

**COMENIUS UNIVERSITY IN BRATISLAVA**

**FACULTY OF MANAGEMENT**



**STUDY GUIDE**

ACADEMIC YEAR 2018/2019

**Bratislava 2018**

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**ISBN 978-80-223-4541-5**

## INTRODUCTION

Comenius University in Bratislava is the oldest and biggest university in Slovakia. It was established in 1919. Its establishment was very important to the development of culture, science and education in Slovakia. For the first time in Slovak history, this university has established an opportunity for Slovak students to acquire university education in their mother tongue. Up to now, tens of thousands of students have finished the university with academic degrees and it became a truly national university with noted international recognition. At the present time it has approximately 30 000 students studying in various specializations and forms of study programs.

The main mission of the Comenius University in Bratislava is to develop and propagate education and support understanding of education. As a scientific institution it accomplishes this objective by an inventive scientific approach that opens new horizons in science and in education.

Faculty of Management is one of the thirteen faculties of the Comenius University in Bratislava. Faculty of Management was established in 1991 and it wrote the history of Slovak university education by being the first faculty with specialization in teaching management and performing in this field of study. Founders of the faculty intended to establish a faculty in Slovakia that would provide the same kind of education as internationally recognized business schools on various foreign universities.

The mission of the Faculty of Management is to produce high-class and competitive graduates who are able to work in teams or hold managerial posts in various organizations. The knowledge the faculty provides for its students is continuously growing and kept up to date thanks to its own scientific research and development. Within its strategy, the faculty declares its idea to continue in current development and successful performance in the management study program and, as an integral part of the Comenius University in Bratislava, to contribute to development of this "scientific university". A close connection between education and science, together with valuable contacts with managerial practice is seen as a successful way of enforcing trends in establishing a knowledge society.

The achievements of Faculty of Management, especially those regarding ratings of obtained knowledge and skills of its graduates by independent rating agencies and managerial practice, are results of efforts to apply new educational forms and methods which focus on development of creativity, flexibility and adaptability of students and graduates. Within the management study program, stress is put on analytical-synthetic techniques, communication skills and new trends in managerial theory and praxis.

In accordance with the Bologna Declaration, the faculty offers bachelor, master and PhD study programs and it supports mobility of students. The faculty offers Management and International Management study programs at bachelor level, Management and International Management study programs at the master level and the study programs Management and Business Management at the PhD level. Part of the faculty's educational process is offered in English. The faculty pays great attention to teaching French and German languages and also other subjects are taught in these languages in the study program International Management.

Graduates of the faculty have been successful in finding appropriate professional positions in various fields and places ranging from domestic, foreign or international companies to government administration organizations, in research and development and educational institutions. Acquired knowledge and skills are an important competitive advantage for our students in their career development. Many of the faculty graduates have been placed in prominent positions in major Slovak banks are teaching in prominent schools or working as successful managers. All our results and accomplishments can be seen as an outcome of co-operation of teachers and students, as well as development of relations

with graduates and important partners. Our common desire is to continue in high-quality education process and successful development of the faculty.


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- management of client workstations and user support for FM CU,
- management of the classrooms and rooms for laboratories computing.

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Mgr. Ľudmila Mitková, PhD.  
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Mgr. Lucia Paškrtová, PhD.  
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Mgr. Ján Smoleň, PhD.  
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Mag. Phil. Hans Wefers, Dr. Phil.  
Mgr. Viktor Štrba  
Ing. Jana Trnovská

#### Co-operating Subjects:

The American Chamber of Commerce in  
Slovakia  
National Bank of Slovakia  
Swiss Re

The Department of Economics and Finance provides education in the subjects of Mathematics, Economics, Financial Management, Financial Accounting and Analysis, International Economics Relations, English for managers, Francais pour les managers, German for managers, World Economy and EU, Law of EU, Diplomatic Protocol, International Trade,

International Environmental Policy, Regional Economics and Policy of EU, European Monetary Union, Defense and Safety Policy of EU, European Environmental Programs, Environmental Economics, Joint Foreign Policy of EU, the French Language, European Civilization, French Communication, International Law, Commercial Law of EU, Financial Law of EU, Industrial Law of EU, Theory of State and Law, Economic Modeling, Credit Risk Management, Financial Planning, Macroeconomic Analysis, Investment Analysis, Introduction to Accounting, Business Accounting, Cost Accounting, Managerial Accounting, Taxation, Tax Accounting, Financial Accounting and Analysis, International Finance, Portfolio Management and Analysis, Money and Banking, Introduction to Statistics, Statistical Methods, the French Language, Financial Markets and Institutions, Stock Analysis, Bank and Money Institutions Accounting, International Harmonization of Accounting, Investment Banking, Banking of EU Joint Market, Bank Audit, Management of a Commercial Bank, Monetary Analysis and Prognosis, Insurance Industry, Insurance Market, Real Estates.

In the bachelor degree program the Department of Economics and Finance organizes education in blocks Accounting and Finance.

In the master degree program the Department of Economics and Finance organizes education in block Financial Management (Finance).

## DEPARTMENT OF INFORMATION SYSTEMS

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Assoc. Prof. Dr. Techn., Dipl. Ing. Natalia Kryvinska  
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Mgr. Milena Nosková, MBA, LL.M., PhD.  
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PaedDr. Jarmila Brtková  
Ing. Pavol Gono  
Mgr. Alexandra Mittelman, MBA  
Mgr. Ivan Osvald  
Mgr. Zuzana Tenglerová  
JUDr. Juraj Vališ

### Part-Time Staff:

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PhDr. Thomas Lenhard, PhD.  
Ing. Martin Čuboň

The Department of Information Systems provides education in the following subjects: Computer Science, Information Systems and Application software, Databases, Project Management, Business Law, Labor Law, Telecommunication Law, Business Graphics, Web Design and Design of Corporate Web, Online Marketing and Online Games, Programming in SAS, Visual Basic, C# and Wolfram Mathematica, Business Information Systems, E-Business and E-Marketing, Management Information Systems, Cloud Computing, Information Security, IT Business, IT Project Management and Social and Computer Networks.

In the bachelor degree program in MANAGEMENT the Department of Information Systems organizes education in two specializations represented by two independent blocks of subjects where one is concentrated onto ICT Projects Management and the other one is concentrated onto Managerial Informatics. Department of Information systems offers besides the research orientation into IT also courses in English Language for Managers, Chinese Language and a selection of sports activities including footsaal, voleyball, basketball and others.

In the master degree program in MANAGEMENT the Department of Information Systems organizes education in specializations with concentration onto Management

Information Systems (students can choose again two blocks of subjects – one with orientation onto ICT Projects Management and the other onto Managerial Informatics).

- Best Practices User Group: <http://www.bpug.sk/en/>.
- Digital Marketing Club: <http://www.digitalmarketingclub.sk>.
- Scientific conference: [www.makeitdigital.sk](http://www.makeitdigital.sk).
- Scientific journal: [www.digitalmag.sk](http://www.digitalmag.sk).

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Mgr. Branislav Vargic, PhD.  
PhDr. Norbert Hans  
Mgr. Silvia Jeleníková  
Bc. Martin Resutík

The Department of Management provides education in the following subjects: Introduction to Management, Introduction to Personnel Management, Personnel Management – Selected topics, Leadership, Business Ethics, Coaching, Psychology, German Language, Logic, Organizational Behavior, Organizational Development and Change Management, Organizational Culture, Doing Business in East Europe, Human Resource Management – International Aspects, Organizational Behavior, Conflict Resolution, Business Ethics, Organizational Development and Changes Management, Compensation Systems.

In the bachelor degree program the Department of Management organizes education in block Personnel Management.

In the master degree program the Department of Management organizes education in block Personnel Management.

## DEPARTMENT OF MARKETING

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Assoc. Prof. Ing. Pavel Štrach, Ph.D.  
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Ing. Martin Mravec, PhD.  
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Mgr. Andrej Dziak  
Ing. Ján Faltys  
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PhDr. Ján Jurišta  
Mgr. Juraj Miškov  
Mgr. Alexander Móži  
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Mgr. Martin Šeliga

### Foreign Lecturers:

Prof. Alessio Lokar, University of Udine  
Patricia Rees, MBA, Manchester  
Metropolitan University  
Brigitte Monsou Tantawy, PhD., Leeds  
University (UK), HEC Paris  
Prof. AE dr. Hab. Jan Wiktor, Akademia  
Ekonomiczna w Krakowie

The Department of Marketing provides education in the subjects: Introduction to Marketing, Marketing, Basic Marketing Management, Politics, Philosophy, Sociology, and Spanish Language.

For students, people interested in marketing, advertising and media, there is a fanpage of the course Media planning on <http://facebook.com/MediaMarketingInspirations>.

In the bachelor degree program the Department of Marketing organizes education in block Marketing.

In the master degree program the Department of Marketing organizes education in block Marketing.



## DEPARTMENT OF STRATEGY AND ENTREPRENEURSHIP

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Mgr. Miloš Mrva, PhD.  
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Ing. Marian Letovanec  
Dr. Anna Rebmann  
Dr. Pierluigi Rippa  
Mgr. Tatiana Smoroňová  
Giulia Constantino  
Lorenzo Constantino  
Jason Evans

The Department of Strategy and Entrepreneurship provides education in the subjects: Entrepreneurship, Operation Management, Project Management, Strategic Management, Managerial Decision-making, Competitive Analyses and Strategies, Strategic Planning, Quality Management, Re-engineering, Logistics, Management of Value, Strategic Alliances, Risk Management.

