



Visit

Slovak **U**niversity of **A**griculture in Nitra



www.uniag.sk/en

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Foreign Police Department

If you are a foreigner and you have moved to Nitra from another place in Slovakia or directly from abroad, you are obliged to comply with the reporting obligation at the Foreign Police Department in Nitra. The conditions for entry and residence of foreign nationals into the territory of Slovakia depend on whether the foreign national is a national of a Member State of the EU, EEC or Switzerland (hereinafter referred to as the EU) or whether he/she is a third-country national.

Citizens of EU member states may enter and reside in Slovakia without further conditions for a period of three months from the date of entry. If they want to stay in Slovakia for more than three months, they are obliged to apply for registration at the Foreign Police Department. A similar residence regime applies to family members of EU citizens.

Third-country nationals (all foreigners who are not nationals of an EU Member State) may enter and stay in Slovakia for a short period of time (up to 90 days) on the basis of issued visas or visa-free travel. The Slovak Republic grants two types of visas: type C visas – so-called Schengen visas and D visas – so-called national visas.

An application for a visa must be submitted by the foreign national to the representative office abroad. The list of representative offices is available on the website of the Ministry of Foreign and European Affairs of the Slovak Republic.

If a third-country national wishes to stay in Slovakia for more than 90 days, he or she must be granted temporary or permanent residence. The application for residence is submitted by the foreigner to the representative office of the Slovak Republic abroad or, if allowed by the law on the residence of foreigners, at the competent Foreign Police Department. It is recommended to use the ordering system to file an application with the Foreign Police Department and for other actions.

Temporary residence is granted for a specific period of time and for one specific purpose. It can be awarded for the purpose of entrepreneurship, employment, study, seasonal work, special activity (lectoral, sporting, artistic, voluntary activity, etc.), research and development, family reunification, the performance of duties by civilian branches of the armed forces, a person with the status of a Slovak living abroad or a person with long-term residence in another EU Member State or as an EU Blue Card.

Permanent residence is granted either for 5 years or for an unlimited period of time. It is not purpose-bound. This means that a foreigner can perform different activities at the same time, e.g. work, business, study, etc.

There are three types of permanent residence: permanent residence for 5 years, permanent residence for unlimited time and long-term residence. Depending on the type of stay granted, you can either carry out one specific economic activity to which your stay is linked, or for some types of stay, you can carry out any activity without restrictions. Before you start a job or business, we always advise you to know if you have the necessary authorisation to carry out the activity. If you carry out an activity without the necessary permissions you and your employer are at risk of legal penalties.

In Nitra, you can get free comprehensive social law advice on your stay in one place. Services will be provided by the First Contact Point, located at the Nitra City Office in the Client Centre, at Štefánikova str. 60, Nitra. It provides consultations to foreigners in person within opening hours, by telephone and by email.

Place of first contact

Address: Nitra City Office, Client Centre, Štefánikova str. 60, Nitra

Opening hours: Tuesday 09:00 am – 11:00 am, 12:00 pm – 03:00 pm

Tel: + 421 911 055 889

E-mail: info@comin.sk 📧

Web: www.comin.sk 🌐

Citizens of non EU countries might need visa for entering the Slovak Republic. Contact relevant Slovak Embassy or Consulate in your home country to find out more details. You can find the list of Slovak Embassies and Consulates by countries [at this link](#). 📧

Information about VISA

If you are staying in Slovakia more than 90 days in one half-year you MUST apply for Temporary Residence Permit. The application is to be submitted in person at the Slovak Embassy or Consulate in your home country or at the Immigration Police Office in Nitra after arrival (in case you do not need VISA to enter Slovakia). Check with the Slovak Embassy or Consulate what is the best option for you and what documents are necessary for the application.

Important information about Temporary Residence Permit

- only complete applications can be submitted – therefore it is highly recommended to double check with the Slovak Embassy or Consulate that you have all necessary documents for application for TRP in order to avoid problems with obtaining missing documents from your home after arrival to Slovakia,
 - official documents issued by authorities in the home country must be verified for use in the Slovak Republic (apostille or superlegalisation – check with the Slovak Embassy or Consulate for details),
 - supporting documents must not be older than 90 days,
 - application and all supporting documents must be in Slovak language or translated into Slovak Language by translator recognised by Slovak authorities,
- In order to allow enough time for processing of Visa/Temporary Residence Permit application at least 3 months before your planned arrival to Slovakia.

Non EU citizens living outside university dormitories **MUST** register within 3 working days after arrival in Slovakia. Students living in SUA dormitories are registered by the dormitory automatically.

If you are staying longer than 90 days in one half-year you need to visit the Foreign Police Department in Nitra in order:

- to obtain your Temporary Residence Permit card (if you applied from your home country) – you will need your passport and **EUR 4.50** fee for the card, to be paid via special stamps called **KOLOK** that you buy at the post office,
- or to submit your application for Temporary Residence Permit (see above).

Foreign Police Department, Kalvárska 2, 949 01 Nitra

Office hours: Monday | 07:30 am – 12:00 pm and 01:00 pm – 03:00 pm
Wednesday | 07:30 am – 12:00 pm and 01:00 pm – 04:30 pm
Friday | 07:30 am – 12:00 pm

Tel: + 421 961 303 230; + 421 961 303 209

E-mail: ocp.nitra@minv.sk 📧

Territorial coverage (districts): Nitra, Hlohovec, Partizánske, Topoľčany, Zlaté Moravce

Information Centre in Nitra

Web: <https://comin.sk/en> 📄

E-mail: info@comin.sk 📧

Within 30 days after obtaining the Temporary Residence Permit card you are legally obliged to submit at the Foreign Police Department the **Confirmation of health status**, confirming that you do not suffer from any infectious illness (its spreading is a criminal act in Slovakia). Confirmation is issued by a Health centre for foreign diseases after a medical check.

Authorised health centre in Nitra

Centre for Foreign Diseases, Nitra Hospital (Nitra Hospital)

Address: Špitálska street, 6, Nitra

Doctor: MUDr. Ľubica Piešacká, PhD.

