



NEW STUDENTS' HANDBOOK (SEPTEMBER 2019)

COMENIUS UNIVERSITY IN BRATISLAVA

FACULTY OF ARTS

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Dear students,

Welcome to the Faculty of Arts of Comenius University in Bratislava. We are glad that you chose to study at our university. We prepared a short and concise handbook that should help you with practical matters regarding not just your studies, but your experience at our faculty in general. However, this handbook does not contain all the answers – its main purpose is to be a convenient source of material to provide you with all the necessary basic information and make your academic life easier.

You will find a lot of useful and more detailed information on our website, which we will frequently refer to in the handbook. The [faculty website](#) also has a separate page dedicated to [bachelor's and master's study programmes](#) (only in Slovak). On the first floor of the faculty building (on Gondova street) you can find the [study department](#). Each student is assigned a study assistant based on alphabetical order. You can ask your study assistant any administrative questions regarding your studies. Furthermore, each department has its own **study advisor**, who will help you with practical questions about your specific programme. The names of study advisors are available on the pages of [individual departments](#).

Your first weeks at the faculty will be most likely spent dealing with various issues connected to your entry into the world of higher education and its organisational nuances. We believe that both our initial enrolment meeting as well as this handbook will help make it a bit easier. Remember to communicate with your teachers and senior students, who can also help you with many unanswered questions.

If you want to stay up to date on all the latest information about the faculty (lectures by experts, events, concerts, conferences, etc.), visit the website and like our [Facebook page](#).

[The Faculty of Arts of Comenius University in Bratislava](#) is now your faculty as well. All of us – students, teachers and administrative workers – should be interested in making it better. Please let us know if you have any suggestions that would help us improve the faculty.

We wish you the best of luck in your studies, many interesting lectures and passionate lecturers, and hope that you will have to spend as little time as possible dealing with administrative issues and wrestling with the [Academic Information System](#) (AIS).

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STUDYING

The primary regulatory document dealing with academic organization, the rights and responsibilities of students and other issues regarding student activity is the list of [Study regulations](#) (only in Slovak). Should a student breach one of the rules within said document, the faculty would make use of the [University Disciplinary regulations](#) and may initiate [disciplinary proceedings](#) (both in Slovak only). Make sure to read these documents. You will find answers to questions about your rights, responsibilities and attending our faculty in general. The regulatory statutes are mandatory for all students and teachers. Other essential internal regulations of our faculty and university can be found [here](#) (only in Slovak).

ACADEMIC SPACES AND THEIR LOCATIONS

The main faculty building, located at no. 2 Gondova street, houses the Dean's office, the study department, most departments and the school canteen. However, some departments and classrooms are also located in three separate buildings nearby: the main Comenius University building on Šafárikovo námestie (Šafárik square), its annex building (or "new building ") on Múzejná street and the building at no. 9 Štúrova street, located on the right side of the path leading to the city centre. The locations of individual classrooms are marked in the course schedule with a G for Gondova street, S for Šafárik square, N for the annex at Múzejná street and ST for Štúrova street. In the case of a three-digit number, the initial number indicates the floor on which the classroom is located (e.g. S401 is located on the 4th floor of the building on Šafárik square). Classrooms S2 and S3 are located on the ground floor of the same building (on the left side).

ACADEMIC YEAR SCHEDULE

The academic year is divided into the winter (WS) and summer semester (SS). Every semester includes a lecture and an examination period. The lecture period usually lasts 13 academic weeks, while the examination period lasts at least four weeks. The winter semester starts in the middle of September and lasts until mid-February. The summer semester starts in the middle of February and lasts until the end of June. The exact dates for enrolment and both semesters are annually updated on the faculty website and can be found [here](#).

CREDIT SYSTEM

The credit system makes it possible to evaluate a student's workload according to the completion of individual courses by credits in accordance with the Study regulations. It also allows students to participate in the creation of their own academic curriculum. Credits are numeric values allocated to each course, which represent the amount of work necessary for its completion (1 credit = 25–30 hours of work). The standard full-time study workload for a student throughout an entire academic year is equivalent to 60 credits, 30 credits per semester. Credits are allocated upon successfully completing a course.

