



UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL REGULATION OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

No. B/5/2022

Framework Terms and Conditions for Admission to Third-Level Study Programmes at the University of Economics in Bratislava for 2023/2024 Academic Year

Following the approval by the EUBA Academic Senate on 16 December 2022, the Rector of the University of Economics in Bratislava (hereinafter also referred to as "EUBA") is issuing, pursuant to Section 15(1)(n) of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as the "Higher Education Act"), these Framework Terms and Conditions for Admission to Third-Level Study Programmes at the University of Economics in Bratislava for 2023/2024 Academic Year (hereinafter also referred to as the "Framework Terms and Conditions").

Article 1

General Provisions

1. These Framework Terms and Conditions regulate the admission procedure for third-level study programmes at the EUBA. These Framework Terms and Conditions are binding on all EUBA faculties.
2. Any further terms and conditions applicable to admission to third-level study programmes at the EUBA shall, in addition to the terms and conditions stipulated herein, be determined by the faculties independently.
3. Dissertation topics available to be applied for by applicants are announced by individual EUBA faculties in the usual manner (e.g. on the faculty's notice board, on the faculty's website or in the Academic Information System (hereinafter also referred to as the "AIS2")), no later than two months before the last day stipulated as the day for filing applications for study.

Article 2

Filing Applications for Third-Level Studies

1. The applicant for a third-level study programme at the EUBA and its faculties (hereinafter also referred to as the "Applicant") shall file his/her application by electronic means solely via the AIS2.
2. The deadline for filing applications for third-level study programmes is **9 June 2023**.
3. The applicant shall state the following information in the application:
 - 2023/2024 academic year,
 - required personal data (first name, surname, birth name, degrees, birth certificate number, date of birth, place of birth, address of permanent residence, correspondence address, if different from the place of permanent residence, gender and state citizenship; a foreign national shall also state his/her place of residence in Slovakia, birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned shall use the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 9605020000 for the date of birth 2 May 1996), telephone number and electronic mail address),
 - name of the faculty (based on the study programmes offered by the faculties),
 - name of the study programme the applicant wishes to enrol in,
 - name of the field of study "Economics and Management",
 - mode of study (full-time or part-time),

- study method (face-to-face),
- dissertation topic the student is applying for,
- first name and surname of the supervisor who has offered the given topic,
- if the applicant is applying for a topic offered by an external teaching institution, the applicant shall also state the name of such institution,
- information about master's or doctoral studies completed at a higher education institution,
- information about any other, even not-yet-completed, studies at a higher education institution,
- employment history.

Applicants with reduced medical fitness and special needs applicants shall attach a document proving their reduced medical fitness or special needs, and contact the faculty in order to establish the form for the entrance examination and the procedure of conducting it.

4. The applicant shall attach the following documents (in PDF format) to his/her electronic application form:

- motivation letter in the national language or in the foreign language in which the study programme is conducted,
- framework project concerning the dissertation topic, prepared in the national language or in the foreign language in which the study programme is conducted,

The project is submitted as a 10-to-15-A4-format-page document that contains the equivalent number of characters, including spaces, explanatory notes and footnotes, ranging from 18,000 to 24,000 characters. The project's content outline is determined by the faculty, and usually includes the following items:

- rationale for choosing the dissertation topic by the applicant,
 - definition of the dissertation's objectives and focus, description of methods that are likely to be applied in exploring the dissertation theme,
 - characterisation of the current state of knowledge in regard to the dissertation, prepared using scientific literature.
- list of previously published expert and scientific papers (if any),
 - any other documents as may be demanded by individual faculties.

5. Following the submission of the electronic application, the applicant shall deliver to the relevant faculty the following documents in printed form by the date as determined by the faculty:

- officially certified copy of the university diploma attesting the completion of second-level studies (if such diploma was issued by the appropriate higher education institution within the period set for submitting applications),
- officially certified copy of the state examination certificate (if such certificate was issued by the appropriate higher education institution within the period set for submitting applications),
- officially certified copy of the diploma supplement (if such supplement was issued by the appropriate higher education institution within the period set for submitting applications),

Originals of university diplomas, certificates and diploma supplements will not be accepted by the faculties. The applicant who has completed his/her second-level studies at the EUBA is entitled to submit also uncertified copies.

- document proving the payment of the admission procedure fee, containing all requisites as

prescribed (including faculty name, and the faculty's variable symbol and specific symbol).

