

UNIVERSITY OF PRESOV IN PRESOV

**FACULTY OF MANAGEMENT AND BUSINESS (FMB)**

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<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>

<https://www.studujmanazment.sk/>

**Application Submission Address:**

University of Presov in Presov, Faculty of Management and Business, Konštantínova 16, 080 01 Prešov, Slovak Republic

**Application Deadlines:**

for bachelor's studies: until **March 31, 2024**

for master's studies in Slovak language: until **March 31, 2024**

for master's studies in English language: until **April 30, 2024**

for doctoral studies: until **May 31, 2024**

Fee for Material Provision in the Admission Process:

- applicants for bachelor's studies: **€30** (including the online application form, see points 1.1 and 1.2 for detailed information)
- applicants for master's studies: **€30** (including the online application form, see points 2.1 and 2.2 for detailed information)
- applicants for doctoral studies: **€50** (including the online application form, see points 3.1 and 3.2 for detailed information)

**Note:** Applicants pay one application fee for **each** of the Faculty's study programmes.

**Account number: 7000199613/8180**

**IBAN – SK89 8180 0000 0070 0019 9613**

**SWIFT - SPSRSKBA**

**Variable symbol: the applicant's birth number (without slashes)**

(It is necessary to include the name and surname of the applicant in the message for the recipient or notes.)

**Recipient's address:**

University of Presov in Presov

Faculty of Management and Business

Konštantínova 16

080 01 Prešov

## Open Days

Open days at the Faculty of Management and Business at the University of Presov in Presov (FMB) take place online or in person and are published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>)

## Accredited Study Programmes at FMB:

For applicants for studies in Slovak language:

Study Programme	Field of Study	Form of Study	Awarded Academic Title	Years of study	Planned Number of Students
Management	Economics and Management	FT	Bc.	3	160
Management	Economics and Management	PT	Bc.	3	40
Business Management and Marketing	Economics and Management	FT	Bc.	3	140
Business Management and Marketing	Economics and Management	PT	Bc.	3	40
Tourism, Hotel and Spa Industry	Economics and Management	FT	Bc.	3	80
Tourism, Hotel and Spa Industry	Economics and Management	PT	Bc.	3	40
Management	Economics and Management	FT	Mgr.	2	170
Management	Economics and Management	PT	Mgr.	2	50
Management	Economics and Management	FT	PhD.	4	3
Management	Economics and Management	PT	PhD.	5	5

For applicants for study in English language:

Study Programme	Field of Study	Form of Study	Awarded Academic Title	Years of Study	Planned Number of Students
Management*	Economics and Management	FT	Mgr.	2	20
Management*	Economics and Management	PT	Mgr.	2	15
Management	Economics and Management	FT	PhD.	4	2
Management	Economics and Management	PT	PhD.	5	5

FT – full-time study; PT – part-time study; Bc. – bachelor; Mgr. – master; PhD. – philosophiae doctor

\* The Faculty reserves the right:

- 1) not to open a study programme in case of an insufficient number of enrolled students.
- 2) the Dean of the Faculty has the right to change the rules of the admission procedure in case of unforeseen and exceptional circumstances, with the consent of the Academic Senate of FMB PU.

**Full-time study** in all study programmes in the Slovak language (and all degrees) is **free of charge** at the Faculty of Management and Business. Part-time study of the study programmes at the Faculty of Management and Business is charged. The tuition fees for part-time and paid study programmes will be published in due time on the Faculty's website: <https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>.

Each applicant may also submit multiple applications to the Faculty of Management and Business for different study programmes at his/her own discretion.

For each published study programme listed above (at each level of study and in each form of study), a separate ranking of applicants for admission is always evaluated.

Note: Those applicants who were not admitted in the 1st round for capacity reasons and those applicants who did not submit all required documents by June 17, 2023, and therefore were not evaluated in the 1st round will also be included in the 2nd round of the admissions procedure if it is held.