The minimum number of credits necessary for a proper completion of a standard-length bachelor's study programme – usually 3 years – is 180 (240 credits are necessary in the case of a 4-year study programme) and a minimum of 120 credits are necessary for a 2-year master's study programme. Students must acquire credits in the manner dictated by their specific study programme (through the completion of compulsory, compulsory-optional and optional courses, as well as state examinations).

STUDY PROGRAMMES AND COURSES

All of you were accepted into a specific bachelor's (or master's) **study programme**. A study programme represents a set of educational activities (lectures, seminars, etc.) and rules. The completion of such sets provides you with the opportunity to gain higher education. Our faculty offers only full-time education for students with bachelor's and master's study programmes. Every available study programme has been accredited by the Accreditation commission.

Each study programme includes a recommended **study plan**. It is set up in a manner that allows a student to properly complete a standard-length study programme. A student's study plan is used to determine the order of completion of courses within a specific schedule by taking into consideration their educational material. It also determines the evaluation of students. Each student sets up his study plan (either on his own or with the help of a department study advisor) from a selection of courses in a manner appropriate for his study programme and in accordance with the Study regulations. You can find the recommended study plans for individual bachelor's and master's study programmes on our website. You can find current study plans in the Academic information system.

A **study programme** is made up of individual courses, which are divided into three groups by the necessity of their completion: a) compulsory (C) – the completion of these courses is an essential part of successfully finishing a study programme, they are chosen from a selection of courses provided by the department (or departments) heading the student's study programme; b) compulsory-optional (CO) – these courses allow individual students to adjust their study plans based on their personal interests within the structure of a study programme, they can also be chosen from a selection of courses provided by the department (or departments) heading the student's study programme; c) optional (O) – they comprise other courses, which can be chosen by students to further their studies or gain a required amount of credits from a relevant field of study (they can choose courses from any department within the faculty, any other Comenius University faculty, or a different university altogether; many faculty departments offer courses available to students from all study programmes).

Courses in a study programme are divided into two segments based on their continuity. Courses that do not represent a continuation of a previous one can be selected without the need to complete a prerequisite course or subject. Courses that do represent a continuation can be selected only if the student has already enrolled in and completed the prerequisite course or subject. Educational activities are mostly lectures, seminars, theses, exercises, internships, excursions, professional experience, a state examination and their combinations.

Information about the contents of individual courses can be found in the Academic information system (AIS – further information below) within the **Information list** of the course in question. After logging into AIS, you will first have to select the "Study programmes" section on the left side of the page. Afterwards, you will find the "VSST178 Study plans, information lists, ... study programmes" section on the right side. Selecting this section should bring up a pop-up window. Clicking on the arrow pointing downwards (in the upper right corner) will allow you to select a specific year (e.g. "I. – bachelor's programme"). Clicking the arrow on the right side will afterwards showcase all available study programmes for the current academic year in alphabetical order. After finding a study programme of interest, you can right-click on it and bring up an additional menu. Clicking on the "information lists" option will bring up another pop-up window, from which you can select the Slovak version (SK) with the number 510. Selecting the preferred version and clicking on OK (in blue) in the upper left corner will download the

information lists of all courses within the study programme. The abbreviation boSZ is used for common core courses available to all bachelor students of our faculty. These can be selected freely. In a similar manner, the abbreviation moSZ is used for such courses for master's students.

ATTENDANCE

Course attendance (e.g. lectures, seminars, exercises, etc.) is compulsory. A student's absence can be excused by the teacher in case of an illness or other serious cases (namely public service, civic duties, a quarantine, taking care of an ill family member, a doctor's examination, hospitalization, the birth of a child, accompanying a family member to a hospital, attending a funeral, one's own or close family wedding, moving to a different place of residence), which can be documented by the student. The teacher may ask a student to complete additional work (such as an essay) as a form of compensation for the absence.