- any other documents as may be demanded by individual faculties.
6. Incomplete applications will be returned to the applicant for completion. Applications received after the deadline will not be accepted, and the appropriate faculty will return such applications to the applicants.
 7. EUBA faculties do not confirm reception of applications for the applicants. Confirmation of submitting the application is generated automatically in AIS2.
 8. The admission procedure fee for third-level studies is **EUR 32**.
 9. The admission procedure fee for the third-level study programme Economics (in English) is **EUR 32**. The admission procedure fee for third-level study programmes conducted in a foreign language, except for the study programme Economics (in English), is **EUR 60**.
 10. The applicant who is a EUBA in-house staff member pays no admission procedure fee.
 11. The admission procedure fee may be paid exclusively by bank transfer. The payment order does not constitute the document proving the payment of the fee. A bank account statement, evidence of payment or proof of payment made obtained from Internet banking can be accepted as documents proving the payment of the fee.
 12. The following data shall be provided when making payment of the admission procedure fee:
 - name of the faculty the applicant is applying to, stated as follows (NHF EUBA for Faculty of National Economy, OF EUBA for Faculty of Commerce, FHI EUBA for Faculty of Economic Informatics, FPM EUBA for Faculty of Business Management, FAJ EUBA for Faculty of Applied Languages, PHF EUBA for Faculty of Business Economy in Košice)
 - IBAN: SK47 8180 0000 0070 0008 0671 - for Bratislava-based faculties
SK17 8180 0000 0070 0008 1308 - for the Faculty of Business Economy in Košice
 - variable symbol: the applicant's birth certificate number (without slash)
The applicant with no birth certificate number assigned shall use the number generated from his/her date of birth as YYMMDD0000 (e.g. 9605020000 for the date of birth of 2 May 1996)
 - specific symbol:
 - 1010003 - for the EUBA Faculty of National Economy
 - 1020003 - for the EUBA Faculty of Commerce
 - 1030003 - for the EUBA Faculty of Economic Informatics
 - 1040003 - for the EUBA Faculty of Business Management
 - 1050003 - for the EUBA Faculty of International Relations
 - 1060003 - for the EUBA Faculty of Applied Languages
 - 1070003 - for the Faculty of Business Economy in Košice

The following identification data shall be used for payments from abroad:

IBAN: SK47 8180 0000 0070 0008 0671 - for Bratislava-based faculties

SK17 8180 0000 0070 0008 1308 - for the Faculty of Business Economy in Košice

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: State Treasury, Radlinského 32, Bratislava

Bank account reference for payments from third countries:

Beneficiary's bank:

State Treasury

Radlinského 32

810 05 Bratislava

Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.

Mlynské Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT: SUBASKBXXXX

13. The fee will be used solely for preparation and conduct of the admission procedure and entrance examination. Should the applicant fail to attend the entrance examination or should the applicant withdraw his/her application, the fee shall not be returned once the application has been registered.
14. The applicant from a foreign country or the applicant who has completed his/her second-level studies at a foreign university shall present the decision on educational document recognition for academic purposes (hereinafter also referred to as the "Recognition Document") issued by the EUBA. The applicant shall request the recognition from the EUBA in writing sufficiently in advance. The applicant shall attach to the application an officially certified copy of the educational document issued by the foreign higher education institution (diploma) and an official translation of such document made by a translator included in the list of experts, interpreters and translators (hereinafter also referred to as the "List") kept by the Ministry of Justice of the Slovak Republic; an officially certified copy of the extract listing the courses and exams taken and an official translation of such extract made by a translator included in the List; an officially certified copy of a diploma supplement (if issued by the foreign higher education institution) and an official translation of such supplement made by a translator included in the List. The application shall be submitted to: EUBA, Pedagogical Department, Dolnozemska cesta 1, 852 35 Bratislava. The decision on educational document recognition shall be issued by the EUBA, following an evaluation of the application by the faculty that provides the same or similar study programme. The decision on educational document recognition shall be issued by the EUBA upon presentation of the above-mentioned documents automatically, if studies at foreign universities 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 the EUBA.
15. Educational document recognition shall not be requested by the applicant pursuant to Notification of the Ministry of Foreign and European Affairs of the Slovak Republic No. 60/2015 on Treaty between the Slovak Republic and the Czech Republic on Mutual Recognition of Equivalence of Educational Documents Issued in the Slovak Republic and in the Czech Republic. The Treaty does not apply to:

- Czech documents proving higher education, obtained from higher education institutions in the Czech Republic as a result of completing one's studies in accredited study programmes conducted outside the territory of the Czech Republic,
 - Slovak documents proving higher education, obtained from higher education institutions in the Slovak Republic as a result of completing one's studies conducted outside the territory of the Slovak Republic,
 - foreign (other than Czech or Slovak) documents proving education obtained as a result of studies at a foreign school or a branch thereof conducted in the territory of the Slovak Republic or Czech Republic.
16. No later than 14 calendar days prior to the entrance examination for third-level studies, the relevant EUBA faculty shall send the registered applicant an entrance examination invitation. The date of posting such invitation by mail is considered to be the entrance examination invitation date. The faculty shall not be responsible for the failure, if any, to deliver the entrance examination invitation due to shortcomings and problems in postal traffic.
 17. Only those applicants will be included in the admission procedure who have submitted a duly completed application within the set deadline, and have also paid the admission procedure fee by 9 June 2023.
 18. Only applicants accepted under the admission procedure may be enrolled in third-level study programmes at the EUBA faculties.

Article 3

Entrance Examination for Third-Level Studies

1. The basic prerequisite for admission to a third-level study programme at EUBA faculties is second-level higher education and a successful completion of the entrance examination at the appropriate faculty.
2. 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 such compliance no later than the day determined by the relevant faculty as the enrolment date.
3. Any further conditions applicable to admission to third-level study programmes at the EUBA faculties shall be determined by individual faculties.
4. The entrance examination for third-level studies shall be held at a time as provided in the academic calendar issued by the appropriate EUBA faculty.
5. There will be no entrance examination resit date for applicants for EUBA third-level study programmes, except for the applicants referred to in Article 3(12) hereof.
6. Participation in the entrance examination shall be conditional upon the presentation of the following documents:
 - invitation,
 - identity card,
 - officially certified copy of the diploma proving completion of the second level of higher education studies, unless submitted by the applicant earlier,
 - officially certified copy of the diploma supplement, unless submitted by the applicant earlier,

- officially certified copy of the state examination certificate, unless submitted by the applicant earlier,
- decision on educational document recognition, unless submitted by the applicant earlier (only applies to foreign applicants or applicants who completed their second-level higher education studies at a foreign university).

Applicants who have completed their second-level studies at a EUBA faculty are entitled to submit also uncertified copies.

7. Should the higher education institution where the applicant completed his/her second-level studies fail to issue the applicant the diploma proving completion of his/her second-level studies and any other documents as requested by the time the entrance examination for the third-level studies is held, the applicant shall present at the entrance examination a certificate of completion of his/her second-level studies issued by the relevant higher education institution.
8. The applicant who fails to demonstrate the fulfilment of the basic prerequisite for admission by the time the entrance examination for third-level studies is held may attend the entrance examination, and if such applicant fulfils further conditions set for admission by the appropriate faculty, the applicant may be admitted to studies conditionally, in which case the applicant will receive the final decision on admission upon proving no later than the date stipulated by the appropriate faculty that the basic prerequisite for admission has been met.
9. The entrance examination for third-level study programmes at EUBA is held in hybrid mode, and consists of:
 - professional examination (written or oral) related to the third-level study programme and to the dissertation topic for which the applicant is applying. The professional examination purports to assess the applicant's knowledge in the field of the dissertation topic,
 - examination on a foreign language or foreign languages (written or oral); the foreign language examination purports to assess communication competencies in the relevant foreign language,
 - assessment of whether any further conditions set by the appropriate EUBA faculty for admission have been met.
10. In the case of a special needs applicant (at his/her request), the entrance examination form and method of conducting it shall be determined by the Dean of the appropriate EUBA faculty based on the evaluation of the applicant's special needs and taking into account such special needs.
11. The entrance examination is held before an examination board appointed by the Dean of the appropriate faculty. The examination board has at least 3 members. Examination board members are proposed to the Dean by the chair of the competent field of study subcommittee for doctoral studies. If applicants choose for their dissertation topic a topic offered by an external teaching institution, examination board members shall also include members / representatives of the external teaching institution as determined by the head of the external teaching institution. In such case, the entrance examination may also be held on the premises of the external teaching institution, if so agreed. The thesis supervisor may attend the entrance examination of the applicant who is applying for the topic offered by the supervisor, even when the supervisor is not an examination board member.
12. On the proposal of the chair of the competent examination board, the Dean of the appropriate EUBA faculty, or a Vice-Dean authorised by the Dean, may interrupt the entrance examination of a specific applicant or any part of such examination due to the applicant's acute medical condition, or to terminate the entrance examination of a specific applicant or any part of such examination, if the applicant engages in practices that are in contravention of the rules announced at the beginning of the examination. The results of the applicant's entrance examination that was terminated under this

paragraph hereof are not assessed; such applicant is not granted a resit date for the entrance examination and is considered to have failed the entrance examination. A resit date for the applicant's entrance examination that was interrupted shall be determined by the appropriate faculty.