In the bachelor degree program the Department of Strategy and Entrepreneurship organizes education in block Entrepreneurship.

In the master degree program the Department of Strategy and Entrepreneurship organizes education in block Strategic Management (Strategic Management and Entrepreneurship).

## THE LIST OF PROFESSORS AND ASSOCIATE PROFESSORS

The list of teachers on the posts of professors, who have at FM CU established weekly working time:

Name	Titles	Department
Bajzíkova Ľubica	Prof. Ing., CSc.	KMAN
Greguš Michal	Prof. RNDr., PhD.	KIS
Klúvanková Tatiana	Prof. Mgr., PhD.	KEF
Komorník Jozef	Prof. RNDr., DrSc.	KEF
Nováčková Daniela	Prof. JUDr., PhD.	KEF
Pilková Anna	Prof. Ing., PhD., MBA	KSP
Remišová Anna	Prof. PhDr., CSc.	KMAN
Rudy Ján	Prof. Ing., PhD.	KMAN
Štarchoň Peter	Prof. Mgr., PhD.	KMAR

The list of teachers on the posts of associate professors, who have at FM CU established weekly working time:

Name	Titles	Department
Bohdalová Mária	Assoc. Prof. RNDr., PhD.	KIS
Fekete Milan	Assoc. Prof. Ing., PhD.	KSP
Greguš Michal	Assoc. Prof. RNDr., PhD.	KSP
Gubíniová Katarína	Assoc. Prof. JUDr. PhDr., PhD.	KMAR
Kajanová Jana	Assoc. Prof. Ing., PhD.	KEF
Kniežová Jaroslava	Assoc. Prof. Ing., PhD.	KIS
Kováč Urban	Assoc. Prof. Ing. Mgr., PhD.	KEF
Kryvinska Natalia	Assoc. Prof. Ing., PhD.	KIS
Lašáková Anna	Assoc. Prof. Mgr., PhD.	KMAN
Pajtinková Bartáková Gabriela	Assoc. Prof. Ing., PhD.	KMAR
Papula Ján	Assoc. Prof. Ing., PhD.	KSP
Papulová Zuzana	Assoc. Prof. Mgr., PhD.	KSP
Pawera René	Assoc. Prof. PhDr., CSc.	KEF
Peráček Tomáš	Assoc. Prof. PhDr. JUDr., PhD.	KIS
Saxunová Darina	Assoc. Prof. RNDr., PhD.	KEF
Smolková Eva	Assoc. Prof. PhDr., CSc.	KMAR
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## E-EUROPE RESEARCH AND DEVELOPMENT CENTRE

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Scientific research and development centre for e-Europe of the Faculty of Management, Comenius University in Bratislava is a specialized professional scientific research, development and educational institute of the FM CU.

The centre focuses primarily on the acquisition and solving research and development projects of the EU IST – Information Society Technologies in the Development Program (FP6 or current 7FP in the future) about the e-Europe and the European Union and its Lisbon strategy of informatization of society with the target year 2020. Centre for its research and development activities also contribute to creating the conditions for the subsequent use of the results of the international EU projects in Slovakia. Besides the EU projects, the centre is also involved in other similar international projects and programs, including those of the United Nations, etc.

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Consulting and Development Centre was established in 2005 as an organizational part of Faculty of Management of Comenius University in Bratislava at the Department of Strategy and Entrepreneurship. Its main purpose is to provide starting and existing small and medium entrepreneurs and alumni with the consulting services. We offer consultancy services aimed mainly for start-up or existing small and medium enterprises. The focus and content of our services are tailored to client's requirements and adjusted by our recommendations, while the duration of the project varies depending on client's requirements and the complexity of the project.

## MANAGEMENT DEVELOPMENT AND APPLIED RESEARCH CENTRE

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Centre for Management Development and Applied Research was founded with help and support of Cornell University as a project of Mellon Foundation.

Centre for Management Development and the applied research is a scientific research and development centre operating at the Comenius University in Bratislava, Faculty of Management.

The center was established in 1995 under the project CEHREI supported by the Mellon Foundation, in collaboration with Cornell University in the USA. Centre for Management Development and the applied research is involved in solving many research and educational projects such as VEGA, PECO, PHARE etc. One of the other activities of the Centre is organizing annual preparatory courses for entrance exams at Comenius University in Bratislava, Faculty of Management.

## CENTRE FOR EDUCATIONAL-PSYCHOLOGICAL COUNSELING

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Centre for educational-psychological counseling was established in 2008 on the basis of the demand from students and workers FM CU. Center reports directly to the dean.. Anyone interested in the services provided can apply directly to the centre at the designated hours.

Description of services provided by centre:

- psychological counseling for students,
- advice for students with disabilities,
- counseling and workshops for young educators in the field of personality development and streamline the teaching process,
- solutions to educational problems.

## SPORTS CLUB OF THE FACULTY, ŠK FAMA

There is a sports club operating on the faculty of management named ŠK FAMA, which was registered under that name at the interior ministry on 19<sup>th</sup> September 2002.

The club organizes a number of activities within the faculty, students involved in inter-faculty sports competitions and university league. It is financed from the budget of the Slovak Association of University Sports, as well as from its own resources generated from sponsors.

The Head of the Club:

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## AIESEC COMENIUS UNIVERSITY

AIESEC is the biggest student-run organization in the world. It represents worldwide network of more than 50 000 members studying at more than 1 700 universities in 110 countries. Slovakia has more than 400 highly motivated members in six cities and 15 universities.

Every year, AIESEC enables international exchange to more than thousand students and university graduates. Experience these people gain during their internship in a company or as volunteers in non-for-profit organization influences their whole life.

### WHAT AIESEC OFFERS TO YOU AS A MEMBER?

AIESEC offers you the opportunity to discover and develop your potential. How well it will be developed is only up to you.

The main opportunities AIESEC offers to you are:

- personal and professional development,
- conferences,
- leadership experience,
- international exchange program.

AIESEC in Slovakia gives the opportunity to more than 250 young people to develop themselves. Each young member can choose his/her opportunities of development:

- foreign languages,
- presentation skills,
- teamwork,
- contact with foreign cultures,
- cooperation with different companies,
- organizational skills.

### WHAT AIESEC OFFERS TO YOU AS AN EXCHANGE PARTICIPANT?

Every year, AIESEC enables the students of 3<sup>rd</sup> and 5<sup>th</sup> year to travel to more than 125 member countries to internship. Working in different and many times unknown cultural environment, in society with different values and traditions than we are used to in our geographical area is not only perfect step for next career but also enriches personality and mentality of a person. It also contributes to prejudices' disappearing and to internationalism.

The internship lasts from 2 to 18 months and the content of the internship is mostly aimed at management, marketing, business administration, finance and information technologies. The selection of candidates is organized twice a year, in autumn (in the end of October) and in spring (in the end of February).

You can get actual information from our message board, web page or directly at our office or at info meetings, which are organized at different faculties of Comenius University in Bratislava.

For more information browse on <http://aiesec.sk/> on Facebook AIESEC Comenius University, on bulletin boards and on info meetings at the different faculties of the Comenius University in Bratislava, City University and the Slovak Technical University in Bratislava, or write mail to [alexander.galis@aiesec.sk](mailto:alexander.galis@aiesec.sk).

If you have any questions, do not hesitate to contact us.

### **The Executive Board of AIESEC Comenius University for the academic year 2018/2019**

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## STUDY PROGRAMS FOR THE ACADEMIC YEAR 2018/2019

Faculty of Management offers bachelor study programs, master study programs and PhD study programs.

### **BACHELOR PROGRAMS:**

- Management in the field Management
- International Management in the field Management (French or German language alternatives)

### **MASTER PROGRAMS:**

- Management in the field Management
- International Management in the field Management

### **PHD PROGRAMS:**

- Management in the field Management
- Business Management in the field Businesses Management (for students at full-time study who started to study in the academic year 2017/2018 and for students at part-time study)

The study program at the Comenius University in Bratislava, Faculty of Management (FM CU) is based on European Credit Transfer System (ECTS). This system enables FM CU to accomplish several goals:

- to define the extent of the instruction at a certain level of study,
- to define the range of obligatory and optional courses,
- to determine the compatibility of FM CU study program with those of other universities.

The whole graduate study program is divided into two stages: the bachelor study program and the master study program. The bachelor study program consists of the first three years of study and ends with a state exam. The minimum number of credits (ECTS) needed to accomplish this program is 180. The master (MBA) program consists of two years of study and ends with a thesis presentation and a final state examination. The minimum requirement for the completion of the master degree is 120 credits. In all, the comprehensive program at the FM CU requires the combined total of at least 300 credits (ECTS) in order to obtain the university degree.

The exams at FM CU have to be passed at the end of the teaching period. Graded exams have five possible grades: A – excellent, B – very good, C – good, D – satisfactory, E – sufficient and FX – fail. These exams must be passed during the examination period. If students "fail" at the graded exam for the first time, they are entitled to second and third chances.

## CONTROL SYSTEM OF STUDY BASED ON ECTS SYSTEM OF CREDITS

Credit system of study allows the students by credits to assess the burden associated with completing the units of study of the course, promotes openness inside the CU, supports the mobility of students and provides the students with the opportunity to participate in designing their own plan of study.