COURSE SELECTION

By enrolling, a student selects his study plan for the next semester or year of academic activity. If a student does not successfully finish a compulsory course, he or she may re-take the course the following year in accordance with the study regulations. If the student is unable to successfully finish the course during his second attempt, he or she will be expelled in accordance with higher education laws. Students are required to enrol in courses (compulsory, compulsory optional and optional) in such a manner that would allow them to either successfully graduate or continue their studies. Students are required to finish each year (except for the last one) with at least 40 credits.

You can enrol into individual courses through the [Academic information system AIS](#) (more information below). You can do so during **the first two weeks of a semester**. If you are enrolled into a course and want to remove yourself, you can do so through AIS until the end of the second week of the semester. Carefully check which courses you have enrolled into, because such changes are impossible later. When cancelling the enrolment, make sure to remove the course from both your course schedule and enrolment list. **If a course is not removed from both, you will get a failing grade (FX), which will needlessly lower your overall grade average.** It is possible to enrol into courses for both the winter and summer semester during the winter semester. It is also possible to make changes during the summer semester, but only during the initial two weeks.

Your performance on each of the courses you have enrolled into will be graded at the end of the semester. If you enrolled into a course but do not attend it, you will be given a failing grade (FX). However, if you do not enrol into a course and attend it, you will not receive any grade nor credits.

GRADING

The grading of a student's academic performance depends on the continuous work displayed during the lecture period of a given semester and the continuous assessment (written tests, essays, individual work, course projects, etc.) and/or a course examination during the examination period. The exact method of grading is stated in the course information list. It is also compulsory for teachers to inform students about the method at the beginning of the semester. Students can enrol themselves into specific examination schedules, designated by their teachers, through the [Academic information system AIS](#) (more information below).

Comenius University uses a grading scale made up of six grades: A – excellent (excellent results), B – very good (above-average results), C – good (average results), D – satisfactory (acceptable results), E – sufficient (results meet the minimal criteria), FX – insufficient (additional work required). Students who received an FX grade have the right to two additional examinations if they had met all other continuous assessment requirements. If they had not met the requirements, they will receive an FX grade without the right to a final examination. In the case of courses, which take only the continuous evaluation into consideration, the students do not have a right to any additional examination. In the case of a re-taken course, the students have a right to only one additional examination.

A student's grades are recorded by the teacher and displayed within the [Academic information system](#) (AIS), freely accessible by the students. To access this information you must (1) click on "Studies, registration forms, state examination" located on the right; (2) select your current year in the "List of registration forms" below; (3) click on the "runner" icon located below the "List of registration forms" text; (4) select the "Assessments, averages" option. You can check the continuous assessment of a given course in a similar manner by selecting the "Continuous assessment" option in step (4).

STUDY INTERRUPTION

Study interruption is stipulated and regulated by article 32 of the [faculty Study regulation](#) (only in Slovak). A student can send a written form requesting an interruption of their studies after successfully finishing at least their first semester. Interruptions usually last a fixed academic time period (a semester or academic year). Students may interrupt their studies for a maximum of one year without specifying a reason. If a student interrupts their studies multiple times, the culminated time cannot exceed two years (parent's leave is an exception to this rule). Study interruption requests are ultimately evaluated by the faculty dean.

STUDY FEES

A student's first standard-length university education is free, in accordance with the current state legislation. However, if a student had attended (regardless of whether they had finished their bachelor's/master's degree or not) a different state university in the Slovak Republic, he will have to pay student fees (in case he had attended the university for a single year, he will only pay for a single year spent at our university). The fees are also compulsory for students attending two study programmes at a state university in the Slovak Republic simultaneously (only for one of the study programmes). In the case of a student exceeding the standard period of time in a given study programme (three years for almost all bachelor's study programmes, with the exception of East Asian languages and cultures, in which case the length is four years; two years for all master's study programmes), the fees are compulsory as well (the amount for two semesters was set to [€ 1200](#) for the 2019/2020 academic year).