Article 4

Evaluation of Entrance Examination for Third-Level Studies

1. The examination board examines the course of the entrance examination and evaluates its result in a closed meeting. If the entrance examination has been attended by several applicants for studies in the same study programme, the examination board will rank them based on their performance in the examination, and will deliver such ranking executed as minutes of the examination procedure to the Dean of the appropriate EUBA faculty.

Article 5

Admission of Applicants to Third-Level Studies

1. Admission or non-admission of an applicant to a third-level study programme at the appropriate EUBA faculty is decided by the Dean of the appropriate faculty. For each dissertation topic announced, no more than one applicant can be admitted and the specific dissertation topic must be stated in the decision on the admission procedure outcome, along with the supervisor's name.
2. The decision on the admission procedure outcome must be made in writing within thirty days of verifying the fulfilment of the conditions for admission to studies; the date of the examination board meeting is considered to be the day of verifying the fulfilment of the conditions. The decision must include a verdict, reasoning and instruction on the possibility to submit a request to review the decision. The decision shall be hand delivered to the applicant. The obligation of the relevant EUBA faculty to deliver the decision is discharged when the applicant receives the decision or when the delivery is frustrated by the applicant's acting or omitting, i.e. if the applicant refuses to receive the document, in which case the day of refusal to receive the document is considered to be the date of service of the document. The applicant whose place of residence is unknown is delivered the decision by its posting up on the official board of the appropriate EUBA faculty for a period of fifteen days. The last day of such period is considered to be the date of delivery.
3. The Dean of the appropriate EUBA faculty shall admit the applicant to the study programme and the topic that the applicant wishes to pursue as specified in his/her study application. The applicant who has met the admission conditions but cannot be admitted to the topic or mode of study of his/her choice due to capacity reasons may be admitted by the Dean of the appropriate EUBA faculty for the said study programme offered by the faculty in another mode of study where there is available capacity, or may be offered by the Dean of the appropriate EUBA faculty a topic to which no applicant has been admitted.
4. If the applicant for doctoral studies chooses for his/her dissertation a topic offered by an external teaching institution, the external teaching institution must also agree with the applicant's admission to the doctoral studies.
5. The issuance of the decision on admission to study gives rise to the right for the applicant to enrol in the studies. The appropriate EUBA faculty has the right to request the applicants admitted to state within the period of time as determined by the faculty whether they wish or wish not to enrol in the studies. The applicant is obliged to provide such information to the appropriate EUBA faculty within

the set deadline. Should the applicant fail to confirm his wish to study or to provide the information within the specified period of time, his/her right to enrol in the relevant study programme shall be extinguished.

6. The applicant who has received a decision on non-admission to doctoral studies has the right to examine at his/her request the documents of his/her admission procedure, i.e. to peruse the documents and take notes of their content (without making photographic or audio-video records) in the designated area of the appropriate EUBA faculty and in the presence of the employee authorised by the relevant Dean.
7. The applicant can file a request for review of the decision issued with the body that issued the decision, i.e. the Dean of the relevant faculty, within 8 days from the date of delivery of the decision. The instances of applicants who have not been admitted but who filed the request for decision review within the deadline established by law shall be decided in accordance with Article 58(8) of the Higher Education Act.
8. The applicant admitted to a study programme shall participate in the enrolment procedure according to the instructions received by the applicant in writing along with the decision on admission.
9. As of the date of the applicant's enrolment in the EUBA doctoral studies, the applicant shall be subject to the provisions of Sections 69 and 73 of the Higher Education Act as well as provisions of the EUBA Academic Regulations and of applicable EUBA internal regulations.

Article 6

Final Provisions

1. These Framework Terms and Conditions for Admission to Third-Level Study Programmes at the University of Economics in Bratislava shall operate to govern the EUBA faculties in preparing any further conditions for admission to third-level study programmes for the 2023/2024 academic year at the faculties.
2. The EUBA faculties shall prepare, approve and publish on the website of the relevant faculty further conditions for admission to third-level study programmes for the 2023/2024 academic year by means of the faculty's internal regulation **no later than 9 April 2023**.
3. These Framework Terms and Conditions were discussed and approved by the Academic Senate of the University of Economics in Bratislava at its meeting held on 16 December 2022.

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Ing. Helena Majdúchová, CSc.
Chair of EUBA AS

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prof. Ing. Ferdinand Daňo, PhD.
EUBA Rector