GUIDE FOR FIRST-YEAR STUDENTS

FACULTY OF SOCIAL SCIENCES
UNIVERSITY OF SS. CYRIL AND METHODIUS IN TRNAVA
ACADEMIC YEAR 2026/2027

TRNAVA 2026

Fakt Skvelá Voľba

Dear first-year bachelor's and master's students,

allow us to welcome you to the Faculty of Social Sciences of the University of Ss. Cyril and Methodius in Trnava. We are very pleased that you have chosen to study at our faculty. Before the start of the academic year, we have prepared a guide to help you find your way during your first year of study at our faculty. We wish you wonderful years as students at the faculty and believe that this guide will help you adapt to university study and the academic environment. Please note that you will find all detailed information about your studies in the ***Study Regulations****, to which we draw your attention. You can find them on the UCM website at:*

https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

On behalf of the entire academic community, we wish you success not only in your first year but throughout your entire time here, and we trust that you will always hold your "alma mater" in high regard.

Faculty of Social Sciences UCM in Trnava

INFORMATION ABOUT OUR UNIVERSITY

The University of Ss. Cyril and Methodius in Trnava was established pursuant to Act No. 201/1997 Z.z. of the National Council of the Slovak Republic, which entered into force ***on August 1, 1997****. The mission of UCM in Trnava is, in the spirit of Christian and national ideals and in accordance with democratic principles, to prepare qualified professionals capable of successfully advancing Slovak culture, science, and education within the context of European and global cultural heritage. The University of Saints Cyril and Methodius aims to be a modern educational institution.*

UNIVERSITY ADMINISTRATION

RECTOR

doc. RNDr. Iveta Dirgová Luptáková, PhD.

VICE-RECTORS

PhDr. Ľudmila Čábyová, PhD. *– Vice Rector for Education and Quality*
prof. RNDr. Miroslav Ondrejovič, PhD. *– Vice Rector for Science and Research*
doc. Mgr. Andrej Brník, PhD. ***–*** *Vice Rector for Development and Public Relations*
doc. PhDr. Richard Brix, PhD. *– Vice Rector for International Relations*

BURSAR

Mgr. et Ing. Barbora Jančíová

DEPARTMENTS OF THE UNIVERSITY OF ST. CYRIL AND METHODIUS IN TRNAVA

FACULTY OF SOCIAL SCIENCES

Faculty of Mass Media Communication
Faculty of Natural Sciences
Faculty of Philosophy
Faculty of Medical Sciences
Institute of Management

For more information about the university, visit:
https://www.ucm.sk/sk/univerzita/o-univerzite/

FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences at UCM was established on December 1, 2011, pursuant to a decision by the rector to establish it, following prior consen by the UCM Academic Senate and a favorable opinion from the Accreditation Commission of the Government of the Slovak Republic. More detailed information about the faculty can be found at: https://fsvucm.sk/fakulta/

FACULTY LEADERSHIP

Every day you will meet many teachers both in the faculty hallways and during classes, so you should get to know our faculty leadership. The Faculty Leadership serves as a permanent advisory body to the dean of the faculty.
The Faculty Leadership consists of the dean, the associate deans, and the faculty secretary.

DEAN:

doc. PhDr. Peter Horváth, PhD.

***ASSISTANT DEANS*:**

doc. PhDr. Ján Machyniak, PhD. *– Vice Dean for Academic Affairs*

PhDr. Dalibor Mikuš, PhD. *– Vice Dean for International Relations and Internationalization (Faculty Mobility Coordinator)*

Ing. Jozef Kučera, PhD., MSc. *– Vice Dean for Science, Research, and Innovation*

doc. JUDr. Bystrík Šramel, PhD. *– Vice Dean for Quality, Doctoral Studies, and Legislation*

PhDr. Erik Urc, PhD. *– Vice Dean for Development and Public Relations*

Mgr. Michaela Avdić, PhD. *– Dean's Advisor on Gender Equality and Social Issues*

SECRETARY:

Ing. Mária Kucharovičová

ACADEMIC SENATE

The highest self-governing representative body of the university is the Academic Senate (AS), which advocates for the interests of the academic community (faculty and students). The university has a university-wide Academic Senate, and individual faculties also have their own Academic Senates.

CHAIR OF THE FACULTY ACADEMIC SENATE

doc. Mgr. Michal Garaj, PhD.

