



ADDITIONAL CRITERIA FOR ADMISSION TO DOCTORAL STUDIES FOR THE ACADEMIC YEAR 2022/2023

Criteria for the admission of applicants for doctoral studies at the Comenius University in Bratislava, Faculty of Management are prepared in accordance with Act No. 131/2002 of the Law Code on Higher Education Institutions and on Amendments to Certain Acts, as amended, in accordance with Internal Regulation No. 20/2019 approved by the Academic Senate of Comenius University in Bratislava Study Regulations of Comenius University in Bratislava and in accordance with the Rules of Admission Procedure of Comenius University in Bratislava approved by the Scientific Council of Comenius University in Bratislava. The condition for admission to the study program of the 3rd degree (philosophy doctor = PhD.) is the completion of the study program of the second degree (comprehensive master's or engineering study) evidenced by an officially certified diploma and the relevant supplement to the diploma, if issued.

Each applicant for study may submit only one application, in which he / she shall state the selected study program, the selected topic of the dissertation and the chosen form of doctoral study.

The application is sent by:

- a) By post to the address of the Faculty: Department of Doctoral Studies, Faculty of Management, Comenius University, Odbojárov 10, P. O. BOX 95, 820 05 Bratislava 25, Slovakia, or
- b) electronically via the AiS2 academic system (candidates who are current students at Comenius University): <https://ais2.uniba.sk/ais/portal/changeLocale.do?locale=EN> or
- c) electronically via the Comenius University Electronic Application Portal (candidates who are NOT current students at Comenius University): <https://e-prihlaska.uniba.sk/ais/eprihlas/#!/vyhladavanie>

The application includes certified copies of evidence of education (master's, engineering) - diploma, state examination certificate, diploma supplement, curriculum vitae in English, list of published articles or list of results of other professional activities and reviews of these works and activities (if any completed) and other documents in accordance with the approved criteria for admission to doctoral studies.

An applicant who has completed a master's degree at the Faculty of Management CU will submit copies of evidence of education. An applicant who has completed a master's degree at one of the faculties of Comenius University and is applying for doctoral studies at Faculty of Management CU will submit copies of education documents together with their originals for inspection and verification to the Department of Doctoral Studies representative.





Topics of dissertations for the academic year 2022/2023 are to be find on the Faculty webpage: <https://www.fm.uniba.sk/en/study/post-graduate-study-phd/>

The application must be accompanied by proof of payment of the fee for the admission procedure. The fee for the material provision of the admission procedure in a foreign language is **80€**:

SWIFT / BIC: SPSRSKBAXXX

IBAN: SK63 8180 0000 00700 0149 544

Variable symbol: 006

Application deadline for doctoral studies in study programs provided in English:

1. August 2022.

The Faculty will confirm the acceptance of the application and send information and an invitation to the admission procedure no later than 14 days before the date of the entrance examination.

Date of the admission exams for doctoral studies in study programs provided in English:

22. August 2022.

(The applicant shall request an alternative date for the entrance examination in writing, stating the reasons.).

The decision on the result 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. Applicants who are placed in the order given by the number of applicants whom the faculty plans to admit to study according to the relevant study program will receive a proposal for admission. An applicant who has not been accepted may apply for a review of that decision. The application for revision is submitted to the Dean of the Faculty within 8 days from the date of delivery of the decision on non-admission.

Accredited study programs of the 3rd degree of study:

Study program	Study form	Title	Standard length of study in years
Study program Management in the field of study Economics and Management	Full-time/Part-time	PhD.	3/4

The study program Management is accredited in Slovak and English in full-time (internal = 3 Years) and part-time (external = 4 Years) form.

The planned number of accepted applicants for the study program Management in full-time form in the Slovak language is 15 applicants, in external form 10 applicants. The





planned number of accepted applicants for the study program Management in full-time form in English is 5 applicants, in part-time form 30 applicants.

Other criteria for admitting applicants - citizens of the Slovak Republic for full-time and part-time doctoral studies at Comenius University in Bratislava, Faculty of Management for the academic year 2022/2023:

1. Elaboration of a project proposal for a future dissertation in relation to a selected topic of the dissertation in the range of max. five pages indicating the literature used as part of the application.
 2. A list of published articles or a list of the results of other professional activities and reviews of these works and activities, if any.
 3. Active knowledge of English.
 4. Proof of confirmation of participation in Student scientific activities (in Slovak ŠVOČ) or another Scientific research activity (in Slovak VVČ) (if the applicant participated).
 5. Passing the entrance examination (the admissions committees evaluate the result of the entrance exam in a closed session).
 6. Placement in the list according to the number of admitted students according to the number of points obtained from the evaluation of the project of the future dissertation and from the entrance examination. The candidate can get the maximum number of points - 100, the minimum number of points needed to accept the candidate - 70.
- The highest number of points that a candidate can get for each part are: 1) Level of written elaboration of the project proposal for the future dissertation: 50 points; 2) Presentation of the proposed project of the future dissertation and discussion on it: 20 points; 3) Oral answers to questions from the scientific field: 20 points; and 4) Evaluation of the current scientific-research and professional activities of the applicant: 10 points.

Other criteria for admitting foreign applicants for doctoral studies at Comenius University in Bratislava, Faculty of Management for the academic year 2022/2023:

1. Completion of the second degree of university study - attested by an officially certified diploma and a diploma supplement, if issued. In the case of studying abroad, the decision on the recognition of education for academic purposes must be documented.
 2. Elaboration of a project proposal for the future dissertation in relation to the selected topic of the dissertation in the range of max. five pages indicating the literature used as part of the application.
 3. A list of published articles or a list of the results of other professional activities and reviews of these works and activities, if any.
 4. Active knowledge of English language.
 5. Passing the entrance examination (the admissions committees evaluate the result of the entrance exam in a closed session).
 6. Placement in the list according to the number of admitted students according to the number of points obtained from the evaluation of the project of the future dissertation and from the entrance examination. The candidate can get the maximum number of points - 100, the minimum number of points needed to accept the candidate - 70.
- The highest number of points that a candidate can get for each part are: 1) Level of written elaboration of the project proposal for the future dissertation: 50 points; 2) Presentation of





the proposed project of the future dissertation and discussion on it: 20 points; 3) Oral answers to questions from the scientific field: 20 points; and 4) Evaluation of the current scientific-research and professional activities of the applicant: 10 points.

An applicant for doctoral studies who has obtained a university degree of the 2nd degree abroad shall submit:

- a) the application,
- b) CV,
- c) proof of recognition of diplomas for academic purposes issued by a Slovak university or the Ministry of Education, Science, Research and Sport of the Slovak Republic*. This document serves as a university diploma of the 2nd degree of study in the territory of the Slovak Republic for academic purposes. Link: <https://www.minedu.sk/academic-recognition-of-diplomas/#RecHE>

(*) For the Recognition of higher education for the continuation of studies or general purposes, it is better the documents required by the Ministry to be translated into Slovak language by official translator and besides having a certified copy of your documents have also an apostille, super legalization (from countries that are not in the European Higher Education Area – EHEA). If it is difficult in your country of origin to get official translation of the required documents to Slovak language; it is possible to contact a Slovak professional translation agency. After the recognition process the Ministry is not sending you the documents back.

