**ADMISSION PROCEDURE (ALGORITHM) FOR THE FIRST DEGREE OF HIGHER EDUCATION (BACHELOR'S DEGREE)**

**at the Faculty of Management and Business at the University of Prešov in the academic year 2024/2025 for all bachelor study programmes**

 (Art. 26, para. 6 of the Statute of the University of Prešov in Prešov)

The primary requirement for admission to the Bachelor's degree programme is the successful completion of secondary education, including a school-leaving exam (maturita).

**For all standard applicants**, the admission procedure for the Bachelor's degree is held **without an entrance examination, i.e., without physical presence (or online).** Applicants are considered standard applicants if they have received **a valid school leaving certificate** by post or in person by the specified date**, including their school leaving certificate grades and the name of the secondary school attended.**

**All applicants** applying to the Faculty of Management and Business of the University of Prešov are ranked in the order **of admission** to the relevant study programme to which they have applied (there is always only one order for a given study programme), and **each applicant may be admitted** according to his/her results on the school leaving certificate and the position in the order of admission assigned to him/her on that basis, within limits set by the teaching capacities of the faculty. (In the case of applicants applying outside the standards defined in the previous paragraph of the text, these applicants shall also enter the common admission ranking for a given programme of study on the basis of the overall point assessment "VBH" score according to point E) of this text).

The applicant's overall position in the final ranking is calculated on the basis of a set algorithm, which is explained below.

Admission to the bachelor studies, including the creation of a ranking for admission, shall be carried out using the same procedure (algorithm) for each study programme at the Faculty of Management and Business of PU in Prešov (hereinafter referred to as FMB UP) separately within the same deadlines. The basic condition for admission to study is the acquisition of complete secondary education or complete secondary vocational education, including the final school-leaving examination. The admission procedure for admission to the Bachelor's degree programme, including the establishment of the ranking for admission, will be carried out as follows:

A**) Automatically,** without algorithmic evaluation (i.e., without ranking), **all applicants who have achieved an arithmetic average of grades from their secondary school leaving certificate lower than 1.5,** regardless of the type of high school attended, **will be accepted**.

B) **Automatically**, without evaluation by an algorithm (i.e., without inclusion in the final ranking), **all applicants who have passed the OPTIONAL SCIO test** "General academic aptitude" or 'Obecné studijní předpoklady' (more at [www.scio.cz](http://www.scio.cz)) and achieved **a percentile score above 50 (inclusive)** on this SCIO test **will also be accepted**; in this case, the applicant will be admitted regardless of the average grades obtained in their secondary school leaving exam. As with all applicants, a prerequisite for admission is obtaining complete secondary or secondary vocational education and submitting the secondary school leaving certificate.

(C) All other applicants not covered by points (A) or (B) who provide **a valid school-leaving certificate containing their school-leaving examination grades are evaluated on the basis of those grades by an algorithm that draws up a ranking of all applicants for admission** to the programme of study in question. The school leaving certificate must be delivered to FMB UP **by the deadline** (June 16, 2024).

D) The ranking for admission to studies is based on an algorithm according to which applicants are ranked from the lowest (i.e., the most advantageous) overall point assessment, i.e., "**VBH**" to the highest "**VBH"**:

Each applicant is assigned an overall point assessment (VBH) score based on the following formula:

**VBH = D . (P – B)**

where "D" is the coefficient for the TYPE OF COMPLETED SECONDARY SCHOOL from which the applicant has demonstrated with his/her secondary school leaving certificate falling into one of these three categories:

**(a)** Completion of grammar school: coefficient for the type of completed secondary school **D = 1.0**

**(b)** Completion of an economic programme at any non-grammar school secondary school with a school leaving certificate: coefficient for the type of completed secondary school **D = 1.1**

**(c)** Completion of any other secondary school with a secondary school-leaving certificate which does not belong to the previous categories (a) or (b): coefficient for the type of completed secondary school **D = 1,2**

the value of **"P"** is the ARITHMETRIC AVERAGE of the grades from the school-leaving certificate,

the value **"B"** is the BONUS, which is subtracted from the arithmetic average of the school-leaving certificate (i.e., the value improved). A candidate may receive several bonuses, as follows - if:

**(a)** Successfully completed the school leaving exam in **Mathematics** and received a grade of 1, 2, or 3 on the school leaving certificate (regardless of the type of secondary school attended). In this case, the applicant is awarded a bonus subtracted from the arithmetic average of grades, **B = 0.2.**

**(b)** Successfully completed the school leaving exam in any foreign language and received a grade of 1, 2, or 3 on the school leaving certificate (regardless of the type of secondary school attended). In this case, the applicant is awarded a bonus subtracted from the arithmetic average of grades, **B = 0.1**

Note: grades for a maximum of 2 foreign languages are recognized (considering the languages in which the best grades are obtained on the school leaving certificate).