ACADEMIC INFORMATION SYSTEM (AIS)

The [Academic information system](#) will ease the management of various organizational issues. Its main purpose is the digital processing of the study agenda. The information system eliminates the need for frequent visits to the [Study department](#) by allowing the user to perform a majority of the tasks himself. Another benefit is the availability of detailed information about compulsory and available courses.

The only things necessary to access the system is a login and password, both of which are provided in the letter of acceptance to our faculty. You can find several [guides for using AIS](#) and answers to [frequently asked questions](#) (only in Slovak) on the university Centre for information technologies page.

The most important and necessary functions of AIS include the student's ability to **enrol into individual courses** from a relevant study programme at the start of the academic year/semester (the first two weeks) and **exam schedules** during the examination period (end of the semester). The Centre for information technologies page has a step-by-step guide on the process of enrolling into courses (including screenshots). You can also find a guide on selecting and enrolling yourself into an examination schedule (and cancelling said enrolment in case of a mistake or a change of mind) on the same page. If you follow the guides, you should have no problem with the process.

The local administrator for AIS on our faculty is Mr. Matúš Hajdúch from the study department (e-mail: matus.hajduch@uniba.sk tel.: 02/59339312, room no. 130 on the first floor of Gondova). Alternatively, you can contact the head of the study department, Mr. Dano Madarás (e-mail: dano.madaras@uniba.sk, tel.: 02/ 59339324, room no. 131 on the same floor). Be sure to contact them in case of any issues.

SCHEDULE

You can also find your study programme schedule in the [Academic information system](#) (AIS). Click on the "Schedule" option on the right side of the screen. In the pop-up window select the desired semester (winter or summer) and click on the downwards pointing arrow in the mid-right portion of the screen. Afterwards, select the "Study programme" option from the displayed menu below. You must know the abbreviation of your study programme for the system to showcase its schedule. The abbreviation for bachelor's programmes begins with the letter "b", while master's programmes begin with the letter "m". Make sure to use for upper- and lower-case letters appropriately.

You can find the abbreviation for your study programme in AIS by clicking on "Study evidence" on the left side of the screen and then selecting "Studies, registration forms, theses, state examination" under "Study administration". In the pop-up window, look for the "Study programme" column to find the abbreviation (e.g. boAE represents the bachelor's study programme of archaeology).

Now that you know the abbreviation, you can go back to the "VSRH009 Schedule" window and fill in the "Abbrev." field (you may also fill in the year) and click on the bottom arrow. The lower half of the window will display individual study programme schedules. Click on the one which interests you (the first number corresponds to the year) and it should display itself.

INTERNATIONAL MOBILITY

Students in bachelor's and master's study programmes have the option of academic mobility. The time spent abroad includes short-term travel, a single semester and two semesters. This opportunity is provided by [Erasmus+](#), [CEEPUS](#), as well as other bilateral mobility programmes (a majority of them are managed by SAIA). Credits for courses earned abroad will count towards your overall credit count on our faculty (after being evaluated by a relevant teacher). You can

learn more about international mobility from department study advisors and the [International relations office](#). You can also find other essential information about available mobility locations on our web page. [Each department](#) has its own Erasmus+ coordinator who can help you with additional details regarding potential travel locations.

Thanks to mobility programmes, our faculty hosts many lecturers from foreign partner universities and faculties. Make sure to use this opportunity for direct contact with foreign professors. Information regarding these courses and events will be mainly available on your [department](#), as well as our [Facebook page](#).

STUDENT SURVEY

We care about your opinion and we strive to improve our faculty based on your input. Students have the opportunity to voice their opinions at the end of each semester (during the examination period) through an anonymous survey regarding individual teachers, study programmes and the faculty in general. Make sure to participate and give us your feedback. It allows us to move forward and improve the Faculty of Arts. The survey results are evaluated and responded to by both the faculty management and individual heads of departments.