The price of the medical check is approx. EUR 150 and is to be paid cash in the hospital. Allow 2 – 3 weeks for processing of the medical check's results and obtaining the Health confirmation.

The visits to the Foreign Police Department and Nitra Hospital are organised by the Erasmus Student Network in cooperation with the International Relations Office to help you overcome the communication barrier.

At the end of your stay you have to notify the Foreign Police Department that you are leaving and return the Temporary Residence Permit card.

Note: Consider this information for information purposes only. The conditions may change without prior notice. Slovak University of Agriculture in Nitra bears no responsibility for information given no for timely fulfillment of given requirements by the student and can not influence or change any decisions taken by Foreign Police Department in case of student's non-compliance with valid legal rules.

Residence of Union citizens

Under the Act on the Residence of Foreigners, a Union citizen is:

- a citizen of another EU Member State, with the exception of Slovakia,
- a citizen of a state Party to the European Economic Area Agreement (EEA),
- a citizen of Switzerland.



Right of residence

A Union citizen is entitled to a Residence in the territory of the Slovak Republic during a period longer than three months if he/she:

- is employed in Slovakia,
- is self-employed in Slovakia,
- studies in primary or secondary school or at a university in Slovakia,
- has sufficient financial means for himself as well as for his family members, to prevent them from burdening the social security system during their stay and has health insurance in Slovakia,
- will potentially find employment,
- is a family member of a Union citizen who meets one of the above-mentioned conditions and who he/she is accompanying or joining.



[Download Fact Sheet: Residence of EU Citizens](#) 

Reporting duty

EU citizens are required to report their stay within 10 business days from the date of entry into the territory of the Slovak Republic to the Foreign Police Department according to their place of residence by completing the Notice of Stay form unless the provider of accommodation (e.g. hotel) does it instead. This means the notification is necessary in case the Union citizen lives with relatives, friends or in a rented apartment.

Registration of the right of residence in slovakia

A Union citizen staying in Slovakia for a period longer than three months is required to register his/her Residence within 30 days from the lapse of three months from entering Slovakia.

The application for a free of charge registration is submitted in person on an official form (generated by the **[online booking system](#)** ) at the competent **Foreign Police Department**  together with:

- a valid identification card or a valid travel document, and
- a document confirming one of the matters above (e.g. employment contract, trade licence, confirmation from school, an affidavit stating that he/she is seeking employment, birth certificate, marriage certificate, etc.). A Union citizen, who cannot submit an employment contract or trade licence, can

provide proof that he/she has sufficient means (the minimum subsistence level of **EUR 218.06** in cash or a bank account statement) and health insurance in Slovakia (confirmation from a health insurance company or EU insurance card).

On the day of submitting a complete application, the Foreign Police Department will issue a confirmation on the residence registration, which will contain the name, surname and address of the registered person as well as the date of registration. If the Union citizen fails to submit a document on accommodation, the municipality where he/she will be staying will be stated as the address.

Union Citizens may apply for the issuance of a residence card valid for 5 years. A valid travel document or a valid identification card, 2 photographs (3 x 3.5 cm) and proof of accommodation need to be attached to the application for issuance of a residence card.

Proof of accommodation can be:

- an affidavit of a foreign national about ownership of a property (if they own property),
- a tenancy agreement with the owner or the user of the property and documentation of eligibility to use the property if it is a tenancy agreement with the user of the property,
- confirmation from an accommodation facility (e.g. a hotel or a boarding house),
- an affidavit of a natural person or a legal entity about the provision of accommodation to a foreigner in the Slovak Republic and documentation of eligibility to use the property if it is a tenancy agreement with the user of the property.

Signatures in affidavits and tenancy agreements must be notarised.

The right of a union citizen to permanent residence

A Union citizen is entitled to a permanent residence if he has legally resided in Slovakia for an uninterrupted period of five years. In specific cases, it is possible to apply for permanent residence even earlier than after five years of uninterrupted residence.

Employment

Union citizens may be employed in Slovakia under the same conditions as Slovak citizens. They do not need a work permit or any other permit to be able to work.



Termination of the right of residence of a union citizen

The entitlement to Residence or the entitlement to permanent residence of a Union citizen expires, if:

- the person notifies the Foreign Police Department in writing of the residence termination,
- the person was deported,
- the Foreign Police Department revoked his/her right to residence or to permanent residence,
- the person died or was declared dead,
- the person acquired citizenship of the Slovak Republic.

Residence of foreign nationals in Slovakia

The Act No. 404/2011 on Residence of Foreigners and Amendment and Supplementation of Certain Acts (hereinafter referred to as the "Act on Residence of Foreigners") is the most important law regulating the residence of foreign nationals in the Slovak Republic.

According to the Act on Residence of Foreigners, everyone who is not a citizen of the Slovak Republic (SR) is considered a foreign national. However, the residence of Union nationals, who are considered to be foreigners as well, is regulated by special provisions (more information in the article [Residence of Union citizens and their family members in Slovakia](#) 📖). A third-country national is anyone who is neither a citizen of the Slovak Republic nor of the Union, as well as a person without citizenship.

The following information will, therefore, relate only to the so-called third-country nationals.

A foreign national in Slovakia may apply for one of the following types of residence:

- temporary residence,
- permanent residence,
- tolerated residence.

A temporary residence can be granted for one of the purposes listed in the Act on Residence of Foreigners (e.g. employment, study, family reunion). For more information see the category [Temporary Residence](#) 📖. You may apply for a permanent residence for the purpose of a family reunion with your Slovak family member or in case you have had several years of continuous

legal residence in Slovakia. Please check If you meet the [conditions for obtaining permanent residence](#) 📄. [A tolerated residence](#) 📄 is a special type of residence, which can be granted to a foreign national exceptionally for a short time period in order to overcome a specific situation. Please find [further information](#) 📄 about the conditions for granting one of these types of residence, as well as the list of documents required.

