

CONDITIONS FOR ADMISSION TO THE STUDY PROGRAMME BUSINESS ECONOMY AND MANAGEMENT IN ENGLISH FOR THE ACADEMIC YEAR 2017/2018

Applicants for the study of the Bachelor study programme Business Economy and Management in English will be admitted for the study at the Faculty of Business Management (FBM) for the 1st year of the 1st level of the study in accordance with the directive **Admission policy for the Faculty of Business Management of the University of Economics in Bratislava for the Academic year 2017/2018.**

The basic condition for the admission to the 1st level of study at all faculties of the University of Economics is the entire secondary education or entire education finished with the secondary school leaving examination (High school graduation).

The another condition for the admission to the 1st level of study at all faculties of the University of Economics (UE) is the successful execution of the admission examination from all its parts. The content of individual subjects is equivalent to the whole secondary education extent.

Registration of applications for the study

1. The applicants for the study of the study program Business Economics and Management in English at FBM UE in Bratislava could register their applications till **31st March 2017** at the faculty address.
2. In application (annex Application_BEM), the applicant will complete faculty (FBM), form of study (daily), name of the Study program (Business Economics and Management in English). Thereinafter, he/she will complete the personal data (mainly Name, Surname, Maiden Name, Title, Personal identification number, Date of birth, Place of Birth, Marital Status, Permanent address, Gender and Citizenship, Name, Surname and Maiden Name of Parent, in case of foreigner also the Place of residence, Personal ID Nr. write if you are a foreigner and it was given to you by the Ministry of Interior of SR, information about the previous employment eventually about the present employment). On the first page of application, the applicant for the study has to write English language. The applicants do not complete information about the results of the secondary school education. In case of interest for the study of another form or another study program of the mentioned Faculty, the applicant could mention the form or study program at the same application form. Handicapped applicant and applicant with specific needs to add medical certificate.
3. Every applicant, interesting for study of Study programmes at the various faculties of University of Economics in Bratislava has to apply individually for each of these faculties and pay the entrance fee to faculties separately.
4. For the entrance examination will be invited only applicant who send the application at the time, pay the exam fee and the original confirmation of the payment add to the application. In the confirmation of the payment, there has to be noticed the name and variable symbol of the Faculty, too. The payment order in bank is not the confirmation of the payment for the receiving process. As the confirmation could be accepted statement of the bank account, eventually payment confirmation. Incomplete applications will be given back for completion and applications delivered after deadline will not be accepted and the Faculty will send them back to applicants.
5. The annex of the application for the 1st level of the study is a brief curriculum vitae of the applicant, too. In case of applicants graduating in 2015 and before, it is also the attested photocopy of the Graduation Certificate without the supplement to the School leaving examination Certificate. Originals of Certificates will not be accepted.
6. The foreigners applying for the study at the FBM and applicants with the secondary education or its part abroad, except Czech Republic, are obliged (in accordance with the Regulation of Ministry of Education, Science, Research and Sport of SR no 207/1993 Coll. on the equivalence of education documents) to present:

- Recognized documents of the study granted by the relevant **District authority – Department of Education** (e.g.: District Authority-Department of Education Bratislava – Department of Education , Teplická 4, 831 02 Bratislava, http://www.ksuba.sk/vismo/zobraz_dok.asp?id_org=451017&id_ktg=1039&p1=2332) following the presented confirmation before granted in the „**Centre on Recognition of Diplomas of the Ministry of Education, Science, Research and Sport of the Slovak Republic**“ (Stromová 1, 813 30 Bratislava, <https://www.minedu.sk/equivalence-of-study-on-primary-and-secondary-schools-abroad/>, tel.: +421 2 59 374 312, e-mail: eva.kaczova@minedu.sk)
- 7. FBM does not confirm the delivery of application. FBM will send instructions of individual subjects to applicants one month before the entrance exam on the 1st level of the study.
- 8. The entrance exam fee for the 1st level of the study is, in case of printed version of the application only, **40,- EUR**. The entrance exam fee for the 1st level of study in case of the electronic version of the application, too is **32,- EUR**. The entrance exam fee is possible to pay only by bank transfer (no postal cheque). The fee is, after the evidence of application in case of absence on the entrance test eventually in case of cancel of the application by the applicant, irreversible. In case the applicant could not take part at the entrance exam due to the serious reasons, he/she could ask the Dean of the Faculty by the written form for the partial refundation of the payment. The request with the attached certificate about the serious reasons has to be delivered to the study department of the Faculty till the date of entrance examination, i.e. till 31st May 2014 (the crucial is the date of postmark). The Dean could approve charge back of the partial amount of the payment, maximum till amount of **8,- EUR**. **The payment order in the bank is not the evidence about the payment of the fee for the entrance process. As the evidence could be considered the bank account statement eventually the payment confirmation.** For the payment from abroad, you can use following identification data: IBAN: SK4781800000007000080671 SWIFT: SPSRSKBA Banka: Štátna pokladnica, Radlinského 32, Bratislava (applicable for applicants from EU countries), SUBASKBX Banka: VÚB, a. s., Mlynské Nivy, Bratislava (applicable for applicants from other than EU countries). Constant symbol: 0308, Specific symbol: 1040003, Variable symbol: Personal Identification number of applicant (without slash).

