

# BISLA HANDBOOK



**BISLA**  
Liberal Arts College

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# Academic Calendar 2022/2023

<b>Bratislava International School of Liberal Arts, Slovakia</b>		
<b>Academic Calendar 2022-2023</b>		
<b>Day/Date/Time</b>	<b>Event</b>	<b>Location/Person Responsible</b>
Friday, 2.-3. September 2022	<b>2<sup>nd</sup> Round of Admission Interviews</b>	BISLA, Grösslingova 53
Mon-Fri, 12.-16. Sep 2022, Schedule TBA	<b>ORIENTATION WEEK: incoming 1st-year students</b>	BISLA, Grösslingova 53 <i>Dr. Kusá &amp; Student Council</i>
Monday, 12. September 2022, 11:00	<b>REGISTRATION: incoming 1st-year students</b>	Rorty Room, Grösslingova 53, <i>Ms.Rihariová</i>
Monday, 12. September 2022, 13:00	<b>REGISTRATION: 2nd-year students</b>	Spitzer Room, Grösslingova 53, <i>Ms.Rihariová</i>
Monday, 12. September 2022, 14:00	<b>REGISTRATION: 3rd-year students</b>	Spitzer Room, Grösslingova 53, <i>Ms.Rihariová</i>
Monday, 19. September 2022, to Thursday, 22. December 2022	<b>FALL SEMESTER</b>	
<b>Monday, 19. September 2022</b>	<b>Beginning of the Academic Year</b> (Convocation for 2021-2022)	Johnson Lecture Hall, Grösslingova 53, <i>Dr. Abrahám</i>
???	<b>Beania (1<sup>st</sup>-year initiation)</b>	<i>Student Council</i>
Monday, 31. October to Friday, 4. November 2022	<b>READING WEEK</b>	
Monday, 9. January 2023, to Friday 10. February 2023	<b>J-TERM: 1st-year students:</b> Statistics for Social Sciences/ Art <b>2nd-year students:</b> Plato's Republic <b>3rd-year students:</b> Internships/BA Thesis Project	
Wednesday, 15. February 2023	<b>BA Thesis DEADLINE (3<sup>rd</sup>-years)</b>	<i>Dr. Kusá &amp; Ms. Rihariová</i>
Monday, 15. May 2023	<b>Registration for State Exams deadline</b>	Office of the Registrar, Grösslingova 53, <i>Ms. Rihariová</i>
Monday, 20. February 2023, to Friday, 2. June 2023	<b>SPRING SEMESTER</b>	
Monday, 10. April 2023, to Friday, 14. April 2023	<b>READING WEEK</b>	
Monday, 22. May 2023	Final grades for the 3 <sup>rd</sup> year students	
Friday, 16. June 2023	Final grades for the 1 <sup>st</sup> and 2 <sup>nd</sup> years students	

Friday, 2. June 2023	<b>THESIS DEFENSE</b>	Spitzer Reading Room, Grösslingova 53, <i>Dr. Abrahám</i>
Friday, 16. June 2023	<b>COMMENCEMENT</b>	Johnson Lecture Hall, Grösslingova 53, <i>Dr. Abrahám</i>
<b>Slovak Public Holidays in the 2022-2023 Academic Year</b>		
Thursday, 1. September 2022	Constitution Day of the Slovak Republic	
Thursday, September 15 2022	Our Lady of Sorrows	
Tuesday, November 1 2022	All Saints Day	
Thursday, November 17 2022	Struggle for Freedom and Democracy Day	
Saturday, 24. December 2022	Christmas Eve	
Sunday 25. December 2022	Christmas	
Monday 26. December 2022	Christmas	
Sunday 1. January 2023	Day of the establishment of the Slovak Republic	
Friday 6. January 2023	The revelation of the Lord (Three Kings)	
Friday 7. April 2023	Good Friday	
Monday 10. April 2023	Easter Monday	
Monday, May 1 2023	Labor Day (May Day)	
Monday, May 8 2023	Victory over Fascism Day (Victory in Europe Day)	
Wednesday 5. July 2023	Feast of Saints Cyril and Methodius	
Tuesday 29. August 2023	The anniversary of the Slovak National Uprising	





Hey there,

My name is Siri. Alright, it's not; I am Daphne, an ambitious and confident student book guide. I will guide you throughout this book and give you practical survival tips at our university.




## Contact

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 +421 2 59 234 312

 [bisla@bisla.sk](mailto:bisla@bisla.sk)

 [bislask](#)

 [www.bisla.sk](http://www.bisla.sk)

 [BISLA COLLEGE](#)

# Faculty and Staff

## Full-time Faculty

BISLA full-time instructors can be found on campus most weekdays of the semester. Sometimes, however, they are working on projects elsewhere. Check the school website or their office doors for specific office hours.



**Doc. Samuel Abrahám, PhD.**

President / Rector of BISLA

Political Science

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**Prof. František Novosád, CSc.**

Provost / Dean of BISLA

Sociology and Social Philosophy

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Office: Admin Building, 2nd floor



**Mgr. Dagmar Kusá, PhD.**

Undergraduate Studies Coordinator

Assistant Professor/Political Science

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Office: Blue Building, 3rd floor, #38



**Prof. PhDr. Iveta Radičová, PhD.**

Professor

Sociology

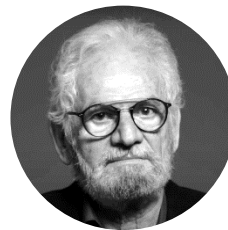
iveta.radicova@gmail.com

## Adjunct Faculty

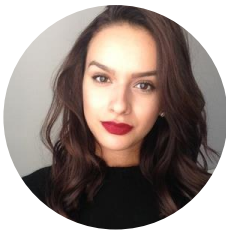
BISLA regularly hosts adjunct faculty who work and teach elsewhere full-time. When they are at BISLA, they can be found in the Adjuncts' Office on the ground floor of the Blue Building. If you need to see any of our adjunct faculty for consultation, please contact them personally to set up a time.



**JUDr. Sylvia Tiryaki, PhD**  
International Law and Human rights  
GPoT Center in Istanbul  
sylvia.tiryaki@gmail.com



**Ing. Egon Gál, CSc**  
Philosophy and Cognitive Science  
Ret., Comenius University in  
Bratislava



**Mgr. Clarissa do Nascimento  
Tabosa, PhD.**  
International Relations  
Comenius University  
clarissa-tabosa@hotmail.com



**Lucas A. Sprouse, MHis**  
History and Philosophy of Science  
and Religion  
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**Katalin Nun Stewart, PhD.**  
Western Civilisation/History  
kns@katalinstewart.com



**Adam Bence Balazs**  
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Change  
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**Tor Lindbloom, MA**  
Academic Writing  
High School of Juraj Hronec  
lindbloom@gjh.sk



**James Thomson, MHis**  
History/Media  
jamesthomson001@gmail.com



**Prof. Jon Stewart**  
Philosophy  
Institute of Philosophy  
Slovak Academy of Sciences  
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## Staff

These are the people that keep the school running on a day-to-day basis. Without them, BISLA would not be BISLA.



### **Lucia Sulíková**

Administrative Manager  
International Exchange Studies  
Coordinator  
sulikova@bisla.sk  
+421 2 59 234 312  
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Office: Admin Building, ground floor  
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### **Barbora Rihariová**

Registrar  
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### **Tomáš Kanovský**

Property Manager and IT  
Administrator  
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+421 2 59 234 450  
Office: Admin Building, basement  
Hours: 8 AM-4 PM on weekdays



### **Miroslav Bednárík**

Grounds and Building Maintenance



**Mária Dudžáková, MSc.**

Teaching and Learning Centre  
Administrator Officer  
Assistant Coordinator  
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**Ing. Alena Steinhauserová**

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**Mgr. Lukáš Siegel, PhD.**

Teaching and Learning Centre  
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Office: Blue Building, Ground floor  
Hours: 9 AM-5 PM on weekdays

If you see something anywhere at BISLA that's broken and needs fixing, or the entrance of the **Chamber of Secrets** was left open, please notify Mr. Kanovský or Mrs. Sulíková.





## **BISLA Facilities**

BISLA consists of two buildings, a courtyard, and a garden. Both the blue building (affectionately known as Blue or Smurf) and the yellow building (which houses most administrative offices and so is referred to as Admin). Both buildings are open from 8 AM until 8:30 PM on weekdays. The opening code for the main door from Grösslingova Street is **19\***, and the code for the doors of the second building is **2580\***. The code for the classrooms and the 'living room' in the front building is **1266\***. Please do not share these codes with any third person.

NOTE: There are no BISLA classrooms or offices on the 2nd floor of the Blue Building as it is home to the Audiovisual Fund. It is off-limits for students.

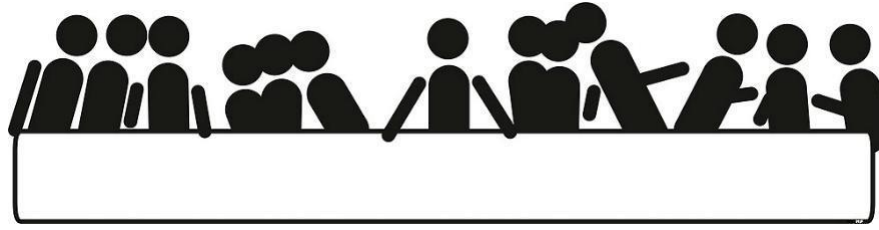
### **Classrooms**

BISLA has three classrooms (Rorty, Arendt, and Tatarka – named after political theorists and philosophers), the Learning Lab and Johnson Lecture Hall (named after Christian A. Johnson, founder of the Endeavor Foundation, the founding and primary sponsor of BISLA). Rorty and Arendt are in the lobby of the Blue Building; the Learning Lab is on the third floor of the Blue Building; Johnson and Tatarka are in the Admin (Yellow) Building. Johnson is sometimes used to host various cultural events and debates. From time to time, weather permitting, classes might take place in the garden, the summer building in the garden, or the porch over the courtyard.

### **Spitzer Reading Room**

Spitzer is a student space consisting of a library/study area, living room, kitchen, and dining room on the 1st floor of the Blue Building, where you can watch the Daily Show of Trevor Noah!

The living room is not only a great place to study. Students also use it to host get-togethers and parties (about which Ms. Sulíková must be notified and which also must be approved). It's equipped with an HD projector and two computers with online access to several Slovak dailies. Copies of current Slovak dailies (including SME, Denník N, and Pravda) as well as other English-language periodicals (including the Economist and the New York Review of Books). It is also where Film Nights take place.



## Kitchen(s)

Everything in the kitchen is available for your use anytime, and students – and some faculty and staff – use it often to prepare their lunches. You are free to make a hot drink (the school provides tea) to take to class. There is a coffee maker, but you'll have to bring your own coffee. Whatever you use – the stove, the fridge, the microwave, the dishes, etc. – **please clean up after yourself**. Place dirty dishes in the dishwasher. Put your name on any food you place in the fridge – and please do not forget it there.

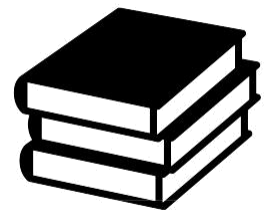
Other smaller kitchens around BISLA are also available for your use, as long as you clean up after yourself.



NOTE: Although you may use everything in the kitchens, please return everything to them. BISLA is particularly partial to our eating utensils such as spoons. Mugs can be returned to any kitchen.