Lawyers advice

It is very difficult to solve the situation of a foreign national who resides in Slovakia illegally and should, therefore, be avoided.

Documents for download

[Fact Sheets on Temporary Residence](#) 📄

[Fact Sheets on Permanent Residence](#) 📄

[Welcome to Slovakia 2019](#) 📄: the booklet contains the basic information regarding the residence and the employment of third-country nationals, the information about the education system, health care, social security and other important domains of life in Slovakia.

Information on administrative procedures when staying in Slovakia

<https://www.mic.iom.sk/en/download.html> 📄

[IOM Migration Information Center](#) 📄

[IOM Migration Information Center – section Info Cards](#) 📄

https://www.saia.sk/user/documents/Euraxess/publikacie/vstup_navigacia_EN_2019_WEB.pdf 📄

<https://www.euraxess.sk/en/main/info/living/guide-administrative-duties/> 📄

<https://www.mzv.sk/en/web/en> 📄

Slovakia in brief

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Slovakia in brief

Official name: The Slovak Republic

Short form: Slovakia

ISO 2-letters code: SK

3-letters code: SVK

National flag and State emblem:



Capital city: Bratislava

Population: 5,4 mil.

Total land area: 49,035 sq km

Official Language: Slovak

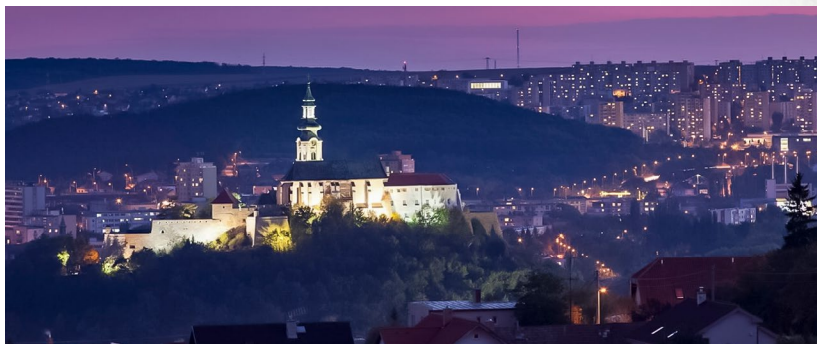
Political system: Parliamentary democracy

Date of Establishment: The Slovak Republic was established on January 1, 1993, after the split of the former Czechoslovak Republic

Currency: euro (since 1st January 2009)

Nitra

Nitra is a city in western Slovakia, situated at the foot of Zobor Mountain in the valley of the river Nitra. With a population of about 76,655 it is the sixth-largest city in Slovakia. Nitra is also one of the oldest cities in Slovakia; it was the political centre of the Principality of Nitra. Today, it is a seat of a kraj (Nitra Region) and an okres (Nitra District).



How to get to Nitra

<https://www.rome2rio.com/s/Bratislava/Nitra> 📌

<https://fesrr.uniag.sk/en/how-to-get-to-nitra-1583/> 📌

By airplane

1. Fly to the Bratislava, Slovakia, M. R. Štefánik Airport

<https://www.bts.aero/en/> 📌

M. R. Štefánik Airport in Bratislava is the biggest international airport in the Slovak Republic. It lies 9 km from the centre of Bratislava. It serves for regular and irregular air transport on inland and foreign lines. When you are going from the Bratislava's airport to Nitra, first you have to go from the airport to the Bratislava's main bus station called Mlynské Nivy.

Airport Bratislava ➡ Main Bus Station Mlynské Nivy

<https://imhd.sk/ba/schedules-timetables> 📌

<https://www.nivy.com/autobusy> 📌

Tickets can be bought at – <https://imhd.sk/ba/doc/en/20709/20709> 📌

Bratislava ➡ Nitra by bus

At the bus station Mlynské Nivy in Bratislava take a bus to Nitra. There are many bus companies. There are 5 ways to get from Bratislava to Nitra by bus, train, rideshare, taxi or car.

The bus journey time between Bratislava and Nitra is around **1h 15m** and covers a distance of around 88 km. Services are operated by Turancar, RegioJet, CK Daka and others. Typically 131 buses run weekly, although weekend and holiday schedules can vary so check in advance.

The quickest way to get from Bratislava to Nitra is **by taxi** which costs **€100 – €130** and takes **55 min**.

There is no direct train from Bratislava to Nitra. However, there are services departing from Bratislava Hlavná Stanica and arriving at Nitra via Leopoldov. The journey, including transfers, takes approximately **2h 35m**.

2. Fly to the Vienna, Austria, Schwechat Airport

<https://www.viennaairport.com/en/passengers> 📍

Just in front of the arrivals door at the Vienna airport there is a departure point for Slovak Lines buses to the capital of Slovakia-Bratislava. Buses leave for Bratislava's main bus station „Mlynské Nivy“ – https://www.viennaairport.com/en/passengers/arrival_parking/bus_connections 📍

Distance from Vienna to Bratislava is 60 km and journey takes app. **1 hour**. At the bus station Mlynské Nivy in Bratislava take a bus to Nitra.

3. Fly to the Budapest, Hungary, Ferihegy Airport

<https://www.bud.hu/en> 📍

Budapest ➔ Nové Zámky ➔ Nitra

The fastest and easiest way of transport from Budapest to Nitra is by train. When you arrive at the Budapest airport take a train to Nové Zámky (Slovakia) from the Western (Nyugati p.u.) or Eastern (Keleti p.u.) Railway Station. You can get to both railway stations by metro or you can use a train to the western railway station. First take a bus No. 93 or No. 200 from the airport to the Köbánya-Kispest metro terminal and from here take a metro line to the Western or Eastern Railway Station. As for the public transport in Budapest, you can find useful information here: www.bkv.hu/en/ 📍. The map of the metro in Budapest is here: <http://www.hungarybudapestguide.com/transportation/metro-map/> 📍. The timetables of the trains going from both railway stations in Budapest (western and eastern) to Nové Zámky: <https://cp.hnonline.sk/vlakbusmhd/spojenie/> 📍. In Nové Zámky you have to change train to Nitra.