**(c)** Placed in one of the top three positions in at least the regional round of the Economic Olympiad. In this case, the applicant is awarded a bonus subtracted from the arithmetic average of grades, **B = 0,1.**

The applicant's position in the final admission ranking is determined by the value **"VBH"**, from the lowest to the highest."

Non-standard applicants are those who:

(a) do not provide a complete school leaving certificate containing the grades for individual subjects; (b) provide a school leaving certificate that does not state the name of the secondary school attended. [[1]](#footnote-1)

In this case, the applicant's position in the overall ranking for admission shall be calculated as follows:

E) **An applicant who does not provide a standard school-leaving certificate**, i.e., a school-leaving certificate that specifies individual grades for individual subjects and includes the name of the secondary school attended, **is required to take the DIFFERENTIAL TEST** or the General Study Aptitude Test (hereafter referred to as the "DT"). The differential test is conducted from a selected part of the basic curriculum of the Slovak grammar school, specifically focusing on the subject of Civics - Fundamentals of Economy and Economics. All topics of the differential test in the selected part of the basic curriculum from the above-mentioned subject will be published on the faculty's website in the section Study/Admission Procedure (<https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>).

If an applicant completes the differential test and, within the specified period, provides a school-leaving certificate containing grades from the school-leaving exams. In that case, the submitted school leaving certificate of the applicant is taken into consideration for the purposes of ranking for admission.

For the so-called overall point assessment 'VBH' in this case, the following formula applies:



where the value "DT "represents the percentage evaluation obtained by the applicant from the total possible points in the differential test."

**All applicants** evaluated according to this point E), i.e., based on the differential test, based on their 'VBH' value, are ranked **in the same common order for admission** along with applicants registered in the standard way, evaluated by the procedure in points C) and D). This ranking is based on their obtained position - starting from the lowest value of their "VB "(which is the most advantageous), i.e., from the "VBH "value of 1, up to the highest value.

**Each applicant** evaluated based on the differential test can **be admitted** according to their overall point assessment 'VBH' and the assigned position, which **placed them in the mentioned common ranking for admission** to the specific study programme within the limits set by the teaching capacities of the faculty.

F) Any applicant evaluated based on the above points A) – E) of this text **who did not complete the graduation exam in the Slovak language** may be admitted to study in a Slovak-language study programme only after successfully verifying the LANGUAGE PROFICIENCY TO STUDY IN THE SLOVAK LANGUAGE (hereinafter 'OJS'), usually conducted through a combination of a written and oral part. Since demonstrating the ability to study in the Slovak language is one of the fundamental conditions for admission, **those applicants** **who do not complete the OJS will be excluded from the ranking for admission in the admission process**, regardless of their position in the final ranking (or if they achieved a grade point average lower than 1.5 or even if they scored in the percentile ≥ 50 on the SCIO test).

Note: The school leaving certificate must be submitted to the FMB PU by the specified deadline (by June 17, 2024). In case of non-submission of the required documents by the specified deadline, the application will be included in the second round of the admission process.

**The conditions for admission to the Master's degree programmes at the Faculty of Management and Business at the University of Prešov (Article 26, Paragraph 6 of the Statute of the University of Prešov) for the academic year 2024/2025.**

The fundamental requirement for admission to the Master's degree programme is the completion of a bachelor's degree with a state examination.

**For all standard applicants**, the admission process for the Master's degree programme takes place **without an entrance examination, i.e.,** **without the physical presence (neither in-person nor online).** Standard applicants for the study are considered those who have completed a 1st-degree study (Bachelor's degree) in any study programme in the field of **Economics and Management** (completed in the Slovak Republic) or any study programme in the field of Economics & Management (completed abroad, either outside the Slovak Republic or within the Slovak Republic), or a **study programme in a field related to the mentioned study programmes.**

The fundamental requirement for admission to the Master's degree programme (i.e., 2nd-degree study) is the completion of a bachelor's degree programme (i.e., 1st-degree study). The admission process for the Master's degree programme, including the creation of the admission ranking, follows the same procedure (algorithm) for each Master's study programme at the Faculty of Management, and Business at the University of Prešov independently and in the same timeframes, as outlined in the following text.