## Libraries

BISLA houses four small libraries located in Arendt, Rorty, Kundera, and Spitzer. The Arendt library offers various books for your courses on history, philosophy, political science, economics, and other fields in English.



The Rorty library has mostly Slovak-language books on art and philosophy. There are also some excellent books in German. The registration of these books is not complete. If you would like to borrow a book from this library, please consult it with a student who is responsible for the libraries (ask at the Registrar's Office).

To check something out, do ONE of the following:

- Send a photo of the book cover, the catalogue number found on the back of the book, and your name and year to [library@bisla.sk](mailto:library@bisla.sk)
- Physically take the book up to the Registrar's office to check it out.

Materials may be checked out for a maximum of 30 days. The lender may request to have the item longer unless another party requests it.

Library Catalogue is available on the BISLA website—so you can also search through it from home.

## **External Libraries**

If you can't find a book at BISLA, you can also use the University Library of Comenius University. More information about searching for and checking out those books can be found here: [www.ulib.sk/english/](http://www.ulib.sk/english/).

The Slovak Academy of Sciences has a wonderful library only a three-minute walk from BISLA (Ústredná knižnica SAV, Klemensova 19, 811 09 Bratislava). It's a great place to study and write as well. You can access its database of resources here:

<https://uk.sav.sk/vzdialeny-pristup/>.

## **Miscellaneous**

Restrooms are located on the 1st and 3rd landings of the Blue Building and on every floor in the Admin Building. Please keep them clean.

The basement of the Blue Building is also always open for students. There's a washing machine and a ping pong table down there for you to use.

The basement of the Admin Building houses lockers, the student copier, and a shower for student use. Ask Mr. Kanovský, the Buildings Manager, for a locker key if you need one.

Every student has access to the student copier via a unique username and password, which Mr. Kanovský will set for you. That access allows for 300 free copies a semester. After that, you can recharge your access for 3 EUR for 100 more copies.

The garden, porch, and summer house are always open to students during school hours unless there's a class or event already taking place in them. There's a bike outside the Admin Building, which students may borrow for quick errands. Please keep the bike for no more than one day and lock it when parking outside BISLA.

## **Internet Access**

There is a WIFI connection throughout BISLA. The password for all BISLA connections is **bislaliberal**. If you want a more reliable connection, use computers in the Learning Lab on the 3<sup>rd</sup> floor of the Blue building.

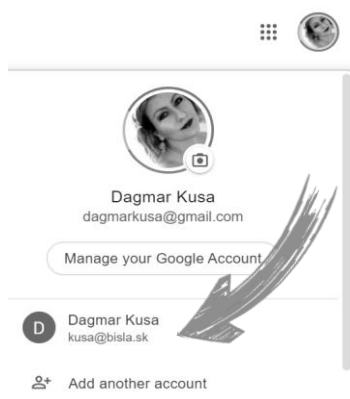
## School Emails

Now every student receives a school email *lastname@bisla.sk*, which is automatically set up to forward all emails to personal email accounts. Passwords to the account are shared with students during Orientation Week. Students are expected to regularly check their email ([webmail.bisla.sk](http://webmail.bisla.sk)) and answer them.

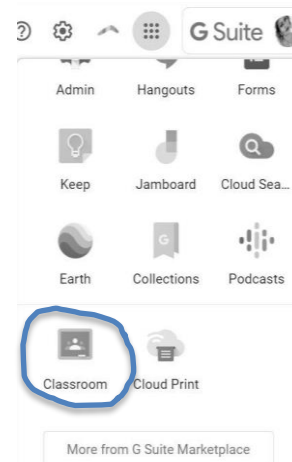
## Google Classroom

BISLA courses are managed through G-Suites for Education, a Google-based course management platform, which is synced with all other Google apps like Calendar, Drive, Google Keep, etc.

When you receive your BISLA email and password, you will be able to create a new Google account with it. Your BISLA email will then operate through Gmail. If you already have a Gmail account, it will be easy to switch between your personal and your school account with one click in the upper right corner of your screen



When you are logged in to your new Google Account, you will be able to see the G-Suite sign next to your avatar in the upper right corner. Next to it is the grid with Google Apps: clicking on it, you will open a drop-down menu of various applications. Your classes will be accessible through Classroom.



Different teachers will likely use the features to different extents. For some courses, you will submit your assignments and get feedback on them and grades through the system. You can follow week-by-week materials, discussions, and posts relevant to the class. You can ask questions or post files or links you wish to share with the teacher and your colleagues.

Furthermore, you can set up reminders through the Calendar or to-do lists through Google Keep staying on top of your schedule of tasks and deadlines.

**COVID-19**

# COVID-19

This is not a new term anymore. Although we are functioning normally as an institution, the pandemic is still among us in society. That means we all need to keep being responsible towards ourselves and others. We are back to having all the classes in person and don't want to return online. That is why we all need to keep the following rules.

## **Rule #1 "Stay at home"**

If you are experiencing fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhoea, please, stay at home, and register for the COVID-19 test (<https://korona.gov.sk/en/>). If you do not manage to get an early spot for the test (within 24 hours), please use the Hospital Mlynská Dolina (<http://klinikamd.sk/en/covid-19-testing/>). If you are experiencing any symptoms, if you happen to be in contact with a positive person, or if you have tested positive for COVID 19, CONTACT BOTH Barbora Rihariová (rihariova@bisla.sk, 0940 909 075) and Dagmar Kusá (kusa@bisla.sk, 0915373226) immediately.

## **Rule #2 "M-D-H" (wear a face mask, keep distance, wash hands)**

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby and possibly be inhaled into their lungs. Recent studies showed that a significant portion of individuals with COVID-19 lack symptoms (are "asymptomatic") and that even those who eventually develop symptoms (are "pre-symptomatic") can

transmit the virus to others before showing symptoms. We no longer need to wear masks all the time. However, to reduce the spread of COVID-19, please wear a face mask in all interior spaces, and keep a distance from others if you experience any symptoms. Washing hands frequently is still a measure we all should keep doing. We will adjust our internal measures according to the official regulations of the Ministry of Health at a particular time.





### Rule #3 "Be responsible"

In general, the closer you interact with others and the longer the interaction, the higher the risk of COVID-19 spreading. If you decide to engage in public activities, continue to protect yourself by practising everyday preventive actions.



# STUDENT LIFE

Classes are an essential part of personal growth for students, but as important is what students do outside classes. There is plenty of time to spend with your fellow BISLA students, to explore Slovakia and surrounding countries or pursue your hobbies. In this handbook section, Daphne will present you with some opportunities both within and outside BISLA.



## Societies and Student Clubs

BISLA is a small school, but that doesn't stop students from organising themselves into societies and student clubs that regularly meet. Their life span is sometimes short, but that also means that new clubs and societies could open every year. All you need is at least 5 students, regular meeting time, and there is even some funding available to support these efforts. In the past few years, BISLA had film society, philosophy society, music production society, rock climbing club, renovation club, and many others. There are three organisations that run a bit outside of societies and clubs but definitely fall under student life – the Bisla Student Council, the Il Ponte journal, and the student Podcast.

### Il Ponte

Il Ponte is a student-run journal that provides a space for BISLA students to publish their own ideas or present interesting topics. The printed issue comes out twice a year, at the end of the semester and is then distributed to cafés and other spots around Bratislava and Slovakia. Visit the journal website and follow Il Ponte on Facebook or Instagram.

### The BISLA Student Council and Student Fund

The Student Council is at BISLA to support and enhance Student Life. It annually organises Orientation Week, Beánia (Initiation), Christmas Party, End-of-Semester Garden Party, and many other events. To do that, the Student Council has its own budget from the university. However, it is also responsible for the Student Fund, which is used to support students' initiatives to participate in academic conferences where they present their own work and represent BISLA. Council meets regularly to discuss and plan events; new members are admitted every semester.

### Študentská rada vysokých škôl (ŠRVŠ) – Slovak Student Council for Higher Education

Two students, one representing the students and one elected by the Academic Senate, represent BISLA as delegates at ŠRVŠ. BISLA delegates are known for their preparedness, which resulted in them holding important positions within the board. ŠRVŠ is one of the main partners of the Ministry of Education concerning

higher education, as it represents all the students in Slovakia. Dealing with issues like student housing, loans, accreditation, or learning conditions for students. The strong voice of BISLA in ŠRVŠ means a strong voice in a broader discussion about the future of higher education in Slovakia.

## **BISLA Events**

Occasionally, BISLA hosts public discussions and other events, which students are always welcome to attend and participate in or become engaged in their planning and organisation.

Don't forget to check your emails regularly so you don't miss something interesting.

## **Cigarette, Alcohol, and Drug Use**

Smoking is only allowed in the garden. Please discard all cigarette butts in the available ashtrays (NOT into the manholes in the courtyard).

Student use of alcohol is not allowed on the BISLA premises unless at a school event at which a faculty member or staff member is present.

Illicit drugs are illegal, and their position and/or use are severely punished in Slovakia (and BISLA). Marijuana is designated an illegal drug in Slovakia. Possession of any amount is punishable by law.

## **Banking**

We recommend using either Tatra Banka or VÚB Banka for student accounts. They offer no minimum monthly charges. See the Registrar for the Certificate of School Attendance because you will need it to open a student account.

## **Shopping**

Groceries

Right beside BISLA, there are Samoška and Delia – a bit small but good enough for basic things. Close by, there is also Tesco and Yeme (definitely pricey) - both are located on Kamenné námestie. At the end of Grösslingová, you will also find a small bio grocery store.

Malls

If you need anything else, you are most likely to find a shop for it in one of the malls - Eurovea (about 10 minutes walk, by the river), Mlynské Nivy (the bus station, about 10 minutes walk), Aupark (across the river), Avion and IKEA (furthest, but to get to IKEA take bus 96, 61 or 63), Central and Polus City Centre (about 10, respectively 15 minutes by tram 4).

## Things to Do

### Eating Out

There are many restaurants, bistros, bars, pubs, fast-food places, food stands, and cafés in Bratislava. And although the beer is cheap, the cost of living here can be rather high.

A dinner for two at an average restaurant should be around 15-20 €. Supermarket food for one week for one person (not including alcohol) should cost around 30-40 €.

Tips are not included but are expected for good service. Simply round up the bill to the nearest euro, five, or ten euros, depending on the price tag. Larger checks/bills, if the service was good, receive a tip of 10%.

Our favourite spots within half a kilometre of BISLA are Otto, Zámocká piváreň, Soho, Zlatý bažant and Sole Mio.

In fact, Grösslingova is known as the Soho of Bratislava thanks to its cafés and eateries where many artists, writers, and other creatives like to gather.



### Going Out

Alcohol prices are relatively low; you can get a big beer for 1-2 €, a glass of wine or a shot of less expensive liquor.

The list of Bratislava pubs, bars, and clubs is long, but here are a few we think you might enjoy (best first):

- KC Dunaj (hosts good events and non-mainstream bands). Generally liked by students.
- La Putika, a nice beer bar, there are three of them in the Old Town.
- Steinplatz (housed in a former underground public bathroom).
- Next Apache (a great café/bar with a nice atmosphere)
- Čierny Pes – The Black Dog (Old Town pub)
- Bukowski – a bit more expensive, but has nice mixed drinks with names of famous writers
- Umelka (a beer garden, where you might meet drunken artists who have exhibitions in the gallery in the same building)

TIP #1: Many bars on the Old Town's main streets are expensive tourist rip-offs. Be sure to check prices before you order. And watch your belongings; petty theft is frequent in touristy spots.

