

INSTRUCTIONS FOR ELECTRONIC ENROLLMENT IN THE STUDY PROGRAM PHARMACY IN ACADEMIC YEAR 2022/2023

Dear students,

as a result of the new accreditation process, there were several changes in the organization of study programs at the faculties of the Comenius University Bratislava, including the Faculty of Pharmacy. The main change that affects you is the existence of a single study plan in accordance with the requirements of the Slovak Accreditation Agency for Higher Education and the cancellation of older study plans. The new study plan is designed in such a way that students of all years of our faculty can complete their already started studies without any problems.

At the same time, starting this year, we are switching to fully electronic enrollment into study or for the next part of the study. Please pay attention to the following information and instructions in which we address the entire process in detail, as well as the details of the new study plan for individual years of study.

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PRE-ENROLLMENT, ELECTRONIC ENROLLMENT AND ENROLLMENT

The electronic enrollment process is governed by [Dean's Order no. 5/2022](#). Electronic enrollment enables students to administer the entire enrollment for study in the academic year 2022/2023 online, without the need to attend the enrollment at the Faculty of Pharmacy in Bratislava in person. Electronic enrollment will take place from 31.7.2022 to 31.8.2022, and the individual actions that students must perform can be divided into 4 areas:

1. Pre-enrollment
2. Electronic enrollment
3. Enrollment
4. Documents and fees

1. PRE-ENROLLMENT

Schedule: 31.7.2022 – 31.8.2022

Pre-enrollment of courses is the creation and finalization of the student's study plan, i.e. entering obligatory courses, as well as elective-obligatory and elective courses in the student's registration list (RL) in the AIS2 system. All students create their own composition of courses in their ZL. Technical instructions on how to edit your ZL in AIS2 can be found on the faculty's website.

All students in their ZL will have pre-assigned to them in advance all obligatory courses which they should take by default according to the [recommended study plan](#) in the year of study into which they enroll.

During the pre-enrollment, students in their study plan and RL:

- a.) checks and, if necessary, changes the list of *obligatory courses* (removes courses that he/she does not want to take in the academic year 2022/23, or adds courses that he/she wants to take beyond the scope of the recommended study plan)
- b.) selects and registers in RL all *obligatory-elective courses* that he/she wants to complete in the following academic year
- c.) selects and registers in RL all *elective courses* that he/she wants to complete in the following academic year

The student enrolls into courses with such a credit value and in such a composition (obligatory courses, obligatory-elective courses and elective courses) that in the control stage of the study he can fulfill the conditions for enrollment into the next part of the study [i.e. has sufficient credits]. In the academic year in which the student plans to finish his/her studies properly, he enrolls into courses with such a credit value and in such a composition that, by successfully completing them, he/she fulfills the conditions for properly finishing the studies.

Pursuant to the Study regulations of Faculty of Pharmacy CU, students can modify their study plan even during the first two weeks after the start of the teaching part of the semester (i.e. until the end of September 2022).

For better orientation in the new recommended study plan, information for individual years of study can be found in the following sections of this document.

2. ELECTRONIC ENROLLMENT

Schedule: 31.7.2022 – 31.8.2022

Electronic enrollment is an administrative process by which each student in the AIS2 system finalizes and confirms all data related to enrolling into the study or into the next part of the study. Technical instructions on how to perform electronic registration in AIS2 can be found on the website of the faculty.

This step requires the following actions on the part of the student:

- a.) confirm the study plan for the academic year 2022/2023 (selected courses in the RL)
- b.) confirm that all course evaluations for academic year 2021/2022 in AIS2 are correct
- c.) confirm the true will to continue studying at Faculty of Pharmacy CU in the academic year 2022/23
- d.) confirm the up-to-dateness of personal data (and make any changes)
- e.) choose fees (esp. ISIC) in AIS2
- f.) confirm electronic enrollment

Important: in point b.) the student closes the academic year 2021/2022 and confirms the evaluations from the courses of current year as they are entered in AIS2. After the electronic enrollment is confirmed, it is no longer possible to change the evaluations retroactively, and all missing evaluations of the enrolled courses will be added as Fx. Students who still plan to

take exams in the current academic year as part of the supplementary exam period in August can do electronic enrollment only after passing and recording the evaluation of all exams.

3. ENROLLMENT INTO STUDY/NEXT PART OF THE STUDY

Schedule: 2.9.2022 – 16.9.2022

Enrollment will be done automatically by the study department and takes place without the presence of students, except:

- a.) students enrolling into the 1st year of study
- b.) students enrolling after a study interruption
- c.) students with incomplete electronic enrollment

Enrollment of students into the 1st year of study will take place in person on Tuesday, September 6th, 2022 at the Faculty of Pharmacy, CU premises in Bratislava. Detailed information will be published on the website of the faculty well in advance. *Other students* for whom personal presence is required during enrollment will be invited individually by the Study Department of the faculty to a specific date, where any deficiencies, complications and problems will be resolved.

All students with complete electronic enrollment will be enrolled by the Study Department for further studies automatically on September 1, 2022, and their cooperation or presence at the faculty is not required.

4. DOCUMENTS AND FEES

Schedule: do 30.9.2022

After confirming the electronic enrollment, students are required to deliver the following printed and signed documents to the Study Department of the faculty. All documents can be delivered in person, by mail, or scanned via the university email. Documents are generated by the AIS2 system after confirmation of electronic enrollment (see technical instructions on the faculty's website).