Credits are numerical values assigned to the course, which characterize the amount of work required for its successful completion. The standard student workload for one academic year is 60 credits, 30 credits per semester. Credit expresses one sixtieth of a standard workload for an average student for a period of one academic year and about 27 hours of total study (including individual study and self-study). If we quantify the credit, then besides the compulsory lectures, seminars, tests and exams one credit is equivalent to reading at least one hundred pages of study materials and ten pages of written work. The student receives credits for the successful completion of the course. For the given course the student can obtain the credits during the whole study only once.

The credits received for completing the course by student are collected (added together, accumulated). One of the conditions to continue the study after a predetermined control stage of study is to obtain the necessary sum of credits set by the university rules.

The total number of credits required for the proper completion of the study on the bachelor degree is 180 credits, on the master degree 120 credits, and 180 credits on the PhD. degree. The student must receive the credits in such a composition, as it is determined by the study plan.

If the student completes the study at another faculty or another university in Slovakia or abroad on the basis of agreement among the universities or as a regular student and on the basis of the official transcript of records, his credits are counted (transferred) on the basis of the bilateral agreement between the universities, on one side of the university where the student obtained the credits and on the other side of the university where he intends to continue his studies.

### Completing the course

The rating scale to assess the completion of the course is the scale A, B, C, D, E, and FX.

	<b>Word</b>	<b>Meaning</b>	<b>Numerical value</b>
A	Excellent	Excellent results	1
B	Very good	Well above average results	1.5
C	Good	Average results	2
D	Sufficient	Acceptable results	2.5
E	Enough	Results meeting the minimum criteria	3
FX	Poor	Further work is required	4

Each specific degree of the rating scale is granted on the basis of applying the point system, which reflects the degree of successful completion of the course.

A =	100 – 91 % points
B =	90 – 81 % points
C =	80 – 73 % points
D =	72 – 66 % points
E =	65 – 60 % points
FX =	59 – 0 % points

Points for the overall evaluation of the course are possible to obtain continuously throughout the semester teaching period or by passing the exam during the examination period.



The ratio between the points that can be obtained continuously and the points obtained on the exam during the examination period is determined on the information sheet or the syllabus of the course.

Conditions for obtaining the points continuously during the teaching period throughout the semester are announced by the teacher at the beginning of the semester. The points for the continuous results in the teaching period are given by the tuition teacher.

The credit will be counted only after successful completion of this course. According to the ECTS, a successful completion of the course must be evaluated in a range from A to E.

If the student does not complete successfully a course that at the beginning of the academic year enrolled, will not gain any credit for it to the sum of his credits. The weighted average of the study for this course will count an evaluation FX, with a numeral equivalent of four.

The student can enroll to the mandatory elective and selective courses as recommended in this study guide. When choosing the courses must be considered the “prerequisites”, i.e. following courses. The faculty manages the opportunity to attend the course only in that semester, which is indicated in the study program of the faculty. The faculty reserves the right to regulate the number of enrolled students to each course. The condition to open a selective course is to have enough number of students enrolled. The student must enroll to mandatory elective courses during the matriculation to the given academic year. To sign in to mandatory elective and selective courses the faculty provides it within the preliminary matriculation. The student may cancel the selective course within two weeks of the beginning of the teaching period because of conflict in the schedule with another registered course. After this period all the selective courses will become a part of the learning plan of the student for that academic year.

The course is successfully completed if the student received a rating from A to E. The student receives credits only for the successfully completed course. If the student was evaluated for the courses by a grade FX, he has the right to take another two retakes, if he fulfills the conditions of the continuous assessment. On the re-enrolled course, the student has the right to take one retake only under the same conditions.

### **The weighted study average**

To evaluate the overall results of the student's study is used the weighted average of study. The weighted average of study for the academic year/semester is calculated by adding the products of the credit evaluation of the course and the numerical value of the grade of all courses enrolled to an academic year/semester by student and by dividing by the sum of credits enrolled in that academic year/semester. To the average we must also add as "4" the courses enrolled by student and evaluated by FX or the student enrolled them and didn't attend them and were evaluated by a grade FX.

$$WSA = \frac{\sum_{i=1}^N credits_i * classification_i}{\sum_{i=1}^N credits_i},$$

where: "i" is the i<sup>th</sup> course from a set of "N" registered courses.

The weighted study average for the entire study is calculated analogically as described above, wherein the calculation only includes courses successfully completed.

If the student wishes to continue the study must:

- a) at the end of the first semester demonstrate successful completion of at least two compulsory courses and obtain at least 15 credits,
- b) in each year of study obtain for the winter and summer semester at least 40 credits.

In one academic year, a student may enroll to the course for not more than 90 credits.

## ACADEMIC CALENDAR 2018/2019

### Fall semester

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24. 09. 2018	100 <sup>th</sup> Academic Year Opening Ceremony
November 2018	Matriculation of the students*
24. 09. – 21. 12. 2018	Fall semester teaching period
17. 12. – 21. 12. 2018	Closing continuous evaluations and pre-term evaluations
17. 09. 2018 – 31. 01. 2019	Fall semester teaching period – part-time study
02. 01. – 15. 02. 2019	Fall semester examination period

### Spring semester

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18. 02. – 17. 05. 2019	Spring semester teaching period – 1 <sup>st</sup> , 2 <sup>nd</sup> and 4 <sup>th</sup> year
13. 05. – 17. 05. 2019	Closing continuous evaluations and pre-term evaluations – 1 <sup>st</sup> , 2 <sup>nd</sup> and 4 <sup>th</sup> year
01. 02. – 30. 06. 2019	Spring semester teaching period – part-time study
20. 05. – 28. 06. 2019	Spring semester examination period – 1 <sup>st</sup> , 2 <sup>nd</sup> and 4 <sup>th</sup> year
18. 02. – 26. 04. 2019	Spring semester teaching period – 3 <sup>rd</sup> year
22. 04. – 26. 04. 2019	Closing continuous evaluations and pre-term evaluations – 3 <sup>rd</sup> year
29. 04. – 24. 05. 2019	Spring semester examination period – 3 <sup>rd</sup> year
Till 12. 04. 2019	Sandwich courses 5 <sup>th</sup> year – full-time study
Till 30. 04. 2019	Thesis and state examination application submitting – 5 <sup>th</sup> year – full-time students and part-time students with standard length of study
Till 24. 05. 2019	Thesis and state examination application submitting – 3 <sup>rd</sup> year
27. 05. – 31. 05. 2019	Thesis presentation and state examinations – 5 <sup>th</sup> year <sup>1</sup>
11. 06. – 17. 06. 2019	Entrance exams (full-time bachelor programs)
18. 06. – 28. 06. 2019	Thesis presentation and state examinations – 3 <sup>rd</sup> year <sup>2</sup>
End of June, July, November 2019	Graduation ceremony*
Till 28. 06. 2019	The fulfillment of all study obligations and delivery of final thesis (for students who subscribe to the state examinations in August)
19. 08. – 30. 08. 2019	State examinations (retakes)

### Public holidays in academic year 2018/2019

01. 09. Constitution Day of the Slovak Republic	01. 01. Independence Day of the Slovak Republic
15. 09. Virgin Mary	06. 01. Epiphany
30. 10. Declaration of the Slovak Nation	19. 04. Good Friday
01. 11. All Saints' Day	22. 04. Easter Monday
17. 11. Fight for Freedom and Democracy Day	01. 05. Labor Day
24. 12. Christmas Eve	08. 05. Liberation Day
25. 12. Christmas Holiday	05. 07. St. Cyril and St. Methodius
26. 12. Christmas Holiday	29. 08. Anniversary of the Slovak National Uprising

\* The dates are established by the rectorate CU.

<sup>1</sup> The exact dates will be determined in accordance with the number of students registered for state exams.

<sup>2</sup> The exact dates will be determined in accordance with the number of students registered for state exams.

## BACHELOR DEGREE PROGRAM

### Study program Management in the field Management

Accredited language of teaching: Slovak language

Course	ECTS Credits	Hours per Week	Recommended Semester	Evaluation
Economics I	5	4	1.	C, E
Mathematics I	5	4	1.	C, E
Computer Science	5	4	1.	C, E
Introduction to Management I	5	4	1.	C, E
Managerial Economics	3	2	1.	C
English for Managers I	2	2	1.	C
<b>1<sup>st</sup> semester total:</b>	<b>25</b>	<b>20</b>		
Economics II	5	4	2.	C, E
Information Systems and Business Software	5	4	2.	C, E
Mathematics II	5	4	2.	C, E
Introduction to Management II	5	4	2.	C, E
Accounting I	5	4	2.	C, E
English for Managers II	2	2	2.	C, E
<b>2<sup>nd</sup> semester total:</b>	<b>27</b>	<b>22</b>		
Economics III	5	4	3.	C, E
Financial Mathematics	5	4	3.	C, E
Accounting II	5	4	3.	C, E
Statistics	5	4	3.	C, E
Introduction to Personnel Management	5	4	3.	C, E
English for Managers III	2	2	3.	C
<b>3<sup>rd</sup> semester total:</b>	<b>27</b>	<b>22</b>		
Marketing	5	4	4.	C, E
International Economic Relations	5	4	4.	C, E
Project Management	5	4	4.	C, E
Statistical Methods	5	4	4.	C, E
Introduction to Financial Management	5	4	4.	C, E
Labor Law	3	2	4.	E
<b>4<sup>th</sup> semester total:</b>	<b>28</b>	<b>22</b>		
Databases	5	4	5.	C, E
Introduction to Entrepreneurship	5	4	5.	C, E
Business Law I	3	2	5.	E
Money and Banking	3	2	5.	C, E
Bachelor Thesis Preparing Seminar	2	2	5.	C
<b>5<sup>th</sup> semester total:</b>	<b>18</b>	<b>14</b>		
Controlling	5	4	6.	C, E
Business Law II	5	4	6.	E
Operational Management and Logistics	5	4	6.	C, E
Bachelor Thesis Project	3	2	6.	C
<b>6<sup>th</sup> semester total:</b>	<b>18</b>	<b>14</b>		
Bachelor Thesis Defence	3		6.	
Economics and Finance	1		6.	
Management	1		6.	
<b>State examination total:</b>	<b>5</b>			
<b>COMMON BASE TOTAL:</b>	<b>148</b>	<b>114</b>		
<b>Compulsory elective courses in the particular blocks<sup>3</sup></b>				
<b>Accounting</b>				
Cost Accounting	5	4	5.	C, E
International Financial Reporting Standards	3	2	5.	C

<sup>3</sup> Students who have chosen one complete block of the courses can choose any other courses from the other block as an elective courses.

