



TECHNICAL UNIVERSITY IN ZVOLEN

**Organisational Directive**  
**č. 8 / 2013**

**TUITION AND ASSOCIATED WITH STUDYING**  
**AT THE TECHNICAL UNIVERSITY IN ZVOLEN**

ZVOLEN 2013

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## **Tuition fees and fees associated with studying at the Technical University of Zvolen**

### **Article I Introductory provisions**

- (1) The Technical University in Zvolen (hereinafter referred to as "TU in Zvolen" or "TU") issues in accordance with § 92, § 113af and related provisions of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act") and Art. 27 of the Statute of the TU in Zvolen, which regulates the framework provisions on tuition fees and fees associated with studying at the TU in Zvolen (hereinafter referred to as the "Statute of the TU"), this Organizational Directive No. 8/2013 (hereinafter referred to as the "Directive") with university-wide application.
- (2) TU in Zvolen is entitled to demand tuition fees and fees associated with studies from TU in Zvolen students, applicants for studies at TU in Zvolen and other persons to the extent and for the acts according to this Directive.
- (3) The basis for determining tuition fees and fees associated with studying at TU Zvolen is 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 approved budget breakdown in the previous calendar year. The base shall be rounded down to the nearest five euro. The amount of the base for the relevant academic year is included in Annex 2 to this Directive.
- (4) TU shall publish the tuition fees and study-related fees for the following academic year no later than two months before the last day for submitting applications for studies. For part-time study programmes, it shall publish the student's obligation to pay tuition fees for all years of study during the standard length of the study period. Publication shall be understood as a notice on the official notice board of TU Zvolen or its faculty and in a mass manner on the website of TU Zvolen or its faculty.

### **Article II Tuition fees**

- (1) The Rector of TU determines the annual tuition fees for individual study programmes. In the case of study programmes provided by a faculty, the amount of the annual tuition fee for

these study programmes is determined by the Rector of TU on the proposal of the Dean of the Faculty. The amount of the annual tuition fee for the following academic year shall be determined by the Rector in the form of a decision on the determination of the tuition fee.

- (2) The annual tuition fee covers the academic year. The annual tuition fee for full-time study programmes may not exceed five times the base (calculated according to Section 92(1) of the Higher Education Act). The annual tuition fee for part-time study programmes may not exceed the amount of the maximum annual tuition fee set for the academic year in question by ministerial regulation (Section 92(3) of the Higher Education Act). The limitation on the amount of tuition fees does not apply to tuition fees pursuant to Section 92(8) of the Higher Education Act.
- (3) A full-time student of TU Zvolen is obliged to pay the annual tuition fee if he/she becomes obliged to pay the annual tuition fee pursuant to paragraph 4 or paragraph 5 or paragraph 7 of this Article.
- (4) **Tuition fees for concurrent study of a second and further study programme.** A student who is concurrently enrolled in two or more study programmes offered by a public university at the same level in the same academic year is required to pay the annual tuition fees for the second and subsequent study programme for the academic year in question. A student who re-enrolls in a further study programme at the relevant level after having interrupted his/her studies (Section 69(1) of the Higher Education Act) is obliged to pay the public higher education institution a proportion of the annual tuition fee depending on the number of calendar months remaining until the end of the relevant academic year after his/her re-enrolment.
- (5) **Tuition fees for exceeding the standard length of study.** A TU student who studies a study programme offered by a public university for longer than its standard length of study is obliged to pay to the public university an annual tuition fee for each additional year of study. The total period of study shall take into account the period during which the student has been enrolled at the public higher education institution in one of the study programmes of the respective higher education level; if the student has been concurrently enrolled in more than one study programme in the same academic year, only one year shall be counted towards the total period of study. For the purposes of this paragraph, the period during which a student has been enrolled in a programme of study in the relevant academic year shall be rounded to the nearest academic year.
- (6) The total period of study referred to in paragraph 5 shall not take into account the period during which the student was enrolled at a public higher education institution in a programme of study in which he or she was paying tuition fees.
- (7) **Tuition fees for studying a study programme exclusively in a language other than the national language.** A full-time student of a study programme is obliged to pay the annual tuition fee in each academic year if the study programme is conducted exclusively in a language other than the state language pursuant to Section 51(4)(p) of the Higher Education Act. The obligation to pay tuition fees shall only arise if a public higher education institution has, in the academic year in which the student started the study programme, admitted students to study in the same field of study and degree in a study programme that is also conducted in the national language; this shall not apply if the student is not a citizen of an EU Member State or a State that is a party to the Agreement on the European Economic Area and the Swiss Confederation (hereinafter referred to as 'Member States'), nor does he/she have permanent residence in a Member State.