## ADMISSION REQUIREMENTS FOR STUDY AT FMB IN THE ACADEMIC YEAR 2024/2025

### 1 Admission requirements for study at the 1<sup>st</sup> level of study (bachelor's degree)

- The basic requirement for admission to the bachelor's programme is the completion of **complete secondary education with a secondary school leaving certificate or full secondary vocational education with a secondary school leaving certificate** ("maturita exam")
- For all applicants who apply through the standard process, the admission procedure for bachelor's studies takes place **without physical presence (also without online presence)**. Standardly applied applicants are considered those who, by a specified date, submit a valid secondary school leaving certificate **by mail or in person**. **This certificate includes grades from the final examination and the type (name) of the completed secondary school.**
- Preference (outside of the [algorithm](#) evaluation) will be given to those applicants who:
  - have achieved an arithmetic average of grades up to 1.5 on their secondary school leaving certificate at any secondary school;
  - or have taken the optional SCIO test (see [www.scio.cz](http://www.scio.cz) for more information) "Všeobecné študijné predpoklady" ("Obecní studijní předpoklady") and have achieved a percentile of more than 50, inclusive.
- **All applicants** applying for studies at FMB are **ranked in the order of admission** to the relevant study programme they applied for (there is always only one ranking for each specific study programme) and may be admitted according to their results on the school leaving certificate and the position in the order of admission assigned on that basis, and according to the limits set by the teaching capacity of the Faculty. The applicant's overall position in the final ranking is calculated on the basis of a set [algorithm](#), which is published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>).
- Pursuant to Section 58(9) of Act No.131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, the Faculty has the right to request information from admitted applicants as to whether they will enrol for studies. In view of the above, **an applicant who receives an admission decision is obliged to inform the Faculty within 7 days of receipt of the admission decision whether he/she will enrol in the study**. If an applicant does not express interest in the study or fails to provide the required information within the specified time, their right to enroll in the study program is terminated.
- If **any applicant** for bachelor's studies does not demonstrate a **secondary school leaving certificate with Slovak language** as one of the completed subjects, they are required to undergo a **language proficiency verification** at the Faculty to study in the bachelor's study program **in Slovak language**. If the mentioned applicant does not participate in the language proficiency verification or does

not pass the language proficiency verification to study in the programme in Slovak language, they will be excluded from the admission ranking (despite meeting the criteria for admission based on a grade average of up to 1.5 or successfully completing the SCIO test with a percentile above 50).

The clarification of conditions for the admission of applicants according to individual categories of applicants is in the following text.

### 1.1 Applicants for bachelor's degree programmes (1<sup>st</sup> level study) who have applied through the standard application process.

Applicants for bachelor's degree programs (first-level study) who are considered standard applicants are those with a regular secondary school leaving certificate, including grades for the graduation exam and the specified type (name) of the completed secondary school.

#### Required documents:

1. complete and fully filled out **electronic application form** (the sender of the electronic application will also deliver a printed and signed application to the address of the FMB) or a **paper application** for study to the Faculty's address within the specified deadline;
2. **officially certified copy of the secondary school leaving certificate** (to be delivered by mail or in person to the FMB);
3. in the case of applicants who graduated from a secondary school outside the territory of the Slovak Republic, it is obligatory to deliver proof of **nostrification**, i.e., a decision on the recognition of the equivalence of educational documents,
4. a **structured CV** (possibly uploaded as an attachment to the e-application form);
5. **proof of payment of the admission fee** (can be uploaded as an attachment to the e-application form);