TIP #2: For your own safety, do not go clubbing by yourself at night. (Although KC Dunaj, Le Šenk and many others are usually safe.)

TIP #3: The legal drinking age is 18. Always carry your ID.

## **Places to See**

There is plenty to sightsee in Bratislava. There are castles both in the city centre and in Devín, and quite a few castle ruins can be found up in the hills just outside Bratislava. Next to Devín, you can hike up the prehistoric Sandberg hill containing the petrified remains of sea monsters from times when this area was under sea level. The historical city centre offers many lovely spots, just take a walk and explore. Other things that might be of interest to you include the ZOO, Botanical Garden, and dozens of museums and galleries. Something special is wine tasting, the closest in Rača, a suburb of Bratislava. Also, take a boat on the Danube – maybe even to Vienna. There is also plenty to explore behind the borders. Vienna is about an hour by train, Budapest (3 hours by train), Brno (90 min by train), and Prague (4 hours by train).

## **Wellness**

There are a few nice wellness and massage therapy centres in the city. We recommend the one at the Central shopping mall.

## Cinemas

There are movie theatres in most of the shopping malls (Eurovea, Aupark, Polus, Bory Mall). If you are a bit traditional and want a "proper" old-fashioned cinema, check out Lumière or Nostalgia, both close to our campus.

## Sports

Bratislava has many gyms, the closest of which is only about 100 meters from BISLA (Fanatixx). You can get membership half-price off—just ask at the Secretariat (Mrs. Sulíková).

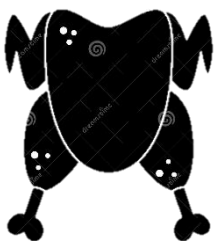
BISLA also has a **Sports club**—a small group of students working out together with a trainer at the Fanatixx gym – join for no additional cost! (again, Lucia Sulíková is the person to ask).



There are three public swimming pools and recreational paths for cycling and in-line skating along the Danube and elsewhere. There are also hiking paths through the woods, vineyards, and fields in the nearby Small Carpathians and foothills. They're especially beautiful in Autumn. There is a small thermal waterpark in the nearby town of Senec.

## Cultural Events

Bratislava is home to the Slovak National Theatre, the Slovak Philharmonic, and several other smaller theatres. There is pretty much always something to do when you're not studying. Some spare tickets are often offered to BISLA students – another reason to check your emails regularly.



Various festivals are happening in and around Bratislava in Autumn and winter. Grape harvest festivals take place in Autumn, Christmas Markets in December, and all kinds of other festivals and fairs celebrating local cuisine and folk art at various times of the year.

Nová Cvernovka, Stará tržnica or KC Dunaj are some places where there is always something going on, such as discussions, parties, concerts or art workshops.

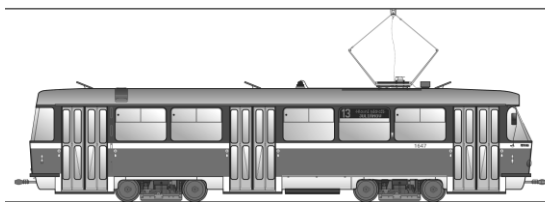
Outdoor music festivals are huge in the summer. Pohoda or Grape are the most popular ones with something for everyone.

# Travelling around Bratislava and Slovakia

## Public Transportation in Bratislava

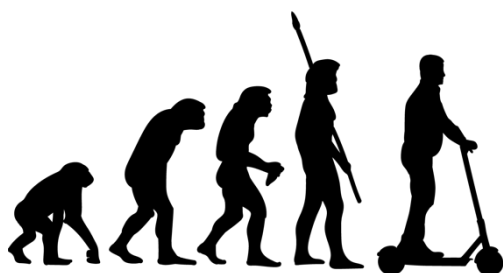
There are multiple options on how to travel around Bratislava. Usually, the cheapest and greenest way is the usage of public transport, consisting of bus lines, tram lines, trolleybuses, regional buses and trains.

Before each journey, you need to buy a ticket either in ticket machines, through a mobile app (IDS BK), by sending an SMS (an empty SMS to 1140), by contactless card in the vehicle, or you can purchase a ticket with your public transportation card while boarding the car. The cheapest and most effective way is to buy a monthly, quarterly or year-long ticket. To purchase it, you must visit one of the Public Transport Service offices with your ISIC card or find any red ticket machine at some tram stops. Please note that not purchasing a ticket or travelling without a validated ticket will cost you a 50-70€ fine. Day service of public transportation is from 4:00 AM to 11:00 PM, and the frequency during the rush hour is about 4-7 minutes in the centre and 10-15 minutes in the periphery. Off the rush hour and during the weekends, it is around 7-10 minutes in the centre and 15-30 minutes in the periphery. Bus service operates during late night hours with the department from the main railway station hourly (11:30 PM, 0:30 AM, 1:30 AM, 2:30 AM, 3:30 AM). For further details about public transportation, visit the webpage [imhd.sk/ba/public-transport](http://imhd.sk/ba/public-transport) or download the "IDS BK" app.



## Alternative Travel Options:

You can also use Slovnaft (yellow bikes) or Rekola (pink bikes) bike sharing - for further information, see their website. Electric scooters are also available in Bratislava (provided by Bolt and Tier; for further details, check their apps).



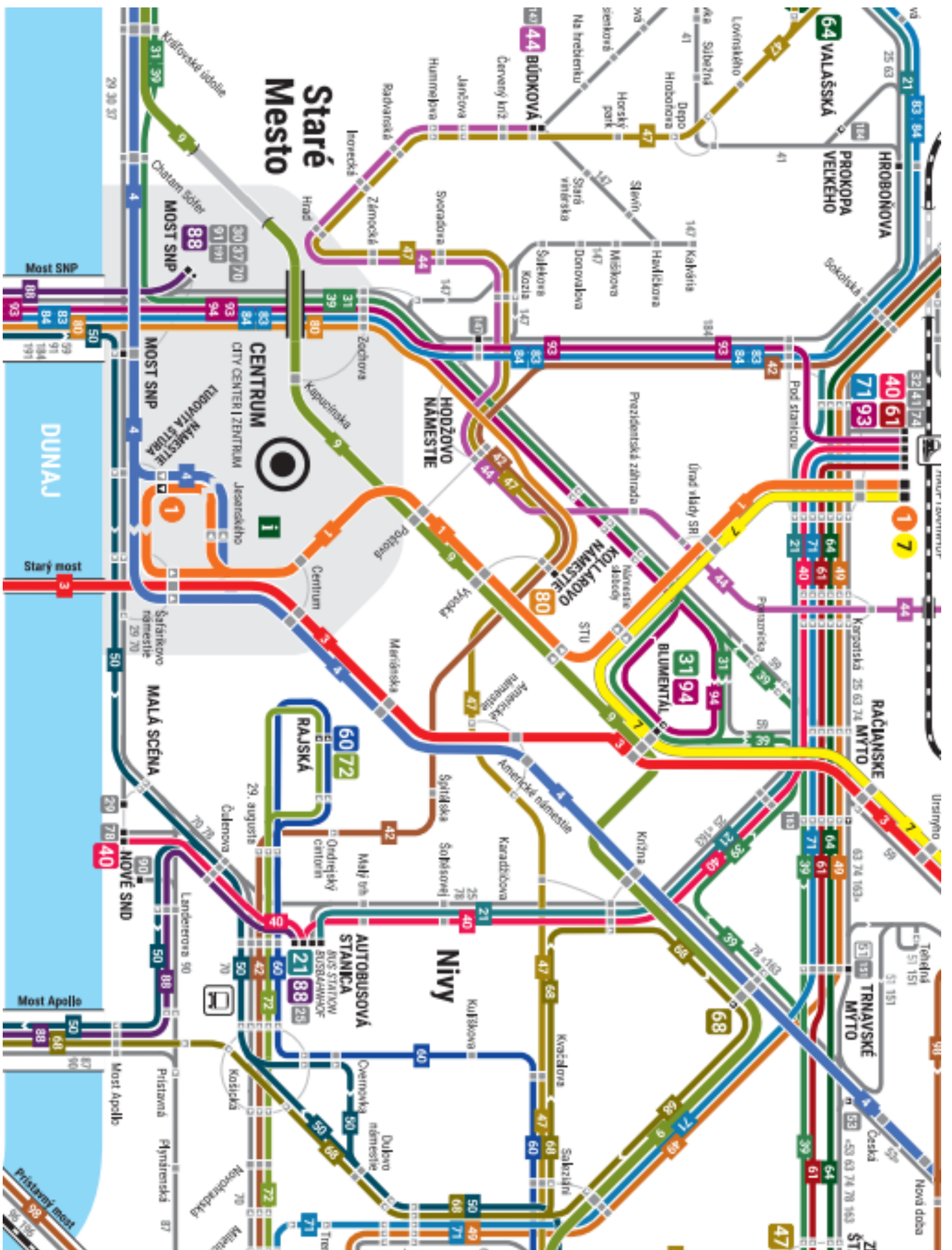
## Travelling around Slovakia...

The majority of the train services depart from the main railway station located in the Northern part of the centre. To get there, you can use tram service line 1, bus service line 93 or trolleybus service lines 71 or 40. As a university student, you can travel around Slovakia by