For more information, please visit: https://fsvucm.sk/akademicky-senat-fsv-ucm/

FACULTY UNITS

The main organizational units of the faculty are institutes (ústavy) and centers. A list and basic information are available at: https://fsvucm.sk/pracoviska/

Institute (Department) of Political Science and Public Administration

doc. PhDr. Martin Švikruha, PhD. – Head of the Institute
doc. Mgr. Michal Garaj, PhD. – Deputy Head for Academic Affairs
doc. PhDr. Lukáš Cíbik, PhD. – Deputy Director for Quality
Ing. Júlia Karasová, PhD. – Deputy Director for Research
Mgr. Peter Orosz, PhD. – Secretary of the Institute

Institute (Department) of Social Work and Social Policy

PhDr. Michal Imrovič, PhD. – Director of the Institute
PaedDr. Monika Orliková, PhD. – Deputy Director for Academic Affairs
doc. PhDr. Peter Slovák, PhD. – Deputy Director for Research
Mgr. Dominika Lisá, PhD – Secretary of the Institute

Institute (Department) of Economics and Management

doc. PhDr. Lukáš Cíbik, PhD. – Director of the Institute

ACADEMIC AFFAIRS OFFICE

For any administrative questions related to academic matters, please contact the Academic Affairs Office of the Faculty of Social Sciences, located at Nám. J. Herdu 2.

Each UCM department has a designated staff member responsible for academic matters.

- For the FSV UCM, this is Renáta Krištofíková, who can be found at Nám. J. Herdu 2, Room 105. Phone: +421 33 5565 516, email: renata.kristofikova@ucm.sk

She is responsible for:

- comprehensive management of academic and social issues for undergraduate and graduate students
- assisting with problem-solving—for example, a course incorrectly entered in AIS or course transfers
- issuing confirmations of study, academic transcripts, etc.

AIS AND ACADEMIC COORDINATOR

PhDr. Oľga Molnárová, a specialist in academic and educational matters, is available to students from all institutes. You can find her in the main FSV building at Bučianska Street 4/A, Room 406.

She is responsible for:

- contact and communication with prospective students applying for bachelor's and master's programs and rigorous procedure (rigorózne konanie)
- schedules for individual study programs and levels of study
- tracking of theses
- assigning thesis topics and changing thesis topics
- changes in thesis advisors
- reviews of theses
- Committee Exams

FACULTY WEBSITE AND FACULTY EMAIL ADDRESSES

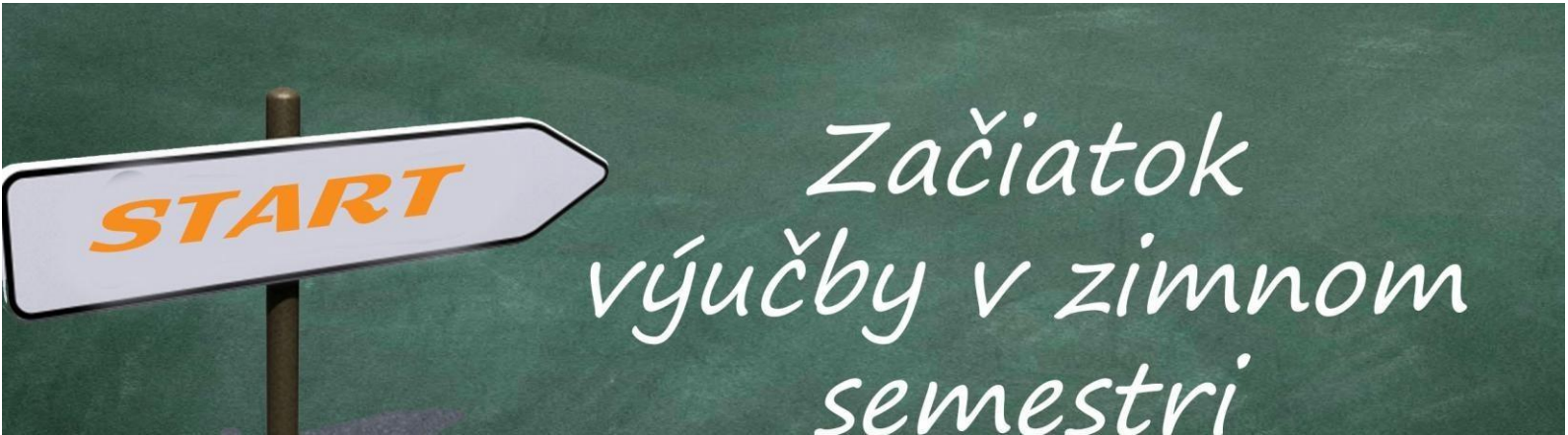
The faculty provides its students with all the necessary information on its website: https://fsvucm.sk/. The website features comprehensive and regularly updated information, important links, faculty contact information, office hours, and various details about the services provided by the faculty. You can find all the necessary information regarding your studies in the: https://fsvucm.sk/studijne-programy/