Course	ECTS Credits	Hours per Week	Recommended Semester	Evaluation
Financial Accounting and Statement of Finances	5	4	6.	C
Tax Accounting	3	2	6.	C
<b>Block total:</b>	<b>16</b>	<b>12</b>		
<b>Finance</b>				
Quantitative Methods in Financial Management	3	2	5.	C
Introduction to Financial Markets and Institutions	3	2	5.	C
Commodity Markets and Real Investments	3	2	6.	C
Public Finance Management	3	2	6.	C
<b>Block total:</b>	<b>12</b>	<b>8</b>		
<b>Personnel Management</b>				
Flexibility and Management of Knowledge Workers	3	2	5.	C
Organizational Systems Differences in Practice	3	2	5.	C
Creative and Innovative Management in Practice*	3	2	6.	C
Personnel Management in Small Organizations*	3	2	6.	C
Psychology – Development of Managerial Skills* <sup>4</sup>	3	2	6.	C
<b>Block total:</b>	<b>12-15</b>	<b>8-10</b>		
<b>Marketing</b>				
Marketing Research Practicum	5	4	5.	C, E
Marketing in Small and Medium Business	3	2	5./6.	C
Modern Marketing – New Trends	3	2	5./6.	C
Ethical and Legal Aspects of Marketing	5	4	6.	C, E
<b>Block total:</b>	<b>16</b>	<b>12</b>		
<b>Entrepreneurship</b>				
Management of Start-ups and Small Enterprises	5	4	5.	C, E
Development of Entrepreneurial Skills I	3	2	5.	C
Support of Entrepreneurship Development	5	4	6.	C, E
Development of Entrepreneurial Skills II*	3	2	6.	C
Supply Chain Management* <sup>5</sup>	3	2	6.	C
<b>Block total:</b>	<b>16-19</b>	<b>12-14</b>		
<b>ICT Project Management</b>				
Computer Networks	3	2	5.	C
Introduction to Software Engineering	5	4	5.	C, E
Enterprise Information Systems	3	2	6.	C
ICT Projects – Special Topics	3	2	6.	E
<b>Block total:</b>	<b>14</b>	<b>10</b>		
<b>Managerial Informatics</b>				
Programming I <sup>6</sup>	3	2	3./5.	C
Data Processing – SQL	3	2	3./5.	C
Web Server and Web Design	3	2	5.	C, E
Online Marketing and Online Games	3	2	6.	E
Database Programming	3	2	6.	C
Creative Web Page Design	3	2	6.	C
<b>Block total:</b>	<b>18</b>	<b>12</b>		
<b>General Management<sup>7</sup></b>				
Psychology for Managers	3	2	2./4./6.	C
Flexibility and Management of Knowledge Workers	3	2	5.	C
International Accounting Standards	3	2	5.	C
Development of Entrepreneurial Skills I, II	3	2	5., 6.	C
Introduction to Financial Markets and Institutions	3	2	5.	C

<sup>4</sup> Student has to choose at least two courses in the spring semester.

<sup>5</sup> Student has to choose one subject marked with the asterisk.

<sup>6</sup> It is recommended to attend the course in the 3<sup>rd</sup> semester.

<sup>7</sup> The block of the compulsory elective courses **General Management** is appointed for the part-time students who were admitted to the study after the 30<sup>th</sup> August 2016.

<b>Course</b>	<b>ECTS Credits</b>	<b>Hours per Week</b>	<b>Recommended Semester</b>	<b>Evaluation</b>
Modern Marketing – New Trends	3	2	5./6.	C
Ethical and Legal Aspects of Marketing	5	4	6.	C, E
Personnel Management in Small Organizations	3	2	6.	C
Enterprise Information Systems	3	2	6.	C
<b>Block total:</b>	<b>32</b>	<b>22</b>		

## Study program International Management in the field Management

French program – Programme d'études: Management international

Accredited language of teaching: Slovak language (some courses are offered in French language)

Discipline	ECTS crédits	Heure/ semaine	Semestre	Evaluation
Economie I	5	4	1.	C, E
Mathématiques I	5	4	1.	C, E
Informatique	5	4	1.	C, E
Principes de management I	5	4	1.	C, E
Anglais pour les managers I	2	2	1.	C
Economie, géographie et politique des pays francophones I	2	2	1.	C
Français pour les managers I	2	2	1.	C
<b>1<sup>er</sup> semestre total:</b>	<b>26</b>	<b>22</b>		
Economie II	5	4	2.	C, E
Systèmes informatiques et logiciel appliqué	5	4	2.	C, E
Mathématiques II	5	4	2.	C, E
Principes de management II	5	4	2.	C, E
Introduction à la comptabilité	5	4	2.	C, E
Anglais pour les managers II	2	2	2.	C
Economie, géographie et politique des pays francophones II	2	2	2.	C
Français pour les managers II	2	2	2.	C
<b>2<sup>e</sup> semestre total:</b>	<b>31</b>	<b>26</b>		
Economie III	5	4	3.	C, E
Commerce international	5	4	3.	C, E
Comptabilité entrepreneuriale	5	4	3.	C, E
Statistique	5	4	3.	C, E
Principes de gestion de ressources humaines	5	4	3.	C, E
Politique économique en France	3	2	3.	C
<b>3<sup>e</sup> semestre total:</b>	<b>28</b>	<b>22</b>		
Marketing	5	4	4.	C, E
Relations économiques internationales	5	4	4.	C, E
Organisations internationales	5	4	4.	C, E
Gestion de projet	5	4	4.	C, E
Principes de gestion financière	5	4	4.	C, E
Droit commercial français	3	2	4.	C, E
Droit du travail	3	2	4.	C, E
<b>4<sup>e</sup> semestre total:</b>	<b>31</b>	<b>24</b>		
Bases de données	5	4	5.	C, E
Monnaies et Banques	5	4	5.	C, E
Management interculturel I	3	2	5.	C, E
Droit commercial	3	2	5.	E
Négociations commerciales I	3	2	5.	C, E
Entreprendre dans les pays francophones	3	2	5.	C
Français juridique	2	2	5.	C
Séminaire de mémoire de licence	2	2	5.	C
<b>5<sup>e</sup> semestre total:</b>	<b>26</b>	<b>20</b>		
Management interculturel II	5	4	6.	C, E
Droit commercial international	5	4	6.	C, E
Gestion des opérations et de la logistique	5	4	6.	C, E
Entreprendre en Union européenne	5	4	6.	C, E
Négociations commerciales II	3	2	6.	C, E
Projet de mémoire de licence	3	2	6.	C
<b>6<sup>e</sup> semestre total:</b>	<b>26</b>	<b>20</b>		

<b>Discipline</b>	<b>ECTS crédits</b>	<b>Heure/ semaine</b>	<b>Semestre</b>	<b>Evaluation</b>
Soutenance du mémoire de licence	3		6.	
Economie	1		6.	
Management	1		6.	
<b>Ensemble des examens d'Etat:</b>	<b>5</b>			
<b>TOTAL:</b>	<b>173</b>	<b>134</b>		

## Study program International Management in the field Management

German program – Deutschsprachiges Programm

Accredited language of teaching: Slovak language (some courses are offered in German language)

