

# Admission criteria for bachelor's studies in English language, beginning in the academic year 2022/2023 at the Faculty of Management, Comenius University in Bratislava

## General information and basic conditions for admission to study

Last day of submission of the application in the first round of applications for full-time bachelor's study in English for Slovak citizens:	31.3.2022
Last day of submission of the application in the first round of applications for full-time bachelor's study in English for applicants from abroad:	31.3.2022
Last day of submission of the application in the second round of applications for full-time bachelor's study in English for Slovak citizens:	31.5.2022
Last day of submission of the application in the second round of applications for full-time bachelor's study in English for applicants from abroad:	31.5.2022
Date of the entrance exam for full-time bachelor's study in English in the form of a videoconference call:	May, June 2022
Fee for the admission procedure:	80 EUR
Bank connection:	State Treasury
Account:	7000149544/8180
Variable symbol:	0001
Constant symbol:	0308
IBAN - entrance exams	SK63 8180 0000 0070 0014 9544
SWIFT/BIC	SPSRSKBAXXX

# Admission criteria for applicants - citizens of the Slovak Republic for full-time bachelor's study in English at the Faculty of Management, Comenius University in Bratislava

*Criteria for admission of applicants to FM CU in Bratislava are developed in accordance with Act no. 131/2002 Coll. on higher education institutions as amended and the rules of the admission procedure at the Comenius University in Bratislava*

1. The last day for submitting applications for full-time bachelor's study at the Faculty of Management, Comenius University for the academic year 2022/2023 is the day specified in the table General information and basic conditions of admission to study on the title page of these criteria.
2. Applicants for studies at the Faculty of Management, Comenius University in Bratislava will be able to use the portal of the Electronic Application of Comenius University or the faculty electronic application. The application must be submitted by the specified deadline on the prescribed form and must be signed by the applicant. It is not necessary to print the faculty electronic application, only the necessary attachments are sent, which the system will state in the final instructions after the submission of the application.
3. The application must be accompanied by proof of payment of the fee for the admission procedure. The amount of the fee and information to be paid are listed in the table General information and basic conditions for admission to study on the title page of these criteria.
4. Applicants for a study program taught in English must submit a separate application for this study program.

The following study program is opened in English for the academic year 2020-2021:

- Management (in English language) – abbreviation Am.
5. An applicant with special needs who requires appropriate adaptations and support services during the entrance examination shall send, together with the study application, a request to adapt the form of the entrance examination<sup>1</sup> with a specification of the required adaptations and support services, accompanied by the relevant professional documentation.<sup>2</sup> An integral part of the application for the study of an applicant with special needs is the consent of the data subject to the processing of personal data specified in the application.<sup>3</sup>
  6. The invitation to the entrance exams will be sent by the faculty to the candidate no later than 28 days before the date of the exam.
  7. The entrance exam for the study program taught in English (Management - Am) is oral and consists of an exam in English and a motivational interview. It will be performed by means of a videoconference call in front of the commission (which is considered to be the subject of the entrance examination), within the deadlines announced after the end of the round of applications for the study program Management taught in English. The maximum possible sum of points that can be obtained at the entrance exam is 100, while the point evaluation is the average of the point evaluations of the members of the

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<sup>1</sup>Annex no. 4 of internal regulation no. 23/2014 Guidelines of the Rector of Comenius University to ensure generally accessible academic environment for students with special needs.

<sup>2</sup>Art. 8 sec. 5 of internal regulation no. 23/2014 Guidelines of the Rector of Charles University to ensure a generally accessible academic environment for students with special needs.

<sup>3</sup> § 58 sec. 5 the second sentence of the Higher Education Act.

commission, in the structure English language and motivational interview in English language.

8. Applicants who studied at a secondary school in Slovakia or the Czech Republic and who have successfully passed the graduation examination in mathematics obtain 30 points to the achieved number of points from the examination in mathematics.
9. Without the obligation to take the entrance examination, those applicants for study in study programs accredited and offered by the faculty who:
  - a) in the current school year, resp. in the previous school year, they passed the external part of the matriculation examination in mathematics at a secondary school in Slovakia and reached the percentile of at least 50 and at the same time they passed the external part of the English language matriculation examination and reached the percentile of at least 60. level B2 (e.g. Cambridge First Certificate, TOEFL 87-109);
  - b) prove the average of marks for the whole study in secondary school from mathematics and English up to 1.5 from year-end certificates, in the last year from half-year certificates (at eight-year grammar schools only for the last 4 years), if they studied each of these subjects for at least 3 years at a Slovak or Czech secondary school;
  - c) have been at least once in the last three years successful solvers of the regional round or participants in the national round of the Secondary School Olympiad (organized at the national level), with applicants studying at a Slovak or Czech secondary school.
10. Faculty plans to accept 70 applicants for study programme Management in English language.
11. Applicants who are placed in the order given by the number of applicants whom the faculty plans to admit to study will receive a proposal for admission.
12. First, according to the number of points obtained, those candidates who have obtained at least 40 points from the subject of the entrance examination will be placed in the order.