You'll find various documents and forms you'll need during your studies: https://fsvucm.sk/dokumenty/

The faculty is committed to addressing its students' concerns, so please feel free to use the email addressfsv@ucm.sk to send your comments, ideas, or observations regarding the faculty.

EDUCATIONAL SYSTEM

While high schools use the term "school year," universities operate on an "academic year" consisting of a winter and a summer semester. Each semester typically lasts 13 weeks. The exception is for graduating classes, for which the summer semester is shortened by a few weeks. During the semesters, students attend lectures and practical classes that they registered for on their course registration form upon enrollment. An exam period follows the end of each semester.



FORM OF INSTRUCTION

University instruction takes the form of lectures and practical classes (or seminars) on individual subjects. While all students attend lectures together at the same time and in the same room, they are divided into small groups for practical classes (seminars). This allows the instructor to facilitate more in-depth discussions on the topic. Practical sessions (seminars) may be led by a lecturer, another qualified faculty member, or a graduate student. An attendance roster is kept for most lectures and practical sessions (seminars). Each instructor has their own requirements for completing the course; typically, two absences are permitted.

CREDIT SYSTEM

The credit-based education system is based on the accumulation and transfer of credits. Credits allow for the assessment of a student's academic workload associated with completing individual courses in the curriculum. Credits are, in essence, points you earn for successfully completing individual courses. Each course has a specific number of credits. The standard academic load for a full-time student for the entire academic year is 60 credits, and for one semester of the academic year, it is 30 credits.

Courses in the curriculum are divided into:

a) **required (A-level)** courses - these are mandated for students, and successful completion of all such courses is a prerequisite for completing the entire curriculum
b) **mandatory electives (B-courses)** - these offer an alternative option based on the student's focus on a specific part of the curriculum
c) **elective (C-level) courses** - students choose from the list of elective courses in their curriculum

To successfully complete your higher education and receive a degree, you must earn:

- 180 credits in the bachelor's degree program;
- in a master's program 120 credits

CREDIT SYSTEM

Exercising the right to choose their own pace of study, students must earn the following to continue their in the next part of study:

* To continue to the next year of study, both full-time and part-time (external) students must earn at least 40 credits in the previous academic year. The only exception is part-time bachelor's study programs with a standard length of four years, where at least 30 credits are required.

More detailed information about the credit system can be found here:
https://www.ucm.sk/files/sk/univerzita/ legislatíva/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

EXAMS

Successful completion of a course generally requires passing an exam in the relevant subject. The format and content of the exam must correspond to the course syllabus, and the instructor is required to inform students of the grading criteria at the beginning of the semester.
An exam may be written, oral, or a combination of both. Class participation or the completion of midterm assignments during the semester may also be factored into the exam grade. Grades at the university are assigned as follows:

A. excellent – 1
B. very good – 1.5
C. good – 2
D. satisfactory – 2.5
E. sufficient – 3
FX. fail (insufficient)

Exam dates during the exam period are set by the instructor in accordance with the dean's instructions. The examiner is required to publish the dates and locations of exams, as well as the registration procedure, via the AIS information system. The exam period lasts for the established duration; however, if you need to extend the exam period for valid (medical) reasons, you must submit a request to the dean of the faculty well in advance. The necessary documents can be found at: https://fsvucm.sk/dokumenty/

ACADEMIC YEAR CALENDAR

The academic year schedule is a document containing detailed information about important dates related to the course of study throughout the academic year, such as: class schedules for the winter and summer semesters, the exam period, thesis submission deadlines, state exams, and graduation ceremonies. You can find more documents at: https://fsvucm.sk/harmonogram-studia/

ACADEMIC INFORMATION SYSTEM (AIS)