All students must deliver:

- a.) Protocol of the study plan
- b.) Affidavit of previous studies and concurrent studies

Students with concurrent studies also must deliver:

- c.) Declaration about concurrent studies (§70 sec. 1 ltr. k) Act on Higher Education – not generated by AIS2)

In the event of an additional changes to the study plan, students are obliged to print from the AIS2 system immediately after the change, sign and deliver to the Faculty's Study Department in the above-mentioned manner:

d.) Protocol of change of the study plan

Fees chosen during electronic enrollment are paid by bank transfer based on payment orders generated by AIS2, within 7 days after confirmation of electronic enrollment. For students who confirmed the electronic enrollment after 16.8.2022, the payment is due within 3 days.

Confirmation of the payment of fees is not sent to FaF UK, but in case of confusion with the identification of the payment, the Study Department may additionally request this confirmation.

Please note that these fees are different from the tuition.

More detailed information about the enrollment process for the 2022/2023 academic year can be found in [Dean's Order no. 5/2022](#).

GENERAL INFORMATION ON THE RECOMMENDED STUDY PLAN

The [recommended study plan](#) is published on the website of the faculty. From September 1, 2022, studies at the Faculty of Pharmacy of the Comenius University in Bratislava are governed exclusively by this study plan.

Changes resulting from Dean's Order no. 1/2019 and Dean's Order no. 3/2021 are incorporated into the current study plan. For students who have been enrolled for studies in previous academic years, the completion of the courses of this study plan is recognized based on their previous studies so that the following general principles apply:

- a.) the number of credits students have obtained through their previous studies does not change
- b.) students do not have to retroactively complete new obligatory courses from lower years of study *

(*exception is the course *Diploma thesis preparation (2)* for students in the 5th year of study)

Example: the study plan requires completion of the courses *Pharmacology (1)*, *Pharmacology (2)* and *Toxicology* (= "group A"). The student completed the courses *Pharmacology and Toxicology (1)* and *Pharmacology and Toxicology (2)* (= "group B"). For the purpose of fulfilling the condition of passing all obligatory courses, the student is recognized as having completed set A. The student does not lose or gain any credits, he/she keeps the number of credits obtained by completing set B.

Information for students enrolling into the 1st year of study

Students enroll into courses from the [recommended study plan](#), namely obligatory courses, obligatory-elective courses and elective courses. Each student is responsible for the choice of courses in his individual study plan.

The total number of credits required for successful completion of the studies acquired during the standard length of study of 5 years is 300, i.e. on average 60 credits / academic year. The maximum scope of courses enrolled in one academic year is 90 credits. At the same time, in order to continue their studies, students must meet the minimum requirements for the number of credits obtained in the control stages according to Appendix no. 1 paragraph B to Internal Regulation no. 1/2020 Study schedule of the Comenius University Bratislava, Faculty of Pharmacy:

<i>Study control stage:</i>	<i>Required number of credits:</i>
end of first semester	15 credits
end of first year of study	40 credits
end of second year of study	80 credits
end of third year of study	120 credits
end of fourth year of study	160 credits
end of fifth year of study	200 credits
end of sixth year of study	240 credits
end of seventh year of study	300 credits

The study schedule allows the enrollment of any course from the entire study plan of the study program. We recommend, however, to study according to the recommended study plan, and to supplement the obligatory courses of the first year of study with obligatory elective courses recommended for the first year of study. When enrolling into obligatory elective courses recommended for higher years of study, it is necessary to check if prior completion of other courses (so-called prerequisites) is needed and if the students meet these prerequisites. Obligatory elective courses and elective courses typically have a limited capacity; when the maximum number of students enrolled in the course is reached, it is no longer possible to enroll into the course.

Information for students enrolling into the 2nd – 4th year of study

Students enroll into courses according to the instructions for students enrolling into the 1st year of study, according to the current recommended study plan, i.e. into obligatory courses, obligatory-elective courses and elective courses. Each student is responsible for the choice of subjects in his/her individual study plan.

The course *KFANF/16-Mgr-A/22 Analytical monitoring of drug levels in practice* is an obligatory-elective course.

Information for students enrolling into the 5th year of study

In the 5th year of study, students enroll into courses according to the recommended study plan.

In the academic year 2022/23, students also enroll into the course *Diploma thesis preparation (2)* as an obligatory course in the summer semester.

Pursuant to Dean's Order no. 1/2019 and changes in the organization of pharmacy practice, the 5-month practice is part of the course *KORF/09-Mgr/20 Practice in Community Pharmacy (1)*. The course *KORF/08-Mgr-A/20 Practice in Community Pharmacy (2)* (4-week practice) will be considered completed if the student completed the subject *KORF/08-Mgr-A/00 Practice in Community Pharmacy (1)* in the previous year of study (and has already received credits for the course).

The number of credits awarded for completing the course *KORF/09-Mgr-A/20 Pharmacy Practice (1)* is in accordance with the study plans approved by the Study Program Board for multiple study programs of the Comenius University in Bratislava, Faculty of Pharmacy and in accordance with Directives of the European Parliament and the Council 2005/36 /EU and 2013/55/EU adjusts the number to 22 so that students obtain the prescribed number of 26 credits for completing a complete 6-month pharmacy practice.

In the 5th year of study, students will thus receive 60 credits for obligatory courses:

Practice in Community Pharmacy (1)	– 22 credits
Diploma thesis preparation (2)	– 4 credits
Diploma thesis preparation (3)	– 10 credits
State exams from 6 subjects	– 24 credits.

We strongly recommend checking the acquired credits so that at the end of the study, students have obtained the 300 credits necessary for its successful completion. Missing credits must be obtained by completing an additional obligatory elective course(s).

For students in the 5th and higher year of study, courses *KFANF/16-Mg-Ar/22 Analytical monitoring of drug levels in practice*, *KORF/30-Mgr-A/20 Public health and pharmaceutical care* and *KBMBL/12-Mgr-A/22 Technology of biological drugs* are obligatory elective courses.