#### Further information:

- The deadline for sending the application form is **March 31, 2024**.
- The **application form** must be submitted **completely filled in**, including attachments, by the specified deadline on the prescribed form. The sender of the electronic application form shall also deliver a printed and signed application form to the FMB address. **The applicant shall indicate his/her own e-mail address and telephone number in the application form.**
- Applicants who will take the school leaving examination in the school year 2023/2024, **immediately after the school leaving examination**, will send or personally deliver to the FMB address an officially certified copy of the school leaving certificate with grades (with delivery by **June 17, 2024**, for the first round of admissions).
- Applicants who **have completed secondary school outside the territory of the Slovak Republic** must submit **officially translated and certified documents** of attainment of complete secondary education with a secondary school leaving certificate or full secondary vocational education with a secondary school leaving certificate to the application form by **June 17, 2024** (in justified cases, the Academic Senate of the Faculty may, on the proposal of the Dean, adapt these conditions accordingly). **The decision on the recognition of the equivalence of educational documents for the purpose of continuing studies** (so-called nostrification) is issued by the Regional Office of School Administration in the Slovak Republic (information from the Department of Education regarding the recognition of educational documents is available at: <https://www.russ-po.sk/949-sk/nostrifikacie-uznanie-dokladov-o-vzdelani/>).
- Applicants for study at the FMB can **also submit multiple applications** for study at this Faculty - for different study programmes and forms of study. Further information regarding the admission of applicants to the Bachelor's degree programme will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>), which **you are advised to monitor permanently**.
- Applicants with specific needs are advised to contact the coordinator for students with specific needs, who is PhDr. Tatiana Pethő, PhD (tatiana.petho@unipo.sk) before submitting their application.
- The decision on the results of the admission procedure will be made in written form within 30 days of verifying that the requirements (including legislative conditions) for admission have been met.
- Admission to study is decided by the Dean of the Faculty on the proposal of the Admission Committee. The members of the Admission Committee are appointed by the Dean of the Faculty.
- An applicant who has received a non-admission decision may submit a request to review this decision. The request is submitted to the Dean of the Faculty within a period of eight days from the date of receiving the decision of non-admission.
- **The language proficiency verification** will take place in person at the FMB in the 1st term in **May 2024** (the date will be specified on the FMB website). It will be attended not only by previous graduates without a grade in the Slovak language on their school-leaving certificate but also by candidates whose school-leaving examination will be held at a later date but who are not expected to pass this subject. In justified cases, the Academic Senate of the Faculty may, on the proposal of the Dean, adjust these conditions accordingly. The Faculty will send the applicant an electronic invitation for language proficiency verification at least 14 days before the examination date. **Applicants may only verify their language proficiency once during the entire admission procedure for the academic year 2024/2025!** If an applicant submits several applications for different study programmes and is obliged to verify his/her language proficiency, he/she will undergo this verification only once.

### 1.2 Non-standard applicants for bachelor's degree programmes (1<sup>st</sup> level of study).

Non-standard applicants for bachelor's degree programs (1st-degree study) are considered applicants who:

- do not provide a complete (standard) secondary school leaving certificate containing grades for individual subjects;
- provide a secondary school leaving certificate that does not specify the type (name) of the completed secondary school.

**Required documents:**

1. complete and fully filled out **electronic application form** (the sender of the electronic application will also deliver a printed and signed application to the address of FMB) or a paper application for study to the Faculty's address within the specified deadline.
2. **officially certified photocopy of the secondary school leaving certificate** (to be delivered by mail or in person to FMB).
3. officially translated and certified **documents proving completion of full secondary education or complete secondary vocational education** (even without school-leaving exam grades).
4. **nostrification**, i.e., a decision on the recognition of the equivalence of educational documents (for applicants who completed high school outside the territory of the Slovak Republic).
5. **structured curriculum vitae** (possibly uploaded as an attachment to the electronic application).
6. **proof of payment of the admission process fee** (possibly uploaded as an attachment to the electronic application).

