



**FACULTY OF BUSINESS MANAGEMENT OF
UNIVERSITY OF ECONOMICS IN BRATISLAVA**

INTERNAL REGULATION OF FACULTY OF BUSINESS MANAGEMENT
OF UNIVERSITY OF ECONOMICS IN BRATISLAVA

7/2023

**Additional Terms and Conditions for Admission to First- and
Second-Level Study Programmes**

**at the Faculty of Business Management of the University of
Economics in Bratislava for Academic Year 2024-2025**

Bratislava, 2023

Article 1

General Provisions

1. In accordance with the Internal Regulation of the University of Economics in Bratislava entitled Framework Terms and Conditions for Admission to Study Programmes in First- and Second-Level Studies at the University of Economics in Bratislava for 2024-2025 Academic Year, the Faculty of Business Management of the University of Economics in Bratislava (hereinafter "FBM" or "Faculty") will admit students to accredited study programmes subject to the fulfilment of framework and any other terms and conditions as set out herein.
2. Applicants admitted to the FBM to study in the first year go through the admission procedure for first- and second-level studies only in accredited study programmes.
3. All bachelor's graduates in the field of study Economics and Management who wish to continue their studies at the master's level from the academic year 2024-2025 must apply for studies in the second-level study programme.

Article 2

Submission of Application Forms for First-Level Studies

1. The applicant for studies in a first-level study programme submits his/her application electronically, solely via EUBA's Academic Information System.
Deadlines for filing applications for first-level study programmes:
 - conducted in English: from **1 December 2023** to **29 February 2024**,
 - conducted in Slovak: from **1 December 2023** to **31 March 2024**.
2. The applicant must state the following information in his/her application:
 - academic year 2024-2025,
 - required personal data (particularly name, surname, birth name, titles, birth certificate number, date of birth, place of birth, address of permanent residency, gender and state citizenship; a foreign national must also state his/her place of residence in Slovakia, and birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned will use the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 0105020000 for the date of birth 2 May 2001)),
 - faculty name,
 - name of the study programme the applicant wishes to enrol in,
 - study format (full-time study),
 - study method - choose face-to-face study,
 - foreign language the applicant wishes to take for the entrance examination (as required and offered by the faculty),
 - year of passing the secondary school-leaving examination,
 - secondary school code,
 - type of the secondary school completed, its name and address,
 - field of study and field of study code of the secondary school,
 - overview of previous studies at a higher education institution is to be specified on page 3 of the application.

The medical fitness certificate is not required. Applicants with reduced medical fitness and special needs applicants must attach a document proving their reduced medical fitness or special needs, and contact the faculty in order to establish the entrance examination form and procedure, no later than **30 April 2024**.

3. If the applicant wishes to enrol in study programmes at more than one EUBA faculty, the applicant must submit separate applications to each faculty, and pay the fee to each faculty in the amount as stipulated. Should the applicant wish to enrol in study programmes Economics and Business Management conducted in Slovak and in English, the applicant must submit separate applications and pay separate fees for both study programmes.
4. Only those applicants will be included in the admission procedure who have submitted a duly completed electronic application, and have paid the admission procedure fee for study programmes conducted in English by 29 February 2024, or who have paid the admission procedure fee for study programmes conducted in Slovak by 31 March 2024.
5. An officially certified copy of the secondary school leaving certificate, without a supplement thereto, forms an attachment to the first-level study application. The officially certified copy of the secondary school leaving certificate must be delivered on the admission procedure date but no later than the enrolment date. Certificate originals will not be accepted.
6. No later than 3 weeks prior to the entrance examination for first-level studies, the registered applicant will be sent an invitation and the entrance examination requirements.
7. The admission procedure fee for first-level studies in a study programme conducted in the Slovak language is **EUR 40**. The admission procedure fee for the first-level study programme Economics and Business Management in English is **EUR 90**. If the applicant fails to attend the entrance examination or if the applicant withdraws his/her application, the fee will not be returned once the application has been registered. If the applicant cannot attend the entrance examination on serious grounds, the applicant may request the Faculty Dean for a refund of part of the fee. Such request must be delivered, along with the attached document specifying reasons worthy of consideration, to the Faculty's Registration and Records Office no later than **31 May 2024** (date as per postmark). The Dean may approve the refund of a pro-rata portion of the fee, up to a maximum amount of **EUR 10**.
8. The following data are relevant for making payment of the admission procedure fee - faculty name provided as:
FPM EUBA
IBAN: SK47 8180 0000 0070 0008 0671,
Constant symbol: 0308,
Variable symbol: the applicant's birth certificate number (without a slash),
Specific symbol: 1040003.