The Academic Information System manages academic processes and facilitates communication between students, instructors, and the academic department. Instructors enter your grades for the semester into the AIS. This online application stores information about payments, grades, exam dates, and more. You log in to the system using the username and password you received upon enrollment. Through the AIS, you register for exams and can track your academic progress. You can find guides on how to use the AIS and all detailed information at: https://www.ucm.sk/sk/centrum-ikt/manualy-k-ais.html

STUDENT ID CARD

Prospective UCM students at all levels (bachelor's, master's, doctoral) and in all forms of study (full-time, part-time) are required to apply for a UCM student ID card. Full-time students apply for a full-time student ID card—a card featuring the ISIC logo—while part-time students apply for a part-time student ID card featuring the UCM logo. Students must submit their application for a student ID card and their consent to the processing of personal data to the appropriate advisor upon enrollment. Applications for a UCM student ID card can be found at: https://www.ucm.sk/sk/preukaz-studenta-ucm/

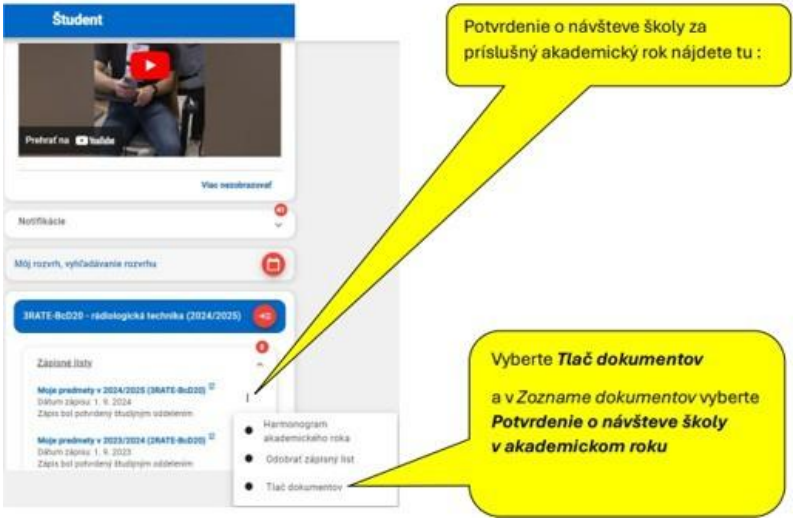
ISIC – UNIVERSITY STUDENT ID CARD

This is an international student ID card for full-time students. It allows students to take advantage of benefits offered by partner organizations, including student discounts both domestically and abroad. The ISIC is valid for one year.

CONFIRMATION OF ENROLLMENT AT AN EDUCATIONAL INSTITUTION

You will need proof of enrollment quite often during your studies, for example, if you want to find a part-time job while attending school. You do not need to contact the academic affairs office in person to obtain this proof. You can generate and download it yourself through the Academic Information System (AIS), which you can access using the username and password you received upon enrollment. The steps for finding and downloading the confirmation in the system are shown in the figure below:

TLAČ POTVRDENIA O NÁVŠTEVE ŠKOLY



If you need proof of enrollment at an educational institution for the Foreign Police—for example, in connection with a emporary residence for the purpose of study—do not print it from the AIS. The police require proof with an official stamp and signature, so in this case, contact the academic affairs office directly:

Renáta Krištofíková
Nám. J. Herdu 2, Door No. 105
+421 33 5565 516
renata.kristofikova@ucm.sk

SCHOLARSHIPS

Students enrolled in first- and second-cycle degree programs are eligible for scholarships in accordance with the provisions set forth in the UCM Scholarship Regulations. The awarding of scholarships is an important form of support for students at UCM. Types of scholarships at UCM:

Social Scholarship

If they meet the established criteria, FSV UCM students are awarded a financial aid scholarship intended to cover expenses related to their studies.

Motivational Scholarship

For outstanding fulfillment of academic obligations—such as achieving excellent results in study, research, and development—the dean of the faculty may award a student a merit-based scholarship.