**Further information:**

- The deadline for sending the application form is **March 31, 2024**.
- The application form must be submitted completely filled in, including attachments, by the specified deadline on the prescribed form. The sender of the electronic application form shall also deliver a printed and signed application form to the FMB address. The applicant shall indicate his/her own e-mail address and telephone number in the application form.
- The application must be accompanied **by officially translated and certified documents** proving the attainment of complete secondary education or full secondary vocational education by **June 17, 2024** (in justified cases, the Academic Senate of the Faculty may, on the proposal of the Dean, adapt these conditions accordingly).
- The decision on the recognition of the equivalence of educational documents for the purpose of continuing studies (so-called nostrification) is issued by the Regional Office of School Administration in the Slovak Republic (information from the Department of Education regarding the recognition of educational documents is available at: <https://www.russ-po.sk/949-sk/nostrifikacie-uznanie-dokladov-o-vzdelani/>).
- The condition for the admission of applicants without the specified type of secondary school and/or without grades from the school leaving examination for the first level of studies in Slovak language is the passing of a **differentiation test<sup>1</sup>** and the simultaneous **demonstration of linguistic competence** to study the study programme in Slovak language, which will generally be carried out in the written form in Slovak language and are compulsory, without exception, for every applicant who submits a school leaving certificate without grades and/or an indication of the type of secondary school attended.
- **Differentiation test and language proficiency verification** will be held in person on the same day in the same time slot at the FMB, presumably in the first round in the month of May 2024. The differentiation test will cover a part of the basic curriculum of the Slovak grammar school in the subject Civics, part: Fundamentals of Economics and Economics (ŠLOSÁR, R. Základy ekonómie a ekonomiky. Bratislava: SPN /multiple editions). The thematic areas for the differential test will be published on the Faculty's website in the Education/Information for Applicants section (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>). "In justified cases, the Academic Senate of the Faculty may reasonably adjust these conditions upon the Dean's recommendation. An applicant who does not provide evidence of a grade in Slovak language on their secondary school leaving certificate and who does not participate in the language proficiency verification or fails the language proficiency verification will be excluded from the ranking for admission."
- The Faculty will send the invitation to the differentiation test and the language proficiency verification together to the applicant at least 14 days before the procedure date. **The differentiation test and the language proficiency verification may only be taken once during the entire admission procedure for the academic year 2024/2025!** If an applicant submits several applications for different study programmes, he/she will only take the differentiation test and the language proficiency verification once.
- Applicants for study at the FMB can also submit **multiple applications** for study at this Faculty - for different study programmes and forms of study. Further information regarding the admission of applicants to the Bachelor's degree programme will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>) which **you are advised to monitor permanently**.
- Applicants with specific needs are advised to contact the coordinator for students with specific needs, who is PhDr. Tatiana Pethő, PhD (tatiana.petho@unipo.sk) before submitting their application.
- The decision on the results of the admission procedure will be made in written form within 30 days of verifying that the requirements (including legislative conditions) for admission have been met.
- Admission to study is decided by the Dean of the Faculty on the proposal of the Admission Committee. The members of the Admission Committee are appointed by the Dean of the Faculty.
- An applicant who has received a decision of non-admission may submit a request for a review of this decision. The request is submitted to the Dean of the Faculty within a period of eight days from the date of receiving the decision of non-admission.

**Applicants who have been granted asylum, subsidiary protection, or temporary refuge****Required documents:**

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<sup>1</sup> The differentiation test serves as a test of general academic aptitude

1. complete and fully filled out **electronic application form** (the sender of the electronic application will also deliver a printed and signed application to the address of FMB) or **a paper application form** for study to the Faculty's address within the specified deadline;
2. **a solemn declaration of educational qualifications** - if the applicant is unable to provide evidence of completed education;
3. officially certified copy of the **document on asylum, subsidiary protection, or temporary refuge**;
4. if the documents are available, the applicant shall submit:
  - a) officially translated and certified **evidence of the attainment of upper secondary education or upper secondary vocational education**,
  - b) **nostrification** (decision recognising the equivalence of educational qualifications),
  - c) **an officially certified photocopy of the diploma** (to be delivered by post or in person to the FMB);
5. **structured curriculum vitae** (possible upload as an attachment to the electronic application);
6. **proof of payment of the admission process fee** (possible upload as an attachment to the electronic application).