Bank account reference for payments from third countries:
Beneficiary's bank: Štátna pokladnica, Radlinského 32, 810 05 Bratislava, Slovak Republic
BIC/SWIFT: SPSRSKBAXXX
Beneficiary's intermediary bank: Všeobecná úverová banka, a.s., Mlynské Nivy 1, 829 90 Bratislava, Slovak Republic
BIC/SWIFT: SUBASKBXXXX

Article 3

Entrance Examination and Admission of Applicants to First-Level Studies

1. The basic prerequisite for admission to first-level studies at the FBM is completed secondary education or completed secondary vocational education (with secondary school-leaving examination). Applicants who cannot prove compliance with the basic prerequisites for admission to study at the time of the entrance examinations can be admitted to study conditionally, subject to the obligation to demonstrate compliance with the basic prerequisites for admission to study no later than the day determined as the enrolment date.

2. The following applicants for studies at the FBM are exempt from the obligation to take the entrance examination:
 - a) applicants who in academic years 2020-2021 – 2023-2024 attended the national round of a specialist or economics-related contest held nationwide for secondary school students on or before 30 April 2024: Economics Olympiad, Young Accountant Olympiad and Mathematics Olympiad. The applicant requests the Faculty Dean to be released from the obligation to take the entrance examination. The applicant must submit the request by e-mail to the Registration and Records Office by 30 April 2024.
 - b) applicants who take the General Academic Prerequisites Test (or the Czech version thereof) and also a foreign language test, which tests can be taken as part of the National Comparative Exams provided by Scio in the academic year 2023-2024. The applicant with a percentile score from each test of 60 and higher will be accepted for study;
 - c) applicants who wish to pursue the study programme Economics and Business Management in English at the Faculty of Business Management and who take the General Academic Prerequisites Test in English and also the English language test, which tests can be taken as part of the National Comparative Exams provided by Scio in the academic year 2023-2024. The applicant with a percentile score from each test of 60 and higher will be accepted for study.

National Comparative Exams tests can be taken during the academic year 2023-2024 in various cities in Slovakia, Czech Republic and Ukraine. The tests can also be taken more than once; the best test result attained will be considered for the applicant. The applicant must take the test no later than 01 May 2024.

3. Should the applicant fail to pass all the prescribed tests under the National Comparative Exams scheme with the required percentile score, the applicant must attend the entrance examination in all entrance examination subjects required by the faculty.
4. No later than 21 days prior to the entrance examination for first-level studies taking place, the relevant faculty sends the registered applicant an entrance examination invitation and requirements for individual subjects constituting the entrance examination.
5. The entrance examination for first-level studies in the study programme:
 - conducted in English is held on **26 March 2024**,
 - conducted in Slovak is held on **17 - 21 June 2024**.There will be no re-take date for the entrance examination.

The entrance examination for the study programme Economics and Business Management in Slovak consists of the following written tests:

- general academic prerequisites,
- one foreign language of applicants' choice as offered by the faculty: English, German, French, Italian, Spanish or Russian language.

The entrance examination for the study programme Economics and Business Management in English consists of the following written tests conducted in English:

- general academic prerequisites,
- English language.

A foreign national (except for Czech nationals) must take the Slovak language entrance examination, if such person is applying for a study programme conducted in Slovak. A foreign national who has taken his/her secondary school-leaving examination in the Slovak language (in Slovakia or abroad) and is applying for a study programme conducted in Slovak must take the English language or German language entrance examination.

The FBM does not consider secondary school academic achievements, secondary school leaving examination standards, subjects or results when admitting applicants.