Transport in Nitra City

When you come to Nitra's bus station take a taxi or use the public transport. You can find the buses of the city transport in front of the main bus station, very close to railway station of Nitra. You can take a bus No. 4, No. 14 or No. 19 from the Railway station directly to the University.

The timetables, routes of the city buses and other important information you can find here: <https://imhd.sk/nr/public-transport> 📍

City buses at <https://nitra.transdev.sk/> 📄

- tickets can be purchased on the bus with a credit card/mobile phone with a payment application/in cash from the driver,
- the application is available on Google Play, in the AppStore.

Taxi

As for the taxi you can find it at the Nitra bus station or you can use other taxi services – Taxi, Bolt <https://bolt.eu/sk/cities/nitra/> 📄

E-scooters

<https://bolt.eu/sk/cities/nitra/> 📄

Car hire

Car hires are available in all larger cities.

Car hire in Nitra: <http://www.nitra-car.sk/en/> 📄

Car hire in Bratislava: <http://www.buchbinder.sk/> 📄, www.acr.sk 📄, www.autovkm.sk 📄, www.ab-wickam.sk 📄, www.eurocar.sk 📄

Car hire in Bratislava, Poprad, Košice: www.hertz.sk 📄

Driver's License

It is not necessary to possess an international driving permit (IDP) to operate a motor vehicle in Slovakia, both EU and non EU licences are acceptable in Slovakia, however you should always drive with your passport/ID. Drivers must be at least 18 years of age. Fastened seatbelts are obligatory for all passengers.

Speed Limits:

- urban roads (built up area) **50 km/h**,
- rural roads (minor highways) **90 km/h**,
- major highways **130 km/h**.

Health care and insurance

Every foreigner holding a residence permit/registered in Slovakia is obliged to have a health insurance. Health insurance can be public or commercial (private):

- if you are employed or self-employed, you become part of the public health insurance system,
- if you are an employee, your employer deducts public health insurance payments from your salary according the rules which are applicable for Slovak nationals,
- if you are self-employed, you must pay insurance directly to the health insurance company under the same conditions applicable to Slovak nationals,
- foreigners who cannot participate in the public health insurance must take out individual commercial (private) health insurance.

All foreign students coming to study at the Slovak University of Agriculture in Nitra are legally obliged to have a health insurance valid for the territory of Slovak Republic and for the whole period of their stay. Without prove of such insurance (in English or Slovak language) student cannot be registered at the SUA in Nitra.

Students from EU countries

EU/EEA and Swiss citizens are entitled to health care under the same conditions as the Slovak citizens. They have to present European Health Insurance Card (EHIC) to the health care provider. The necessary treatment will be covered by Slovak Health insurance company according to tariffs for Slovak citizens, provided that the health care provider has a valid contract with at least one health insurance company. The European Health Insurance Card cannot be used for private sector health care providers. We recommend also to arrange commercial travel insurance in the home country prior to arrival to Slovakia or Health insurance for foreigners in Slovakia upon arrival.

Students from Non EU countries

Students from Non EU countries may arrange travel health insurance in their home country or Health insurance for foreigners in Slovakia upon arrival.

The Health insurance for foreigners generally covers cost of health care and/ or urgent health care provided to foreigners on the territory of Slovak Republic such as:

- ambulatory health care,
- general practitioner for children, youth and adults,
- gynecologist,
- other specialists,
- hospital health care,
- doctor's first aid and emergency health treatment,
- covering costs of prescription drugs and medical aids,
- special care of expectant mothers and newborn children,
- urgent dental care,
- preventive health checks and rehabilitation programs (to the same extent as Slovak citizens covered by public health care insurance),
- up to approx. 33,200 EUR; in case of pregnancy insurance up to approx. 16,600 EUR.

The scope of insurance depends on the agreed type of insurance. The type of insurance and the sum insured are specified in the individual insurance contract.

The insured foreigner is entitled to health care based on the conditions stipulated in the insurance contract. You can get public health insurance at the following insurance companies:

Všeobecná zdravotná poisťovňa

Address: Mostná 5850/58, P. O. BOX 11 B, Nitra 1

Tel: 0850 003 003

Web: <https://www.vszp.sk/en/how-become-our-insured-person/> 📄

Union poisťovňa

Address: Štefánikova 30 Nitra

Tel: 0850 003 333

Email: union@union.sk

Web: <https://www.union.sk/health-insurance-for-foreigners/> 📄

Dôvera zdravotná poisťovňa

Address: Kupecká 1347/7, Nitra 949 01

Tel: 0850 850 850

Web: <https://www.dovera.sk/poistenec/potrebujem-poradit/o-dovere/english-info> 📄

By paying your health insurance, you are entitled to health care under the same conditions as Slovak nationals. Healthcare is provided by registered providers in outpatient clinics or hospitals. Common health problems are addressed by a GP.

Every patient, including a foreigner, has the right to free choose of doctor. If a patient does not have a specific health care provider, he can register with a doctor according to the health district. The list of health districts can be found on the website of the Nitra self-governing region. The facilities providing health care in Nitra are following:

College Hospital Nitra

Address: Špitálska 588/6, Nitra

Tel: 037 / 6545 111

Email: info@fnnitra.sk 📧

Web: <https://fnnitra.sk> 🌐

Kardiocentrum Nitra s.r.o.

Address: Špitálska 6, Nitra

Tel: 037/6933 211

E-mail: kardiocentrumnitra@kcnr.sk 📧

Web: www.kcnr.sk 🌐

Specialized Hospital sv. Svorada Zobor, n.o.

Address: Kláštorská 134, Nitra

Tel: 037/6941 111.