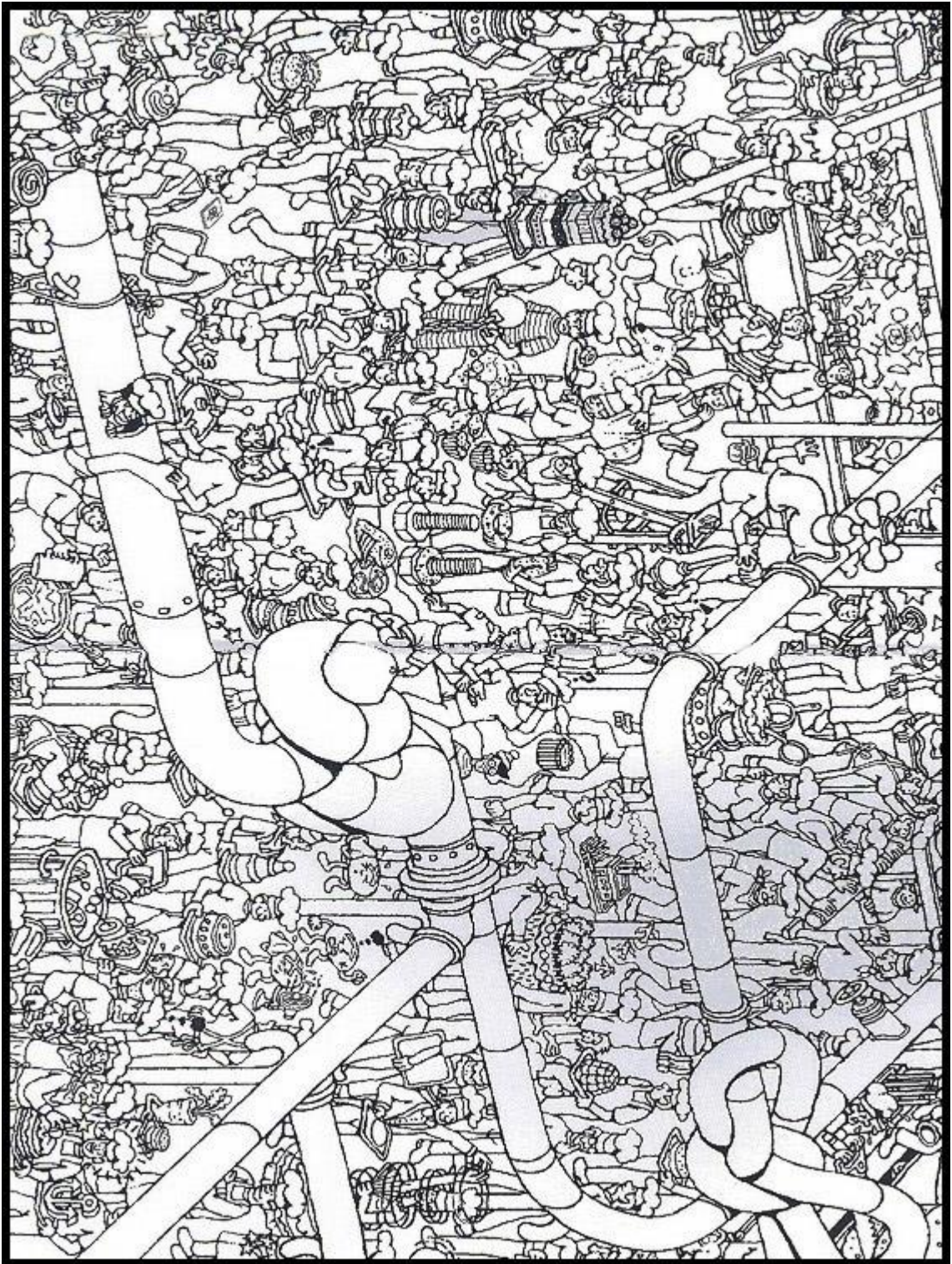
train free of charge. You only need to register at the beginning of the semester with your ISIC card at the railway station's ticket desk or the Railway Company Slovakia visitor centre. For your journey in 2nd class, you need to "buy" a free ticket at the station, through an app, or on the webpage of the Railway Company. Please note that for international travels, travels in the first class or travels by services of higher quality (IC, EC, SC trains), you need to buy a regular ticket or pay an extra fee in addition to your free ticket. Most of the train services are operated by the national carrier, the Railway Company Slovakia (ZSSK), and several international train services to Prague are operated by the Regiojet company Regiojet and LeoExpress.

For further details about trains visit page [www.zssk.sk/en/](http://www.zssk.sk/en/) (for travels by the ZSSK) or [www.regiojet.sk](http://www.regiojet.sk) (for travels by Regiojet).





# WHERE IS WALDO?



## Be a Nice Adult

The last part of the Student Life section is dedicated to some basic manners that are expected of you as a university student. Not just any university but BISLA, where we want to create a community that can flourish and be a support to its members. That requires to follow certain guidelines of us all.

There are several aspects of adulting we'd like to point out. We provide a few examples for each.

1. Take responsibility for your actions and inaction—for instance, university studies require studying and doing the assignments.

If you miss an assignment or aren't prepared for class, ignoring the instructor will not help the situation. Talk to them and arrange some reasonable timeline to finish everything that is expected of you. It would be good to start thinking about your time management strategies so this does not happen again. Also, seek guidance from your Academic Advisor or your peer mentor (explained later in this handbook) if you are facing challenges with your time management.

2. Be respectful of others' time—if you make an appointment for a consultation with a teacher, keep it.

Do not expect faculty and staff to set up a consultation for you outside of their office hours. Office hours are for that purpose. If you have to cancel an appointment, let the instructor know IN ADVANCE. If you are running late, let them know so that they will wait for you.

3. Look for answers before asking—often information you need is right in front of you, and there is no need to ask.

Before asking your instructor, check the course syllabus. Before asking the Registrar, check the BISLA website for the information you need.

4. Think ahead, be prepared—it is always better to be overprepared than having to excuse yourself in the middle of your presentation.

If you need to print out a hard copy of your assignment or presentation, come early enough for class so you can print them out yourself. Do not ask your teachers or school staff to print them out. If you have a presentation to give, come early to set everything up and make sure it works. Just think ahead, the projector might be broken, or the printer will be on strike.

## 5. Be respectful of others. Period.

This is the golden rule. If you don't know what to do, just think of Kant's Categorical Imperative and do as he says. In our case:

- Clean up after yourself. There is no maid or butler at BISLA;
- Smoke only in designated areas; they are designated for a reason;



## Communication

Communicate appropriately with the faculty and staff. When in doubt, remember—communicate. Email or call, don't let things slip by or fester.

## Forms of Address

One of the values of liberal arts education—and so of BISLA, too—is being authentic and real with each other. We don't like pretentiousness or being fake. For that reason, as at many liberal arts schools, many instructors allow their students to address them by their first names. Your teachers will tell you what is appropriate. Also, do not hesitate to ask them how they wish to be addressed. However, being on a first-name basis in English doesn't mean what it may mean in other languages because each has its own culture.

Take Slovak, for example. Like many other languages, Slovak uses different grammatical endings to address people in two ways: formal and informal. Respect is shown by using the formal form of address. Teachers are usually addressed this way in Slovak. Culturally, using someone's first name in Slovak is a sign of a closer relationship or even having equal status or position of authority or responsibility.

English, however, doesn't use grammatical endings to show respect. It uses formal grammar, structure, organisation, and formatting to show respect, but it also relies on the speaker or writer to use the language respectfully. Culturally, using someone's first name in English doesn't signify a close relationship. Starbucks will ask you for your first name to put on your order, just as someone you have never met before will address you by your first name in a business meeting. It means nothing other than making the occasion more comfortable for all involved.

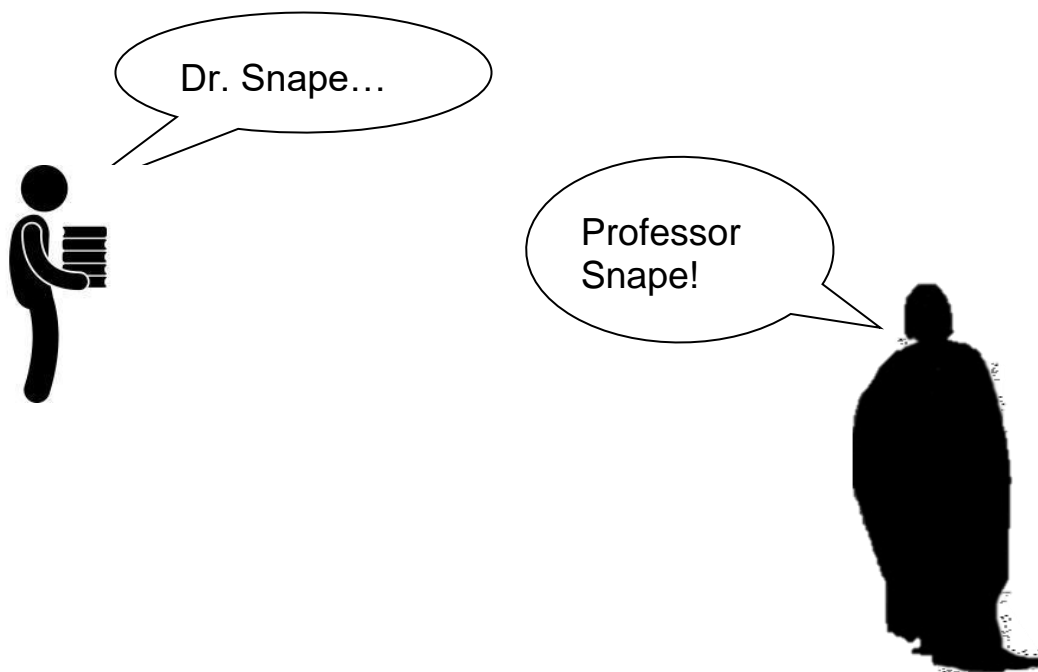
And so, here at BISLA, when talking or writing to your teachers, no matter how you address them, please be respectful and use language respectfully. As Paul T. Corrigan and Cameron Hunt McNabb (2015) wrote in their *Inside Higher Ed* essay, "writing effectively does not simply mean following all the rules. Writing effectively means writing as an act of human communication—shaping your words in light of whom you are writing to and why" [Emphasis added].

Unless you are specifically told otherwise by your instructor, the norm for addressing and referring to university teachers in English is as follows:

If the instructor has a PhD, address them as Dr. So-and-so, for instance, Dr. Kusá.

If the instructor has a professorship, address them as prof. So-and-so, for instance, professor Radičová.

In English-speaking countries, all teachers, no matter their degree, are prof. So-and-so. But we're in continental Europe, so the three above are appropriate



## Email Communication (and other non-face-to-face communication)

Regarding emails, please use Corrigan and McNabb's (2015) guidelines:

1. Use a clear subject line. The subject "Rhetorical Analysis Essay" would work a bit better than "heeeeelp!" (and much better than the unforgivable blank subject line).
2. Use a salutation and signature. Instead of jumping right into your message or saying "hey," begin with a greeting like "Hello" or "Good afternoon," and then address your professor by appropriate title and last name, such as "Prof. Bigglesworth" or "Dr. Dre" [...] Similarly, instead of concluding with "Sent from my iPhone" or nothing at all, include a signature, such as "Best" or "Sincerely," followed by your name.
3. Use standard punctuation, capitalisation, spelling and grammar. Instead of writing "idk what 2 rites about in my paper can you help??" try something more like, "I am writing to ask about the topics you suggested in class yesterday."
4. Do your part in solving what you need to solve. If you email to ask something you could look up yourself, you risk presenting yourself as less resourceful than you ought to be. But if you mention that you've already checked the syllabus, asked classmates and looked through old emails from the professor, you present yourself as responsible and taking the initiative. So, instead of asking, "What's our homework for tonight?" you might write, "I looked through the syllabus and course website for this weekend's assigned homework, but unfortunately, I am unable to locate it."
5. Be aware of concerns about entitlement. Rightly or wrongly, many professors feel that students "these days" have too strong a sense of entitlement. Suppose you appear to demand help, shrug off absences or assume late work will be accepted without penalty because you have a good reason. In that case, your professors may see you as irresponsible or presumptuous. Even if it is true that "the printer wasn't printing" and you "really need an A in this class," your email will be more effective if you take responsibility: "I didn't plan ahead well enough, and I accept whatever policies you have for late work."
6. Add a touch of humanity. Some of the most effective emails are not strictly business—not strictly about the syllabus, the grade, the absence or the assignment. While avoiding obvious flattery, you might comment on something said in class, share information regarding an event the professor might want to know about or pass on an article from your news feed that is

relevant to the course. These sorts of flourishes, woven in gracefully, put a relational touch to the email, recognising that professors are not just point keepers but people. Adulting can be tough—for all of us. But with a little effort, you too can adult with the greatest!

7. And, once again and above all, when in trouble, communicate. Oftentimes, when students get late with assignments, acquire absences, or fall behind with reading, the go-to solution seems to be hiding, not answering emails from instructors or the Registrar, avoiding running into them... Things may get tough, you may fall behind and feel like you are "frozen" when it comes to writing. Take a deep breath and write a brief email to the instructor, or when overwhelmed, to your Academic Advisor or your peer mentor asking for a meeting. They will help you cope, set up a plan, and even communicate with other instructors if need be. Just do reach out.

