

Criteria for accepting applicants for full-time master's studies in English at the Faculty of Management of the Comenius University Bratislava for the academic year 2023/2024

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:	31.05.2023
Last day of submission of the application in the second round of applications for full-time master's study in English:	31.07.2023
Date of the entrance exam for full-time master's study in English in the form of a videoconference call:	June - September 2023
Fee for the admission procedure – English programme:	80 EUR
Payment method:	for the e-application, prefer payment via QR code according to the generated instructions from the e-application
Bank connection:	State Treasury
Account:	7000149544/8180
IBAN - entrance exams:	SK63 8180 0000 0070 0014 9544
SWIFT/BIC	SPSRSKBAXXX
Variable symbol:	0001
Constant symbol:	0308
Message for recipient:	Name and Surname of Applicant

Criteria for admission of applicants to FM CU 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 Bratislava.

Accredited study programs of the 2nd degree offered in English language:

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	50

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, **is obliged to prove the fulfilment of basic conditions for admission to study no later than on the day of 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. Applicants who want to study at FM CU will **use the electronic application form** of the AIS2 system or the portal of Electronic Application of the CU (<https://e-prihlaska.uniba.sk/>). There is no need to print the electronic application.

The application in paper form is submitted by the applicant only in necessary cases and it must be signed by the applicant (the date of sending the shipment to the Faculty of Management is decisive).

4. The last day for submitting applications for full-time bachelor's studies at FM CU for the academic year 2023/2024 is the day listed in the General information and basic admission conditions table on the front page of these criteria.
5. The application includes the proof of payment of the admission fee on the portal (in the case of an electronic application, the proof is uploaded directly into the <https://e-prihlaska.uniba.sk/>). The amount of the fee and payment information are listed in the table General information and basic conditions of admission to study on the front page of these criteria.
6. An applicant for a study program taught in English must submit a separate application for this study program. The following study program in English is being opened for the academic year 2023/2024:
 - management (taught in English) – abbreviation AMN.
7. 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.**
8. **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 the date stated as day of enrolment.**
9. In the case of graduates from foreign universities, **a decision on the recognition of diplomas is required**, which must be delivered **no later than the date stated as day of enrolment.**
10. 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 adaptations¹ and support services, accompanied by the relevant professional documentation.² 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.³
11. The faculty will send the invitation to the entrance exams to the applicant well in advance of the date of the exam to the e-mail address specified in the application.
12. **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/cover letter. It will be performed by means of a **videoconference call in front of the committee**

¹ Annex no. 4 of Internal Regulation no. 23/2014 Guideline of the Rector of the Comenius University Bratislava to ensure a generally accessible academic environment for students with specific needs.

² Art. 8 par. 5 of Internal Regulation no. 23/2014 Guideline of the Rector of the Comenius University Bratislava to ensure a generally accessible academic environment for students with specific needs.

³ § 58 sec. 5 second sentence of the Act on Universities.

(which is 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.

13. Those applicants for study in study programs accredited and offered by the faculty will be admitted to study without the obligation to take an entrance exam, according to the order specified in point 12, who:
 - a. document B2 level certificates (e.g., TOEFL, IELTS, CAE, and CPE).
 - b. they can prove excellent study results for the entire bachelor's study, or comprehensive master's or engineering studies (GPA 3.5 and above).
14. The Faculty of Management of the Comenius University plans to accept 50 students for the study program management in English in the academic year 2023/2024.
15. Bachelor's degree graduates of FM CU will be admitted without an entrance exam. Applicants who meet the conditions from point 13 will receive a proposal for admission. Subsequently, applicants will be ranked according to the number of points obtained from the entrance exam, while the minimum number for admission is 30 points.
16. 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").
17. If the number of applications is less than 1.3 times the planned number of admissions according to point 14, the dean may decide to admit applicants without an entrance exam.
18. 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.
19. An applicant who has received a decision on non-admission for studies has the right, based on a written request submitted no later than 8 days from the delivery of the dean's decision, to request a review of the decision on non-admission based on § 58 par. 8 of the Act no. 131/2002 Coll. on Higher Education Institutions to inspect the documentation of your admission procedure in the presence of persons authorized by the dean.
20. 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.
21. Tuition fees for the academic year 2023/2024 must be paid by a one-time bank transfer to the faculty's bank account after the decision on admission to study has been received, but no later than 31. 08. 2023. On the day of enrolment, it is necessary to present a document confirming the payment of tuition fees to the study department of the Faculty of Management. If the student does not submit proof of tuition payment, 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
- In the case of graduates from foreign universities
 - an apostille 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
- CV in English
- cover letter in English
- proof of payment of the fee for the admission procedure

Mandatory annexes to the application form for applicants - foreign applicants

- an apostilled certified copy of the bachelor's (master's, engineering) diploma, the certificate of the state examination and the diploma supplement
 - in the case of graduates from foreign universities, applicants who studied at a foreign school will submit a decision on the recognition of the equivalence of a document of education from a recognized university schools in the Slovak Republic – a certified photocopy of it is needed to be sent to the faculty in paper form
- a certified copy of the translation of the birth certificate into the Slovak language or a copy of the passport
- CV in English
- cover letter in English
- proof of payment of the fee for the admission procedure