Admission criteria for applicants to the full-time Master's degree programme for the MANAGEMENT degree programme taught in English at the Faculty of Management, Comenius University Bratislava for the academic year 2027/2028

The criteria for the admission of applicants to the Faculty of Management, Comenius University in Bratislava, have been drawn up in accordance with Act No. 300/2025 Coll. on Higher Education Institutions, as amended, and the Rules for the Admissions Procedure at Comenius University (Internal Regulation No. 24/2023 – Full text of Internal Regulation No. 4/2021 'Rules for the Admissions Procedure at Comenius University in Bratislava', as amended by Amendment No. 1)

Expected number of students admitted to the accredited second-cycle study programme:

Study programme	Mode of study	Language of instruction	Degree	Duration of study in years	Estimated number of successful applicants
Management	Full-time	English	Mgr.	2	80

General information and basic admission requirements for English-language programmes

Deadline for submitting applications in the first round of applications for full-time Master's programmes taught in English	31 March 2027
Deadline for applications in the second round of applications for full-time Master's programmes taught in English	30 April 2027
Date of the entrance examination for full-time Master's programmes taught in English via video conference call	April – May 2027
Application fee for the English-language admission process	80 EUR
Method of payment	When applying online, please pay via the QR code in accordance with the instructions generated by the online application form
Bank details:	State Treasury
Account:	7000149544/8180
IBAN – entrance examinations	SK63 8180 0000 0070 0014 9544
SWIFT/BIC	SPSRSKBAXXX
Variable symbol:	0001
Constant symbol:	0308
Message for the recipient:	Applicant's first name and surname

1. The basic condition for the admission of an applicant to a second-cycle degree programme at a higher education institution, as set out in Section 68 of the Higher Education Act as amended , is **the completion of a first-cycle degree programme** (completed bachelor's degree) or **a second-cycle higher education qualification** (a complete Master's or Engineering degree). An applicant who fails to demonstrate that they meet the basic conditions for admission at the time of verification of admission requirements may be admitted conditionally, provided that they are obliged to demonstrate that they meet the basic conditions for admission **no later than the date set for enrolment**. The right of an applicant who has been conditionally admitted to a degree programme shall lapse if they fail to demonstrate that they meet the basic admission requirements by the date set for enrolment at the latest.

2. A condition for the admission **of foreign nationals** (including compatriots) to a degree programme who have previously studied abroad is that they demonstrate the necessary qualifications in the same manner as Slovak citizens, as set out in Section 68 of the Higher Education Act. Applicants must submit proof of **recognition of** their **qualifications** - **The decision on the recognition of** qualifications is made in accordance with Act No. 422/2015 Coll. on the recognition of qualifications and professional qualifications and on amendments to certain acts, as amended.

   Applicants who have completed a higher education degree at a foreign higher education institution must provide proof of recognition of the equivalence of their qualification (Recognition Portal – Portal of the Centre for the Recognition of Educational Qualifications). **The certificate of recognition of a foreign qualification (the so-called 'recognition certificate') is valid only in conjunction with the qualification to which it relates. Applicants must submit a certified copy of their qualification certificate together with an official translation into Slovak.** The process applies to published qualifications obtained in the Member States of the European Union, in Ukraine, Russia and China, as well as in states associated on the basis of agreements and former Member States (Norway, Switzerland, Liechtenstein and the United Kingdom). In other cases, applicants must still submit an application for the recognition of educational qualifications to **the Ministry of Education, Research, Development and Youth of the Slovak Republic – Centre for the Recognition of Educational Qualifications (SUDV)**.

Additional Admission Requirements and the Applicant Selection Procedure

3. Applicants should use **the online application form** via the Comenius University Online Application Portal (https://e-prihlaska.uniba.sk/), the AIS2 system or the Central Electronic Application via the University Portal (https://prihlaskavs.sk/sk/), where they will also find payment instructions. Applicants must attach the documents required by the university to their application. It is not necessary to print out the electronic application form.
4. The deadline for submitting applications for full-time master's degree programmes at the Faculty of Management, Comenius University, for the academic year 2027/2028 is the date specified in the table General information and basic admission requirements for English-language programmes' on the front page of these criteria.
5. For the 2027/2028 academic year, the following degree programme in English is being offered:
   - Management (taught in English) – code AMN

   Note: Applicants for a study programme taught in English must submit a separate application for this study programme.

6. Applicants with special needs who require reasonable adjustments and support services during the entrance examination must, together with their application for admission, submit a request for adjustments to the format of the entrance examination[1], specifying the required adjustments and support services, and attaching the relevant supporting documentation.[2] An integral part of the application for admission of an applicant with specific needs is the consent of the person concerned to the processing of the personal data provided in the application.

7. The Admissions Office will **only accept applications that are complete** (including all necessary attachments and payment of the admission fee). If an incomplete application is submitted, the Admissions Office will email the applicant asking them to complete their application. If the applicant fails to complete the application by the deadline for submission at the latest, or if the admission fee has not been paid by that date, the application will be excluded from the admissions process.