E-mail: sekretariat@snzobor.sk 📧

Web: www.snzobor.sk 🌐

Policlinic Rázusova

Address: Rázusova 16, Nitra

E-mail: lekarenrazusova@gmail.com 📧

Web: www.poliklinikarazusova.sk 🌐

Policlinic Chrenová

Address: Fatranská 12, Nitra

Policlinic Klokočina

Address: Hviezdoslavova trieda 1, Nitra

Policlinic sv. Medarda

Špitálska 13, Nitra

Tel: 037/69 42 111

E-mail: recepacia@damipharm.sk

Web: www.damipharm.sk

ProCare Nitra

Address: Fatranská 5, Nitra

Tel: 0907 336 699

Web: www.procare.sk/poliklinika/procare-nitra

Policlinic MEDICENTRUM

Address: Nitra Čajkovského 46, Nitra

Outpatient Emergency for Children and Adolescents

Outpatient Emergency for Adults

- fever, pain, allergic reaction, dizziness, small wounds, illness:
 - **Špitálska 13**, polyclinic building
 - (MON – FRI 16:00 – 22:00, SAT – SUN 7:00 – 22:00), fee 2 EUR,
- serious injuries, accidents, poisoning, heart attack, bleeding:
 - **Špitálska 6**, premises of the Faculty Hospital in Nitra,
 - NON-STOP, fee 10 EUR.

The complete list of outpatient doctors and medical facilities in Nitra can be found at:

- <https://www.e-vuc.sk/nsk/zdravotnictvo/>
- <https://www.kto-je-moj-lekar-zdravotne-obvody.html>

In order to find out about your rights and obligations related to health insurance and health care in Slovakia please contact

The First Contact Point Municipal Office in Nitra, Client Centre

Address: Štefánikova trieda 60, Nitra

Opening Hours: Tuesday | 09:00 – 11:00; 12:00 – 15:00

Tel: +421 911 055 889

Email: info@comin.sk 📧

Web: www.comin.sk 🌐

In case of health problems you need to visit a general practitioner (GP) first, who provides basic health care and can then refer you to the appropriate specialist for further medical examination.

Within the university campus, there are a general practitioner and a dentist available:

General practitioner

Address: Mladost' dormitory, High Building, side entrance

Opening hours: Mon – Fri | 07:30 am – 12.00 am.

Tel.: +421 910 980 412

Dentist

Address: Anton Bernolák dormitory, side entrance

Opening hours: Mon – Thu | 08.00 am – 4.00 pm.

Tel.: +421 37 653 7255

First aid service

In case of accidents, emergencies and other acute serious health problems call First Aid Service **112** or **155** or go to the central reception of a hospital (Centrálny príjem).

Information for students with special needs

University Counselling and Support Centre

The centre provides psychological counselling for all university students, as well as coordination activities for students and study applicants with specific needs.

University coordinator

Mgr. et Mgr. Jana Rybanská, PhD.

University Counselling and Support Centre

Slovak University of Agriculture in Nitra

Tel.: + 421 37 641 4898

E-mail: jana.rybanska@uniag.sk 

In cooperation with faculty coordinators and study departments, the university coordinator:

- coordinates the activities of faculty coordinators,
- is actively involved in identifying applicants for studies with specific needs and students with specific needs,
- evaluates the specific needs of students with specific needs, the scope of appropriate support services and participates in their provision,
- cooperates in all tasks in solving the conditions of support of students with specific needs with faculty coordinators and the Vice-Rector for Education,
- coordinates activities in identifying candidates for studies and students with specific needs at the SUA in Nitra,
- registers applicants for studies and students with specific needs applying for the status of student with specific needs within the university,
- advises applicants and students with specific needs,
- registers Erasmus students with specific needs, assists them in preparing for a foreign stay, provides training of coordinators in cooperation with MESRS SR and UCSC SUA,
- cooperates with faculty coordinators to select support/assistance technologies and provide support services for students with specific needs,

- each year, as a rule on October 31st, makes a proposal to the SUA management to use funds to support the study of students with specific needs, in particular for the provision of material and technical equipment, reasonable modifications, support services and staffing for the following academic year,
- each year, as a rule, on October 31, submits to the university management a report on the activity, on the number of registered students with specific needs in the current academic year, on the entitlements and use of support services depending on the number of current students of the SUA,
- liaises with other organisations that can provide assistance to a student with specific needs,
- performs other related tasks and activities resulting from other generally binding legal provisions for the university coordinator.

Faculty coordinators

Faculty of Agrobiology and Food Resources

doc. Ing. Klára Vavrišínová, CSc.

Institute of Animal Husbandry FAFR SUA in Nitra

Tel.: 037 641 4800

E-mail: klara.vavrisinova@uniag.sk 

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Faculty of Horticulture and Landscape Engineering

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The faculty coordinator in particular:

- provides information and advice for applicants with specific needs at the faculty,
- provides relevant information and, if necessary, organises a personal meeting of the applicant or student with specific needs with a representative of the SUA faculty,
- cooperates with the university coordinator and the Vice-dean on all tasks relating to the creation of conditions of support for students with specific needs,
- is actively involved in identifying applicants for studies with specific needs and students with specific needs,
- registers applicants for studies and students with specific needs applying for the status of a student with specific needs,
- evaluates, in cooperation with the university coordinator, the specific needs of applicants for studies with specific needs and students with specific needs, the scope of the corresponding support services and contributes to their provision,



- cooperates with the Study Department in data processing for the Central Register of Students with Specific Needs (MESRS SR),
- provides counselling for students with specific needs in the selection of assistive technologies and the provision of support services,
- assists in ensuring reasonable modifications and support services for examinations, studies and assessment of the learning outcomes of students with specific needs,
- ensures cooperation with the university or faculty workplaces and special purpose facilities and staff, in particular by providing information and advice on the specific needs of students,
- reports annually, as a rule on October 15th, to the university coordinator on the number of students with specific needs and the use of support services
- provides the university coordinator, upon request, with all relevant information relating to students with specific needs,
- submits annually to the faculty management a report on the conditions of use of support services at the faculty; the faculty coordinator cooperates with the university coordinator to prepare the report for the management of the SUA43,
- participates in training activities for coordinators provided by methodological centres in order to carry out their activities in a qualified manner.

