

# Criteria for admission of applicants to full-time bachelor studies in English language to the Faculty of Management of the Comenius University Bratislava for AR 2024/2025

*The criteria for admission of applicants to the FM UK in Bratislava are developed in accordance with Act No. 131/2002 Coll. on Higher Education, as amended, and the Rules of the Admission Procedure at the Comenius University in Bratislava (Internal Regulation No. 24/2023 - Full text of Internal Regulation No. 4/2021 Rules of the Admission Procedure at the Comenius University in Bratislava, as amended by Supplement No. 1).*

Expected number of admitted applicants to accredited 1st degree study programmes:

Study programme	Form of study	Language of study	Title	Length of study in years	Estimated number of applicants admitted
Management	Full-time	AJ	Bc.	3	100

## General information and basic conditions for admission to study in English

Last day for submission of applications in the first round of applications for full-time bachelor's studies in English	31.03.2024
Last day for submission of applications in the second round of applications for full-time bachelor's studies in English	31.05.2024
Date of the admission examination for full-time Bachelor's studies in English by videoconference	May - July 2024
Admission fee in English	80 EUR
Method of payment	when e-applying, give priority to payment via QR code according to the instructions generated from the e-application
Bank connection:	Treasury
Account:	7000149544/8180
IBAN - entrance exams	SK63 8180 0000 0070 0014 9544
SWIFT/BIC	SPSRSKBAXXX
Variable symbol:	0001
Constant symbol:	0308
Message to the recipient:	Name and surname of the applicant

1. The basic condition for admission to the university, which follows from the provisions of Section 56(1) of the Higher Education Act as amended, is the **acquisition of a full secondary or full vocational secondary education** (submission of a matriculation certificate). An applicant who fails to prove fulfilment of the basic conditions for admission at the time of verification of fulfilment of the conditions for admission may be admitted conditionally, provided that he or she is obliged to prove fulfilment of the basic conditions for admission **no later than on the date set for enrolment in the studies**. The right of an applicant who has been admitted conditionally to the study shall be terminated if he or she fails to prove fulfilment of the basic conditions for admission at the latest on the date set for enrolment.

2. A condition for the admission of **foreigners** (including compatriots) who have completed previous studies abroad is the demonstration of the necessary competence in the same way as in the case of Slovak citizens, which follows from the provisions of Section 56(1) of the Higher Education Act, namely the acquisition of a complete secondary or complete secondary vocational education. This applicant shall submit a document of recognition of education - **Decision on recognition of a document of education in accordance** with Act No 422/2015 Coll. on recognition of documents of education and on recognition of professional qualifications and on amendment and supplementation of certain acts, as amended.

### Further admission requirements and admission system

3. Applicants for studies at the Faculty of Management of Comenius University in Bratislava will use the **electronic application form** via the UK Electronic Application Portal (<https://e-prihlaska.uniba.sk/>) or the AIS2 system, from which they will also receive payment instructions. It is not necessary to print the electronic application form.  
The application form 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 mail to the Faculty of Management of the Comenius University is relevant). In this case, payment information will be generated for the applicant by the study department clerk.
4. The closing date for applications for full-time undergraduate studies at the Faculty of Management of Comenius University for the academic year 2024/2025 is the date indicated in the table General information and basic conditions of admission to the study on the cover page of these criteria.
5. Applicants for a study programme taught in English must submit a separate application for this study programme.  
For the academic year 2024/2025, the following study programme in English will be opened:
  - Management (taught in English) - abbreviation Am.
6. <sup>1</sup>An applicant with specific needs who requires reasonable adjustments and support services for the entrance examination shall send a request for an adaptation of the form of the entrance examination together with the application form to , specifying the required adjustments and support services and attaching the relevant professional documentation.<sup>2</sup> The consent of the person concerned to the processing of the personal data provided in the application form shall form an integral part of the application form of the applicant with special needs.<sup>3</sup>
7. **Only applications that are complete** (including all required attachments and payment of the admission fee) **will be accepted** by the Study Department. If an incomplete application is submitted, the Study Department will ask the applicant by e-mail to complete his/her application. If the applicant fails to do so, his/her application will be considered invalid.
8. The faculty will send an invitation to the entrance examination to the applicant well in advance of the examination date to the e-mail address provided in the application form.
9. The entrance examination for the **Management** study programme **taught in English** is oral and consists of an English language exam and a motivational interview. The admission test will be conducted by videoconference call before the Board (which is considered as the subject of the admission test), on the

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<sup>1</sup> Annex No. 4 of Internal Regulation No. 23/2014 Directive of the Rector of Comenius University on ensuring a generally accessible academic environment for students with specific needs.