Although last on this list, doing this goes a long way to making your time at BISLA enjoyable and profitable for both you and your instructors.

#### Basic communication guidelines:

- Unless specifically told to do otherwise, use only your instructors' official BISLA email addresses.
- Unless specifically told you may do otherwise, do not use Messenger or texting apps to contact your instructors. Again, consider using them only during work hours if they do allow it.
- Consider sending emails outside the working hours only in necessary cases, you do not want to wake your instructor in the middle of the night. Trust us on this one.
  - Note: G-mail allows you to schedule sending of an email for a later time. So, you can write that middle-of-the-night email and have it sent off to your instructor or staff during office hours opening—you will come across as professional and organised.
- Acknowledge emails. Reply. Say "thank you", "This is to confirm I have received...". Let your teacher know you got the email, even if you don't yet have an answer to the question they've asked.
- Check emails during breaks such as the summer and Christmas holidays.



Even if you are on break, you are still a student, and BISLA employees are at work. You will miss important information if you do not check emails during school breaks.

All of the above applies not only to your instructors but also to the BISLA staff. Don't forget that everyone deserves your respect, including online communication. Even though students have friendly relationships with BISLA staff, you should keep in mind that they are not working for you, although they are here to help you when in need. However, don't expect them to drop everything the minute you email them. So, if you need something, let them know in advance. And always be polite.

## References

- Corrigan, P. T. & McNabb, C. H. (2015). Re: Your Recent Email to Your Professor. *Inside Higher Ed*. <https://www.inside-highered.com/views/2015/04/16/advice-stu-dents-so-they-dont-sound-silly-emails-essay>
- Portwood-Stacer, L. (2016). How to Email Your Professor (without being annoying AF). *Medium.com*. <https://medium.com/@lport-woodstacer/how-to-email-your-profes-sor-without-being-annoying-af-cf64ae0e4087>

## BISLA Ethical Code

BISLA tries to adhere to the highest ethical standards in its academic activities, pedagogical practice, research, and the overall functioning of the university. That is why BISLA has its Ethical Code which sets the criteria for the quality of behaviour within its internal functioning. Together, we want to create a space without discrimination or conflicts, providing help to the students and employees. The BISLA Ethical Code is based on the principles of humanism, human rights, equal opportunities, gender equality, freedom, democracy, and non-discrimination.

Considering that the whole Code is too long and you find it on the BISLA webpage (About Us), we are including only the points pertaining to students:

1. BISLA expects of its students: professionalism, moral integrity, dignity, responsibility, honesty, and the creation of a friendly environment without

prejudice or any form of discrimination respecting human rights, dignity, and integrity or others.

2. Students reject discrimination on the basis of all differences (race, sex, gender, religion, sexual orientation, and other difference).
3. Students study honestly; they do not appropriate the results of others or pass them off as their own (they do not commit plagiarism).
4. Students respect and follow all internal regulations of BISLA.
5. Students freely express their opinions without limiting the human rights of others; they respect the freedom of expression of others and try to resolve any potential arguments critically.
6. Students do not disrupt the proper course of a class or exams by arriving late, leaving early, or disrupting teaching by other inappropriate behaviour.

In any case of violation of the code, the individual cases will be reviewed by the Ethical Committee. Don't worry, you are not the only ones who need to uphold some standards. The Ethical Code also applies to the teachers and staff. If you are not sure whether you experience any violation of the code, please first read it (on the BISLA web page – About Us). If you find yourself in a situation where you feel like a teacher, or a staff member committed misconduct towards you and/or your classmates, please immediately inform the Undergraduate Studies Coordinator (Dr. Kusá).

## **BISLA Curriculum**

The BISLA curriculum offers a broad range of social sciences and humanities courses, preparing students for a broad range of opportunities to pursue further studies worldwide and in their professional careers. BISLA offers a personal approach, interdisciplinarity, and focus on academic writing skills, independent research, and critical thinking. BISLA believes that education can be inspiring, fulfilling and not passive.

### **Liberal Education**

Liberal education is traditionally different from conventional university education offered in other universities in Slovakia. The basic concept of liberal arts was developed in ancient Greece, but similar approaches to education were also being practised in other civilisations in the Indian subcontinent or later by Muslim

scholars. Then this practice re-emerged during Enlightenment in Europe, and the first universities were teaching some sort of Liberal Arts, especially in the first years of study. Right now, liberal arts colleges are widespread around the US and Canada, but in recent decades, they are returning to Europe. BISLA is inspired by the American model of liberal arts, with a focus on political science. Still, the programme allows students to combine their political science major with a minor in other areas to complement their professional focus.

## Degree and Concentrations

A graduate of BISLA receives the title Bachelor of Arts, consisting of 180 (or more) credits within the major of political science. Credits are acquired throughout the study, around 30 credits per semester. For every passed core course student receives 6 credits, while for an elective course, 5 credits. It is possible to get credits also for internships, language courses, pop-up courses, exchange programmes, society leadership and other activities. Please inform the Registrar's Office if you have done any of the above-mentioned or other extracurricular activities for which you need credits to be recognised.

Elliott was always an exceptional guy,  
now he has 45 degrees.



While at BISLA, a student can acquire, in addition to the major in political science, a study minor in another field. The study minor (concentration) is a cluster of interdisciplinary courses consisting of at least 30 credits and writing a bachelor thesis in the selected field. Most widely pursued minors are in philosophy, Central Europe area studies, international relations, or communication studies. Upon successfully completing these requirements, students receive a certificate signifying completion of their minor in addition to their Bachelor of Arts diploma in Political Science. This study minor enables the graduate to apply for further studies at a graduate level in specialised study fields. There is a possibility of having other minors besides those offered by BISLA. If you would like to have a minor in media, gender studies, or other subjects within social sciences, you need to consult it with your academic advisor or the Studies Coordinator (Dagmar Kusá), so you can find suitable courses at other universities.

## Political Science Major

All BISLA students receive their bachelor's degree in political science. It is the main concentration of the studies. However, following the liberal arts tradition, the span of the subjects included within this major is broader than in typical political science departments. Courses within the political science major are compulsory for all BISLA students and represent the bulk of the core curriculum.



This concentration introduces students to studying political systems, institutions, and cultures. In their first year, students are introduced to the field by comparing political systems and studying basic democratic institutions and processes. The second year focuses on the analysis of historical and current sources of political cultures, ideologies, modes of conflict and cooperation. Advanced courses are a focused study of a particular geographic region or topic.

**NOTE:** While obtaining a minor in some fields (Philosophy/Political Thought or International Relations) is easy and straightforward, some may require a bit more planning and effort. You will declare your minor in your third semester; however, it is best to let your academic advisor know even earlier so that you can work out a plan to acquire the needed number of credits. If BISLA does not offer enough credits in the field you wish to minor in, it may be possible to take a course elsewhere and transfer the credits. What also counts towards a minor is an internship in that field, or a summer or winter school, and the bachelor thesis itself (as 6 credits for the Bachelor Thesis Seminar)

## Minors

### International Relations

International Relations concentration is devoted to studying international politics, international organisations, diplomacy, history and theories of international relations and regional studies. Courses in the track of International Relations are sequenced to provide a student with a general introduction to the field and theories of international relations, a history of the evolution of the international system, and a basic overview of international mechanisms and organisations. Alumni often successfully continue pursuing International Relations (or International Development, Conflict Resolution, War Studies, Security Studies, etc.) as their main field of study after completion of their bachelor studies at BISLA.



## Central Europe Area Studies

Concentration in Central Europe Area Studies is an interdisciplinary study field which approaches the geographical region of Central Europe from a variety of perspectives. Students engage in researching the political systems, their cooperation and their position in the broader European region and the international system, the development of political thought in the area of Central Europe, artistic influences and trends. They consider the spread and the role of phenomena such as nationalism and populism and their lasting impact on current societies. In addition, international students also take Slovak or Russian language.

## Political Thought/Philosophy

Concentration in Political Thought offers students an intensive introduction into the world of political thought and philosophy. In this concentration, BISLA highlights the historical roots of present political thought and analyses of political systems in the history of political thought.



Courses are designed to cultivate independent and creative thinking, analysis, and academic writing skills.

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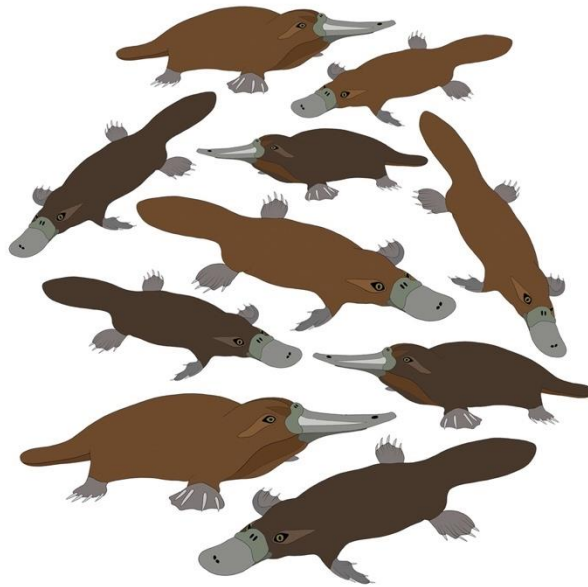
## PLATO THE PLATYPUS

Plato is the BISLA students' mascot. Why? Platypuses are unique – cute and cuddly at first sight, very resourceful and caring, but also armed with dangerous claw with venom – just as any BISLA student is armed with wit

and knowledge that can serve progress, protect, or inflict damage.

(Also, BISLA students tend to develop an odd sense of humour that is often inaccessible to others, making them look odd and quirky. That is a good thing.)

A group of platypuses is called a "paddle". You wanted to know this, and you are welcome.



A PADDLE OF PLATYPUSES

## Study Abroad Programme

BISLA now offers the option to spend the third year abroad and then return to BISLA and complete the studies during the fourth year at leisure.

Having a study abroad programme at BISLA is an idea that has been around for a few years. It has not yet been officially adopted; however, we are offering this option to the student who would be interested. The idea of this programme consists of students devoting their third year to either a year-long exchange programme or a combination of exchange for one semester and an internship for the other. In this way, students would have more time to explore the professional world and/or other countries and simultaneously, they would still have another year to finish their BISLA studies and write their thesis properly.

If you would be interested in more information, please contact the Undergraduate Studies Coordinator (Dr. Kusá).

# Structure of the FIRST YEAR

## Orientation

In the first week of the semester, first-year students participate in orientation, preparing them for academic life at BISLA and getting acquainted with the faculty and their older colleagues. In this week, students acquire the necessary information about BISLA and their studies. Besides that, students are assigned to their academic advisors and peer mentor with whom they can consult their academic and student life.

## Focus on Skills Development

In their first years, students acquire the correct academic habits through writing short essays, they learn and practice thinking critically, and reading original texts. Students are also practising discussion and presentation skills.

## Core Courses

All students participate in common core courses that are of introductory nature to a variety of disciplines within social sciences and humanities.



## Academic Writing and English Language

During the first two semesters, students can significantly improve their English language skills, especially their comprehension of academic literature, broaden their vocabulary, and gain confidence in writing and presenting in the English language.

## J-Term (short, intensive semester)

During five weeks in January and February, first-year students attend intensive seminars on statistics in social research and take workshops devoted to art.

# Structure of the SECOND YEAR

## Declaring a Minor

In their second year, students choose their concentration if they wish to graduate with a certificate of minor either in Central European Area Studies, Political Thought, or International Relations (or other, upon the agreement with the academic advisor). They work with their academic advisors to build their study program accordingly to achieve this goal upon graduation.

