

Admission criteria for master'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 master's study in English:	31.5.2022
Last day of submission of the application in the second round of applications for full-time master's study in English:	31.7.2022
Date of the entrance exam for full-time master's study in English in the form of a videoconference call:	June-July, August-September 2021
Fee for the admission procedure – English programme:	80 EUR
Bank connection:	Treasury
Account:	7000149544/8180
Variable symbol:	0001
Constant symbol:	0308
Message for recipient	Name and Surname of Applicant
IBAN - entrance exams	SK63 8180 0000 0070 0014 9544
SWIFT/BIC	SPSRSKBAXXX

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.

Accredited study programs of the 2nd level in English:

Study programme	Type of study	Language of study	Title	Length of study in years	Estimated number of applicants accepted
Management	Full-time	ENG	Mgr.	2	150

1. The basic condition for the admission of an applicant to the study program of the second level of a university, which follows from the provisions of § 56 par. 2 of the Act on Higher Education Institutions, is **the completion of a first-degree study program (completed bachelor's degree, or comprehensive master's or engineering degree)**. An applicant who does not prove the fulfilment of the basic conditions for admission to study at the time of verification of the fulfilment of the conditions for admission may be admitted to study conditionally, provided that **he is obliged to prove the fulfilment of basic conditions for admission to study no later than on the day designated for enrolment**. The right of an applicant who has been admitted conditionally to study expires if he/she does not prove the fulfilment of the basic conditions for admission no later than on the day designated for enrolment.
2. The condition for admission of **foreigners** (including compatriots) to study is to prove the necessary competence in the same way as in the case of citizens of the Slovak Republic, which follows from the provisions of § 56 par. 2 of the Act on Higher Education Institutions, and thus the completion of the study program of the first degree - **a proof of recognition of education** according to Act no. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications and on the amendment of certain acts as amended by Act no. 276/2017 Coll. and Act no. 359/2019 Coll. and Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended.

Additional conditions for admission to the study and admission system of applicants

3. The application is **submitted electronically** but must be delivered to the faculty address **in printed form together with the mandatory attachments by the specified dates** on the prescribed form, and **must be signed by the applicant** (the date of dispatch is decisive). It is possible to use the electronic application of the AIS system or the portal of the Electronic Application of Comenius University (<https://e-prihlaska.uniba.sk/>) or the faculty electronic application.
4. The application includes verified documents confirming the completion of a bachelor's (or comprehensive master's or engineering) study - evidenced by an officially certified diploma of obtaining the title of bachelor's (or master's, engineer) and a supplement to the diploma or a statement of all exams taken at the university, verified by the study department of the relevant faculty or university. Another mandatory attachment is a CV in English and a cover letter in English.
5. If the applicant has not yet been awarded a diploma for previous university studies, a certified copy thereof (as well as state examination certificates and a supplement to the diploma or a list of all examinations passed at a university verified by the study department of the relevant faculty or university) or a certificate of completion issued to be delivered additionally to the application by the study department of the faculty, no later than 31.8.2022.
6. In the case of graduates from foreign universities, a decision on the recognition of diplomas is required, which must be delivered no later than 31.08.2022.
7. 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 with a specification of the required adaptations and support services, accompanied by the relevant professional documentation. 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.
8. 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.
9. **The entrance exam** for the study program taught in English (Management - AMN) is **oral and consists of an exam from an interview in English** about the information from the presented documents and the motivation letter. 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 deadline for submission 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 score is the average of the points of the members of the commission, in the structure English language and motivational interview in English language.
10. Applicants who provide one of the certificates of English language level at least B2 (eg. CAMBRIDGE, IELTS, TOEFL, TOEIC) obtain 30 points for the achieved number of points from the subject of the entrance exam.

11. Graduates of the bachelor's degree at the Faculty of Management, Comenius University will be admitted without an entrance examination, then according to the order of success compiled according to the number of points obtained for admission, applicants who are placed in the order given by the number of applicants whom the faculty plans to admit to study, increased by a reasonable reserve of 1/3, will be admitted.
12. The dean decides on admission to the study program on the proposal of the admissions committee. All decisions on the result of the admission procedure will be made and sent within the time limit according to the provisions of § 58 par. 7 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts as Amended (hereinafter referred to as the "Higher Education Institutions Act").
13. An applicant who has received a decision on non-admission to study has the right to review the decision on non-admission on the basis of § 58 par. 8 of the Act on Higher Education Institutions or inspect the documentation of their admission procedure in the presence of persons authorized by the dean.
14. 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.
15. Completion of bachelor's (resp. Comprehensive university - Mgr., Ing.) study must be evidenced by an officially certified diploma of obtaining the title of bachelor (resp. Master, engineer) and a supplement to the diploma or extracts of all examinations passed at the university faculty or university. In the case of study abroad, evidenced by proof of recognition of education.
16. Tuition fees for the academic year 2022/2023 are € 2,490 for 2 semesters with a guarantee of no tuition increases during the next 2 years of student study. The fee must be paid by a one-time bank transfer to the bank account of the faculty no later than August 20, 2022. On the day of enrolment, a document confirming the payment of tuition fees must be submitted to the study department of the Faculty of Management. If a student does not submit proof of tuition fees, he / she will not be enrolled in the relevant academic year.

Mandatory annexes to the application for applicants - citizens of the Slovak Republic

- a certified copy of the bachelor's (master's, engineering) diploma, the state examination certificate and the diploma supplement, or if the diploma has not yet been issued a certificate of completion issued by the study department of the faculty
- CV in English
- cover letter in English
- proof of payment of the fee for the admission procedure
- In the case of graduates from foreign universities
 - an apostilled certified copy of a bachelor's (master's, engineering) diploma, a state examination certificate and a diploma supplement, or if the applicant has not yet been issued a certificate of completion issued by the study department of the faculty
 - proof of recognition of diplomas and recognition of professional qualifications

Mandatory annexes to the application form for applicants - foreign applicants

- apostilled certified copy of bachelor's (master's, engineering) diploma, state examination certificate and diploma supplement

- proof of recognition of diplomas and recognition of professional qualifications
- certified copy of the birth certificate
- copy of the passport
- CV in English
- cover letter in English
- proof of payment of the fee for the admission procedure