

MATEJ BEL UNIVERSITY IN BANSKA BYSTRICA



DIRECTIVE No. 5/2018 ON TUITION FEE AT MATEJ BEL UNIVERSITY IN BANSKA BYSTRICA IN ACADEMIC YEAR 2019/2020

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Rector of MBU*

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**MBU DIRECTIVE no. 5/2018
ON TUITION FEE
AT MATEJ BEL UNIVERSITY
IN BANSKA BYSTRICA
IN ACADEMIC YEAR 2019/2020**

**Art. 1
General Provisions**

1. School Ref. 5/2018 issued in accordance with Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts (hereinafter referred to as the Act) regulates and determines **the amount of tuition fees for exceeding the standard length of study, including tuition fees for parallel studies, tuition fees in external studies and tuition fees for study programmes conducted exclusively in other than the state language at the Matej Bel University in Banská Bystrica (hereinafter referred to as MBU) in the academic year 2019/2020.**

**Art. 2
Tuition Fees for Exceeding the Standard Length of Study**

1. MBU specifies annual tuition for particular degree programmes.
2. Tuition fees for exceeding the standard length of study apply to the students in the course of the first, second and third degree in daily and the external form of the study, who exceeded the standard length of study under section 92 (1). 5 (a). 6 of the Act to set degree programme.
3. Essential criterion for determining the level of tuition fees for exceeding the standard length of study of the study programme of the first, second, and third-degree studies is the period of the study.
4. The student, who studies degree program for longer than the standard length of study is required to pay the annual tuition fee for each extra year of the study. Within the overall study period it is considered the period during which the student was enrolled at a public college in one of the degree courses of higher education. The period during which the student was enrolled on a course of study in the academic year, is rounded up to a full academic year.
5. A student who is studying in parallel two or more courses offered by a public university in the same grade in the same academic year, is required to pay the annual tuition fee in the second as well as the next course for the study in the academic year in question.
6. Annual tuition in the second, and the next course of full-time study with the study of several study programmes shall be determined in the same amount as the annual school fees for exceeding the standard length of study. A student who will be studying the next course in the stage after a hiatus is obliged to pay a proportion of the annual tuition fees depending on the number of calendar months remaining until the end of the academic year after re-entering it.
7. If a student had a gap for the entire academic year, i.e. from 1. 9. until 31. 8. this does not count in the total length of the study.
8. The standard length of study also includes the period of study completed by the student until the date of another study termination (Section 66 (1) (a) to (e) of the Act), if he / she has been re-admitted to any degree program.
9. In the total period of study, the period during which the student was enrolled in a study programme at a public higher education institution in a study programme in which he paid tuition fees is not taken into account.

10. A student studying a study programme longer than its standard length due to participation in academic mobility under an exchange programme, while following the terms and conditions of this exchange programme, is not a subject to the obligation of paying tuition fees for exceeding the standard length of study in the next year of study following a standard length of study.
11. A student studying a study programme longer than its standard length of study does not have an obligation to pay an annual tuition fee for exceeding the standard length of study if he / she received a social scholarship in the last year of study during a standard length of study.
12. The MBU Rector may waive tuition fees for exceeding the standard length of study in daily and external form, reduce or postpone the due dates based on the student's request in the following cases:

I. Exemption from tuition to students who:

- (a) find themselves in an unforeseen serious personal or family situation, the death of a family member in particular;
- (b) exceeded the standard length of study due to completion of part-time study at a partner university within jointly provided study programmes,
- (c) in justifiable cases, have exceeded the standard length of study and have the status of a student with specific needs, based on a "Decision on Registration of a Student with Specific Needs and Granting Appropriate Adjustments and Support Services";
- (d) exceeded the standard length of study due to completion of one- or two-semester professional practice / internship in Slovakia or abroad.