Subsequently, the candidates will be ranked according to the results of the external part of the graduation examination in mathematics expressed by a percentile when the other conditions according to point 9 a) are met.

Subsequently, applicants will be ranked according to the average from secondary school if the other conditions according to point 9 b) are met.

Subsequently, the candidates with the results of the secondary school Olympiads according to point 9 c) will be ranked.

In the event that the number of candidates in this order is lower than the approved number of accepted candidates, other candidates with a written exam according to the sum of the obtained points will be included in the following rankings.
13. The dean decides on admission to the study program on the proposal of the admissions committee.
14. In the case of a number of applications lower than 1.3 times the planned number accepted in accordance with point 10, the dean may decide to admit candidates without an entrance examination.
15. The decision on the results of the admission procedure will be made in writing within 30 days from the verification of the fulfilment of the conditions for admission to study.

16. An applicant who has been granted a decision not to accept may apply for a review of that decision. The application is submitted to the dean of the faculty within eight days from the date of delivery of the decision on non-admission.
17. An applicant who has received a decision on non-admission to study has the right to inspect the documentation of his / her admission procedure in the presence of persons authorized by the dean on the basis of a written application submitted no later than 8 days after the delivery of the dean's decision.
18. If the person authorized by the dean finds that an error has occurred in determining the final number of points, he / she shall notify the dean of the faculty in writing, who will take it into account when examining the decision not to accept the candidate.

# Admission criteria for applicants from abroad for full-time bachelor's study in English at the Faculty of Management, Comenius University in Bratislava

*Criteria for admission of applicants to FM CU in Bratislava are developed in accordance with Act no. 131/2002 Coll. on higher education institutions as amended and the rules of the admission procedure at the Comenius University in Bratislava*

1. For foreign applicants, the last day for submitting applications for full-time bachelor's studies at the Faculty of Management, Comenius University in Bratislava for the academic year 2022/2023 is 31<sup>st</sup> March 2022.
2. The application must be submitted by the specified deadline on the prescribed form and must be signed by the applicant.
3. The application must be accompanied by proof of payment of the fee for the admission procedure. The fee is 80 Euro.
4. Applicants for a study program taught in English must submit a separate application for this study program.

The following study program is opened in English for the academic year 2020-2021:

- Management (in English language) – abbreviation Am

5. An applicant with special needs who requires appropriate modifications and support services during the entrance examination, together with the application for the study, also sends a request to adapt the form of the entrance examination<sup>4</sup> with a specification of the required modifications and support services, accompanied by the relevant professional documentation.<sup>5</sup> An integral part of the application for the study of an applicant with special needs is the consent of the data subject to the processing of personal data specified in the application.<sup>6</sup>

6. The faculty will send the invitation to the entrance exams to the candidate no later than 14 days before the date of the exam.

8. The entrance exam for the study program taught in English (Management - Am) is oral and consists of an exam in English and a motivational interview. It will be performed by means of a videoconference call in front of the commission (which is considered to be the subject of the entrance examination), within the deadlines announced after the end of the round of applications for the study program Management taught in English. The maximum possible sum of points that can be obtained at the entrance exam is 100, while the point evaluation is the average of the point evaluations of the members of the commission, in the structure English language and motivational interview in English language.

9. Results from high school are not considered in the entrance examination of foreign applicants. However, applicants who have successfully passed the matriculation examination in mathematics receive 30 points in addition to the achieved number of points in the mathematics examination.

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<sup>4</sup> Annex no. 4 of internal regulation no. 23/2014 Guidelines of the Rector of Comenius University to ensure generally accessible academic environment for students with special needs.

<sup>5</sup> Art. 8 sec. 5 of internal regulation no. 23/2014 Guidelines of the Rector of Charles University to ensure a generally accessible academic environment for students with special needs.

<sup>6</sup> § 58 sec. 5 the second sentence of the Higher Education Act.

10. The number of points required for admission for foreign applicants is 30 points.
11. The dean decides on admission to the study program on the proposal of the admissions committee.
12. The decision on the results of the admission procedure will be made in writing within 30 days from the verification of the fulfilment of the conditions for admission to study.
13. An applicant who has been granted a decision not to accept may apply for a review of that decision. The application is submitted to the dean of the faculty within eight days from the date of delivery of the decision on non-admission.
14. An applicant who has received a decision not to be admitted to study has the right, based on a written application submitted no later than 8 days after delivery of the dean's decision, to inspect the documentation of his admission procedure in the presence of persons authorized by the dean.
15. If the person authorized by the dean finds that the candidate's test was incorrectly evaluated or an error occurred in determining the final number of points, he / she shall notify the dean of the faculty in writing, who will take it into account when reviewing the decision not to admit the candidate.
16. Faculty plans to accept 30 applicants from abroad for study programme Management in English language.