6. Any form of copying or engaging in any other unauthorised activity, use of technical equipment or any data carriers in a manner other than the authorised manner during the entrance examination leads to the applicant's expulsion from the entrance examination. A record of such expulsion will be drawn up by the Dean (or a Vice-Dean authorised by the Dean) of the appropriate EUBA faculty and attached to the applicant's file.
7. In the case of a special needs applicant, the entrance examination form and procedure for such applicant will be determined at his/her request, based on the evaluation of, and taking into account, the applicant's special needs. The entrance examination form and procedure will be decided by the Faculty Dean.
8. The FBM will admit the following numbers of students for first-level study programmes in the 2024-2025 academic year:
Economics and Business Management - full-time studies conducted in Slovak - 370 students
Economics and Business Management - full-time studies conducted in English - 30 students
9. The applicant who fails to present an officially certified copy of his/her secondary school-leaving certificate on the grounds that the applicant is taking the secondary school-leaving examination in a foreign country and subsequently is obliged to take a bridging secondary school-leaving examination in one of the subjects and such examination is held after the EUBA entrance examinations will be allowed to attend the entrance examination. If the applicant meets the conditions required for admission, the applicant will be admitted conditionally and will not be given the final decision concerning his/her admission until the applicant takes the bridging secondary school-leaving examination and submits an officially certified copy of his/her secondary school-leaving certificate.
10. Applicants who fail to present an officially certified copy of their secondary school-leaving certificate on the grounds that they are participating in an international study programme under Article 7(6) of the Act No. 245/2008 on education and training and on amendments and supplements of certain laws (Education Act) (e.g., International Baccalaureate programme - IB programme) may attend the entrance examination. If such applicants meet the conditions required for admission, they will be admitted conditionally and will not be given the final decision concerning their admission until they submit a proof of passing the secondary school-leaving examination carried out under such programme and considered as equivalent to the secondary school-leaving certificate under the Act No. 245/2008.
11. The applicant who has completed all or part of his/her secondary school studies abroad (except for applicants from the Czech Republic) are obliged, under the Act No. 422/2015 on recognition of educational documents and professional qualifications and on amendments and supplements of certain laws, to submit, within the deadline stipulated by the relevant faculty, homologated educational documents issued by the competent authority and accompanied by certification granted by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic. The certification by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic must also be submitted by foreign nationals applying for study at EUBA and its faculties.
12. The Faculty Dean appoints working committees and the admission committee to provide for organisation of the admission procedure.
13. The entrance examination starts at 08:30 a.m. and is expected to last until 11:30 a.m. Written test results will be disclosed via the Academic Information System on the entrance examination date after 03:00 p.m.

14. Test evaluation is carried out on the entrance examination date using computer equipment (scanning of answers provided on answer sheets followed by automated evaluation), based solely on the identification detail being a bar code. Following the evaluation of all tests, the results are transformed into applicants' database, and the total of points from all tests is calculated automatically for each applicant.

The applicant may obtain a maximum of 100 points for each entrance examination section (or 200 points for the entire entrance examination). The total of the points scored in all entrance examination sections will be used to generate a qualitative ranking of the applicants.

15. Based on the overall entrance examination results, the faculty will generate a ranking of applicants so that number 1 is assigned to the applicant who has scored the most points and the highest number to the applicant with the least points.
16. Based on the evaluation of entrance examination results, the Faculty Dean will send applicants the decision on the admission procedure outcome within 14 days from the completion of the entrance examinations at the faculty. The decision will be hand delivered to the applicant as per Higher Education Act.
17. The applicant can file a request for review of such decision with the body that issued the decision, i.e., with the Faculty Dean, within 8 days from the date of delivery of the decision.
18. The instances of applicants who have not been admitted but who filed the request for decision review within the deadline established by law will be decided in accordance with Article 58(8) of the Act.
19. Under Article 58 of the Higher Education Act, the Faculty has the right to request from the admitted applicant the information whether the applicant is going to enrol for study via an electronic return slip. Should the applicant fail to provide such information by the start of the academic year, his/her right to enrol for study will be extinguished.
20. Applicants admitted to a study programme are obliged to appear for enrolment according to the instructions received by applicants in writing along with the decision on admission.

Article 4

Submission of Application Forms for Second-Level Studies

1. The applicant for studies in a second-level study programme submits his/her application electronically, solely via EUBA's Academic Information System.
Deadlines for filing applications for second-level study programmes:
 - conducted in English: from **1 December 2023** to **29 February 2024**,
 - conducted in Slovak: from **1 December 2023** to **30 April 2024**.
2. The applicant must state the following information in his/her application:
 - academic year 2024-2025,
 - required personal data (particularly name, surname, birth name, titles, birth certificate number, date of birth, place of birth, address of permanent residency, gender and state citizenship; a foreign national must also state his/her place of residence in Slovakia, and birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned will use the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 0105020000 for the date of birth 2 May 2001)),
 - faculty name,
 - name of the study programme the applicant wishes to enrol in,
 - study format (full-time study),

- study method - choose face-to-face study,
- information on the bachelor's studies completed at a higher education institution,
- information on any other, even not-yet-completed, studies at a higher education institution.