II. 50% reduction in tuition:

- (a) students who have successfully represented the Slovak Republic or universities according to the Statute of the MBU Representative at an International Event,
- (b) students who have not been able to participate in the studying process due to their long and serious health situation;
- (c) students who exceeded the standard length of study due to concurrent study at the faculties of the university and in both study programmes achieved a weighted average of 1.00 - 1.30
- (d) students whose income per jointly assessed person in the same household does not exceed the statutory minimum subsistence level for the year in question.

III. 25% reduction in tuition:

- a) students who - according to the Statute of the MBU Representative - successfully represented the Slovak Republic or the university at the national event,
- b) students who are required to take the state exam in regular or alternative terms and to hand over or to submit and defend the final thesis,
- c) students who have been enrolled in the study programme only in a part of the academic year, more specifically less than one month.

IV. Postponement of the due date for students who find themselves in a situation of extraordinary concern (e.g. social reasons, temporary student insolvency due to unforeseen serious personal or family circumstances, etc.), based on a statement by the Special Commission.

Art. 3

Procedure of Collecting Tuition Fees for Exceeding the Standard Length of Study

1. It is a student's duty to truthfully state the facts decisive for determining the amount of tuition (Section 71 (3) (b) of the Act). A student who is obliged to pay tuition fees will fill in a statutory declaration of his / her previous study (Annexe 1) by 18th September 2019.
2. A student admitted to the first year of a full-time study for two or more study programmes following the Section 70 (1). 1 Letter k of the Act shall notify the Faculty in writing by September 25, 2019 that it is obliged to pay the tuition fee in the second or further study programme for study in the relevant academic year (Section 92 (5) of the Act).
3. By 9th October 2019, the Faculty shall notify the student in writing by a letter with advice of delivery, or the student will personally receive a notice on the obligation to pay tuition fees, the amount of tuition fee, the reason for the tuition fee, the method and the due date for payment of tuition fees. (Annexe 2a).
4. At the same time, the Faculty will announce by 16th October 2019 the number and names of students to whom it has been obliged to pay tuition fees for the R MBU pedagogical activity.
5. A student may submit an application for remission, reduction or deferral of the tuition fee within the meaning of Art. 2 Para. 12 of this Directive (Annexe 3). The application, together with credible documents confirming the eligibility of the application, will be submitted within eight calendar days from receipt of the notice of the obligation to pay the tuition fees to the Dean of the Faculty.
6. The Faculty accepts requests for remission, reduction or deferral of the maturity until and including 5th November 2019. The Faculty Dean will review the original announcement by 12th November 2019 and prepare a draft decision on rejection of the application, reduction, remission or deferral of due date on behalf of the MBU Rector (Annexe 4-12).
7. The MBU Rector will review and approve the draft decisions by 20th November 2019 inclusive.
8. The Faculty shall notify the Rector of MBU of the final decision within three days from the date of delivery to the Faculty.
9. In accordance with § 92 par. 5, 6 and 71 par. 3 (a) b) of the Act, a student is obliged to pay the MBU tuition fees. The payment of the tuition fee is due by 13th December 2019 at the latest.
10. In the case of students who have exceeded the standard length of study and are enrolled after the interruption of studies from the beginning of the summer semester of the relevant academic year, the same procedure applies to the collection of tuition fees for exceeding the standard length of study as for those enrolled in the study from 1. 9. of the relevant academic year (which means from the beginning of the winter semester).
11. A student who enrolls for the summer semester is required to complete an affidavit on his / her study on the day of enrolment (Annexe 1).
12. By the deadline of mid-February 2020, the Faculty will notify in writing by a letter with advice of delivery, or the student will personally receive a notice on the obligation to pay tuition fees, the amount of tuition fee, the reason for the tuition fee, the method and deadline for payment of the tuition fee (Annexe 2a) .
13. The MBU Rector will review and approve draft decisions by 3rd April 2020 inclusive. The deadline for payment of tuition fees is 30th April 2020. Other dates, organization of the procedure and information of students are the responsibility of the Faculty.