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1 Annex 4 to Internal Regulation No. 23/2014: The Rector's Directive on ensuring a universally accessible academic environment for students with special needs.

2 Article 8(5) of Internal Regulation No. 23/2014: UK Rector's Directive on ensuring a universally accessible academic environment for students with special needs.

8. The faculty will send an invitation to the entrance examination to the email address given in the application sufficiently in advance of the examination date.

9. **All applicants, with the exception of graduates of the Bachelor's programme at the Faculty of Management, Comenius University, will sit an entrance examination.** The entrance examination will take place **online via a video conference call** before an examination board. The examination consists of an interview in English and the completion of a set task, which the examination board will provide to the applicant during the video call. The task assesses the applicant's ability to analyse a problem, apply basic knowledge of management, economics or business, formulate their own opinion and respond to follow-up questions at the level of a first-cycle university graduate.
   A maximum of 100 points can be awarded for the entrance examination; the result is the average of the points awarded by the committee members. The following are assessed: practical knowledge of the English language (30 points), understanding of the task and analytical thinking (30 points), reasoning and responses to follow-up questions (20 points), readiness for master's-level study (10 points), and motivation and knowledge of the degree programme (10 points). To pass the exam, candidates must achieve a total of at least 60 points, as well as at least 18 points for practical knowledge of the English language and 18 points for understanding the task and analytical thinking.

10. Graduates of bachelor's programmes at the Faculty of Management, Comenius University, will be admitted. Applicants who meet the basic and additional admission requirements and pass the entrance examination will be ranked according to their total number of points. The most successful applicants will be admitted until the programme's set capacity is filled; achieving the minimum number of points does not guarantee admission. The requirement to sit the entrance examination applies even if the number of applicants is lower than the planned number of places.

11. An applicant who has not demonstrated compliance with the basic admission requirements when these are assessed may be admitted conditionally, provided that they demonstrate compliance no later than the designated enrolment date. The right to conditional admission lapses if the applicant fails to demonstrate compliance by that date.

12. **Tuition fees** for the 2027/2028 academic year must be paid by a single bank transfer to the Faculty's bank account upon receipt of the decision on admission to the programme. Tuition **fees are due on the date of enrolment** (the payment must be credited to the faculty's account; therefore, it is necessary to make the payment well in advance). **Only applicants who have paid their tuition fees may be enrolled on the programme.**

13. The Dean decides on admission to the study programme on the recommendation of the Admissions Committee.

14. The decision on the outcome of the admissions procedure will be issued in writing within 30 days of verifying that the conditions for admission to the programme have been met, in accordance with the provisions of Section 70(6) of the Higher Education Act.

15. An applicant who has received a decision of non-admission may submit a request for a review of this decision. The request must be submitted to the Dean of the faculty within 8 days of the date of receipt of the decision of non-admission, in accordance with Section 70(6) of the Higher Education Act. Furthermore, the applicant has the right, upon submitting a written request no later than 30 days from receipt of the Dean's decision, to inspect the documentation relating to their admissions procedure in the presence of persons authorised by the Dean.

    If a person authorised by the Dean discovers that an error has been made in determining the final score, they shall notify the Dean of the faculty in writing, and the Dean shall take this into account when reviewing the decision to reject the applicant.

Mandatory attachments to the online application form for applicants

- a certified copy of the bachelor's (master's, engineering) degree certificate, the supplement to the degree certificate, or, where applicable, the state examination certificate, or a legible scanned copy of the bachelor's (master's, engineering) degree, the diploma supplement, or, where applicable, a state examination certificate, or another equivalent document certifying completion of a bachelor's (master's, engineering) degree
    - in the case of an applicant who completed their bachelor´s degree in the calendar year 2026 or earlier, the document must be submitted together with the application form.
    - If the applicant is due to complete their bachelor´s degree in the calendar year 2027, they must submit the document immediately upon its issue
- In the case of applicants who have completed a bachelor's degree outside the territory of the Slovak Republic, the following is required:
    - A certificate of equivalence of higher education (known as a 'recognition certificate'), together with a certified copy and an official translation into Slovak of the diploma and the diploma supplement (transcript) – Further information on the education recognition process is available on the Education Recognition Portal – Recognition Statement. The certificate of recognition of a foreign qualification (known as the 'certificate of recognition') is valid only in conjunction with the qualification to which it relates. Applicants must therefore submit a certified copy of their qualification together with an official translation into Slovak.

  or

    - Decision on the recognition of an educational qualification (known as 'nostrification') – issued by the Ministry of Education, Research, Development and Youth of the Slovak Republic. Applicants must submit their application for nostrification directly to the Ministry, whilst a certified copy of the decision must be delivered to the faculty in hard copy.
      More information here: Recognition of higher education qualifications (without comparison of fields of study)
- CV in English
- Cover letter in English
- copy of passport
- proof of payment of the application fee