Internal regulation
University of Ss. Cyril and Methodius in Trnava
21/2020

Regulations governing the process of administering international students at the UCM

§ **1)**

Introductory provisions

1) The Directive governing the process of administering international students at UCM (hereinafter, the Directive) is drafted in accordance with Section 15 par. 1 letter c) The Rules of Procedure of the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as "UCM").
2) The purpose of this directive is to regulate the process of administration of international UCM students.
3) For the purposes of this Directive, international students shall mean students in full-time or part-time, accredited study programs offered by faculties and by UCM, at all three levels of study other than Slovak nationality.
4) International students of Erasmus+ mobility programs are administered under the Erasmus+ Administration Directive.
5) International students from other mobility programs shall be administered in accordance with this Directive.

§ **2**

Admission procedure

1) A candidate to study from abroad applies to the relevant faculty / institute, which is handled by the respective study department and, when all conditions are fulfilled, then the candidate is placed in the recruitment procedure.
2) Further formalities connected with the recruitment of the applicant shall be decided by the recruitment board of the faculty/institute.
3) The faculty / institute is responsible for the administration of the applicant once he has been admitted to the faculty / institute.

§ **3**

Accommodation

1) The decision to allocate accommodation on the basis of an application for accommodation from the accepted candidate for study is made by the Accommodation Commission of the Faculty.
2) The Head of the UCM accommodation, which is also responsible for the accommodation and all relevant details. authorized for UCM to communicate with contracted accommodation facilities that are able to provide capacity to those candidates who will not be able to be accommodated on the UCM dormitory at Nami. J. Herdu 2, 917 01 Trnava.

§ **4**

Studies - administration

1) The faculty / institute and, where appropriate, the faculty offices designated by them, are responsible for all study elements.
2) The faculty/institute issues the decision to take up the studies.
3) A letter of admission/invitation to study is issued by the faculty/institute.
4) Certificates of study are issued to students by the relevant study departments and/or by the study clerk of the Department of Quality and Science.

5) Certificates of study in the English language are issued to students by the relevant study departments and/or the study international of the Department of Quality and Science.
6) Bilingual attestations in the same version are certified to students by the relevant study departments and/or the study clerk of the Department of Quality and Science.
7) All other documents relating to the studies are certified by the faculties/institutes concerned or by their departments.
8) The administration of students in the AIS program is provided by the relevant study departments.

§ **5**
Organizational support

1) For the examination of translations of individual documents, the Rectoral International Relations Office (hereinafter referred to as " Relations Office ") is administratively assisted, at the request of the faculty/institute.
2) For the preparation of documents necessary for the visa requirement of the student, the Faculty/Institute and their designated departments may consult the Relations Office.
3) In matters of preparation of the content of documents necessary for the Foreign Police Department of the Slovak Police Department within the process of granting a temporary stay for the purpose of study, the Relations Office is administratively helpful.
4) For preparing the content of the documents necessary in order to register a student with the public health insurance system in the Slovak Republic, administrative assistance is provided by the Relations Office.

§ **6**
Final provisions

1) The directive was discussed at the Rector´s Board of the UCM on 16 September 2020.
2) This Directive shall enter into force on 21.09.2020.

Trnava, 16 September 2020

Prof. Ing Roman Boča, DrSc.
Rector of UCM

Regulations governing the process of administering international students at the UCM, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.