**Further information:**

- For applicants who cannot prove that they have completed secondary education, the basic condition for admission to first level studies in the Slovak language for applicants without evidence of education is **a differentiation test** and **a language proficiency verification** for studying a study programme in the Slovak language. (Applicants with evidence of education who have grades for the school leaving examination will **only have to have their language proficiency verified** for studying a study programme in Slovak language.) In justified cases, the Academic Senate of the Faculty may, on the proposal of the Dean, adapt these conditions accordingly.
- The deadline for sending the application form is **March 31, 2024**.
- The application form must be submitted **completely filled in**, including attachments, by the specified deadline on the prescribed form. The sender of the electronic application form shall also deliver a printed and signed application form to the FMB address. **The applicant shall indicate his/her own e-mail address in the application form.**
- In case of availability of documents, the application must be accompanied by **officially translated and certified documents** of attainment of full secondary education or full secondary vocational education no later than **June 17, 2024** (in justified cases, the Academic Senate of the Faculty may, on the proposal of the Dean, adapt these conditions accordingly).
- If the documents are available, the decision on the recognition of the equivalence of education documents for the purpose of continuing studies (so-called nostrification) will be issued by the Regional Office of School Administration in the Slovak Republic (information from the Department of Education regarding the recognition of education documents is available at: <https://www.russ-po.sk/949-sk/nostrifikacie-uznanie-dokladov-o-vzdelani/>).
- A requirement for admission to the first-level study program in Slovak language is the completion of a **differentiation test**<sup>2</sup> and simultaneous **demonstration of language proficiency to study the programme in the Slovak language**. These will generally be carried out in written form in Slovak language and are compulsory without exception for each applicant.
- **Differentiation test and language proficiency verification** will be held **in person** at the FMB, presumably in the first round in the month of May. The differentiation test will cover a part of the basic curriculum of the Slovak grammar school in the subject Civics, part: Fundamentals of Economics and Economics (ŠLOSÁR, R. Základy ekonómie a ekonomiky. Bratislava: SPN /multiple editions). The thematic areas for the differential test will be published on the Faculty's website in the Education/Information for Applicants section (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>). In justified cases, the Academic Senate of the Faculty may, upon the Dean's recommendation, reasonably adjust these conditions. An applicant who does not participate in the language proficiency verification or fails the language proficiency verification will be excluded from the ranking for admission. In the case of a school leaving certificate with grades, the applicant will only have to verify language proficiency.
- The Faculty will send the invitation to the differentiation test and the language proficiency verification together to the applicant at least 14 days before the date of the procedure. **The differentiation test and the language proficiency verification may only be taken once during the entire admission procedure for the academic year 2024/2025!** If an applicant submits several applications for different study programmes, he/she will only take the differentiation test and the language proficiency verification once.
- Applicants for study at the FMB can also submit **multiple applications** for study at this Faculty - for different study programmes and forms of study. Further information regarding the admission of applicants to the Bachelor's degree programme will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>) which **you are advised to monitor permanently**.
- Applicants with specific needs are advised to contact the coordinator for students with specific needs, who is PhDr. Tatiana Pethő, PhD (tatiana.petho@unipo.sk) before submitting their application.
- The decision on the results of the admission procedure will be made in written form within 30 days of verifying that the requirements (including legislative conditions) for admission have been met.
- Admission to study is decided by the Dean of the Faculty on the proposal of the Admissions Committee. The members of the Admissions Committee are appointed by the Dean of the Faculty.
- An applicant who has received a decision of non-admission may submit a request for a review of this decision. The request is submitted to the Dean of the Faculty within a period of eight days from the date of receiving the decision of non-admission.

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<sup>2</sup> The differentiation test serves as a test of general academic aptitude

## 2 Conditions for admission to the 2<sup>nd</sup> level of study (master's degree)

The basic condition for admission to the master's degree programme is the **completion of the first cycle of higher education (Bachelor's degree)** completed by a state examination (basic requirements for admission to the study programme of the second cycle according to Section 56 (3) of Act No.131/2002 Coll. on higher education and on amendment and supplementation of certain acts is a first-degree higher education or a second-degree higher education, the sum of the number of credits obtained in the previous higher education studies leading to the higher education degree and the number of credits required for the proper completion of the second-degree study programme for which the applicant is applying must be at least 300 credits).