Name der Fächer	ECTS Kredite	Stunden wöchentlich	Semester	Form der Bewertung
Ökonomie I	5	4	1.	C, E
Mathematik I	5	4	1.	C, E
Rechentechnik	5	4	1.	C, E
Grundlagen des Managements I	5	4	1.	C, E
Englisch für Manager I	2	2	1.	C
Deutsch für Manager I	2	2	1.	C
Politische, soziale und wirtschaftliche Strukturen in Deutschland	2	2	1.	C
<b>1. Semester zusammen:</b>	<b>26</b>	<b>22</b>		
Ökonomie II	5	4	2.	C, E
Datenübertragungssysteme und Anwendungs-Software	5	4	2.	C, E
Mathematik I	5	4	2.	C, E
Grundlagen des Managements II	5	4	2.	C, E
Grundlagen der Buchhaltung	5	4	2.	C, E
Englisch für Manager II	2	2	2.	C
Deutsch für Manager II	2	2	2.	C
Politische, soziale und wirtschaftliche Strukturen in Österreich	2	2	2.	C
<b>2. Semester zusammen:</b>	<b>31</b>	<b>26</b>		
Ökonomie III	5	4	3.	C, E
Internationalhandel	5	4	3.	C, E
Buchhaltungsverfahren für Unternehmer	5	4	3.	C, E
Statistik	5	4	3.	C, E
Grundlagen des Personalmanagements	5	4	3.	C, E
Wirtschaftspolitik in den deutschsprachigen Ländern I	3	2	3.	C
<b>3. Semester zusammen:</b>	<b>28</b>	<b>22</b>		
Marketing	5	4	4.	C, E
Internationale Wirtschaftsbeziehungen	5	4	4.	C, E
Internationale Organisationen	5	4	4.	C, E
Projektmanagement	5	4	4.	C, E
Grundlagen des Finanzmanagements	5	4	4.	C, E
Wirtschaftspolitik in den deutschsprachigen Ländern II	3	2	4.	C, E
Arbeitsrecht	3	2	4.	C
<b>4. Semester zusammen:</b>	<b>31</b>	<b>24</b>		
Datenbanken	5	4	5.	C, E
Finanzen und Bankwesen	5	4	5.	C, E
Interkulturelle Managements I	3	2	5.	C, E
Handelsrecht	3	2	5.	E
Geschäftsverhandlungen I	3	2	5.	C, E
Unternehmung in den deutschsprachigen Ländern	3	2	5.	C
Juristisches Deutsch	2	2	5.	C
Seminar zur Bakkalaurei Arbeit	2	2	5.	C
<b>5. Semester zusammen:</b>	<b>26</b>	<b>20</b>		
Interkulturelle Managements II	5	4	6.	C, E
Internationales Wirtschaftsrecht	5	4	6.	C, E
Operations Management und Logistik	5	4	6.	C, E
Unternehmung in Europäische Union	5	4	6.	C, E
Geschäftsverhandlungen II	3	2	6.	C, E
Projekt der Bakkalaurei Arbeit	3	2	6.	C
<b>6. Semester zusammen:</b>	<b>26</b>	<b>20</b>		



<b>Name der Fächer</b>	<b>ECTS Kredite</b>	<b>Stunden wöchentlich</b>	<b>Semester</b>	<b>Form der Bewertung</b>
Verteidigung der Bakkalaurei Arbeit	3		6.	
Ökonomie und Finanzen	1		6.	
Managements	1		6.	
<b>Staatsprüfung zusammen:</b>	<b>5</b>			
<b>ZUSAMMEN:</b>	<b>173</b>	<b>134</b>		

## Study program Management in the field Management

Accredited language of teaching: English language

Course	ECTS Credits	Hours per Week	Recommended Semester	Assessment
Economics I	5	4	1.	C, E
Mathematics I	5	4	1.	C, E
Computer Science	5	4	1.	C, E
Introduction to Management I	5	4	1.	C, E
Managerial Economics	3	2	1.	C
English for Managers I	2	2	1.	C
<b>1<sup>st</sup> semester total:</b>	<b>25</b>	<b>20</b>		
Economics II	5	4	2.	C, E
Information Systems and Business Software	5	4	2.	C, E
Mathematics II	5	4	2.	C, E
Introduction to Management II	5	4	2.	C, E
Accounting I	5	4	2.	C, E
English for Managers II	2	2	2.	C, E
<b>2<sup>nd</sup> semester total:</b>	<b>27</b>	<b>22</b>		
Economics III	5	4	3.	C, E
Financial Mathematics	5	4	3.	C, E
Accounting II	5	4	3.	C, E
Statistics	5	4	3.	C, E
Introduction to Personnel Management	5	4	3.	C, E
English for Managers III	2	2	3.	C
<b>3<sup>rd</sup> semester total:</b>	<b>27</b>	<b>22</b>		
Marketing	5	4	4.	C, E
International Economic Relations	5	4	4.	C, E
Project Management	5	4	4.	C, E
Statistical Methods	5	4	4.	C, E
Introduction to Financial Management	5	4	4.	C, E
Labor Law	3	2	4.	E
Psychology for Managers	3	2	4.	C
Introduction to Financial Markets and Institutions	3	2	4.	C
<b>4<sup>th</sup> semester total:</b>	<b>34</b>	<b>26</b>		
Databases	5	4	5.	C, E
Introduction to Entrepreneurship	5	4	5.	C, E
Flexibility and Management of Knowledge Workers	3	2	5.	C
International Financial Reporting Standards	3	2	5.	C
Modern Marketing – New Trends	3	2	5.	C
Business Law I	3	2	5.	E
Money and Banking	3	2	5.	C, E
Development of Entrepreneurial Skills I	3	2	5.	C
Bachelor Thesis Preparing Seminar	2	2	5.	C
<b>5<sup>th</sup> semester total:</b>	<b>30</b>	<b>22</b>		
Ethical and Legal Aspects of Marketing	5	4	6.	C, E
Controlling	5	4	6.	C, E
Business Law II	5	4	6.	E
Operational Management and Logistics	5	4	6.	C, E
Personnel Management in Small Organizations	3	2	6.	C
Development of Entrepreneurial Skills II	3	2	6.	C
Particularities of IT Projects	3	2	6.	C
Bachelor Thesis Project	3	2	6.	C
<b>6<sup>th</sup> semester total:</b>	<b>32</b>	<b>24</b>		
Bachelor Thesis Defence	3		6.	
Economics and Finance	1		6.	
Management	1		6.	

<b>Course</b>	<b>ECTS Credits</b>	<b>Hours per Week</b>	<b>Recommended Semester</b>	<b>Assessment</b>
<b>State examination total:</b>	<b>5</b>			
<b>TOTAL:</b>	<b>180</b>	<b>136</b>		

## Elective courses<sup>8</sup>

Elective courses are evaluated continuously during teaching period.

*Elective language courses and physical education for the bachelor study programs*

Course	ECTS Credits	Hours per Week	Recommended Semester
Business French	2	2	5.
Business German I, II	2	2	5., 6.
Business Russian I, II	2	2	5., 6.
Business Spanish I, II	2	2	5., 6.
Chinese for the Beginners I, II, III, IV	2	2	1. – 4.
French I, II, III, IV	2	2	1. – 4.
German I, II, III, IV	2	2	1. – 4.
Japanese for the Beginners I, II, III, IV	2	2	1. – 4.
Physical Education I, II, III, IV, V, VI	2	2	1. – 6.
Russian I, II, III, IV	2	2	1. – 4.
Spanish I, II, III, IV	2	2	1. – 4.

## Courses offered in English language<sup>9</sup> on all bachelor degree study programs

Course	ECTS Credits	Recommended semester <sup>10</sup>
Business Communication	3	SS
Business Information Systems	3	FS/SS
Business Law I, II	5	SS, FS
Business Negotiations	3	SS
China in the Globalized World	3	FS
Computer Science	5	FS
Controlling	5	SS
Cybercriminalité pour les managers (F)	3	FS
Databases	5	FS
Development of Entrepreneurial Thinking	3	SS
Differences and Peculiarities of Real World Organisational Systems	3	FS
Economics I, II, III	5	FS, SS, FS
English for Managers I, II, III, IV	2	FS, SS, FS, SS
E-Service Management	3	FS
Ethical and Legal Aspects of Marketing	5	SS
Financial Management in the 3 <sup>rd</sup> Sector	3	SS
Financial Mathematics	5	FS
Gestion de projet (F)	5	SS
Information Design	3	SS
Information Systems and Application Software	5	SS
International Accounting Standards	3	SS
International Economics Relations	5	SS
Introduction to Entrepreneurship	5	FS
Introduction to Financial Management	5	SS
Introduction to Financial Markets and Institutions	3	SS
Introduction to Management I, II	5	FS, SS
Introduction to Personnel Management	5	FS
Labor Law	5	SS
Management of Start-ups and Small Firms	5	FS
Managerial Economics	3	FS

<sup>8</sup> Elective courses in the specific semester open only if the number of prospective students reaches the minimum threshold set by the management of the faculty.

<sup>9</sup> Courses marked with F are taught also in French language.

<sup>10</sup> FS – fall semester.

SS – spring semester.

<b>Course</b>	<b>ECTS Credits</b>	<b>Recommended semester<sup>10</sup></b>
Managerial Ethics	3	SS
Marketing	5	FS/SS
Mathematics I, II	5	FS, SS
Modern Marketing – New Trends	3	FS
Money and Banking	3	FS
Operations Management and Logistics	5	SS
Organisational Cultures	3	FS
Personnel Management – Special Topics	3	SS
Principles of Financial Accounting I, II	5	SS, FS
Project Management	5	SS
Programming Using Wolfram Mathematica I, II	3	FS, SS
Research Methods	3	FS
Statistical Methods	5	SS
Statistics	5	FS
Systèmes informatiques et logiciel appliqué (F)	5	SS

### **Bachelor degree graduation**

The main condition to graduate and to obtain the bachelor degree is to pass the state examination. Only students who submitted the bachelor thesis for the defence and successfully completed all the compulsory courses and mandatory selective courses can apply for the state examination. The bachelor thesis defence is the main part of the state examination. At FM CU the examination from the **Management** and from **Economics and Finance** is also part of the state exams at bachelor level.