Targeted Scholarship

UCM may, within its means, award students a targeted scholarship from its own funds, for example, for outstanding academic performance, exceptional achievements in the fields of study, scientific research, artistic or athletic activities, or as a one-time or regular form of financial aid. Information on scholarship opportunities and the rules for awarding them can be found at: https://www.ucm.sk/sk/studuj-ucm/ziskaj-stipendium/

ERASMUS+

Erasmus+ is a European Union program in the field of education and vocational training aimed at promoting mobility and cooperation in higher education in Europe. Detailed information about the ERASMUS+ program can be found at: https://www.ucm.sk/sk/univerzita/medzinarodne-vztahy/erasmus/

The Erasmus+ program coordinator for the FSV UCM faculty is **PhDr. Dalibor Mikuš, PhD.**

ADVISORY AND LEGAL CENTER FOR STUDENTS FROM SOCIALLY VULNERABLE GROUPS AND STUDENTS WITH SPECIAL NEEDS (PPCSZ)

The goal of the PPCSZ is to provide assistance and support to students from all faculties of the University of St. Cyril and Methodius in Trnava in the following areas:

- psychological counseling
- social counseling
- support for students with special needs
    - with sensory, physical, and multiple disabilities
    - with chronic illnesses and compromised health
    - with mental illnesses, autism, or learning disabilities
    - socially vulnerable students

Contact:
Bc. Ivana Švikruhová, Nám. J. Herdu 2, Office S.06 (ground floor), tel. +421 33 55 65 178; Faculty of Social Sciences Coordinator: PaedDr. Monika Orliková, PhD.
For more information, visit: https://www.ucm.sk/sk/centra-podpory/poradensko-pravne-centrum-studentov-zo-socialne-znevyhodneneho-prostredia-studentov-so-specifickymi-potrebami.html

LIBRARY

Throughout your studies, or while writing seminar papers and theses, the university library will provide you with invaluable resources for your research; it also serves as a reading room where you can consult the available literature on site. The main university library has temporarily moved to the UCM building: V Jame 3, on the floor next to the cafeteria. All information can be found on the website: https://www.ucm.sk/sk/univerzitna-kniznica.html

FACULTY PREMISES

FSV UCM holds its classes in its own facilities at 4/A Bučianska Street, where the faculty's dean's office is also located.

Classrooms and Their Designations

- The **BU** rooms are located at 4/A Bučianska Street, in the main FSV building
- The room designated as **AULA** is located at 4/A Bučianska Street, in the main building
- The library is temporarily located in the UCM building: 3 V Jame Street, on the floor next to the cafeteria

HOUSING OPTIONS

Student housing is provided in the UCM student dormitory and at partner facilities.

UCM Student Dormitory (UCM Building)
Nám. J. Herdu No. 2, 917 01 Trnava
Phone: 033 5565 111 (duty officer),
033 5565 176 (dorm manager Mgr. Janka Gajdová)

Partner Institutions
Miloš Uher Student Residence (STU MTF)
J. Bottu No. 21, 917 01 Trnava
Phone: 0918 646 002 (Dormitory Director, Mgr. Zuzana Popová)

SOŠE Trnava Dormitory
Sibírska 1, 917 01 Trnava
Phone: 033 5991 984 (Dormitory Director Dana Ťažká)

School Dormitory at the Secondary Technical School of Electrical Engineering in Piešťany
Brezová 2, 921 77 Piešťany
Phone: +421 33 7725 511 (duty officer)

For more information about housing, visit: **https://www.ucm.sk/sk/neverejne-stranky/ubytovanie.html**