## Internships

All BISLA students are required to undertake internships in public administration or non-governmental institutions in the fields of politics, foreign relations, culture, media, environment, law, etc. Students are expected to complete at least 60 hours of supervised internships. However, they are encouraged to take on internships for a prolonged period of time—a semester or longer to get acquainted with the institutions, programs, strategic planning, organisation of events, etc.



## Choosing Bachelor Thesis Topic and Advisor

Students choose the topic and the first reader for their bachelor thesis in their fourth semester. By the end of the semester, students submit a brief proposal and design the study plan together with their thesis advisors.

## Skills

The second year at BISLA is devoted to advancing the students' academic writing skills, independent research in social sciences, and public presentation.

## J-Term (short, intensive semester)

J-term is devoted to reading Plato's Republic and developing critical thinking about political philosophy.



# Structure of the THIRD YEAR

## Bachelor Thesis

The Bachelor thesis represents the primary outcome of academic research and writing at BISLA. Students are free to choose from a broad range of fields and topics within the BISLA curriculum in cooperation with their thesis advisors. They start preparing for the writing in their second year by selecting a topic, the thesis advisor, and crafting a study plan. In their fifth semester, students develop a comprehensive bachelor thesis proposal, which receives feedback from the advisor and the second reader of the thesis. The Bachelor thesis includes original research, a substantial review of the literature within the field, discussion of findings and implications. All theses-to-date are published on the BISLA website (For Students – Bachelor Thesis).

## Career Counselling

As they transition towards the graduate level of education or employment and internships after graduation approaches, students are offered career counselling and collaborate with the Studies Coordinator and their academic advisors on preparation for this phase of life.



## Skills

At this level of studies, students focus on the advanced level of reading and writing long-form texts and getting acquainted with advanced social science research methods. Students are encouraged to present at international student conferences and publish in student academic journals.

# Attendance Policy

The essence of a liberal arts education is dialogue – dialogue with ideas, which you will come into contact with within your courses and reading, but also in discussions and conversations with your instructors and classmates. For that reason, BISLA places more importance on class attendance than most universities in Slovakia.

Classes at BISLA start at 9 AM at the earliest and end at 6:30 PM at the latest (with a few exceptions). A "tardy" is defined as arriving within 10 minutes of the scheduled start of class. Three (3) such tardies are considered one absence. Late arrival of more than 10 minutes counts as an absence.

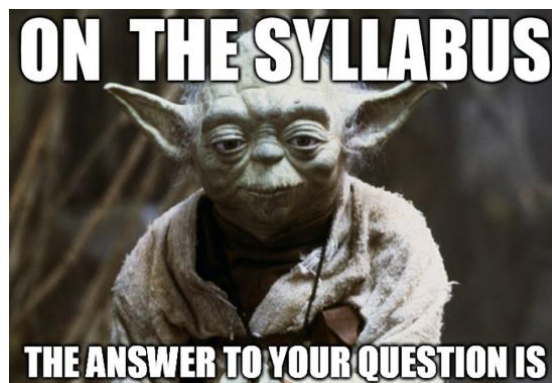
Students may miss a total of four (4) classes from each course for any reason over the course of any semester. In the case of courses that meet only once a week, only two (2) absences are allowed. Some courses have stricter rules—read the syllabi for each course.

No official written excuse is required for these absences. However, students should be careful to allow for illness and/or unexpected events which might require their absence.

Exceeding four absences results in automatic failure (Fx) of the course. The only acceptable reason for more than four absences is a serious illness. If that should happen, please contact or ask your family to contact the Undergraduate Studies Coordinator, Dr. Kusá.

**NOTE: FOUR ABSENCES ARE FOUR ABSENCES TOTAL.** It does not mean four absences IN ADDITION to being sick or having a family emergency. Be careful not to use these absences without good reason. They are not for days off for getting over a hangover or a ski trip but for doctor's appointments and/or illness.

It is appropriate to notify your professor in advance if you will not be in class, especially if that means you will miss an assignment deadline or presentation.



## Assessment and Evaluation

Course evaluation might consist of short weekly written assignments, written exams, student presentations, essays, and student participation. Oral exams are rarely if ever, given. Each instructor provides midterm and final evaluation feedback for each student. (Students also anonymously provide feedback for instructors.)

All assignments, no matter how small, are required. If students don't turn in two or more of a course's required assignments, they risk failing that course. An instructor has the right to refuse to assess work turned in later than five days after the deadline.

Each course provides more specific assessment criteria. [Read the syllabi.](#)

The grading scale is the same in all courses:

A (excellent)	100-93%	D (satisfactory)	73-63%
B (very good)	92-84%	E (sufficient)	62-51%
C (good)	83-74%	Fx (fail)	50-0%

## Interruption of Studies

If you find that you need to take a semester or two off, for whatever reason, see the Registrar's Office about the interruption of your studies. It is possible to do so for one or more semesters (up to two academic years), quite a few people do it, there is no shame in pausing your studies and coming back later to finish them. BUT before you do so, there is a formal process that requires filing an official request, which has to be approved and signed by the Rector. Do not leave for a semester without taking care of these formalities. It may mean trouble, complicating your status and potential inability to return. Trust us on this one!

## Electronic Devices

BISLA offers many spaces for working online, and Wi-Fi is available throughout BISLA, including on the porch and in the garden. The use of laptops, netbooks, tablets, or other electronic devices is not allowed in classes – unless specifically allowed by the instructor. Mobile phones need to be turned into silent mode and put away during classes.

# Academic Writing

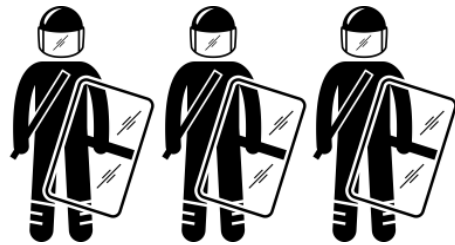
## References

All assignments at BISLA should be: (a) based on your reading of the sources, (b) based on your analysis of the sources, and (c) written by you. Ask your teacher to what extent they wish you to use information drawn from lectures in your assignments (usually, it is fine to do so—but even those should be properly referenced in your papers).

## Definitions

*Plagiarism* is using someone else's statement, argument, or idea without giving them credit.

*Citation* is a quotation from or *reference* to a source such as an article, a book, or a speech with the information of which source is being quoted or referred to provided.



## How to Cite

There are two ways to cite your source(s)

1. Use a direct quote. This means you use the exact wording of the source. You use quotation marks before and after those exact words. If you add words to the quotation, you put those in square brackets.
2. Summarise or paraphrase a statement, argument, idea, or narrative from the source.

At the end of the quotation or summary (or paraphrase) sentence you are using, information about its source must be provided in a properly formatted citation. If an entire paragraph in your paper is a summary or paraphrase, you do not need to put a citation after every sentence. Put the citation at the end of the paragraph (Bigglesworth, 2020).

### A properly-cited quotation:

Kwame Anthony Appiah claims that "[s]ometimes we are motivated by a sense of justice or by a concern to do the right thing, whether anyone else notices or not. Often, though, we are motivated (or motivated as well) by the ways we expect people to respond to what we do" (Appiah, 2010, p. 183).

### A properly-cited reference:

Appiah reminds us that while, at times, we act driven by the desire to do what is right, we are also partial to others' opinions of us (Appiah, 2010, p. 183).

**NOTE:** You usually do not need to cite a source when mentioning a commonly known or agreed-upon fact such as "The Second World War began September 1, 1939, when Germany invaded Poland". When in doubt about whether you need to cite your source or not, contact a peer tutor from the Learning Lab (in person or via email: [bisla.tutor@gmail.com](mailto:bisla.tutor@gmail.com) ) or your teacher for clarification.

If you do not cite your sources after a quote or a summary (or a paraphrase), you are guilty of plagiarism (even if the deed is unintentional!).

Plagiarism is considered a serious breach of BISLA's honour code and will be severely dealt with. In the case of a suspected case of plagiarism, a Disciplinary Committee comprised of two BISLA instructors and two BISLA students is convened. The Committee decides each case separately, determining what disciplinary action will be taken. Penalty may include conditional or even unconditional expulsion from the school.

## **Cheating**

If you use others' work and say it is your own, or if you help someone else do that, you are guilty of cheating.

For example, if you give your assignment to another student to copy, that student is guilty of plagiarism; you are guilty of cheating.

Asking someone else to write the assignment (whether for free or for pay) and then putting your name on it and turning it in as your own is also plagiarism. Not to mention that it is also undignified and outright embarrassing.

Cheating is if you give another student the answer to an assignment or on a test, but nothing is literally copied; that is not plagiarism, but you are both still guilty of cheating.

## Academic Disciplinary Procedure

First offence: if a teacher has credible suspicions that a student has cheated on an assignment or plagiarised part or all of a paper, the teacher will inform the student, the Coordinator of Studies, and the student's advisor. The student will be called in by the advisor, be given a chance to rewrite the assignment and be placed on academic probation for the duration of their studies at BISLA. The Academic Disciplinary Committee will also be notified. The grade granted for the rewritten assignment will be determined by the teacher and normally lowered by two levels. If the offence is judged serious by the teacher and/or the Coordinator, the Disciplinary Committee may be called to deliberate. In principle, a student may be expelled on their first offence. However, BISLA believes that students should be given a second chance.

Second offence: if the student is suspected of cheating or plagiarising a second time (in any course), the teacher will notify the Studies Coordinator and the student's advisor, after which the student will be brought before the Academic Disciplinary Committee to face disciplinary action, i.e., expulsion.

### Formatting

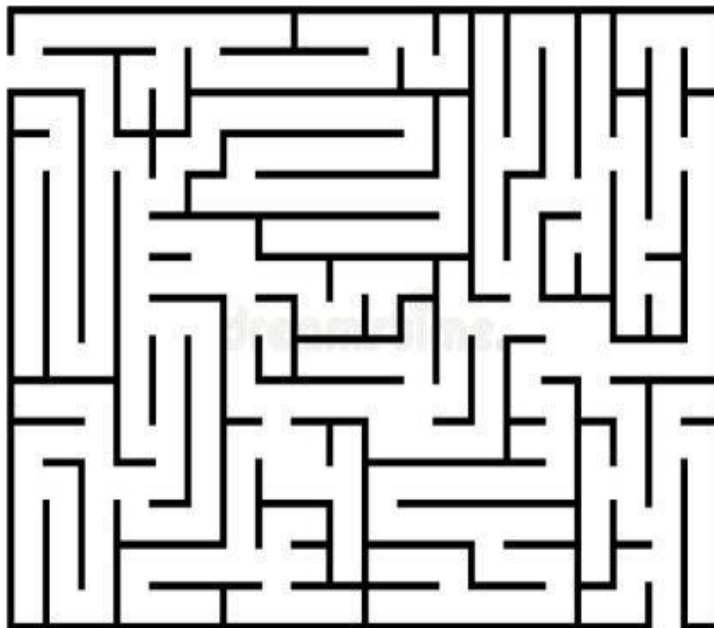
BISLA uses APA formatting, so a proper citation will include the author's last name, the year the source was published, and the page number on which you found that information (see examples below). Those citations will refer to the sources listed in your bibliography, which is required at the end of every paper you write for every course.



It is completely okay to feel puzzled sometimes...