<sup>2</sup> Art. 23/2014 Directive of the Rector of Comenius University on ensuring a generally accessible academic environment for students with specific needs.

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

dates announced after the close of the current round of applications for the English-language programme.

The maximum possible total of points that can be obtained in the entrance examination is 100, where the score is the average of the scores of the members of the committee, in the structure of the English language and motivational interview in English.

10. Without the obligation to take an entrance examination, those applicants for study in this study programme accredited and offered by the faculty who:
  - a) in the current school year (if the matriculation exam precedes the entrance exam), or in the previous school year, passed the external part of the matriculation exam in English at a secondary school in Slovakia and achieved a percentile of at least 60. The requirement of the external part of the matriculation examination in a foreign language may be replaced by a B2 level certificate (e.g. Cambridge First Certificate, TOEFL 87-109), or
  - b) provide evidence of B2 level certificates (e.g. TOEFL, IELTS, CAE, and CPE), or
  - c) provide evidence of a grade point average of up to 1.5 in mathematics and English for the whole of their secondary school studies from their end-of-year report cards, or for their final year from their half-year report card (for eight-year grammar schools only for the last four years), provided that they have studied each of these subjects for at least three years at a Slovak or Czech secondary school, or
  - d) have been successful at least once in the last three years in a regional round or in a national round of a secondary school Olympiad (organised at national level), for applicants studying at a Slovak or Czech secondary school, or
  - e) demonstrate excellent academic performance throughout their high school studies (GPA of 3.5 or higher).
11. The Faculty of Management of Comenius University Bratislava plans to admit 100 applicants to the management study programme in English in the academic year 2024/2025. The number of admitted applicants will be increased by a percentage that corresponds to the average number of unenrolled students for the previous 2 academic years.
12. Candidates who meet the condition in (10) will be offered admission. Candidates will then be ranked in order of the number of points obtained in the entrance examination, with a minimum of 60 points for admission.
13. The Dean decides on the admission to the study programme on the proposal of the Admissions Committee.
14. In the case of a number of applications lower than the planned number of admissions according to point 11), the Dean may decide to admit applicants without an entrance examination.
15. The decision on the result of the admission procedure will be made in writing within 30 days of verification of the fulfilment of the conditions for admission to the study in accordance with the provisions of Section 58(7) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.
16. A candidate who has received a non-admission decision may apply for a review of that decision. The application shall be submitted to the Dean of the Faculty within 8 days from the date of receipt of the non-admission decision on the basis of Section 58(8) of the Higher Education Act. At the same time, on the basis of a written request submitted no later than 8 days from the date of receipt of the dean's decision, the applicant has the right to consult the documentation of his/her admission procedure in the presence of persons authorised by the dean.

If the dean's designee determines that an error has been made in determining the final score, he/she shall notify the dean of the faculty in writing, who shall take this fact into account when reviewing the decision not to accept the applicant.

17. **Tuition fees for the academic year 2024/2025** must be paid by a one-off bank transfer to the faculty's bank account without undue delay after receipt of the decision on admission to study, but **no later than 2 days before the date set for enrolment**. On the day of enrolment, it is necessary to submit a document confirming the payment of tuition fees to the Study Department of the Faculty of Management of Comenius University Bratislava. If the student fails to submit proof of payment of tuition fees, he/she will not be enrolled in the relevant academic year.

**Mandatory attachments to the electronic application form for applicants - citizens of the Slovak Republic**

- a copy of the report cards from each year of secondary school and a copy of the transcript of midterm grades from the final year
- a certified copy of the school leaving certificate (if not yet available at the time, to be handed in retrospectively as soon as it is received)
- in the case of applicants who have studied at a school outside the Slovak Republic, a **Decision on recognition of a document of education** is required = nostrification of a document of education (handled by the *Regional Office of School Administration*) - a certified copy of the decision must be delivered to the faculty in paper form
- a certified copy of the birth certificate
- CV in English
- cover letter in English
- proof of payment of the admission fee

**Mandatory attachments to the online application for foreign applicants**

- an apostilled certified copy of your final secondary school diploma/graduation certificate
- certified copy of the **Decision on recognition of the education document** = nostrification of the education document (handled by the *Regional Office of School Administration*), in the case of applicants, who studied at a school outside the Slovak Republic - **certified copy** of the decision
- passport or residence document of a foreigner
- CV in English
- cover letter in English
- proof of payment of the admission fee