The SUA in Nitra has the right:

- to protect academic standards that are specified in the approved accreditation file of a specific study programme and graduate profile,
- require that the knowledge, competences and skills of the applicant and of the student with specific needs meet the requirements for higher education level. Study support, reasonable modifications and support services must not reduce learning requirements,
- require from a student who, because of his/her specific needs, requests support, reasonable modifications or support services, to submit professional documentation from qualified professionals (medical certificate, not more than 3 months old, findings of a psychologist, speech therapist or special pedagogue),
- not to grant a status of a student with specific needs if the student fails to submit the required documentation or if the documentation is not sufficient,

- refuse the provision of study support, reasonable modifications and support services where their nature and scope would result to reducing academic responsibilities and reducing the learning performance requirements of students with specific needs,
- refuse to admit a student to a study programme in the study of which he/she could endanger himself or persons in his/her surroundings.

The SUA in Nitra is responsible for:

- ensuring specific conditions for carrying out the study responsibilities of students with specific needs without reducing the requirements for study performance,
- creating a generally accessible academic environment,
- improving the accessibility of study programmes, services, activities for the widest possible range of students, ensuring barrier-free access to the information needed to study and to the academic information system,
- publishing up-to-date information on admission conditions, study and accessibility of the academic environment for students with specific needs in an accessible form; to this end, the university shall publish a list of the required knowledge, skills and competences expected from applicants, as well as a list of the required knowledge, skills and competences to be acquired by the student during his/her study,
- removing existing barriers, preventing the creation of new barriers and compensating for the consequences of barriers to the academic environment,
- providing of funds to create adequate study conditions for students with specific needs and the work of the coordinator,
- taking measures to ensure the protection of the personal data of students with specific needs,

Rights and Responsibilities of Students with Specific Needs

A student with specific needs has the right to:

- access to information on study programmes,
- access to essential information concerning the conditions for the admission for study and conditions for study, conditions created by the university for students with specific needs, and contacts for persons with specific needs,
- pre-admission advice and counselling and support during university study,



- access to activities and services of a level comparable to that of ordinary students,
- support, reasonable modifications and support services for admission procedure, study and examinations without reducing study performance requirements,
- individual approach of university teachers, individual learning practices, in particular individual teaching of selected subjects for students with sensory disabilities,
- reduction or waving of tuition fees in justifiable cases if the study is longer than the standard duration of the study programme, and the reason for the extension is the health disadvantage or current state of health of the student (when assessing the application, the student's learning outcomes are taken into account),
- protection of personal data related to health disadvantages and/or learning difficulties,
- dignity and respect.

A student with specific needs is responsible for:

- the acquisition of sufficient and relevant information on the opportunities for the selected study programme in relation to his/her health disadvantage and/or learning impairment within the meaning of this Directive,
- the choice of study programme with regard to health disadvantages and/or learning difficulties within the meaning of this Directive,
- informing the university without delay of changes and circumstances affecting access to study within the meaning of this Directive,
- documenting health disadvantages and/or learning difficulties in an accepted way,
- compliance with the study rules of the faculty, internal regulations of the SUA and other generally binding legal regulations, which must be observed by students during their studies,
- compliance with the conditions contained in the decision to register students with specific needs and to grant reasonable modifications and support services,
- participation in teaching, fulfilment of study responsibilities, results of the study,

Procedure for Requesting Reasonable Modifications and Support Services of the Applicant with Specific Needs:

- the applicant for study at the SUA sufficiently in advance (usually 1 month before the deadline for submitting an application for university studies) obtains relevant information on the conditions of admission and study requirements of the chosen study programme and consults with authorized faculty representatives on the suitability of the selection in relation to his/her disability and/or learning disabilities and their impact on student's ability to study. For this purpose, the SUA requires the applicant to contact the coordinator for students with specific needs at a specific SUA faculty,
- the faculty coordinator will provide relevant information, if necessary, organise a personal meeting of the applicant with a representative of the SUA faculty,
- if the examination of the qualifications for study involves an entrance examination, the applicant with specific needs shall, at his or her request, on the basis of an evaluation of his or her specific needs, determine the form of the examination and the manner in which it will be carried out, taking into account his or her specific needs,
- an applicant who requests appropriate modifications and support services during entrance examinations, together with the application for study, also sends a request for adaptation of the form of the entrance examination specifying the required modifications and support services, accompanied by the relevant professional documentation:
 - a) a medical certificate not older than three months, which is a medical finding, a report on the course and development of the disease and disability, or an extract from medical documentation, or,
 - b) in the event of a learning or communication disorder, a statement of a psychologist, a speech therapist, a school psychologist, a school speech therapist or a special pedagogue (or other registered subject of relevant professional competence),
- the required modifications and support services are provided by the faculty coordinator, approved by the Dean of the respective SUA faculty,
- the faculty's study department registers all candidates who have declared in writing a certificate of health and/or learning disorder of any kind, type and degree of their disability or disadvantage. The study department will ensure the transmission of information to the faculty and university coordinators.



Guidelines on the Activities of the University and Faculty Coordinator for Students with Specific Needs:

Before applying for study, the faculty coordinator shall provide the student with:

- information on the nature and content of the study programme, possibilities for practical application of the knowledge acquired, information on the possibility of visiting the relevant faculty/institute,
- information on expected knowledge and skills acquired after completion of the chosen study programme,
- information on the suitability of the selected study programme in terms of technical difficulty of study, student limits/restrictions, options for alternative solutions,
- information on recommended literature for preparation for entrance exams,
- any other relevant information.

The faculty coordinator shall provide all relevant information to the university coordinator.

An applicant with specific needs will make an independent decision on the final selection of the field and the study programme, following the requirements of the SUA for the admission procedure and the study itself and taking into account the conditions of study and his/her own prerequisites for study duties.

After the closing date for the submission of applications for study in cooperation with the study department, the faculty coordinator identifies the number of candidates with specific needs, the type and degree of their disability. In current cases, he/she will contact students to assess the suitability of the selected study programme or offer a suitable alternative and provide a consultation on the form of the entrance exam.

