# Admission criteria for applicants to the full-time Bachelor'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)***

Estimated number of applicants to be admitted to the accredited first-cycle study programme:

| Study programme | Mode of study | Language of study | Degree | Duration of study in years | Estimated number of successful applicants |
|---|---|---|---|---|---|
| Management | Full-time | English | Bc. | 3 | 100 |

**General information and basic admission requirements for English-language programmes**

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| Deadline for submitting applications in the first round of applications for full-time bachelor's degree programmes taught in English | 28 February 2027 |
| Deadline for applications in the second round of applications for full-time bachelor's degree programmes taught in English | 31 March 2027 |
| Dates for the entrance examination for full-time bachelor's degree programmes taught in English via video conference call | March – 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 an applicant's admission to a higher education institution, as set out in Section 68 of the Higher Education Act as amended, is **the completion of full secondary education or full secondary vocational education** (submission of a school-leaving certificate). 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, on the understanding 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. The condition for the admission of **foreign nationals** (including compatriots) to a degree programme who have previously completed their studies abroad is proof of the necessary qualifications in the same manner as

for citizens of the Slovak Republic, as set out in Section 68 of the Higher Education Act, namely the completion of full secondary education or full secondary vocational education. Applicants must submit proof of recognition **of** their qualifications - **The decision on the recognition of educational qualifications** is made in accordance with Act No. 422/2015 Coll. on the recognition of educational qualifications and professional qualifications and on amendments to certain acts, as amended.

Applicants who have completed their secondary education at a secondary school abroad must provide proof of recognition of the equivalence of their school-leaving certificate (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 educational qualification to which it relates. Applicants must submit a certified copy of their educational qualification 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 based on 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 their educational qualification to **the relevant regional education authority**, which, after assessing the application, will issue its decision within the statutory time limit.

## Further conditions for admission to study and the applicant selection process

3. Applicants should use **the online application form** via the Comenius University Online Application Portal (https://e-prihlaska.uniba.sk) or the Central Online 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 online application form.
4. The deadline for submitting applications for full-time bachelor'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 Am.

   Note: Applicants for the Management programme taught in English must submit a separate application for this 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 their 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.
8. The faculty will send the invitation to the entrance examinations to the applicant well in advance of the examination date to the email address provided in the application form.

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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.

9. **The entrance examination** for the Management degree programme taught in English takes **the form of an oral examination via a video conference call before the admissions panel** on dates announced after the close of the relevant application round. During the entrance examination, the following are assessed: practical ability to communicate in English, comprehension of an unfamiliar task, logical and analytical thinking, the ability to argue a point and respond to follow-up questions, academic readiness, motivation and knowledge of the degree programme. The task is only presented to the applicant during the entrance examination; it is appropriate for a secondary school leaver and does not require prior specialist knowledge of management, economics or accountancy.

   The maximum number of marks an applicant can achieve in the entrance examination is 100. The final mark is the average of the marks awarded by the individual members of the admissions panel. An applicant may receive: a maximum of 30 marks for practical knowledge of the English language; a maximum of 30 marks for understanding the task and analytical thinking; a maximum of 20 marks for argumentation and responses to supplementary questions; a maximum of 10 marks for academic preparedness; and a maximum of 10 marks for motivation and knowledge of the degree programme.

10. **Without having to sit the entrance examination,** applicants who have completed secondary school as part of a 5-year bilingual education programme in English will be admitted to the programme in the order specified in point 12).

11. In the 2027/2028 academic year, the Faculty of Management at Comenius University plans to admit 100 applicants to the full-time bachelor's degree programme in Management taught in English. The number of admitted applicants may be increased by a percentage corresponding to the average number of students who did not enrol over the previous two academic years.

12. **The ranking list will include all applicants who are admitted without an entrance examination, followed by those who have taken the entrance examination and met all the specified minimum requirements.** To pass the entrance examination, applicants must achieve at least 60 out of 100 marks, at least 18 out of 30 marks for practical knowledge of the English language, and at least 18 out of 30 marks for understanding the task and analytical thinking. Meeting the minimum score thresholds does not automatically entitle an applicant to admission. Applicants will be ranked according to their total score and admitted in order of ranking until the planned capacity of the study programme, as set out in point 11, is filled.

13. 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, on the understanding 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 the programme shall lapse if they fail to demonstrate that they meet the basic admission requirements by the date set for enrolment at the latest.

14. **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.**

15. The decision on admission to a study programme is made by the Dean on the recommendation of the Admissions Committee.

16. 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.

17. 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 school-leaving certificate or other equivalent document certifying completion of secondary education, or a legible scanned copy of the school-leaving certificate
    - in the case of an applicant who completed their secondary education in the calendar year 2026 or earlier, the document must be submitted together with the application.
    - If the applicant is due to complete their secondary education in the calendar year 2027, they must submit the document immediately upon its issue
- For applicants who completed their secondary education outside the territory of the Slovak Republic, the following is required:
    - A certificate of equivalence of secondary education (known as a 'recognition clause') – together with a certified copy and an official translation of the educational qualification into Slovak – 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 'recognition certificate') is valid only in conjunction with the qualification to which it relates. Applicants must therefore submit a certified copy of their qualification certificate together with an official translation into Slovak; or
    - Decision on the recognition of an educational qualification (so-called 'nostrification') – issued by the relevant Regional School Administration Office according to the applicant's place of residence or the location of the school to which the applicant is applying. A certified copy of the decision must be submitted to the faculty in hard copy.
      More information here: Recognition of secondary school qualifications
- CV in English
- a cover letter in English
- copy of passport
- proof of payment of the application fee