### 2.1 Applicants for master's studies (2<sup>nd</sup> level of study) in Slovak language

#### Required do:

1. complete and fully filled out **electronic application form** (the sender of the electronic application form shall also deliver a printed and signed application form to the FMB address) or a **paper application form** to the Faculty's address by the deadline;
2. **an officially certified photocopy of the diploma and state examination certificate** (to be delivered by post or in person to the FMB);
3. in the case of a bachelor's degree graduate outside the FMB UP (University of Presov in Presov), **a transcript of study results** (with the weighted arithmetic average for the entire period of bachelor's studies), delivered by post or in person to the FMB by the deadline;
4. **structured curriculum vitae** (possibly uploaded as an attachment to the electronic application).
5. **proof of payment of the admission process fee** (possibly uploaded as an attachment to the electronic application).

In the case of an applicant who has completed first degree studies at a university outside the territory of the Slovak Republic (or the Czech Republic), also:

6. **nostrification (a decision recognising the equivalence of educational qualifications);**
7. officially translated and certified evidence of the attainment of the 1<sup>st</sup> level of higher education:
  - **diploma,**
  - **certificate of state examination,**
  - **transcript of grades** for individual study subjects,
8. **Apostille** – for educational documents issued in states that are parties to the Convention of October 5, 1961, on the Abolition of the Requirement of Higher Authentication for Foreign Public Documents (the Hague Convention);
9. **Legalisation/super-legalisation** - for educational documents issued in states which are not member state of the Hague Convention.

#### Further information:

- The basic requirement for admission to the master's programme is the completion of the first cycle of higher education (bachelor's degree).
- The deadline for sending the application form is **March 31, 2024**.
- Applicants for master's studies who will take the state final exam of the first degree of university studies (bachelor's) in the academic year 2023/2024 **apply for studies by sending their application form** (as well as other applicants for studies) by **March 31, 2024** and no later than **July 1, 2024**, send officially certified documents of successful completion of the first degree studies - i.e. an officially certified photocopy of the diploma, the state examination certificate, a transcript of the results of studies and other attachments to the application for studies.
- In the case of an applicant who has completed studies of the first degree at a higher education institution outside the Slovak Republic, it is necessary to submit a decision on the recognition of the equivalence of educational documents (so-called nostrification). Nostrification must be requested from:
  - relevant Faculty in Slovakia that offers study programmes in the same or related fields as indicated on the educational document, or
  - The Ministry of Education, Science, Research, and Sport (if no university in Slovakia offers study programmes in the same or related study fields as indicated on the educational document). More information can be found at: <https://www.minedu.sk/23276-sk/akademicke-uznavanie-dokladov-o-vzdelani-a-stupna-vzdelania/#UznStup>; more information at: <https://www.minedu.sk/academic-recognition-of-diplomas/>.
- The order for admission is formed according to the weighted average for the entire period of bachelor studies according to an [algorithm](https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/) published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>.) Each applicant may be admitted according to his/her position in the admission ranking according to the capacity limits of the Faculty.
- In the case of **a graduate who has completed a study programme in a field of study other than Economics & Management** (completed in the Slovak Republic) or in the case of graduates of any study programme in another field of study Economics & Management (completed abroad outside the Slovak Republic, or also in the Slovak Republic) such a candidate will take **a differentiation test** from selected areas of the state examination of the bachelor's study programme Management, which is



implemented at the FMB. The differentiation test will be held in July, **from the following subjects: Microeconomics, Business Economics, Finance and Currency, Corporate Finance, Financial-Economic Analysis, Management, Human Resources Management, Marketing.** The topics will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>). Based on the result of the differentiation test, each applicant will be given a position in the common order **for admission to each given study programme.**