14. Payment of tuition fees is made by wire transfer. Further information is provided in Art. 7 of this Directive.

Art. 4 **Tuition Fee for External Study at MBU**

1. A student enrolled in a study programme in an external form of grades 1, 2 and 3 pays the same amount of tuition throughout the standard length of study.
2. The amount of tuition fees for students admitted and enrolled for external study in the academic year 2019/2020 is set out in Annexe 17.
3. The amount of tuition fees for students admitted and enrolled for external study in the academic year 2018/2019 is given in Annexe 16.
4. The amount of tuition fees for students admitted and enrolled for external study in the academic year 2017/2018 is given in Annexe 15.
5. The amount of tuition fees for students admitted and enrolled for external study in the academic year 2016/2017 is given in Annexe 14.
6. The amount of tuition fees for students admitted and enrolled for external study in the academic year 2015/2016 is given in Annexe 13.
7. Students of the 2nd, 3rd and 4th year of the first stage of study, 2nd and 3rd year of the second stage of study and 2nd, 3rd, 4th and 5th year of the third degree of study shall pay the full-time tuition fee for the external study without the possibility of repayment until the date of enrolment and they will display the payment during enrolment.
8. An applicant for a study programme in an external form of study will become a student of the 1st year of study. Pursuant to Section 71 on the Higher Education Act, a student is obliged to pay tuition fees, which the Faculty calculates in accordance with Section 92 of the above-mentioned Act.
9. Within 5 days from enrolment of a student in the first year of study, the Faculty shall notify in writing by a letter with advice of delivery, or the student will personally receive a notice on the obligation to pay tuition fees, the amount of tuition fee, the reason for the tuition fee, manner and deadline for payment of tuition fees (Annexe 2b). The 1st year student will pay the tuition fees for the 2019/2020 academic year in full, without repayment by 30th September 2019 at the latest.
10. A student of an external study studying in a standard length of study and has paid tuition, enrolled for study and terminated his / her studies in a different study programme until the beginning of the relevant study programme in the winter semester (Section 66 (1)), is a subject to reimbursement of 90% of the total cost of the tuition fee paid.
11. An external study student studying a given study programme longer than its standard length of study is obliged to pay tuition fees for exceeding the standard length of study in accordance with the provisions of Art. 2 and 3 of this Directive.
12. The tuition fee will not be refunded to the student of the external study who finishes his / her studies during the academic year.
13. The student of an external study who discontinues his / her studies during the academic year is not refunded. After taking up his studies after completing his studies, the student is obliged to pay the tuition fee for the external study for the whole academic year in full, without the possibility of repayment until the date of enrolment and his payment will be displayed during enrolment. The organisation of the procedure and the awareness of the students is the responsibility of the Faculty.
14. Payment of tuition fees is made by wire transfer in accordance with Art. 7 of this Directive.

Art. 5

Tuition Fees

1. In accordance with § 92 Par. 1 and 2 of the Act, the Ministry of Education, Science, Research and Sport of the Slovak Republic determined the basis for calculating tuition fees and fees for the academic year 2019/2020 in the amount of 470 €. The annual tuition fee for exceeding the standard length of study in full-time study programmes may not exceed five times the base. Annual tuition fees in study programmes in an external form may not exceed the maximum annual tuition fee determined by a measure of the Ministry of Education, Science, Research and Sport of the Slovak Republic based on the economic intensity of the implemented study programmes.
2. The amount of tuition fees for exceeding the standard length of study, including concurrent study, and the amount of tuition fees associated with an external MBU study in the academic year 2019/2020 for individual MBU faculties is given in Annexe 17.