Admission process

1. The basic condition for the admission for the Study programme Business Economy and Management in English at the FBM is the full secondary or secondary professional education finished with graduation exam. The applicant who does not show the fulfilment of basic conditions for the study during entrance examination could be admitted for the study conditionally, that mean he/she is obliged to show fulfilment of the basic conditions of the admission to the study at least in the day of registration for the study.
2. The following condition for the admission to the Study programme Business Economy and Management in English at the FBM is success in all parts of the entrance test. The content of the entrance test of its all parts is in accordance with the complete secondary education.
3. All applicants for the study of the Study programme Business Economy and Management in English at the FBM are obliged to take part at all part of entrance exams just one. FBM UE in Bratislava does not consider the level of graduation exam (Secondary school leaving examination) or its subjects in the process of admission of applicants for the study.
4. The entrance exam for the study of the Study programme Business Economy and Management in English at the FBM is in English and consists of written test of:
 - **Mathematics,**
 - **Basics of Economy and Business,**
 - **English language.**
5. Participation at the entrance exam is conditioned by the presence of:
 - **Valid invitation,**
 - **Identification Card/Passport,**
 - **Attested/Nostrified photocopy of the graduation certificate (Secondary school leaving examination).**

6. The entrance exam for the Study programme Business Economy and Management in English at the FBM will be during the days **12th – 16th June 2017**.
7. The beginning of the written test is at 8,30 a.m. and estimated duration is till 13,00 (1,00 p.m.). Expected conclusion of the entrance test is realized by the announcement of the results of the written tests by the written form on the notice-board put close to the door of the room where the entrance test has been done and through the Academic Information System (thereinafter „AIS“), always after 15,00 (3 p.m.).
8. The individual questions in tests include various possibilities of response. The applicant will select the correct answer to the response sheet which is marked with bar code.
9. The bar code will obtain applicant during the presentation and it serves for the identification of the response sheets and for the information about results of the entrance exam.
10. The evaluation of tests is in the day of the entrance exam through the computer technique (scan of marked responses on the response sheets and their automatic evaluation) just by the identification data which is the bar code. After the evaluation of all tests the results are automatically transformed to the database of applicants and for every applicant is automatically calculated the summary of points from all tests.
11. From individual parts, the applicant could obtain maximum 100 points – together from the entrance exam it is 300 points. The summary of all points from all parts of the entrance exam is used for the creation qualitative order list of applicants.
12. According to the overall result from the entrance exam, the order of applicants is created thus the number 1 obtain applicant with the maximum number of points and the highest order number obtain the applicant with the minimum number of points.
13. The number of obtained points will announce Faculty to the applicant in the day of the entrance exam at the door of room where the entrance exam has been done, eventually through the AIS. Overall qualitative order is created after the end of the entrance exam.
14. About the admission, eventually about the minimum points necessary for the admission decides the Dean of the Faculty in accordance with the total number of accepted applicants for the individual study programmes (in accordance with the clause 3 (8)).
15. The Dean will send to the applicants, in accordance with the achievement from the entrance exam, decision about the result of the admission process and this will be within the 14 days after the finishing of the entrance exams at the Faculty. The decision is, in accordance with the Higher Education Act personally delivered.
16. The applicant could send the request for reconsideration of a such decision, that mean to Dean of the FBM, up to 8 days of its delivery.
17. About the non-accepted applicants who ask for the reconsideration, there will be decided in accordance with the clause 58 (8) of Act No 131/2002 Coll.
18. The applicants admitted for the study of the Study programme Business Economy and Management in English at the FBM are obliged to take part at the registration in accordance with instructions they will obtain as a written announcement together with the decision about admission.

In accordance with the clause 58 of the Higher Education Act, the faculties have the right to ask admitted applicant for the information about their registration. In case the applicant do not answer till the assigned time, the right for his/her registration expire.

The tuition is assigned for the Academic year 2017/2018 for the Study programme Business Economy and Management in English at the FBM in amount **1500,- EUR** for all admitted students (Slovak and foreign).