Creating the ranking for admission to the Master's degree programme:

1. **The ranking for admission to the Master's degree programme** (2nd degree) of the study programme is created based on the weighted arithmetic (study) average of grades for the entire Bachelor's study (1st degree), including grades for the state examination, in ascending order of the arithmetic average from the lowest to the highest.

Graduates of any bachelor's study programme in the field of Economics and Management (completed in the Slovak Republic) or any bachelor's study programme in the field of Economics & Management (completed abroad, either outside the Slovak Republic or within the Slovak Republic), or a bachelor's study programme in a related field, **will be automatically included in the ranking for admission** to the respective study programme at FMB PU. A necessary condition for each applicant is to fulfill the obligation to send or personally deliver to FMB PU by the specified date (in the 1st round by July 1, 2024) a **valid document on higher education of the 1st degree (Bachelor's).** Applicants who are not graduates of the Faculty of Management and Business at the University of Prešov (or the previous FM PU in Prešov) are required to send or deliver to FMB PU an official confirmation of exams taken at another faculty and a transcript of grades from the Bachelor's study, including the weighted study average.

1. Non-standard applicants are the applicants who have completed a bachelor's study programme (1st-degree study) in a field other than Economics and Management (completed in the Slovak Republic) or any study programme in a field other than Economics & Management (completed abroad, either outside the Slovak Republic or within the Slovak Republic), or a study programme in a field unrelated to the mentioned study programmes, are considered.

In the case of a completed Bachelor's degree programme in a field of study other than Economics

and Management (graduated in the Slovak Republic) or in the case of graduates of any study programme in the field of study Economics & Management (graduated abroad outside the Slovak Republic or also in the Slovak Republic), or a study programme in a field of study unrelated to the above fields of study, is the applicant is obliged to pass the **DIFFERENTIAL TEST** **or the General Study Aptitude Test** (hereinafter referred to as "DT"), the result of which is in the scale of A, B, C, D, E, FX. This result replaces the arithmetic average of grades for the entire Bachelor's degree (1st degree) and similarly determines the applicant's position in the ranking for admission to the study. The test is created from selected knowledge from the state examination, which is conducted at the end of the Bachelor's study programme Management at the FMB of UP in Prešov. All topics of the differential test will be published on the faculty's website in the section:

Study/Admission procedure (<https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>).

Based on the provided result, the applicant obtains a position **in the common ranking for admission** to the study (unless there is a failure in the case of FX), which is created for each study programme using one of the two procedures outlined in points 1 or 2 of this section.

1. Any applicant who has applied for admission to the Master's **degree programme in the Slovak language** according to the preceding sections 1) and 2) and **who has not completed the first-degree study (Bachelor's study)** in the Slovak language **or has not demonstrated proficiency with a grade in the Slovak language on their secondary school leaving certificate** is **required to undergo the LANGUAGE PROFICIENCY VERIFICATION TO STUDY THE STUDY PROGRAMME IN THE SLOVAK LANGUAGE** (hereinafter referred to as "LPV"). Since demonstrating the ability to study in the Slovak language is one of the basic conditions for admission, those applicants who do not successfully complete "LPV "will be excluded from the ranking for admission in the admission process, regardless of their position in the final ranking.
2. An applicant who has applied for admission to the Master's **degree programme in the English language** **and who has not completed the first-degree study (Bachelor's study) in the English language is required to undergo LANGUAGE PROFICIENCY VERIFICATION TO STUDY THE STUDY PROGRAMME IN THE ENGLISH LANGUAGE** (hereinafter referred to as "LPV"). Since, in the case of applying for **an English study programme**, demonstrating the ability to study in the English language is one of the primary conditions for admission, those applicants who do not complete LPV will be excluded from the ranking for admission in the admission process, regardless of their position in the final ranking. An applicant who can demonstrate the required level of English language proficiency **at least B2** – intermediate (the achieved level needs to be proven with a diploma or certificate, e.g., TOEFL, IELTS, etc.) does not need to undergo the Language Proficiency Verification to study the study programme in the English language (LPV-English).
1. specific cases will be considered by a committee set up for this purpose [↑](#footnote-ref-1)