### **Bachelor thesis**

Topics for the bachelor thesis are presented by the departments to students at the end of the 4<sup>th</sup> semester. The student chooses the topic of bachelor thesis from the official list of topics for the bachelor theses before the matriculation to the 3<sup>rd</sup> year. The attendance on the *Bachelor Thesis Preparing Seminar* and the *Bachelor Thesis Project* are mandatory for all students without exceptions. The bachelor thesis must be submitted for the defence before the deadline stated by the academic calendar at the particular department (the department is specified in the thesis assignment). The evaluation of the *Bachelor Thesis Project* is recorded by the supervisor of the bachelor thesis or alternatively by the head of the department after submitting the bachelor thesis for defence. Based on the evaluation of the *Bachelor Thesis Project* the student earns the credits.

The state examination is organized in written and oral form and the student must perform it in front of a committee appointed by the dean.

## MASTER DEGREE PROGRAM

### Study program Management in the field Management

Accredited language of teaching: Slovak language

Course	ECTS Credits	Hours per Week	Recommended Semester	Assessment
Financial Accounting	6	4	1.	C, E
Financial Management	6	4	1.	C, E
Marketing Management	6	4	1.	C, E
Organizational Behavior	6	4	1.	C, E
Managerial Statistics <sup>11</sup>	3	2	1.	C, E
<b>1<sup>st</sup> semester total:</b>	<b>24-27</b>	<b>16-18</b>		
Managerial Decision Making	6	4	2.	C, E
Management Information Systems	6	4	2.	C, E
Economic Processes Modeling	6	4	2.	C, E
Managerial Accounting	3	2	2.	C, E
Diploma Seminar I	1	1	2.	C
<b>2<sup>nd</sup> semester total:</b>	<b>22</b>	<b>15</b>		
Project Management	6	4	3.	C, E
Strategic Management	6	4	3.	C, E
Business Ethics	3	2	3.	C, E
Diploma Seminar II	3	2	3.	C
<b>3<sup>rd</sup> semester total:</b>	<b>18</b>	<b>12</b>		
Practice (Minimum 9 Weeks)	6		4.	C
Diploma Project	3	2	4.	C
<b>4<sup>th</sup> semester total:</b>	<b>9</b>	<b>2</b>		
Master Thesis Defence	4		4.	
Management, Theories, Methods, Applications	1		4.	
<b>State examination total:</b>	<b>5</b>			
<b>COMMON BASE TOTAL:</b>	<b>78-81</b>	<b>45-47</b>		
<b>Compulsory elective courses in the particular blocks</b>				
<b>Finance</b>				
Financial Markets and Institutions	3	2	1.	C, E
Corporate Valuation	3	2	1.	C
International Finance	6	4	2./4.	C, E
Investment Analysis	6	4	3.	C, E
Portfolio Management and Collective Investment	3	2	3.	C
<b>Block total:</b>	<b>21</b>	<b>14</b>		
<b>Marketing</b>				
Strategic Marketing	6	4	1./2.	C, E
Marketing Applications	3	2	2./3.	C
Marketing Research	6	4	2./4.	C, E
International Marketing	6	4	3.	C, E
Communication in Management	3	2	3.	C
<b>Block total:</b>	<b>24</b>	<b>16</b>		
<b>Personnel Management</b>				
Management in Global Environment	3	2	1.	C, E
Business Ethics for Personnel Management	3	2	1.	E
International Human Resource Management	6	4	2./3.	C, E
Organization Cultures (European Features)	6	4	2./3.	C, E
Compensation Systems	6	4	3.	C, E
Communication in Management	3	2	3.	C
<b>Block total:</b>	<b>27</b>	<b>18</b>		
<b>Strategic Management</b>				

<sup>11</sup> Compulsory course for the students who did not complete courses *Statistics* and *Statistical Methods* (or two semestres with comparable syllabus) on the bachelor degree program

Course	ECTS Credits	Hours per Week	Recommended Semester	Assessment
Strategic Thinking and Strategy	6	4	1.	C, E
Process Management	6	4	2./4.	C, E
Strategic Analysis	6	4	3.	C, E
Strategic Controlling	3	4	3.	C
Strategic Management of Financial Institutions	3	4	3.	C
<b>Block total:</b>	<b>24</b>	<b>20</b>		
<b><i>Entrepreneurship</i></b>				
Intellectual Capital and Innovations in the Dynamic Business	6	4	1.	C, E
New Venture Strategy and Financing	6	4	2./4.	C, E
Value Based Management and Entrepreneurial Risks in SMEs	6	4	3.	C, E
Intrapreneurship	3	2	3.	C
Innovation Management	3	2	3.	C
<b>Block total:</b>	<b>24</b>	<b>16</b>		
<b><i>Managerial Informatics</i></b>				
E-business and E-marketing	6	4	1.	C, E
Security Management	3	2	1./3.	E
Business Intelligence	3	2	2.	C
Cloud Computing	6	4	2.	C, E
Computer Networks Management	3	2	2./4.	C
MIS – Special Topics	3	2	3.	C
<b>Block total:</b>	<b>24</b>	<b>16</b>		
<b><i>ICT Project Management</i></b>				
Business Processes and Software Engineering	6	4	1.	C, E
Management of Software Projects	3	2	2.	C
Knowledge Management	3	2	2./4.	C
Business Analytics and Decision Making	6	4	3.	C, E
Strategy of Organization in CIT	6	4	3.	C, E
<b>Block total:</b>	<b>24</b>	<b>16</b>		
<b><i>General Management</i><sup>12</sup></b>				
Investment Analysis	6	4	1.	C, E
E-business and E-marketing	6	4	2./3.	C, E
International Human Resource Management	6	4	2./3.	C, E
International Marketing	6	4	3.	C, E
<b>Block total:</b>	<b>24</b>	<b>16</b>		

<sup>12</sup> The block of the compulsory elective courses *General Management* is appointed for the part-time students who were admitted to the study after the 30<sup>th</sup> August 2016.



## Study program International Management in the field Management

Accredited language of teaching: Slovak language

Course	ECTS Credits	Hours per Week	Recommended Semester	Assessment
Financial Accounting	6	4	1.	C, E
Financial Management	6	4	1.	C, E
Marketing Management	6	4	1.	C, E
Organizational Behavior	6	4	1.	C, E
European Economic Integration	3	2	1.	C
<b>1<sup>st</sup> semester total:</b>	<b>27</b>	<b>18</b>		
Managerial Decision Making	6	4	2.	C, E
Management Information Systems	6	4	2.	C, E
International Management	6	4	2.	C
Internal Market and Economic Policy of European Union	6	4	2.	C, E
Managerial Accounting	3	2	2.	C, E
Diploma Seminar I	1	1	2.	C
<b>2<sup>nd</sup> semester total:</b>	<b>28</b>	<b>19</b>		
International Finance	6	4	3.	C, E
International Marketing	6	4	3.	C, E
Regional and Economic Policy of European Union	6	4	3.	C, E
Strategic Management	6	4	3.	C, E
Management of Projects and Programs of European Union	3	2	3.	C, E
Diploma Seminar II	3	2	3.	C
<b>3<sup>rd</sup> semester total:</b>	<b>30</b>	<b>20</b>		
Practice (Minimum 9 Weeks)	6		4.	C
Diploma Project	3	2	4.	C
<b>4<sup>th</sup> semester total:</b>	<b>9</b>	<b>2</b>		
Master Thesis Defence	4		4.	
Management, Theories, Methods, Applications	1		4.	
<b>State examination total:</b>	<b>5</b>			
<b>TOTAL:</b>	<b>99</b>	<b>59</b>		

## Study program Management in the field Management

Accredited language of teaching: English language

Course	ECTS Credits	Hours per Week	Recommended Semester	Assessment
E-Business and E-Marketing	6	4	1.	C, E
Financial Accounting	6	4	1.	C, E
Financial Management	6	4	1.	C, E
Marketing Management	6	4	1.	C, E
Organizational Behavior	6	4	1.	C, E
Strategic Thinking and Strategy	6	4	1.	C, E
<b>1<sup>st</sup> semester total:</b>	<b>36</b>	<b>24</b>		
Managerial Decision Making	6	4	2.	C, E
Management Information Systems	6	4	2.	C, E
Marketing Research	6	4	2.	C, E
International Human Resource Management	6	4	2.	C, E
Economic Processes Modeling	6	4	2.	C, E
Managerial Accounting	3	2	2.	C, E
Diploma Seminar I	1	2	2.	C
<b>2<sup>nd</sup> semester total:</b>	<b>34</b>	<b>24</b>		
Project Management – Managerial Approach	6	4	3.	C, E
International Marketing	6	4	3.	C, E
Investment Analysis	6	4	3.	C, E
Strategic Management	6	4	3.	C, E
Business Ethics	3	2	3.	C, E
Diploma Seminar II	3	2	3.	C
<b>3<sup>rd</sup> semester total:</b>	<b>30</b>	<b>20</b>		
Practice (Minimum 9 Weeks)	6		4.	C
Diploma Project	3	2	4.	C
<b>4<sup>th</sup> semester total:</b>	<b>9</b>	<b>2</b>		
Master Thesis Defence	4		4.	
Management, Theories, Methods, Applications	1		4.	
<b>State examination total:</b>	<b>5</b>			
<b>TOTAL:</b>	<b>114</b>	<b>70</b>		

## Elective courses<sup>13</sup>

Elective courses are evaluated continuously during teaching period.