... find your way out

Or not.



# American Psychological Association (APA) Style Guidelines Overview

## Introduction

This poster provides *basic* rules for using APA style. To supplement this material, consult the *Publication Manual of the American Psychological Association* (7th edition). The APA manual is available in most writing centers, libraries, and bookstores. You may also reference the Purdue University Online Writing Lab (OWL) for information on APA: <http://owl.purdue.edu/owl>.

Poster by Kate Bouwens and Allen Brizee. © 2009 The Writing Lab & OWL at Purdue University. Updated for APA 7 by Rachel Atherton. © 2019 The Writing Lab & OWL at Purdue University.

## Formatting

Type APA papers on white 8.5 x 11 inch paper. Margins should be 1 inch on all sides. Text should be double-spaced. Use a legible font in 10 to 12 pt. size. Include a page header at the top of every page. To create a page header, type "TITLE OF YOUR PAPER" flush with the left margin. Abbreviate your title to 50 or fewer characters. Then insert page numbers flush right.

### Title Page

Title pages should include the "TITLE OF YOUR PAPER" in the header. In the upper half of the title page, type your name, the byline, and affiliation centered on separate lines. Student paper title pages include the title, author name and affiliation, course number and name, instructor name, and assignment due date.

### Abstract

On a new page, center and type the word "Abstract." Beginning with the next line, type a double-spaced paragraph of 250 or fewer words summarizing your paper. Abstracts are not typically required for student papers.

### Main Body

The top area of the body pages should contain the header and the page numbers. Page margins should be 1 inch. Indent first lines of paragraphs one half-inch from left margins.

### Headings

APA uses a five heading system to separate papers: Level 1: Centered, boldface and titlecase heading; Level 2: Left-aligned, boldface, titlecase heading; Level 3: Left-aligned, boldface italic, titlecase heading; Level 4: Indented, boldface, titlecase heading with period; Level 5: Indented, boldface italic, titlecase heading with period.



## In-Text Citation

### Basics

Use the past tense or present perfect tense when using signal phrases to describe earlier research, e.g., "Jones (2020) found" or "Jones (2020) has found." Follow the author-date method of in-text citation: (Jones, 2020).

Place direct quotations longer than 40 words in a free-standing block of double-spaced lines and omit quotation marks. Start the quotation on a new line, with all lines indented .5 in. from the left margin. Indent the first line of any subsequent paragraph within the quotation an extra .5 in. Place the parenthetical citation after the closing punctuation mark.

### A Work with One or Two Authors

Name the author(s) in the signal phrase or in the parentheses. Spell out "and" in signal phrases but use the ampersand in parentheses.

Fan and Okoye (2020) found that... (Fan & Okoye, 2020).

### A Work by Three or More Authors

Include the name of the first author plus "et al." in each citation, including the first, unless that would create ambiguity with another source.

Gutierrez et al. (2019) argued that... (Gutierrez et al., 2019)

### Avoiding Ambiguity With Multiple Sources

When different sources have similar groups of authors, include as many authors as are necessary to differentiate between the sources.

Gutierrez, Jones, Wang, et al. (2019) argued that... On the other hand, Gutierrez, Jones, Patil, et al. (2019) claimed that...

### Unknown Author

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Italicize titles of books and reports; titles of articles and chapters go in quotation marks.

A similar study was conducted with students learning to format research papers ("Using APA," 2001).

### Organization as Author

For organization or government agency authors, mention organizations in the signal phrase or the parenthetical citation the first time you cite it.

According to the American Psychological Association (APA) (2020),...

### Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

(Chen, 2020; Ruiz, 2019)

### General Mentions of Common Websites, Software, and Applications

Mention the site in the text and include the address in parentheses. Software and apps use version numbers in parentheses.

We consulted the Purdue OWL (<https://www.owl.purdue.edu>).





## References

### Basics

References lists appear at the end of papers on a separate page. Center and type the word "References" at the top of your list. All lines after the first line of each entry in the list should be indented .5 inch from the left margin. Author's names are inverted; give last names and initials for all authors of a work unless the work has more than 20 authors. Sources should be listed in alphabetical order and double spaced.

### Single Author Periodical

Author, A. A. (Year). Title of article. *Title of Periodical*,  
volume number(issue number), pages. DOI

### Other Author Variations

For two authors, use the ampersand and separate with a comma.

Lastname, A. A., & Lastname, B. B.

For three to 20 authors, separate all names with a comma and use an ampersand before the final name, similar to the above.

For 21 or more authors, follow the pattern above for the first 19 authors, use an ellipsis, and write the final author's name.

For an organization as author, write the whole name of the organization:

American Psychological Association.

For an unknown author, start with the title of the work and follow all other guidelines.

### Book

Author, A. A. (Year). *Title of Book*. Publisher Name.

### Chapter in Edited Book

Author, A. A. (Year). Title of chapter. In E.E. Editor (Ed.),  
*Title of book*, (pp. 1-25). Publisher Name.

### YouTube Video

Uploader, A. A. (Date). Title of work [Description]. YouTube.  
URL

### Podcast Episode

Host, A. A. (Date). Title of episode (No. 1) [Audio podcast ep-  
isode]. In *Title of podcast*. Publisher. URL

### Tweet

Author, A. A. [@username]. (Date). *Content of post up to first  
20 words*. Site Name. URL

### Page on a Website

Most online sources that do not fall under other categories (social media posts, blog, journal) will use this template, including articles on news websites such as BBC News and pages on government or NGO websites.

Author, A. A. (Date). *Title of page*. Site Name. URL

## Short Paper Example

Student's Name

Teacher's Name

Course

Date of submission

Title in Proper Title Case

In the paper, the tab button is used to indent each new paragraph that is written. The standard number of spaces indented is five. The tab button should be set to automatically indent these number of spaces without having to change anything.

This must be written clearly, with no use of personal pronouns or contractions. Include in-text citations to show the reader where and when the information was found (Carlson, 2010). The entire APA paper should be Times New Roman 12 or Arial 11, spaced 1,5.

### References [even if there's only one]

Carlson, E. W. (2010). The theory of APA. In A. Ruskin et al. (Ed.), *Hazards of academic essay writing in higher education* (2nd ed.). J.B. Lippincott Publishers.

[always put page numbers in the footer if you have more than one sheet of paper]

## Long Paper Example

First page

BRATISLAVA INTERNATIONAL SCHOOL OF LIBERAL ARTS

*[Times New Roman 14]*

**Title of Paper**

Student's Name

Course Name

Instructor's Name

Bratislava

Date

*[day month year]*

*[Cover pages are not numbered]*

## Second page

Shortened Version of Title in the Header [on every page except cover page]

### Abstract

The abstract is a summary of the rest of the paper. It should briefly and succinctly tell the reader what the paper is all about. Keywords that appear in the paper should be used, and the tone should remain neutral. There are no indents in the abstract. The professor may not require an abstract, in which case the second page will look like the third page.

*Keywords:* 5 or 6 words on the topic of the paper

[This page is numbered using Roman numerals]

Third page

**Title in Proper Title Case**

In the paper, the tab button is used to indent each new paragraph that is written. The standard number of spaces indented is five. The tab button should be set to automatically indent these number of spaces without having to change anything.

This must be written clearly, with no use of personal pronouns or contractions. Include in-text citations to show the reader where and when the information was found (Carlson, 2010). The entire APA paper should be Times New Roman 12 or Arial 11 double-spaced.

[the rest of the pages are numbered using Arabic numerals]

Last page

**References** [even if there's only one]

Carlson, E. W. (2010). The theory of APA. In A. Ruskin et al. (Ed.), *Hazards of academic essay writing in higher education* (2nd ed.). J.B. Lippincott Publishers.

[the rest of the pages are numbered using Arabic numerals]

**HELP !**

Life at a university can be sometimes tough, an assignment you are completely lost with, anxiety about your future career, and sometimes things just happen and the whole world collapses on you. BISLA is a small school for a reason, it creates a unique close community in which all are in a supportive environment which allows everyone to focus on learning and flourish. In this section, Daphne presents you with some of the formal and informal means that are here to help you and guide you in times of need.

## **Academic Advisors**

Every student has a faculty member assigned to them at the beginning of their studies that ought to guide them through their studies, help them figure out their minors and provide feedback both to the school about the courses and teachers and to the student about their performance. Advisors meet with their students usually twice a semester for either group or individual sessions. This does not limit students to interact with only one faculty member, but their advisor is supposed to be the person of the first contact.

A list of advisors with assigned students is available on the BISLA website and is distributed by email at the beginning of the semester.

## **The Learning Centre**

Help doesn't always come only from faculty but also from fellow students. Learning Centre peer tutors are BISLA students who have proven themselves good writers and helpful peers and are supervised in their work by a faculty member. Students might be referred to the Learning Centre for assistance by their teachers, for example, before resubmission of a written assignment.

### **Writing Tutors**

Writing tutors offer guidance and tutoring for all papers from any course, from Academic Writing to EU Policy (including guidance on literature reviews, research/term papers, reports, documentation, and bibliography/reference citations). Weekly assignments, however, may be brought in only twice a semester (and that before Reading Week) for the purpose of grammar and style checks. Expect to work with your peer tutor. They cannot (in fact, are forbidden to) make any changes to your paper in your absence, interfere with the content, or serve as free language editors. They can, however, and WILL help you become a better writer if you do turn up regularly.



## Learning Centre Policies

Students requesting help from Peer Tutors are asked to read and agree to the following policies:

1. Students can request help by emailing [bislatutor@gmail.com](mailto:bislatutor@gmail.com) to arrange a time and place for a meeting with the assigned tutor. Tutors can decide to hold the session at specific times during which students are welcome to stop by.
2. A student who signs up with a specific tutor ahead of time will be helped first.
3. Before any session between student and tutor, students should provide the tutor with a paper they wish to.
4. A student may make no more than one appointment per day and three appointments per week.
5. The student should bring a copy of their draft to the session.
6. The student will come prepared with a writing utensil and assignment sheet (if necessary). They will also be ready with their questions about their writing assignment.
7. Tutors cannot evaluate or assign a grade to a student's paper. Only faculty and teaching assistants can evaluate student writing.
8. The student is responsible for their work and all decisions made during the session. The student must be an active participant in determining the shape and nature of the session.
9. Tutors cannot write, edit, or proofread papers for students. They will not correct grammar or provide alternative vocabulary. Tutors may use or refer students to educational software available online to help a student with grammar and/or vocabulary.
10. The session's goal is not to get homework done, but rather to guide students so they can do homework by themselves.
11. Writing Tutors will prioritise their feedback as follows:

High Priority	Mid-Priority	Low Priority
Does it answer the question?		

Focus	Development	Grammar
Arguments/Ideas	Organisation	Word Choice
Support/Evidence	Coherence	Citations
Audience/Purpose	Transitions (linking)	Layout

14. The Learning Centre tutors will only help students work on their own original work. If someone is discovered to have brought plagiarised work to a tutor, that student may no longer request help from the Learning Centre.
15. Grading policies, grades, and/or instructors will not be discussed.
16. Because tutoring sessions are confidential, tutors will not discuss students' work with any third party other than the Learning Centre supervisor.