Prior to and during the entrance exams, the faculty coordinator informs the Vice-Dean for Education and the relevant institutes about applicants with specific needs and proposes specific forms of entrance exams due to the type of disability. He/she shall ensure that the form of the examination corresponds to the opportunities/limits of the applicant for study in order to create equivalent conditions with candidates without specific needs.

Upon admission for study, a student applying for the status of a student with specific needs is required to have an entrance interview with the university coordinator in order to evaluate his/her specific needs and determine the scope of support during the studies. The faculty coordinator assists the student with

specific needs in developing the schedule, informs the relevant institutes and teachers about the student with specific needs and the specifics of his/her studies, assists the student with the acquisition of study literature and his/her integration into study and life at the university.

DIRECTIVE 8/2021 – Ensuring generally accessible academic environment for students with specific needs at the SUA in Nitra ➡

DIRECTIVE 8/2021 – Annexes ➡

Library information services and advice focused on working with information are provided to students with specific needs by the Slovak Agricultural Library at the SUA. For this purpose, it has created a virtual workplace – Information Services and Consulting Centre (ISCC). More information can be found at:

- <http://www.slpk.uniag.sk/sk/bez-barier/> ➡

Accommodation

Accommodation for students of SUA is provided in university student hostels:

Dormitory Mladost'

Štúrova 3, 949 76 Nitra

There are single, double, triple and quadruple rooms grouped in units – 2 rooms sharing bathroom together. Simple cooking facilities on each floor (electric hotplates, no kitchenware), computer room, canteen, snack bar, student's bar in the dormitory. Sports grounds and university Sports Centre is nearby.



Dormitory Anton Bernolák

Tr. Andreja Hlinku 38, 949 76 Nitra

Block A – Double rooms arranged in units of 2 rooms sharing bathroom and small fridge together. Block B, C – Double and triple rooms with shared bathrooms on the floor. Simple cooking facilities available on each floor (electric hot plates, no kitchenware), as well as study and TV rooms. There is also computer room, canteen and snack bar located in the ground floor of the dormitory.



Dormitory Akademická

Akademická 1755, 949 01 Nitra

Double rooms grouped in units of 2, sharing a bathroom. Simple cooking facilities available on each floor. Lecture rooms, conference rooms included.



Room equipment

All rooms are furnished. Pillows, blankets and sheets are provided. A set of clean bed sheets is provided at the beginning of your stay. These can be exchanged for clean sheets every two weeks in the laundry room located in the ground floor of each dormitory.

Computer facilities

There is wi-fi and cable internet connection accessible for the students upon registration to the school network. Computer rooms are located in faculty buildings and dormitories for students to use.

Student affairs office

Faculty level

The Office of Study Affairs is an inherent part of each faculty. It manages students' agenda from the admission to the completion of their study. Students consult all problems connected with their study within a given study programme here, either personally or in writing.

Faculty of Agrobiology and Food Sciences

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Vice-Dean for Education

Department of Genetics and Plant Breeding

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Bachelor study

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Faculty of Biotechnology and Food Resources

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Doctoral study

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Vice-dean for Science and Research

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Monday: 12:00 pm – 2:00 pm

Tuesday: 9:00 am – 11:30 am

Wednesday: 9:00 am – 11:00 am; 12:00 pm – 2:00 pm

Friday: 12:00 pm – 2:00 pm

Faculty of Economics and Management

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prof. Dr. Ing. Elena Horská (Ms.)

E-mail: elena.horska@uniag.sk 📧

Doctoral study

prof. Ing. Zuzana Kapsdorferová, PhD. (Ms.)

E-mail: zuzana.kapsdorferova@uniag.sk 📧

Faculty coordinator for international students

E-mail: study_fem@uniag.sk 📧

Recruitment and Admission Officer

Ing. Elena Kaliariková (Ms.)

S Pavilion of FEM (Faculty of economics and management), 1st floor

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MBA study

Mgr. Ing. Ondrej Beňuš, PhD. (Mr.)

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Faculty of European Studies and Regional Development

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Study department

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Office hours

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Wednesday: 1:00 pm – 3:00 pm

Friday: 8:00 am – 12:00 pm

Faculty of Horticulture and Landscape Engineering

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1:00 pm – 3:00 pm

Thursday: 9:00 am – 11:00 am

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Faculty of Engineering

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Bachelor study

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Master and Doctoral study

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University level

A similar office, called the Internal Quality System Assurance Office, is part of the Rector's Office. It includes the Student Registry. During the academic year, students can obtain various confirmations and documents here. The Student Registry also manages the students' social scholarships.



Internal Quality System Assurance Office

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Students Registry

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E-mail: register@uniag.sk 

University information system

Upon arrival, students are registered in the **University Information System UIS** (personnel administration) by a responsible employee, where the registration data is listed and the system generates an UIS login data (name, password). This information is sent or printed and can be changed individually.

After logging in to UIS, students can find their subjects, their annotations, timetable, payment options for accommodation in the student dormitory, and contacts for teachers. Through the university email contact, which students obtain in this way, they can also connect to MS Teams, as long as the teaching is organized online.

Web: <https://is.uniag.sk/?lang=en> 📄

Student card

Student card is a document **confirming the legal status** which entitles the student to enjoy the rights and benefits resulting from the student's laws, internal regulations of the university and from several agreements with other legal persons. This document also serves to **demonstrate the data recorded on it**.

The student card is **issued by the SUA** after the registration into the students register. Uniform structure of the data determined by the Ministry is used on the student card. The Ministry strictly established the guidelines also for the technical production of the card.

In connection with the student card at the SUA there is built the proximity control system for the access into the computer exercise rooms, into the university buildings and into the food system for ordering and serving meals. In addition, the student card allows using many systems of **student discounts when purchasing goods and services**. The most significant are discounts for transport, when buying books, making use of photocopy services and entering some cultural and sport events.