### Courses offered in English language on all master degree study programs

Course	ECTS Credits	Recommended semester <sup>14</sup>
Advanced Corporate Finance	3	SS
Business Analytics, Decision Making	6	FS
Business Ethics	3	FS
China in the Globalized World	3	FS
Cloud Computing	6	FS
Corporate Valuation I, II	3	FS, SS
Data Science and Big Data Analytics	3	SS
E-Business and E-Marketing	6	FS/SS
E-Business and E-Services	6	SS
Economy Processes Modelling	6	SS
European Integration	6	FS/SS
European Law	3	FS
Financial Accounting	6	FS
Financial Management	6	FS
Financial Markets and Institutions	3	FS
Innovation Management	3	FS
International Marketing	6	FS/SS
International Public Policy	3	SS
Investment Analysis	6	FS
Leadership	3	SS
Management Information Systems	6	FS/SS
Managerial Accounting	3	SS
Managerial Decision-Making	6	SS
Marketing Analytics	3	FS/SS
Marketing Applications	3	FS/SS
Marketing Management	6	FS
Marketing Research	6	FS/SS
Monetary Economics	3	FS
Monetary Policy	3	SS
New Venture Strategy and Financing	6	SS
Organisational Cultures – European Features	6	SS
Organization Behavior	6	FS
Practical Financial Markets I, II	6	FS, SS
Project Management – A Managerial Approach	6	FS
Research Methods in IT	3	FS
Risk Management I	3	FS
Skills for Success – From University to Workplace	3	FS/SS
Solving Business Problems with Wolfram Mathematica I, II	3	FS, SS
Strategic Management	6	FS
Sustainable Energy Economics	3	FS
Taxation	3	SS
Value Based Management and Entrepreneurial Risks at SME's	6	FS
Writing Scientific Papers	3	SS

<sup>13</sup> Elective courses in the specific semester open only if the number of prospective students reaches the minimum threshold set by the management of the faculty.

<sup>14</sup> FS – fall semester.

SS – spring semester.

### **Master degree graduation**

The main condition to graduate and to obtain the master degree is to pass the state examination. Only students who submitted the master thesis and successfully completed all the compulsory courses and mandatory selective courses can apply for the state examination. The master thesis defence is part of the state examination. At FM CU also the examination from **Management, Theories, Methods, Applications** is part of state exam at master level.

### **Master thesis**

The student of the 1<sup>st</sup> year of master degree must choose one block of compulsory selective courses before the matriculation to the 1<sup>st</sup> year of master degree (or alternatively during the preliminary matriculation after performing the state examination of bachelor degree). The topic of the master thesis must be chosen from the official list of topics for masters theses not later than the 30<sup>th</sup> October. The students are informed about the form of the registration of the topics of the master thesis at the beginning of the semester during matriculation. The diploma seminar is managed by the supervisor of the diploma seminar appointed by the head of the department. The attendance at the diploma seminar is mandatory for all students without exceptions. The master thesis must be submitted for the defence before the deadline stated by the academic calendar at the particular department defined by the assignment.

The evaluation of the *Diploma Seminar I* is recorded by the supervisor of the diploma seminar determined by the head of the department or by the thesis tutor, depending on the decision of the head of the department. Based on the evaluation of the diploma seminars the student earns credits.

### **Practice (Diploma)**

The evaluation of the practice (diploma) which is of minimum length 9 weeks, after it is ended, is performed by the head of the department. The conditions to receive a positive evaluation for the diploma practice are stated by the head of the department. The practice can be completed at any time during the 1<sup>st</sup> and 2<sup>nd</sup> year of master degree study prior to the deadline stated in the academic calendar. Based on the evaluation achieved for the completed practice the student earns the credits.

The state examination is organized both in written and oral form and the student must pass it in front of a committee appointed by the dean.

## RIGOROUS EXAMINATION PROCEDURE

Rigorous examination procedure is based on and on the direction of the Rector of CU No. 13/2013. the Higher Education Act No. 131/2002 of the Law Code as amended by the Act of the National Council of the Slovak Republic

After successful passing of the rigorous examination procedure, the applicant is awarded the title PhDr. (Doctor of Philosophy).

The applicants are the graduates from universities in the field of management or in the similar field. The foreign applicants should have the recognition document from Comenius University in Bratislava.

Rigorous examination consists of two parts: thesis presentation and oral examination, both on the same day.

Courses of oral examination: a student selects at least 2 courses.

1. **Management – Current trends in Development of Theory and Practice**
2. **Human Resources Management**
3. **Organizational Behavior**
4. **Marketing Management**
5. **Financial Management**
6. **Management of Information Systems**
7. **Strategic Management**

Other provisions and the fees for this procedure are appointed in the contract.

Detailed information on the rigorous examination procedure can be obtained at the Study Department for Slovak students and at the Department of International Relations for foreign applicants.

Study Department:

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## PHD STUDY

PhD study is the highest level of university study. It is offered to obtain profound theoretical knowledge and practical skills necessary for independent scientific research, creative development and implementation. A PhD is a globally recognized postgraduate academic degree awarded by universities to a candidate who has submitted a thesis or dissertation, based on extensive and original research in their chosen field.

PhD study is organized by the Faculty of Management in agreement with § 54 of the Higher Education Act No. 131/2002 of the Law Code as amended by the Act of the National Council of the Slovak Republic.

PhD study at the Faculty of Management, Comenius University in Bratislava (full-time study lasts 3 years and part-time study lasts 4 years) is offered in two study programs:

- Management in the field Management,
- Business Management in the field Business Management (for students at full-time study who started to study in the academic year 2017/2018 and for students at part-time study).

PhD program consists of two basic mutually interconnected parts: a study program and a research program.

By completion of the study program the student obtains knowledge and overview to be able to do scientific research in the chosen field of management and skills necessary to solve contemporary business problems, contribute to the development of the theory and apply the acquired knowledge to real – world problems. Research program consists of an assignment to solve a given problem that can be a part of a research project.

Students study according to the study program, they study individually under the supervision of the assigned supervisor and do research usually in research teams and on research projects according to the research program led by the supervising professor.

The scientific part of PhD study consists of individual scientific research of a doctoral student, directly related to the dissertation topic. The scientific part of a PhD study guarantees the supervisor. In the course of the study, students become familiar with the general methodology of scientific research, learn the specific methods and research techniques suitable for the research in management/business management, learn to formulate scientific goals of research and carry out their own research, they formulate and can interpret their own results of scientific research and finds its possible practical application. The key activity in this part is the creative work in science, scientific research and scientific publications.

1. PhD study at FM CU requires a minimum one publication of the type A or two publications of the type B as a condition for a successful defense of the thesis.
2. The PhD student in publications of the type A and B is obliged to indicate the affiliation to Faculty of Management Comenius University and to give as an coauthor the supervisor or other full-time academic staff of FM CU (if they participate on the research project), due to requirements of the accreditation committee.

The main forms of the evaluation of the study and research done by a PhD student are:

- annual evaluation of the study and research done by a PhD student,
- dissertation examination,
- dissertation thesis defence.

Full-time PhD students apply for the dissertation exam at least 18 months and part-time students at least 24 months after the beginning of the study.

Full-time PhD student should earn at least 45 credits per academic year, the standard is 60 credits per year; part-time student should yearn at least 30 credits per year, the standard is 45 credits. PhD student is allowed to apply for dissertation examination only after earning 90 credits. Dissertation exam has a written and an oral parts.

The student must accumulate minimum 150 credits before submitting the thesis for defence. Before the submission of the final version of the thesis for the defence the student must pass preliminary defence of the thesis on the seminar organized by the department of FM CU responsible for the field of research the thesis deals with. If the student is not able to finish the thesis in regular study time, then he/she has the possibility to submit the thesis upto maximum 6 years after completing dissertation exam. The dissertation thesis must contain an abstract in Slovak and English language and if the dissertation is written in English (or other foreign language) it must contain a summary in Slovak language. The summary should be 10 to 16 pages long (cca 10 per cent of the length of the original thesis). Formal requirements and the recommended structure of the thesis are defined in the Internal Regulation No. 12/2013 of Comenius University in Bratislava. The recommended length of the dissertation thesis is approximately 100 – 105 pages (180 000 – 190 000 characters). The standard recommended structure is the following: introduction, then a chapter on an overview of the present state of the research in the given research field based on deep analyses of the contemporary literature sources and/or own research in a mentioned field (documented in the thesis by a sufficiently long and up-to-date list of literary sources, preferably from scientific journals indexed in Web of Science or Scopus), after this chapter the dissertation should contain a chapter, where the goal and sub-goals of the thesis are discussed. It usually contains the methodology of the research – maybe hypotheses, or research questions and how to attain the results. But the methodology can be discussed in an independent chapter, too. Then follows the chapters with the research and results of the research and then compulsory chapter discussion of the results and finally the conclusions. At the end of the thesis is the bibliography. The recommended form for the literature and citations is the Standard ISO 690:2010 (E). After the bibliography there may be appendices of the dissertation (the appendices and everything included after the bibliography is not counted into the overall number of pages of the dissertation thesis) and at the end there must be a resume in Slovak language and, there can be also some not obligatory parts like the short CV of the author and the list of the publications of the author of dissertation thesis. The dissertation is preceded by the title page, formal assignment and approval, abstract in Slovak language, abstract in English language, preface, content, list of tables, graphs, illustrations and a list of abbreviations.

Dissertation thesis defence is open to the public. The defence of the thesis is performed in front of the committee for dissertation exams of the Faculty of Management Comenius University in Bratislava. The result of the defence is decided on the closed session of the committee on the basis of secret voting.

