius University.

¹⁸ §71 (3)(b) of the Higher Education Act.

associated with studies that are revenues of the Rector's Office of Comenius University, the Comenius University Education Department shall prepare and maintain records of their payment.

- (4) Another natural person or legal entity may assume the obligation to pay tuition fees and fees associated with studies.
- (5) Tuition fees in a study programme conducted exclusively in a language other than the official state language shall be paid in accordance with the regulations in effect until 24 April 2022 if the student has enrolled in the study of the relevant study programme before 24 April 2022.²⁰
- (6) This directive supersedes all previous Comenius University regulations stipulating the amount of tuition fees and fees associated with studies for the relevant academic year in the scope under Article 1 (1)(b) herein. Annexes stipulating the amount of tuition fees and fees associated with studies at Comenius University in the relevant academic year remain valid. Proceedings commenced due to the effectiveness of this directive will be completed according to the existing regulations.
- (7) This directive terminates Internal Regulation No. 3/2010 Directive of the Rector of Comenius University Bratislava, which stipulates the pertinent details and essentials in tuition fee payment decisions.
- (8) The following Annexes form an integral part hereof:
 - Annex No. 1 Templates of tuition fee payment decisions
 - Annex No. 2 Tuition fees and fees associated with study at Comenius University Bratislava in the 2021/2022 academic year
 - Annex No. 3 Tuition fees and fees associated with study at Comenius University Bratislava in the 2022/2023 academic year
 - Annex No. 4 Tuition fees and fees associated with study at Comenius University Bratislava in the 2023/2024 academic year
- (9) This directive enters into force on 28 July 2021 and takes effect on 1 September 2021.
- (10) Addendum No. 1 hereto entered into force and took effect on 23 December 2021.
- (11) Addendum No. 2 hereto entered into force and took effect on 11 April 2022.
- (12) Addendum No. 3 hereto entered into force and took effect on 03 October 2022.
- (13) Addendum No. 4 hereto entered into force and took effect on 22 December 2022.
- (14) Addendum No. 5 hereto entered into force on 31 January 2023 and took effect on 16 March 2023, excepting subsections 15 and 18 of Addendum No. 5, which took effect on

¹⁹ §92(22) of the Higher Education Act.

²⁰ §113am (15) of the Higher Education Act.

31 January 2023.

In Bratislava, on 21 March 2023

prof. JUDr. Marek Števček, DrSc.
Rector of Comenius University