Information on grades in individual bachelor's degree semesters are not to be stated.

The medical fitness certificate is not required. Applicants with reduced medical fitness and special needs applicants must attach a document proving their reduced medical fitness or special needs, and contact the Faculty in order to establish the entrance examination form and procedure, no later than **30 April 2024**.

3. If the applicant wishes to enrol in study programmes at more than one EUBA faculty, the applicant must submit separate applications to each faculty, and pay the fee to each faculty in the amount as stipulated. In the case of the study programme General Management conducted in English, the applicant must submit a separate application and pay a separate fee.
4. The application for second-level studies has the following attachments:
 - officially certified copy of the university diploma,
 - officially certified copy of a diploma supplement,
 - officially certified copy of the state examination certificate,
 - the applicant who has no diploma supplement included in his/her educational documents submits an extract of his/her grades attained in the first-level studies, certified by the Registration and Records Office of the faculty where the applicant attended the first level of study.

University diploma originals will not be accepted.

The applicant continuing their studies at the second level at the same EUBA faculty where they have completed their first-level studies need not submit officially certified copies of the document(s) attesting completion of first-level studies.

5. Only those applicants will be included in the admission procedure who have submitted a duly completed electronic application by the specified date, and have paid the admission procedure fee for study programmes conducted in English by 29 February 2024, or who have paid the admission procedure fee for study programmes conducted in Slovak by 30 March 2024.
6. The admission procedure fee for second-level studies in a study programme conducted in the Slovak language is **EUR 40**. The admission procedure fee for the second-level study programme General Management conducted in English is **EUR 90**. If the applicant fails to attend the entrance examination, or if the applicant withdraws his/her application, the fee will not be returned once the application has been registered.
7. The following data are relevant for making payment of the admission procedure fee - faculty name provided as:
 FPM EUBA
 IBAN: SK47 8180 0000 0070 0008 0671,
 Constant symbol: 0308,
 Variable symbol: the applicant's birth certificate number (without a slash),
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Bank account reference for payments from third countries:

Beneficiary's bank: Štátna pokladnica, Radlinského 32, 810 05 Bratislava, Slovak Republic

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank: Všeobecná úverová banka, a.s., Mlynské Nivy 1, 829 90 Bratislava, Slovak Republic

BIC/SWIFT: SUBASKBXXXX

Article 5

Entrance Examination and Admission of Applicants to Second-Level Studies

1. The basic prerequisite for admission to a second-level study programme at the FBM is first-level higher education or second-level higher education in any study programme of the field of study Economy and Management completed **by 31 August 2024** or earlier, and the sum of the credits for the prior higher education resulting in graduation and the credits required for graduation from the second-level study programme that the applicant is applying to amounting to at least 300 credits. If the applicant has graduated in a related field of study, the applicant, after being admitted to the respective study programme, must pass bridging examinations during his/her second-level studies to the extent as determined by the Faculty Dean.

The applicant must prove fulfilment of the basic prerequisites on or before the study registration date as determined.

Foreign nationals wishing to pursue a study programme conducted in Slovak are subject to the same conditions as Slovak applicants, but they must take a language and training course enabling them to meet the requirements imposed by the study programme in Slovak (except for applicants from the Czech Republic). The applicant who has been issued a Certificate of a Slovak Living Abroad as defined by special regulation is considered a Slovak citizen.

2. Qualitative selection of applicants for study in study programmes conducted in Slovak will be carried out based on academic achievements at the bachelor's level of study. The applicant (except for applicants from the FBM) is obliged to deliver to the FBM's Registration and Records Office, no later than **30 April 2024**, an extract of his/her grades attained in the first-level studies, certified by the Registration and Records Office of the faculty where the applicant is attending the first level of study. The criterion for admission is the weighted arithmetic average for the entire period of the applicant's bachelor's studies, except for the final (summer) semester of study.