This is how a SUA foreign student (coming to the university in the frame of the EU exchange programmes) can obtain his/her student card

To obtain the student card and at the same time to proceed the registration in the University Information System the student has to:

- 1) bring photo (passport size)**, electronic format (JPEG, PDF...)
- 2) pay 13 EUR deposit for student's card** (this deposit will be given back when the student gives the card back and present the receipt of the payment before his departure):
Mrs. Lucia Candráková
pavilion AE, 1st floor, room n. 105
MON – FRI: 8:30 am – 11:00 pm,
- 3) go to Card Office** with the receipt of the payment and passport size picture in electronic format:
Mrs. Gabriela Hvizdová
pavilion AE, 4th floor, room n. 14

Writing data to the student card shall be made by putting the card near the „university terminal“ located under the SUA Assembly Hall (Main Aula). This action should make each student personally and at the same time check the functionality and accuracy of the data. In the case of loss or damage a duplicate shall be issued upon the payment of administrative fee for a duplicate in the cash desk of the SUA.

Food and eating out

During your stay in Nitra, you have several options where to eat. The SUA offers the opportunity to have your meals in its two canteens, at the Mladost' dormitory and the A. Bernolák dormitory.

The valid SUA student card is also used for ordering and selecting meals in canteens of SUA and for the access to certain objects of SUA (for example the university library).

Meals are served in two canteens within the university campus – in dormitory A. Bernolák and dormitory Mladost'.

- lunch is served from 11:00 am – 2:00 pm
- weekend from 11:30 am – 1:00 pm
- dinner from 3:00 pm to 7:00 pm.

For the university students and staff at reasonable price. With the student card you can order from 6 different menus (soup plus main course) one day before or choose any meal from the offer of the day. The price per meal is from 1,90 EUR to 2,64 EUR.

The student can dine in one of the student canteens after depositing the minimum amount of money on the account of the card in the cash desk of the canteen at the dormitory A. Bernolák, or in the charging machines located in both dormitories (Mladost' and A. Bernolák). The minimum amount of the money is 5,- EUR. The student has the right for two subsidized hot meals a day (lunch and dinner, with a subsidy of 1,- EUR per meal).

Checking account and ordering meals can be done at the terminal in front of the dining room or through internet at: <https://obedy.uniag.sk/WebKredit/>

For assigning the login and the password it is necessary to ask at the cash desk of the canteen.

Insert login and password you received on the receipt at the cash desk at the dormitory A. Bernolák (on the left of the porter's room).

The screenshot shows a web application interface for ordering meals. At the top, there are fields for 'Login:' and 'Password:', and a 'Přihlásit se' button. Below this is a header bar with 'Oběd' and 'Večera' tabs, and a 'Hledání' button. The main content area is divided into two columns. The left column displays a calendar for the month of January 2015, with a table of dates and meal options. The right column shows a list of meal options for the selected date (January 12, 2015). The options are numbered 1 to 5, each with a description of the meal. At the bottom, there are buttons for 'Zobrazit objednávky', 'Přihlásit se', 'Přihlásit se', 'Přihlásit se', and 'Zobrazit objednávky'.



Meals

There are two canteens within the university campus located in dormitories A. Bernolák and Mladost'. They serve lunch and dinner to the university students and staff at reasonable price. Refreshments can be bought in several Snack Bars in the university buildings.

There are many places to eat in the city of Nitra. Here you will find different levels of restaurants, bistros, fast food with different offers.

Classic Slovak restaurants

Patriot, Hoffer, Stará kotolňa

Italian food

Friends and Rosario, Moretti, Boccacio

Asian food

Satori, Sakura, Wasabi

Vegetarian food

Svetluška, Páni Baklažáni

If you want to try typical Slovak dishes, choose from the menu: bryndzové halušky (bryndza dumplings), vyprážaný syr (fried cheese), parené buchty (steamed buns).

In local pubs, taverns and bars you can try draft beer, a coke style lemonade Kofola, but you can also find several types of spirits and wines here (Slovak wines are of very high quality).

In Nitra, you can also find quality coffee (Bon Bon, Káva pre každého) and excellent desserts (Sweetbox, La Donuteria).

Availability of services

Money

- banks, bank accounts, ATMs,
- payments (options),
- post office.

If you need to open a bank account in the Slovak Republic, you can do so in one of the banks.

Banks

Slovenská sporiteľňa

Web: <https://www.slsp.sk/en/personal/faq/i-am-foreigner-what-do-i-need-to-open-an-account> 📄

Tatrabanka

<https://www.tatrabanka.sk/en/expats/> 📄

Všeobecná úverovná banka

<https://www.vub.sk/en/> 📄

Cash can be withdrawn from ATMs, which are located in shopping centres and in separate kiosks on the streets.

Payments in shops can be made by cash, credit card, via the app with your mobile phone or smart watch.

Post Office

Postal services are provided by **Slovenská pošta**, which has a network of branches and services can also be used electronically.

Web: <https://www.posta.sk/en> 📄

Shopping

- shopping centres, supermarkets,
- online shopping,
- delivery.



You can purchase food, clothing, footwear and other supplies and services in several shopping centres, such as:

Mlyny

Web: <https://www.mlyny-nitra.sk/en> 📄

Centro Nitra

Web: <https://centronitra.sk/> 📄

Galéria

Web: <https://nitra.ocgaleria.sk/> 📄

OC Max

Web: <https://www.ocmax.sk/nitra/> 📄

Promenáda

Web: <https://promenadanitra.sk/> 📄

Food can also be purchased online at:

Tesco – <https://tesco.sk/first-time-shopping/en/> 📄

Nitrazdroj – <https://www.nitrazdroj.online/> 📄

Food delivery is provided by several delivery platforms in addition to the operations themselves:

Foodpanda – <https://www.foodpanda.sk/en/city/nitra> 📄

Bistro – <https://www.bistro.sk/donaska-nitra/> 📄

Wolt – <https://wolt.com/sk/svk/nitra> 📄