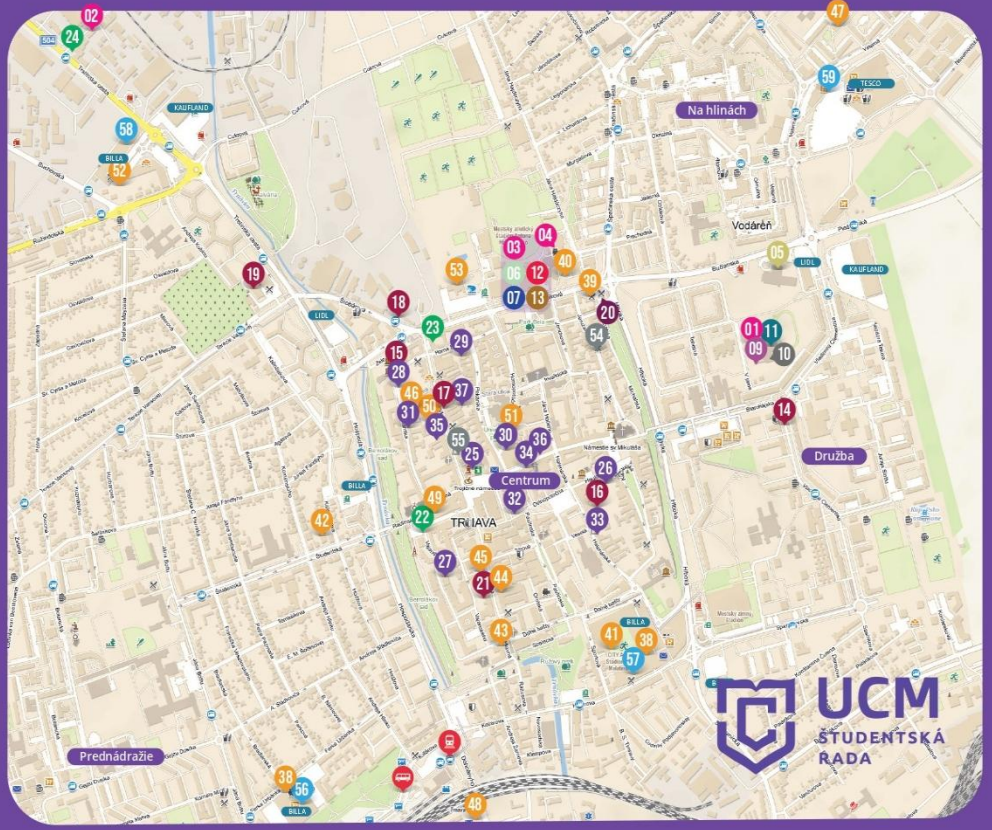
MEALS

All students have the option to eat in the cafeterias provided by UCM. In addition to the lunch menu, snacks can be purchased at discounted prices upon presentation of an ISIC card.

UCM Building
Hours: Monday–Friday: 7:00 a.m.–2:00 p.m.
Lunch cost: 1 UCM meal voucher, currently €4.60

Building at V Jame 3
Hours: Monday–Friday: 8:00 a.m.–2:30 p.m. (during the semester) Lunch service: 11:00 a.m.–1:30 p.m.
Lunch cost: 1 UCM meal voucher, currently €4.60

TRNAVA ŠTUDENTSKÉ MESTO



Fakulty

- 01 FMK — V jame 7148
- 02 FMK — Skladová 691
- 03 FMK — Námestie Jozefa Herdu 2
- 04 FMK — Kino Oko - Námestie Jozefa Herdu
- 05 FSV — Bučianska 4A
- 06 FPV — Námestie Jozefa Herdu 2, Špačince
- 07 FF — Námestie Jozefa Herdu 2
- 08 FZV — Rázusova 1699/14, Piešťany
- 09 IM — V jame 7148
- 10 UNIVERZITNÁ KNIŽNICA — V jame 7148
- 11 KNIŽNICA FMK — V Jame 7148
- 12 ŠTUDIJNÉ ODDELENIE — Námestie Jozefa Herdu 2
- 13 REKTORÁT UCM — Námestie Jozefa Herdu 2

Bary

- 14 Cerveza — Vladimíra Clementisa 7070
- 15 Amnesia — Štefánikova 26
- 16 Čajka — Halenárska 6
- 17 Ten podnik — Štefánikova 18
- 18 10BAR — Šrobárová 10
- 19 Mirage Pub — Terézie Vansovej 2
- 20 Tower Severná Veža — Michalská 10
- 21 Opera Lounge — Hlavná 27/32

Kluby

- 22 APE — Radlinského 47/2
- 23 Zelený kríčok — Štefánikova 24
- 24 OOZI — Trstinska cesta 6/A

Kaviarne

- 25 Thalmeiner — Trojičné námestie 4
- 26 Synagóga café — Hauliková 405/3
- 27 CUKER Bakehouse — Vajanského 13/14
- 28 Leháro — Františkánska 18
- 29 Café Paula — Pekárska 16
- 30 Yum Cha — Hornopotočná 8208/1
- 31 Nosche Coffee Studio — Františkánka 7659/21
- 32 Štúl Coffee — Trojičné námestie 9
- 33 La Donuteria — Halenárska 419/14
- 34 Kavíno — Hviezdoslavova 11
- 35 GRAM — Štefánikova 132/42
- 36 Brunch Café — Hviezdoslavova 5
- 37 Red Fawn coffee — Štefánikova 99/9