FACULTY MANAGEMENT

The leading position of our faculty is held by the dean. The current dean of our faculty is prof. Mgr. Marián Zouhar, PhD. Other [management positions](#) are represented by five vice deans, who manage specific areas related to the functioning of the faculty (process of admission, study, scientific activity, international relations, faculty development), the [secretary of the faculty](#) and the [chairman of the Academic senate](#).

ACADEMIC SENATE

An important component of the self-governing body of the faculty is the [Academic senate](#). It is composed of a Staff Members' Chamber, as well as a Students' Chamber and has relatively strong powers when it comes to questions of management, organisation and personnel (e.g. it elects the faculty dean every four years). The student senators hold ten seats out of thirty and represent interests of the student body. They raise specific issues regarding the operation of the faculty based on their interactions with other students. The management of the faculty evaluates, reacts to and deals with these issues. Every student has the right to run for election and vote in the election of student senators. You can e-mail the [student senators](#) any time with questions, suggestions and various issues. You can find more information about the activities of the Students' Chamber on [Facebook](#).

STUDENT ID CARDS

Every student will receive a [student ID](#) upon enrolling into his first year of studies. The University provides two types of IDs – one of them is outfitted with an ISIC license, the other is not. Students can choose either of them. After making their choice, they request the production of their ID through an electronic return form in [AIS](#). Comenius University does not accept, nor validate ISIC ID cards from other colleges nor other educational establishments. If you choose to have an ISIC ID, make sure to file your registration at the civic organisation CKM SYTS at

<https://gdpr.uniba.sk>. The [student ID](#) gives you the opportunity to buy meals at the school canteen, to borrow books from the [Central library of the faculty](#) and to identify yourself at the turnstiles when entering the university dorms. They also provide you with a discount in bookstores, various shops, restaurants and when using public, train and bus transportation.

SCHOLARSHIPS

Students of our faculty have the opportunity gain a merit scholarship based on their academic performance. In addition, students who meet the necessary conditions can be granted a social scholarship. The faculty also provides a one-time special scholarship to students for excellent grades or for those in unique personal situations. Scholarships are regulated by [Scholarship regulations](#) (only in Slovak). The person in charge of scholarships is PhDr. Martin Čičila from the study department (e-mail: martin.cicilla@uniba.sk; tel.: 02/59339310, room no. G149 on the first floor at Gondova).

LIBRARY

Students can use the services provided by the [Central library of the Faculty of Arts](#) with their student IDs serving is library cards. The library is located on the third floor of the building on Múzejná street (in the “new building”, an annex to the main University building on Šafárik square) and is opened every workday. The study room is located at the end of the hallway on the right side on the second floor of the same building. It hosts a variety of literature (categorized by fields of study) for reading in-person. The [CU union catalogue](#) of the entire university library collection can help students find whether a given piece of literature can be found within the library. If it is not present, students can fill the „[book tips](#)“ (in Slovak) form and the library will inform you about its acquisition.

Apart from its own literary resources, the Central library also provides access to a rich database of [external electronic information resources](#) paid for by Comenius University. You can access the database from your PC, all you need to do is e-mail the library at kniznica@vili.uniba.sk. The library staff also prepared a [portal for information and media literacy](#) (only in Slovak), which provides a variety useful information, for example what plagiarism is and how to avoid it.

Apart from the Central faculty library, each department has its own library. The titles in them deal with specific fields of study relevant to the department. Make sure to check with your department about the library’s location.

WIFI AND SCHOOL EMAILS

The Wi-Fi network [Eduroam](#) is accessible from all academic spaces of the Faculty of Arts (buildings on Gondova, Múzejná, Štúrova streets and Šafárik square). Please contact [our IT support](#) (located on the first floor of Gondova, room no. G143) in case of any issues. There are currently some issues regarding the accessibility of the Eduroam network from some spots inside the building on Gondova – we are currently trying to resolve them by installing new access points.