Art. 6

Tuition Fees According to § 92 par. 8 of the Act – for Study Programmes Conducted Exclusively in a Language Other Than the State Language

1. Students of the study program in full-time form of study are obliged to pay annual tuition fees in each academic year if the study programme according to Art. 4 (a) p) is performed exclusively in a language other than the state language. The obligation to pay the tuition fee will only arise if the MBU or any public university in Slovakia in the academic year in which the students began to study the study programme in a foreign language offered the possibility to study the given study programme also in the state language.
2. Tuition fees shall be paid within 10 working days of the date of registration at the latest.
3. The Dean of the relevant faculty of the MBU shall conclude a contract for the provision of higher education to foreign students (the template of the contract in Slovak and English is given in Annexes 18a and 18b).
4. The tuition fees for students studying in the framework of interstate agreements or MBU contracts on cooperation with partner universities are governed by the provisions of these contracts.
5. The amount of tuition fee in € for study programmes conducted exclusively in a language other than the state language according to Par. 1 of this article at MBU in academic year 2019/2020 for faculties:

The Amount of Tuition Fee for a Study Programme Conducted Exclusively in a Language Other Than the State Language (§92 Paragraph 8 of the Act) in the Academic Year 2019/2020

Faculty	1st level in €	2nd level in €	3rd level in €
EF	30	30	3,500
FF	1,000	2,000	3,000
FPVaMV	1,500	2,000	2,500
FPV	1000	2000	2500
PF	0	0	2500

PrF	0	0	0
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6. The tuition fee is paid by wire transfer in accordance with Art. 7 of this Directive.

Art. 7
Tuition Payment Identification Data

TYPE OF PAYMENT	UNIVERSITY LEVEL	VARIABLE SYMBOL						HK ACCOUNT
		EF	FF	FPVaMV	FPV	PF	PrF	
Tuition fees for exceeding the standard length of study	1. (Bc.)	1011	3011	4011	5011	7011	8011	648001
	2. (Ing./Mgr.)	1012	3012	4012	5012	7012	8012	
	3. (PhD.)	1013	3013	4013	5013	7013	8013	
Tuition fee for concurrent study	1. (Bc.)	1261	3261	4261	5261	7261	8261	648026
	2. (Ing./Mgr.)	1262	3262	4262	5262	7262	8262	
	3. (PhD.)	1263	3263	4263	5263	7263	8263	
Tuition fees for studying external form	1. (Bc.)	1201	3201	4201	5201	7201	8201	648020
	2. (Ing./Mgr.)	1202	3202	4202	5202	7202	8202	
	3. (PhD.)	1203	3203	4203	5203	7203	8203	
Tuition fees for study programmes conducted exclusively in a language other than the state language (§92, Par. 8)	1. (Bc.)	1231	3231	4231	5231	7231	8231	648023
	2. (Ing./Mgr.)	1232	3232	4232	5232	7232	8232	
	3. (PhD.)	1233	3233	4233	5233	7233	8233	

1. Payment of Fees from EU Countries

Account Name:	Matej Bel University in Banská Bystrica
Name and Address of the Bank:	ŠTÁTNA POKLADNICA, Radlinského 32, 810 05 Bratislava 15
Account Number / IBAN:	SK75 8180 0000 0070 0009 5590
SWIFT / BIC:	SPSRSKBA
SS (Specific Symbol):	Student ID
KS (Constant Symbol):	0308
Note:	name and surname of the student

2. Payment of a Fee Through an Intermediary Bank from Third Countries

Account Name:	Matej Bel University in Banská Bystrica
Name and Address of the Bank:	Všeobecná úverová banka, a. s., Mlynske Nivy 1, 829 90 Bratislava
Account Number / IBAN:	SK75 8180 0000 0070 0009 5590
SWIFT / BIC:	SUBASKBXXXX
SS (Specific Symbol):	Student ID
KS (Constant Symbol):	0308
Note:	name and surname of the student