Reštaurácie

- 38 Spaghetti Leviathan — City Aréna, Oc. Max
- 39 Forkys — Rybníková 12 A
- 40 Raspberry Café & Drinks — Námestie Jozefa Herdu 820/4
- 41 Smashup Burger — City Aréna
- 42 U Dvoch Bratov — Kalinčiakova 3344/1
- 43 Kaliforňaň — Hlavná 20/48
- 44 Pizza Piccolino — Hlavná 14/29
- 45 Wetzlerov Dom — Hlavná 2
- 46 Iná haluška — Františkánska 21
- 47 Green Pig — Poštová 6905/10
- 48 Pizza Exxpres — Dohnányho 2368/2
- 49 Burger Club — Radlinského 47/2
- 50 Túčný Kocúr — Štefánikova 127/37
- 51 Šiesty hriech — Hornopotočná 8208
- 52 DeliViet — Trstinska cesta 675
- 53 Tiamo — Rybníková 16

Cool space

- 54 Opium cowork & cafe — Jeruzalemská 16/A
- 55 Nádvorie — Štefánikova 4

Nákupné centrá

- 56 OC MAX — Ferka Urbánka 7556
- 57 City Aréna — Kollárova 20
- 58 City park — Trstinska cesta 675/3
- 59 OC Galéria — Veterná 40

TRNAVA – A STUDENT CITY

To help you quickly find your way around Trnava, the UCM Student Council has prepared a map highlighting places that will be useful to you during your studies. It shows the buildings of individual faculties, the Academic Affairs Office, the Rector's Office, and the libraries, as well as recommendations for where to go for coffee, lunch, or an evening out with friends. We've also included shopping centers and places where you can work and study in peace. Each location on the map has a number and a color based on its category; you'll find its name and address below the map. We believe this map will help you discover Trnava, and that you'll soon find your favorite spots here.

BASICS OF UNIVERSITY ETIQUETTE

Addressing teachers and other staff members often poses a challenge for first-year students. Faculty members often address their students as "colleague," but this rule does not apply in reverse. In higher education, it is not customary to address all faculty members uniformly as "professor," as is often the case in high school. Faculty members at universities hold scholarly and academic titles, and they should be addressed according to their title or position. If a person has multiple titles or degrees, the highest one is usually used. Below are examples of forms of address that you are most likely to encounter in our department:

- Mgr. Ján Kováč - Mr. Kováč
- Ing. Ján Kováč – Mr. Kováč, Engineer
- PhDr. / JUDr. Ján Kováč – Mr. Kováč, Ph.D.
- PaedDr./JUDr. Ján Kováč, PhD. – Mr. Kováč, Ph.D.
- Mgr./Ing. Ján Kováč, PhD. – Mr. Kováč, Ph.D.
- doc. Ing. Ján Kováč, PhD. - Associate Professor Kováč
- Prof. Ing. Ján Kováč, CSc. – Professor Kováč

If you do not know a specific instructor's academic title, the faculty website will help you; there you will find the names of all instructors. Do not address instructors as "professor" if they do not actually hold that title.

In an academic setting, you should also pay due attention to your choice of attire. It is important to distinguish between regular school days and formal events, which primarily include the matriculation ceremony and the graduation ceremony (diploma conferral). During such events, it is essential to respect their solemn and dignified nature. Appropriate and neat attire is also required for exams and state final exams.

WHO SHOULD YOU CONTACT WITH QUESTIONS?

Do you have general questions about your studies?

Academic Affairs Office
Renáta Krištofíková
Nám. J. Herdu 2, Door 105
+421 33 5565 516
renata.kristofikova@ucm.sk

Do you have specific questions about studying at FSV UCM?

Vice Dean for Academic Affairs
doc. PhDr. Ján Machyniak, PhD.
Bučianska 4/A
+421 33 5565 528
jan.machyniak@ucm.sk

Do you have questions about administrative or academic issues, conflicts within the faculty, or student events?

Student Ombudsman
PhDr. Ľubomír Mago
Bučianska 4/A
+421 33 5565 557
mago1@ucm.sk

Faculty of Social Sciences
University of St. Cyril and Methodius in Trnava
Office: Bučianska 4/A, 960 01 Trnava
Tel.: +421 33 55 65 525 / Email: fsv@ucm.sk / www.fsvucm.sk