In accordance with [internal faculty regulations](#) (only in Slovak), the use of university e-mail addresses is compulsory for all students and employees partaking in any conversation dealing

with university matters. All students enrolled into their first year have their e-mail address automatically created. The address ends with @uniba.sk and should be used exclusively when communicating with teachers, employees (such as study assistants) and the university library. Students will also receive information and news from the Students' Chamber of the Academic senate and other branches of the faculty.

Thanks to the [Office 365](#) account, students also have the ability to download the Office pack (Word, Excel, PowerPoint) from Microsoft legally and for free. They can also gain access to 1 terabyte of cloud storage space. You can login to Office 365 through this web page (located on the right side, University e-mail and Office 365).

STUDENTS WITH SPECIAL NEEDS

Comenius University in Bratislava hosts a [Support centre for students with special needs](#) (only in Slovak), which provides information, guidance, support services and educational activities for applicants and students with special needs, as well as teachers and the wider public. The Support centre is located at the Comenius University [Faculty of Mathematics, Physics and Informatics](#) in Mlynská dolina.

If necessary, contact the coordinator for students with special needs at the Faculty of Arts is doc. PhDr. Milica Schrageová, CSc. From the department of psychology (tel.: 02 59339167, room no. G357 on the third floor of the building on Gondova street, e-mail: milica.schrageova@uniba.sk).

The building on Gondova street is accessible by wheelchair through the entry from Fajnorovo nábrežie (next to the Danube) through the atrium.

HEALTH AND COUNSELING

[This site](#) (only in Slovak) will help you in case you need to find a contract physician in Bratislava. The University also hosts a [counsellor](#) (only in Slovak) who can help you deal with any potential psychological issues.

MEALS

Students can make use of the school canteen on Gondova street (located on the ground floor, accessible through the atrium or the side stairway next to the dean's office on the first floor). The canteen is open from 11:30 to 14:30 during the semester. Canteen tickets are available for purchase on Monday, Wednesday and Thursday from the office next to the canteen itself (the price for one ticket is € 1,80). It is necessary to identify yourself with an ISIC student ID when purchasing tickets. Snack bars are also available to students. One of them is within the premises of the building on Gondova street (right hall on the ground floor), the other inside the building on Šafárik square (ground floor), where there is also a coffee shop.

ACCOMMODATION

Our faculty can secure about 1,000 places for accommodation at Mlynská dolina. If you meet the requirements set up by the management of Comenius University (i.e. if you live outside the reach of the integrated transport system of the Bratislava Region), you can send an [electronic](#)

accommodation request during July. You received the necessary login details along with your letter of acceptance. You can find more information on this [website](#) (only in Slovak) including a detailed [guide through the process of accommodating](#) (in Slovak). It provides specific information regarding schedules and the process of applying for accommodation. The person in charge of accommodation is PhDr. Martin Čičila from the study department (e-mail: martin.cicilla@uniba.sk; tel.: 02/59339310, room no. G149 on the first floor on Gondova street).

LEISURE

CENTRE OF PHYSICAL EDUCATION AND SPORTS ACTIVITIES

In case you want to exercise and participate in sports, you may be interested in the [Centre of physical education and sports activities](#). You can find more information on this website (contacts and the current timetable are located on the bottom-left side).

STUDENT ACTIVITIES

We are continuously striving to create an environment friendly towards the free expression of student interests and talents. The Faculty of Arts hosts various student theatres (the English theatre [ActofKAA](#), the Spanish theatre [Teatro EsPánico](#)), clubs ([Cultura Nostra](#), [Ad Hoc](#)), as well as magazines (Webjournal, Kulturárium, [Pod čiarou](#)) and an internet radio. In case you want to express yourself artistically, feel free to contact them or try to come up with your unique way of doing so. Students have the opportunity to present themselves during the Dies Academicus event, regularly hosted in October. The cultural centre [UniverSaal](#) is currently under construction, you can find more information [here](#) (in Slovak).

We wish you the best of luck and plenty of success during
your stay at our faculty!