### **Tutors for 2022- 2023**

- Natália Fáberová, [faberova.natalia@gmail.com](mailto:faberova.natalia@gmail.com)
  - Markus Formel, [markusformelbusiness@gmail.com](mailto:markusformelbusiness@gmail.com)
  - Nikola Orlovská, [nikola.orlovska@gmail.com](mailto:nikola.orlovska@gmail.com)
  - Adela Sadloňová, [adasadlonova@gmail.com](mailto:adasadlonova@gmail.com)
  - Tomáš Čorej, [tomascorej13@gmail.com](mailto:tomascorej13@gmail.com)
  - Viktória Novosádová, [wiki.novosadova@gmail.com](mailto:wiki.novosadova@gmail.com)
  - Samuel Strecha, [samuelstrecha@gmail.com](mailto:samuelstrecha@gmail.com)
- Supervisors:  
Lucas Sprouse, [lucasasprouse@gmail.com](mailto:lucasasprouse@gmail.com)

## Peer Mentors

Life and study at BISLA can be challenging at times, and transition into university life and praxis as a degree-holding adult may also require other help. That is why we want to help the upcoming first years overcome those challenges we also faced. The program aims to contribute to building a culture of care and togetherness.

During Orientation Week, every student will be assigned with a fellow student from the second and third year to be their mentor.

A mentor is a person who provides guidance. A mentee is a person who seeks guidance. Therefore, the program's goal is to provide guidance to those who seek it in a structured and helpful manner.

The program is purely voluntary; however, once you willingly become a mentor/mentee, you are expected to follow the guidelines and steps responsibly. The meetings happen once a month for the duration of the first and second semesters (including J-term). On top of the meetings with the mentors, all the first years will meet with the Undergraduate Studies Coordinator (Dr. Dagmar Kusá) once a month during the first semester to discuss everything important for their studies in more detail (also things which are included in this handbook).



Draw things around Plato, the platypus (the unofficial BISLA mascot), that would make them happy.

## **Alumni Mentors**

The "youngest" form of the BISLA support system is our alumni mentoring program. This program aims to advise you, the current students, on anything relating to your college experience, future career aspirations, or even personal life.

Sometimes it may be challenging to figure out on your own what you want to do in the future, what would be an adequate minor for you, or which topic you would like to choose for your bachelor thesis. For this reason, our alumni offer you their help with finding your way. Our alumni have all "been there before," plus they have experienced the possibilities and opportunities after BISLA and therefore are the best resource when it comes to making the most of your time at BISLA and thinking about the bright tomorrow.

Depending on your interests, you can learn a broad range of things from our mentors. The major areas in which alumni could help you are the following:

### **Acquiring hard skills**

**Future aspirations/professional advising**

**Discussing academic fields of interest**

**Learning about graduate studies**

**BISLA studies**

**Personal life**

Since our alumni community is composed of diverse experts working in various fields, you will be assigned to a mentor based on your needs and interests. During the program, you will set goals for the mentorship, and your mentor will support you and help you achieve them. It is all up to you and your mentor on how you proceed. The frequency of the meetings depends on your and your mentor's time availability and your mutual agreement; however, to ensure the most efficiency, we recommend meeting regularly (usually once a month).

**This program is run on a voluntary basis.**

## FAQs

### 1. Can I discuss the text or the assignment with others or with Learning Lab tutors? What is the difference between "helping" and "cheating"?

If you have read the text and discussed it (or the assignment) with your friends or a peer tutor, that is not plagiarism or cheating. In fact, you should discuss it with others. This kind of discussion and community is what BISLA is all about.

If you have not read the text and your friend simply gives you the answers, obviously, this is cheating and could also be considered plagiarism.



A teacher has the right to ask you basic questions about your work. In fact, you should expect that. Not being able to answer those basic questions will put your work in doubt, and you might receive a lower grade. If the assignment is very well done, the teacher can expect you to be able to answer more complex questions, as it is not possible to write an excellent assignment without careful study and great effort.

The standard here, as always, is what is reasonable. Obviously, you might forget the details of an answer after you have written it. However, if you hand in a well-written answer and cannot remember even the most basic details of it when asked, that suggests you did not even read the text and that the work you turned in as your own is plagiarised.

Do not think that teachers are looking for any tiny mistake that could be construed as plagiarism. Rather, we are reading your work as YOUR work, with all its imperfections. You can be sure that a plagiarised assignment is as obvious to a teacher as lightning on a dark and stormy night.

### 2. What about getting help understanding a text?

For Philosophy courses, unless the teacher explicitly asks you to examine other sources (i.e., books, articles, internet sources, etc.), your understanding of an assigned text should be based on (a) the text itself, (b) your own analysis, (c) your discussions with others at BISLA (other teachers are fine, too, of course), and (d) class discussions.

Looking into outside sources can deepen your understanding of the material for other courses. If in doubt, ask your instructor.

Discussing your class work with people outside BISLA is completely acceptable and even expected. However, as stated elsewhere, your answers and written assignments must be your own. The standard remains if you cannot answer basic questions, then the work is not likely yours.

### **3. What about getting help writing an assignment? (This is the most common form of plagiarism.)**

It is OK to get advice on your assignments. As indicated above, advice on your assignment's content (or the ideas) is fine provided you have read the text and worked significantly on the answers yourself. Advice on your assignment's English style and grammar from a Learning Lab tutor is also acceptable. If you get English help elsewhere, that is OK only if the changes are few or if they are very general (e.g., your proofreader only corrects a few major errors, or they give you general advice about, for example, how to use the definite article).

- × It is not OK if someone makes so many changes to your paper that any part of it starts to become their work and not yours. How many changes are too many? The assignment should be almost entirely your own work (again, discussions with friends, if you have read the text, are fine).
- × It is not OK to take something written by someone else, put it in your own words, and turn it in as your own.
- × It is not OK to translate something (including the text you are studying if it is not in English) into English and turn it in as your own. That is plagiarism.
- × It is not OK to copy text from a different version or translation of the work we are reading and then to pass it off as your own work.
- × It is not OK to use the exact wording of any source (e.g., book, article, web page, etc.) without quotation marks and the proper citation (see above).
- × It is not OK to summarise an idea from a text in one's own words without attributing the source to a reference.

The five situations above are all plagiarism.

### **4. What if I accidentally plagiarise something?**

It is your responsibility to make sure you do not plagiarise. It does not matter whether you intended to plagiarise or not. When in doubt, ask a peer tutor or your teacher for advice.

If you use a few words from the text, you are studying without quotation marks or cite a sentence or two from the text you are studying but forget to use quotation

marks; those might be considered minor, unintentional incidents, even if still plagiarism. However, do not rely on your teacher's kind-heartedness and assume that such incidents will be dealt with lightly. It is your responsibility not to plagiarise.

If long passages from a source are used without quotation marks, that is no accident. It is intentional plagiarism. Moreover, if you copy all or part of another student's assignment, that is also plagiarism. Claiming that you discussed it and then just accidentally wrote several identical sentences is not a plausible excuse.

Finally, if you allow another student to copy your work, although you are not guilty of plagiarism, you are guilty of cheating. The penalty will be severe.

\*Alan Rickman voice\* "You will be treated as...equally guilty."



## Alternative Types of Support

### Well-being Counselling

BISLA has a counsellor, Mr. Štvrtina, trained in psychology, meditation, relaxation, and possibly martial arts, who is there to listen and guide you through the times of uncertainty and darkness or just help you learn coping mechanisms to arrive at a better life/work balance. If you find yourself in need of such guidance, please ask Ms. Sulíková for contact information.

You may also ask for a counselling session with a seasoned family therapist, PhDr. Jolana Kusá, who may guide you through particularly challenging times in your life, grief therapy, grounding and making difficult life choices. Please, contact her directly via phone (0905 251 008, jolakusa@gmail.com)

### Career Counselling

Perhaps you would like to work hard towards an excellent future, but you have no idea what form that future should take. Before you bite all of your nails off, schedule an appointment with the Undergraduate Studies Coordinator, Dr. Kusá. She can help you discover your potential and identify fields of future study or profession that may be most suitable for you.

Here, you can also get information about internships or summer schools suitable for you, discuss graduate programs, and get help with applications for any and all of these professional venues etc.

## **Medical Care**

Are you from out of town and looking for a medical care practitioner that you could visit when needed in Bratislava? BISLA has links with a few doctors that we can recommend to you.

For students out of town, we have a partnership with Poliklinika Mlynská dolina, where you can find a general practitioner or seek help in any medical emergency.

Routine check-ups cost around 30Eur. BISLA covers half of the medical expenses incurred in case of emergencies.

Ask at the Secretariat or the Registrar, and you shall be pointed in the right direction.

## **Students with special needs**

BISLA is striving to accommodate a variety of students with different needs and is trying to improve also its inclusivity policies. One of the ways is that after enrolling for any year, students have the right to apply for the status of a student with specific needs. They need to do so at the beginning of an academic year.

If you would need such a status, the first step you need to do is to contact the Undergraduate Studies Coordinator and the Registrar's Office. They will guide you through the process of submitting the appropriate request forms for the assessment of specific needs, individual adaptations, and support services.

At the same time, you will need to submit the accompanying documents – a medical certificate and/or a certificate from a centre for educational and psychological counselling. Based on these documents, the studies coordinator will prepare a recommendation for granting the status of a student with specific needs to the dean.

By the dean's decision, you will receive status with specific needs based on which individual adequate supportive services will be adjusted. The individual approach based on this status does not reduce the academic standards of the study programme.



Connect the dots any way you want; there is no right or wrong way...there is only your way.



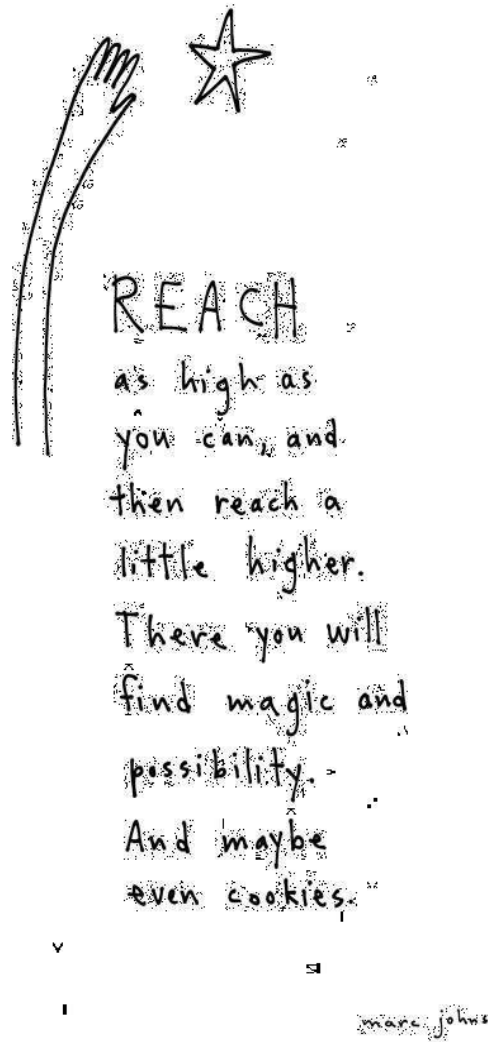
It is time for me to bid you farewell!

As you see, you did great. This was all because I trusted in your skills. Yes, of course, sometimes we get lost in books if they do not have pages... but why do we even need pages?

For example, Google has only one page, and that is Larry Page.

Now, I know you were expecting something magnificent at the end of a student handbook, maybe something useful, but believe me, the experience you gained while reading this book (presumably at least once) is more than you could wish for.

The last thing I want to share with you is this quote:



Love, Daphne

