

Criteria for admission of applicants to full-time Master's studies in English at the Faculty of Management of the Comenius University Bratislava for the academic year 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 2nd 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	Mgr.	2	50

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 Master's studies in English	31.05.2024
Last day for submission of applications in the second round of applications for full-time Master's degree in English	31.07. 2024
Date of the admission examination for full-time Master's studies in English in the form of a videoconference call	June - 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	SPSRKBAXXX
Variable symbol:	0001
Constant symbol:	0308
Message to the recipient:	Name and surname of the applicant

1. The basic condition for the admission of an applicant to study a second-degree programme of a university, which follows from the provisions of Section 56(3) of the Higher Education Act as amended, is **the completion of a first-degree programme** (completed Bachelor's degree) or a **second degree programme** (comprehensive Master's or Engineer's degree). An applicant who fails to prove fulfilment of the basic admission requirements at the time of the verification of the admission requirements may be admitted conditionally, provided that he or she is required to prove fulfilment of the basic admission requirements **no later than the date set for enrolment**. The right of an applicant who has been admitted conditionally shall be terminated if he or she fails to prove fulfilment of the basic conditions for admission no later than the date fixed for enrolment.

2. A condition for the admission of **foreigners** (including compatriots) who have completed their 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(3) of the Higher Education Act. The 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 Bratislava 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 Master's studies at the Faculty of Management of Comenius University Bratislava for the academic year 2024/2025 is the date indicated in the General Information and Basic Admission Requirements table 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 AMN.
6. The application form includes **certified documents confirming the completion of the bachelor's degree** (or a comprehensive master's or engineering degree) - documented by an officially certified diploma of the bachelor's degree (or master's, engineer) and an addendum to the diploma or a transcript of all examinations passed at the university, certified by the study department of the relevant faculty or university. In the case of studies abroad, documented by proof of recognition of education. A **curriculum vitae in English** and a **motivation letter in English** are also compulsory.
7. If the applicant has not yet been issued a diploma for previous university studies, he/she may submit a certified copy of the diploma (as well as the state examination certificates and the supplement to the diploma or a transcript of all examinations passed at the university certified by the study department of the relevant faculty or university) or a certificate of completion of studies issued by the study department of the faculty with the application form subsequently, **no later than on the date set for enrolment**.
8. In the case of graduates from foreign universities, a decision on the recognition of educational documents is required, which must be delivered **no later than the date set for enrolment**.
9. 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 to¹, specifying the required adjustments and support services and attaching the relevant professional documentation.² 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.³
10. **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

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

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

³ § 58 (5) second sentence of the Higher Education Act.

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.

11. 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.
12. **The entrance examination** for the study programme taught in English (Management - AMN) is **oral and consists of an interview in English** on the information from the documents provided and a motivation letter. It will be conducted by videoconference call **before the Board** (which is considered as the subject of the admission examination), on the dates announced after the closing date for applications for the English-language management 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.
13. Without the obligation to take an entrance examination, according to the order specified in point 13, those applicants for study in study programmes accredited and offered by the faculty who:
 - a. provide evidence of B2 level certificates (e.g. TOEFL, IELTS, CAE, and CPE), or
 - b. demonstrate excellent academic performance throughout their undergraduate studies or a comprehensive master's or engineering degree (GPA of 3.5 or above).
14. Graduates of the Bachelor's degree at FM UK will be admitted without an entrance exam. Applicants who meet the conditions of point 13) will be offered admission. Applicants will then be ranked according to the number of points obtained in the entrance examination, with a minimum of 60 points for admission.
15. The Dean decides on the admission to the study programme on the proposal of the Admissions Committee.
16. 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 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.
17. An applicant who has received a decision not to be admitted to study has the right, on the basis of a written request submitted no later than 8 days after receiving the decision of the Dean, to request a review of the decision not to be admitted on the basis of Section 58(8) of the Higher Education Act or to inspect 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 or 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.
18. **Tuition fees for the academic year 2024/2025** must be paid by a one-off bank transfer to the faculty's bank account upon receipt of the admission decision, 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 does not 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 certified copy of the bachelor's (master's, engineering) diploma, the state examination certificate and the supplement to the diploma or, if the applicant has not yet been issued with a diploma, a certificate of completion of studies issued by the study department of the faculty
- 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 the 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 - a certified copy must be delivered to the faculty in paper form
- 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 the bachelor's (master's, engineering) diploma, state examination certificate and diploma supplement
- 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 the 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 - a certified copy must be delivered to the faculty in paper form
- a copy of the passport or residence document of the foreigner
- CV in English
- cover letter in English
- proof of payment of the admission fee