- (8) **Tuition fees for studying in the external form of study.** A student of TU Zvolen in the external form of study is obliged to pay the annual tuition fee in each year of study. The tuition fee after exceeding the standard length of study corresponds to the tuition fee for studies in the external form specified in the study programme for the respective academic year.
- (9) In addition to the payment of tuition fees, it is the student's duty to truthfully state the facts relevant to the determination of the tuition fees (Section 71(3)(b) of the Higher Education Act). A student who is subject to the obligation to pay tuition fees shall complete an Affidavit of Prior and Concurrent Higher Education. This declaration may also form part of the enrolment letter.
- (10) TU in Zvolen, through the Rector of TU or the Dean of the Faculty, if the study programme is carried out at the Faculty, notifies the student of the obligation to pay the tuition fee and sets the conditions for its payment. This notification shall be in the form of a decision on a prescribed form and shall be delivered to the student by hand or personally for countersignature.
- (11) The amount of the annual tuition fee for the respective academic year at TU Zvolen is specified in Annex 2 of this Directive, which will be updated annually.

### **Article III Study-related fees**

- (1) TU Zvolen may require applicants to pay a fee for material support for the admission procedure. The fee is derived from the actual costs of TU in Zvolen associated with these actions. The amount may not exceed 25% of the basis referred to in Article I(3) of this Directive.
- (2) TU Zvolen may charge fees for the issue of documents of studies and their copies (§ 67 of the Higher Education Act), fees for the issue of documents of graduation if they are required in a foreign language (§ 68 of the Higher Education Act), fees for the issue of copies of documents of graduation and fees for the recognition of the equivalence of documents of studies (§ 106(2)(a) of the Higher Education Act).
- (3) The amount of fees associated with studying at TU Zvolen according to paragraphs 1 and 2 of this Article is set out in Annex 3 of this Directive, which will be updated annually.

### **Article IV Tuition fees and fees associated with studying international students**

- (1) Tuition fees and fees associated with the study of foreign students at TU Zvolen are governed by the relevant provisions of the Higher Education Act, this Organizational Directive on Tuition Fees and Fees Associated with the Study at TU Zvolen and Organizational Directive on the Admission Procedure and Conditions of Study of Foreign Students at TU Zvolen No. 2/2013.
- (2) In the case of students studying under inter-state agreements, tuition and fees related to studies are governed by the provisions of these agreements.

- (3) A student who has been issued a certificate of a Slovak living abroad pursuant to a special regulation shall be considered a citizen of the Slovak Republic for the purposes of tuition and fees associated with his/her studies.

#### **Article V**

##### **Tuition fees and study-related fees are due**

- (1) Designated amounts of tuition and fees associated with studies are transferred to TU's designated current accounts. The financial transaction can be carried out by wire transfer. The obligation to pay tuition fees and student fees may be assumed by another natural or legal person. The student is obliged to pay the tuition fees no later than the deadline specified in the written decision of TU on the obligation to pay the tuition fees. The deadlines for the payment of tuition fees are published at the deans' offices of the faculties and at the Office for Educational Work of the Rector's Office of the TU.
- (2) Payment of the study-related fees is a condition for the issuance of the required documents.
- (3) Failure to pay tuition fees or fees associated with studies for the relevant academic year within the time limit set by the University and in accordance with the Higher Education Act is a violation of the provisions of Section 71(3)(b) of the Higher Education Act and the internal regulations of the TU and will be treated as a culpable violation of the legislation and the internal regulations of the University pursuant to Section 72(1) of the Higher Education Act, with the consequences of the possibility of expulsion from studies pursuant to Section 72(2)(c) of the Higher Education Act, in connection with Section 66(1)(d) of the Higher Education Act.

#### **Article VI**

##### **Reduction, remission or postponement of due dates tuition fees and fees associated with studying.**

- (1) The Rector may (§92 para.18 of the Higher Education Act) reduce, waive or postpone tuition fees and fees associated with studies, taking into account the student's academic performance, social and health situation or other factors worthy of special consideration, in accordance with the principles set out in paras.2 to 5 of this article, in accordance with Art.27 of the TU Statute.
- (2) The Rector may waive tuition fees if:
- a) the student is a fully orphaned student, up to a maximum age of 25 years;
  - b) the student is a holder of a disability card;
  - c) in justified cases, if the student is a student with specific needs whose studies last longer than the standard length of the relevant study programme (Section 100(4)(e) of the Higher Education Act);
  - d) the overrun of the standard length of study was caused by TU through no fault of the student.
- (3) The Rector may reduce tuition fees, namely:
- a) by 25% if the student:
    - 1. achieved a weighted grade point average of 1.26 to 1.50 in the previous academic year;
    - 2. he/she proves in a credible manner (medical report, extract from medical documentation) that he/she has serious health problems lasting more than three months and less than one

year which prevented him/her from participating in the educational process and does not meet the conditions for remission of tuition fees pursuant to paragraph 2 (b) or (c) of this Article;

3. represented TU or received awards at important national or international events and at the same time achieved a weighted grade point average of up to 2.00 in the previous academic year.

b) by 50% if the student:

1. achieved a weighted grade point average of 1.10 to 1.25 in the previous academic year;

2. he/she proves in a credible manner (medical report, extract from medical documentation) that he/she has serious health problems lasting more than one year which prevented him/her from participating in the educational process and does not meet the conditions for tuition fee remission under paragraph 2 (b) or (c) of this Article;