Art. 8

Final Provisions

1. Tuition is a MBU revenue. Under the Higher Education Act (Section 92 (20)), 20% of the tuition fee for exceeding the standard length of study and for concurrent study is the income of the MBU scholarship fund. The part of the tuition fees that is not the MBU's scholarship fund can only be used to perform MBU's core tasks in higher education.
2. Use of tuition fees under Art. 2 and Art. 6 of the Directive is regulated by the MBU internal regulation.
3. By December 31, 2019, the MBU will publish the amount of tuition fees for exceeding the standard length of study, including concurrent study and the amount of tuition fees for external study at MBU in the academic year 2020/2021.
4. Directive No. 7/2017 on Tuition Fees at Matej Bel University in Banská Bystrica in the academic year 2018/2019 of 24 November 2017, including Amendment no. 1 to Directive No. 7/2017 on tuition fees at Matej Bel University in Banská Bystrica in the academic year 2018/2019 of 21 February 2018 is no longer in force.
5. Directive No. 5/2018 on Tuition Fees at Matej Bel University in Banská Bystrica in the academic year 2019/2020 comes into force on the day of signing and is effective as of 1st September 2019.

doc. Ing. Vladimír Hiadlovský, PhD.
Rector of MBU

Annexes to the Directive

Annexe 1

Statutory Declaration.

Annexe 2a

Announcement of Obligation to Pay Tuition Fees in Academic Year 2019/2020 and Maturity Conditions for Exceeding Standard Study Duration.

Annexe 2b

Announcement of Obligation to Pay Tuition Fees for External Study in the Academic Year 2019/2020 and Due Dates.

Annexe 3

Request for Reduction, Remission or Deferral of Tuition Fees.

Annexe 4

Decision on Postponement of Tuition Fees.

Annexe 5

Decision to Reduce, Remit or Postpone Payment of Tuition Fees - Confirmation of Notification, Rejection of Application.

Annexe 6a

Dean's Decision to Retract the Notification of the Obligation to Pay Tuition Fees in Academic Year 2019/2020 and Maturity Conditions - Self-review (overdue study or for external study - to comply with application, rejection of notice - used when notification was issued against the law)

Annexe 6b

Rector's Decision to Retract the Notification of the Obligation to Pay Tuition Fees in the Academic Year 2019/2020 and the Terms of Payment (overdue study or external study - to comply with the application, rejection of the notice - used when the notice was issued against the law...)

Annexe 7

The Decision to Remit Tuition. (remission of tuition due to practice / internship in Slovakia / abroad, or as a result of completing part of a study at a partner university within jointly provided study programmes).

Annexe 8

Decision to Reduce Tuition Fees. (reduction of tuition fees due to enrolment in another study programme only in the academic year)

Annexe 9

Decision to Reduce Tuition Fees. (reduction of tuition fees - all study duties are fulfilled in addition to the submission of the final thesis and state examination or its part)

Annexe 10

Decision to Reduce Tuition Fees. (reduction of tuition due to social / health issues / representation)

Annexe 11

Decision to Remit Tuition. (remission of tuition due to serious personal / family situation - death of a family member and serious justifiable health reasons in particular - student status with specific needs)

Annexe 12

Model Decision on Reduction of Tuition. (decrease in tuition - weighted average of 1.00 - 1.30 (in parallel study)

Annexe 13

The amount of tuition fees for external study for students admitted and enrolled in AY 2015/2016.

Annexe 14

The amount of tuition fees for external study for students admitted and enrolled in AY 2016/2017.

Annexe 15

The amount of tuition fees for external study for students admitted and enrolled in AY 2017/2018.

Annexe 16

The amount of tuition fees for external study for students admitted and enrolled in AY 2018/2019.

Annexe 17

The amount of tuition fees for external study, tuition fees for exceeding the standard length of study and for concurrent study in all study programmes of the relevant faculty in AY 2019/2020.

Annexes 18a) and 18b)

Examples of contracts on providing university study of foreign students at MBU in BB in AY 2019/2020 in Slovak and English.