Qualitative selection of applicants wishing to pursue the study programme General Management conducted in English will be carried out based on academic achievements at the bachelor's level of study and on a personal interview. The personal interview will be carried out on-line through MS Teams. The applicant (except for applicants from the FBM) is obliged to deliver to the FBM's Registration and Records Office, no later than **29 February 2024**, an extract of his/her grades attained in the first-level studies, certified by the Registration and Records Office of the faculty where the applicant is attending the first level of study.

3. All applicants (except for FBM graduates) must deliver to the Registration and Records Office the following documents no later than **30 April 2024**:
 - officially certified copy of the diploma (Bc.),
 - officially certified copy of a diploma supplement,
 - officially certified copy of the state examination certificate,
 - decision on educational document recognition, unless submitted by the applicant earlier (only applies to applicants who graduated from their first-level higher education studies at a foreign university).

The applicant who has completed his/her first-level studies at a foreign university will present the decision on educational document recognition for academic purposes issued by EUBA. The applicant must request the recognition from EUBA in writing sufficiently in advance. The applicant will attach to the request the original or an officially certified copy of the educational document issued by the foreign higher education institution (diploma) and an official translation of such document, officially certified copy of an extract listing the courses and exams taken and

an official translation of such extract, officially certified copy of a diploma supplement (if issued by the foreign higher education institution) and an official translation of such supplement, and a recommendation by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic. The request must be submitted to: EUBA, Pedagogical Department, Dolnozemska cesta 1, 852 35 Bratislava. The decision will be issued by EUBA, following an evaluation of the request by the faculty that provides the same or a similar study programme. The decision on educational document recognition will be issued by EUBA upon presentation of the above-mentioned documents automatically, if studies at foreign higher education institutions are involved with which the Slovak Republic has a bilateral academic agreement, and if study programmes are involved that are the same as, or related to, those provided at EUBA.

Originals of such documents will not be accepted. The applicants who fail to deliver the required officially certified copies and the decision on educational document recognition by **30 April 2024** may be admitted conditionally, and the final decision on admission will not be issued and sent until after the demonstration that the basic prerequisites for admission have been met, no later than the study registration date as determined.

4. The entrance examination for second-level studies in the study programme:
 - General Management in English will be held between **08 and 12 April 2024**.
 - Business Economics, General Management in Slovak will be held on **21 June 2024**.
5. The FBM will admit the following numbers of students for second-level study programmes in the academic year 2024-2025:

Business Economics	- full-time studies conducted in Slovak	- 120 students
General Management	- full-time studies conducted in Slovak	- 250 students
General Management	- full-time studies conducted in English	- 30 students
6. The Faculty Dean appoints working committees and the admission committee to provide for organisation of the admission procedure.
7. Based on the overall results of the qualitative evaluation, the Faculty will generate a ranking of applicants so that number 1 is assigned to the applicant who has scored the most points and the highest number to the applicant with the least points.
8. The Faculty Dean will admit the applicant to the study programme that the applicant wishes to pursue as specified in his/her study application first in the list. If there are enough vacancies, the Dean may admit the applicant to the Faculty's study programme listed second in the application.
9. Based on the evaluation of the entrance examination results, the Faculty Dean will send the applicants the decision on the admission procedure outcome within 14 days from the completion of the entrance examinations at the Faculty. The decision will be hand delivered to the applicant as per Higher Education Act.
10. The applicant can file a request for review of such decision with the body that issued the decision, i.e., with the Faculty Dean, within 8 days from the date of delivery of the decision.
11. The instances of applicants who have not been admitted but who filed the request for decision review within the deadline established by law will be decided in accordance with Article 58(8) of the Act.
12. Applicants admitted to a study programme are obliged to appear for enrolment according to the instructions received by applicants in writing along with the decision on admission.
13. Under Article 58 of the Higher Education Act, the Faculty has the right to request from the admitted applicant the information whether the applicant is going to enrol for study via an

electronic return slip. Should the applicant fail to provide such information by the start of the academic year, his/her right to enrol for study will be extinguished.

This Internal Regulation was discussed and approved by the Academic Senate of the EUBA FBM on 20 November 2023.

Doc. Ing. Mgr. Róbert Hanák, PhD.
FBM AS Chair

Doc. Ing. Anita Romanová, PhD.
FBM Dean