## General requirements in PhD studies in both study programs for full-time and part-time students

The structure of the curriculum for the third degree of study according to § 54 of the Higher Education Act No. 131/2002 of the Law Code as amended by the Act of the National Council of the Slovak Republic, PhD study consists of the study component and of a scientific component:

A. Study component.

Number of subjects: six subjects – 8 credits for each successfully passed examination, except the subject *Research Methodology and Writing Articles* for which the student will be awarded 8 credits only if for publications produced under this mandatory seminar student receives at least 8 credits.

B. Scientific section.

Creative activities in the scientific research and development and creative activities tied to the project of the thesis and dissertation thesis: the student is required to earn a minimum of 100 credits (see below *The allocation of credits for creative work in science*).

Creative activities tied to the project of the thesis and dissertation thesis. Dissertation project: 10 credits, dissertation thesis: 30 credits.

Creative activities in the fields of science, scientific research and publication activities.

Credits can be obtained also for teaching activities. For teaching activities at a university student can receive 10 credits per semester.

### The allocation of credits for creative work in science

Publications:

- The publication in journal indexed in Web of Science or Scopus and  $HI \geq 10$  or  $IF \geq 0,7$   $IF_M$ . Generally output in category of the attribute A: **50 credits**.
- Publications in foreign journal indexed in Web of Science, and/or Scopus **40 credits**.
- Publications in foreign proceedings indexed in citation databases Web of Science, and/or Scopus **35 credits**.
- Publication in domestic journal indexed in a citation databases Web of Science, and/or Scopus **35 credits**.
- Publication in domestic proceedings indexed in citation databases Web of Science, and/or Scopus **30 credits**.
- Publications in foreign peer-reviewed and indexed journal in other databases (Google Scholar, EBSCO, DOAJ, zbMATH, ...): **25 credits**.
- Publication in peer-reviewed and indexed foreign proceedings in other citation databases (Google Scholar, EBSCO, DOAJ, zbMATH, ...): **20 credits**.
- Publications in peer-reviewed Scientific Journals: **10 credits**.
- Publications in non-scientific reviewed journals, or reviewed proceedings: **5 credits**.

Active participation at scientific conferences, seminars, meetings:

- Presentation at scientific events abroad or in the Slovak Republic published in reviewed proceedings (based on evidence): + **5 credits** added to the number of credits for publication.
- Presentation at scientific events for young researchers and PhD students published in proceedings (based on evidence) + **3 credits** to the number of credits for publication.

Authorship/co-authorship of textbooks:

- More than one author chapter (20 pages): **10 credits**.
- Fewer than one chapter: **5 credits**.

Credits for active participation in solving research projects:



- Member of the research team within APVV or international research project: **10 credits** (for each project).
- Member of the research team under the grant for young researchers and internal grant the CU, or KEGA or VEGA: **5 credits** (for each project).

Citations and References:

- Citations – SCI, SSCI, SPCI-S, Scopus: **5 credits**.
- Citations from abroad: **3 credits**.
- Citation in Slovakia: **1 credit**.

Other activities related to scientific activity:

- Member of the program committee or member of the organizing committee of the conference or the conference track, editing and processing of papers, or proceedings of the scientific conference (co-editor): **5 credits**.

### **Admission**

Completed PhD application forms and required documents must be sent to the:

Faculty of Management,  
Department of International Relations,  
Odbojárov 10,  
P. O. BOX 95  
820 05 Bratislava 25  
Slovak Republic

Topics of dissertation thesis are available on the web site [www.fm.uniba.sk](http://www.fm.uniba.sk) and on the information panel of the Department of Postgraduate Study. Each applicant should pass the admission interview.

### **Required documents for applicants**

- Completed university education (minimum master degree).
- Active knowledge of English.
- Application for PhD study.
- CV.
- Authenticated evidence of qualifications (diplomas, certificate of state examination).
- In case the certificate of state examination and diploma is not yet available, applicant must provide a certificate issued by the study department stating the end of university studies.
- A list of publications (if published).
- Confirmation of participation (certificate of attendance) in student research activities (if attended).
- Other documents of education (language skills, certificates, recommendations).
- PhD research proposal (cca 5 pages):
  - outlines your proposed research topics in the context of previous work,
  - highlights your awareness of current debates within the field,
  - demonstrates a suitable level of analysis,
  - identifies relevant gaps in current knowledge,
  - suggests a relevant research hypothesis to fill some of these gaps,
  - explains your intended research methodology in sufficient detail,
  - discusses the implications to real-world policy that PhD your proposal may invite.

## Study program Management in the field Management

Course	ECTS Credits	Hours per Semester	Recommended	
			Year	Semester
<b>Compulsory courses</b>				
Economics I, II	8	32	1.	1., 2.
Research Methodology and Writing Articles I, II	8	32	1.	1., 2.
Management	8	32	1./2.	1./3.
Statistics	8	32	1./2.	2./4.
<b>Compulsory elective courses</b> <sup>15</sup>				
Analysis of Credit Risks of Financial Portfolios	8	32	2./3.	3./4./5.
Communication Techniques in Marketing	8	32	2./3.	3./4./5.
Data Modeling in Management	8	32	2./3.	3./4./5.
Entrepreneurship and Management SMEs	8	32	2./3.	3./4./5.
Financial Accounting	8	32	2./3.	3./4./5.
Financial Investments	8	32	2./3.	3./4./5.
Human Resources Management	8	32	2./3.	3./4./5.
International Human Resources Management	8	32	2./3.	3./4./5.
Knowledge Management	8	32	2./3.	3./4./5.
Logistics	8	32	2./3.	3./4./5.
Managerial Ethics	8	32	2./3.	3./4./5.
Managerial Information Systems	8	32	2./3.	3./4./5.
Marketing	8	32	2./3.	3./4./5.
Market Research	8	32	2./3.	3./4./5.
Market Risk Analysis of Financial Portfolios	8	32	2./3.	3./4./5.
Operations Management	8	32	2./3.	3./4./5.
Partnership Management	8	32	2./3.	3./4./5.
Predictive Analytics and Operations Research	8	32	2./3.	3./4./5.
Presentation Skills	8	32	1./2.	2./4.
Project Management	8	32	2./3.	3./4./5.
Strategic Information Systems	8	32	2./3.	3./4./5.
Strategic Management	8	32	2./3.	3./4./5.
Tax Systems	8	32	2./3.	3./4./5.
<b>State examination</b>				
Dissertation Examination	10		2./3.	3./4./5.
Dissertation Thesis Defence	30		3./4.	6./8.

### Dissertation examination courses:

1. Economics
2. Management
3. Statistics
4. compulsory elective course
5. compulsory elective course

<sup>15</sup> Student has to choose two compulsory elective courses for the dissertation examination.

## Study program Business Management in the field Business Management

Course	ECTS Credits	Hours per Semester	Recommended Year	Recommended Semester
<b>Compulsory courses</b>				
Economics I, II	8	32	1.	1., 2.
Research Methodology and Writing Articles I, II	8	32	1.	1., 2.
Management	8	32	1./2.	1./3.
Trends in the Management Development	8	32	1./2.	2./4.
<b>Compulsory elective courses</b> <sup>16</sup>				
Communication Techniques in Marketing	8	32	2./3.	3./4./5.
Compensation and Employee Motivation	8	32	2./3.	3./4./5.
Entrepreneurship and Management SMEs	8	32	2./3.	3./4./5.
Enterprise Information Systems	8	32	2./3.	3./4./5.
Financial Accounting	8	32	2./3.	3./4./5.
Financial Investments	8	32	2./3.	3./4./5.
Human Resources Management	8	32	2./3.	3./4./5.
Innovation Management	8	32	2./3.	3./4./5.
International Human Resources Management	8	32	2./3.	3./4./5.
Knowledge Management	8	32	2./3.	3./4./5.
Logistics	8	32	2./3.	3./4./5.
Managerial Ethics	8	32	2./3.	3./4./5.
Marketing Management	8	32	2./3.	3./4./5.
Market Research	8	32	2./3.	3./4./5.
Operations Management	8	32	2./3.	3./4./5.
Partnership Management	8	32	2./3.	3./4./5.
Presentation Skills	8	32	1./2.	2./4.
Process Management	8	32	2./3.	3./4./5.
Project Management	8	32	2./3.	3./4./5.
Regulation, Competition and Corruption	8	32	2./3.	3./4./5.
Small and Medium Entrepreneurship	8	32	2./3.	3./4./5.
Strategic Information Systems	8	32	2./3.	3./4./5.
Strategic Management	8	32	2./3.	3./4./5.
Tax Systems	8	32	2./3.	3./4./5.
<b>State examination</b>				
Dissertation Examination	10		2./3.	3./4./5.
Dissertation Thesis Defence	30		3./4.	6./8.

### Dissertation examination courses:


1. Economics
2. Management
3. Trends in Management Development
4. compulsory elective course
5. compulsory elective course

<sup>16</sup> Student has to choose two compulsory elective courses for the dissertation examination.

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Department of Marketing	+421 2 50 117 428	218
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Part-Time Study Department	+421 2 50 117 432, 433	216
Department of International Relations	+421 2 50 117 478	336
Department of Postgraduate Study	+421 2 50 117 480	428
Department of Budget and Fiscal Planning	+421 2 50 117 512	432
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**Comenius University in Bratislava**  
**Faculty of Management**

**STUDY GUIDE**

**Academic year 2018/2019**

**Comenius University in Bratislava**

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**ISBN 978-80-223-4541-5**