3. by 30 September, he/she leaves the first year of studies to which he/she has been duly admitted and enrolls in the course to which he/she has been subsequently admitted;

4. he/she exceeds the standard length of studies due to the fact that he/she enrolls in the next year of studies or enrolls in studies after interruption of studies in order to pass only the state examination, or the subject of the state examination, the defence of a bachelor's, diploma or dissertation thesis;

5. has achieved a weighted grade point average of up to 2.00 in the previous academic year and, at the same time, either received a social grant in the previous academic year in the monthly amount of at least 50% of the maximum amount of the social grant for university students, or otherwise demonstrably proves a poor social situation or demonstrably proves material hardship. A poor social situation is deemed to exist when one member of the household in which the student lives has a net monthly income of less than 75% of the minimum subsistence level for an adult natural person, assessed over the previous calendar year.

6. is on maternity or parental leave;

7. demonstrates other facts worthy of special consideration (e.g. the student exceeds the standard length of study due to academic mobility approved by TU, during which he/she has earned at least 20 credits, etc.). In this case, the Rector decides after prior discussion in the TU management.

8. simultaneously fulfils at least two of the conditions referred to in paragraph 3(a) of this Article.

c) by 75% if the student:

1. achieved a weighted grade point average of 1.00 to 1.09 in the previous academic year;

2. is in an employment relationship with TU at the time of the decision; this does not apply to agreements for work performed outside the employment relationship;

3. simultaneously fulfils at least two of the conditions under paragraph 3(b) of this Article or fulfils at least one condition each under paragraph 3(a) and (b) of this Article.

(4) The Rector may postpone the due dates of tuition fees up to a maximum of 5 months from the date of the decision on the assessment of tuition fees, if the student demonstrates an inability to pay the tuition fees by the due date.

(5) The Rector may waive, reduce or postpone fees associated with studies only in exceptional cases worthy of special consideration, after discussion in the TU management. Paragraphs 2 to 4 shall apply mutatis mutandis to the decision in such cases.

(6) The Rector decides on the remission, reduction or postponement of the due date of tuition fees and study-related fees for study programmes carried out at the faculty on the basis of

the prior written opinion of the Dean, and always only on the basis of a written request from the student (a model of the request is provided in Annex 1 of this Directive). The submission of an application shall have suspensive effect. The Rector's decision to waive, reduce or postpone the due date for tuition fees and study-related fees cannot be appealed; it is reviewable by a court of law. Pursuant to Section 92(18) of the Higher Education Act, there is no legal entitlement to a waiver, reduction or postponement of the due date for tuition fees and study-related fees, even if the student fulfils the conditions laid down in the TU Statutes and provides all the relevant documents.

## **Article VII**

### **Submission requirements**

- (1) A request for reduction, remission or postponement of the due date of tuition fees or fees associated with studies within the meaning of Article VI (6) of this Directive must be duly justified, supported by relevant documents and may be submitted by the student within a maximum of 8 days from the date of receipt of the decision on the assessment of tuition fees and for fees associated with studies within a maximum of 8 days from their due date. Late applications shall not be taken into account. In justified cases of special consideration, the Rector may allow an application to be submitted within a different time limit.
- (2) The student with specific needs will attach to the application:
  - a) a medical certificate not more than three months old, in particular a medical report, a report on the course and development of the illness and disability or an extract from the medical records, or
  - b) a statement from a psychologist, speech and language therapist, school psychologist, school speech and language therapist or special educator.
- (3) A student with serious health problems must attach to the application a medical certificate not older than three months, which is mainly a medical report or an extract from medical records. Submission of a doctor's certificate alone stating that the student has serious health problems is not sufficient.
- (4) A student in a disadvantaged social situation shall enclose with his/her application in particular:
  - a) a final decision and confirmation of receipt of a social grant, or
  - b) a final decision and a certificate of receipt of material hardship benefit, or
  - c) relevant documents confirming that the net monthly income per adult natural person, assessed for the previous calendar year, is less than 75 % of the minimum subsistence level.

## **Article VIII**

### **Final provisions**

- (1) The relevant provisions of the Higher Education Act and the TU Statute apply to relations not regulated by this Organizational Directive.
- (2) Organizational Directive No. 8/2013 was approved by the Rector of the TU in Zvolen on 19 September 2013 after discussion in the management of TU in Zvolen and comes into force and effect on this date.



- (3) This Organizational Directive No. 8/2013 also abolishes OS No. 6/2010 on tuition fees and fees associated with studies at the Technical University of Zvolen.
- (4) An integral part of Organizational Directive No. 8/2013 are:
- a) Annex 1: Application for reduction, waiver or deferral of tuition fees
  - b) Annex 2: Annual tuition fees at TU Zvolen in the respective academic year.
  - c) Annex 3: Fees associated with studying at TU Zvolen in the relevant academic year.

In Zvolen, 19 September 2013

prof. Ing. Rudolf Kropil, CSc.  
Rector of TU in Zvolen