- **If the applicant has not completed his/her bachelor studies in Slovak language and/or does not prove his/her school leaving certificate with a grade in the Slovak language**, he/she is obliged to take the **language proficiency verification (LPV)** to study the study programme in the Slovak language. The (LPV) will take place in **May 2024** in written form in the Slovak language. If such an applicant does not participate in the (LPV) or fails it, he/she will be excluded from the order of admission. Specific cases will be considered separately by a committee set up for this purpose.
- The Faculty will send an electronic invitation for language proficiency verification to the applicant at least 14 days before the examination date. Applicants may **only verify their language proficiency once** during the entire admission procedure for the academic year 2024/2025!
- Each of the 2 alternatives of the resulting value A - E plays an equal (equivalent) role in filling a position **in the common admission ranking for applicants** to a given Master's degree programme:
  1. the value of the weighted average of the grades for the entire period of study of the bachelor's degree programme for those applicants who are graduates of study programmes belonging to the field of study "Ekonomía a manažment" or Economics & Management, or related study programmes
  2. the value of the result of the differential test for applicants who were required to take the differential test
- An applicant for study at the FMB may also submit **multiple applications** for study at this Faculty.
- Further information regarding the admission of applicants to the Master's programme will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/>), **which we recommend you monitor permanently.**
- Applicants with specific needs are advised to contact the coordinator for students with specific needs, who is PhDr. Tatiana Pethő, PhD ([tatiana.petho@unipo.sk](mailto:tatiana.petho@unipo.sk)) before submitting their application.
- The decision on the results of the admission procedure will be made in written form within 30 days of verifying that the requirements (including legislative conditions) for admission have been met.
- Pursuant to Section 58(9) of Act No.131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, the Faculty has the right to request information from admitted applicants as to whether they will enrol for studies. In view of the above, **an applicant who receives an admission decision is obliged to inform the Faculty within 7 days of receipt of the admission decision whether he/she will enrol in the study.** If an applicant does not express interest in the study or fails to provide the required information within the specified time, their right to enroll in the study program is terminated.
- Admission to study is decided by the Dean of the Faculty on the proposal of the Admissions Committee. The members of the Admissions Committee are appointed by the Dean of the Faculty.
- An applicant who has received a decision of non-admission may submit a request for a review of this decision. The request is submitted to the Dean of the Faculty within a period of eight days from the date of receiving the decision of non-admission.

## 2.2 Applicants for a master's degree (2<sup>nd</sup> level of study) in English language

### Required documents:

1. A properly and fully completed **application form**, titled 'An Application Form for Master's Study in English' (available at <https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>), must be submitted to the Faculty by the specified deadline;
2. **an officially certified photocopy of the diploma and transcripts** must be submitted to the Faculty of Management and Business (FMB) either by mail or in person
3. **a transcript of study results**, including the weighted arithmetic average for the entire period of bachelor's studies, must be submitted to the Faculty of Management and Business (FMB) by mail or in person by the specified deadline;
4. **a structured CV in English language;**
5. **proof of payment of the admission fee;**
6. **proof of English language proficiency** (if applicable and if the first-degree studies were completed in a language other than English);

In the case of an applicant who has completed first degree studies at a university outside the territory of the Slovak Republic (or the Czech Republic) also:

7. **nostrification;**
8. translated and certified documents proving the attainment of the first level of higher education:
  - **diploma,**
  - **state examination certificate,**
  - **transcript of grades** for individual subjects of study;

9. **Apostille** – for educational documents issued in states that are parties to the Convention of October 5, 1961, on the Abolition of the Requirement of Higher Authentication for Foreign Public Documents (the Hague Convention);
10. **Legalisation/super-legalisation** - for educational documents issued in states that are not member state of the Hague Convention.

**Further information:**

- The basic condition for admission to master's studies is the completion of higher education at the first level (bachelor's studies).
- The deadline for submitting the application for studies is until **April 30, 2024**.
- Applicants are required to send or deliver complete documents for the admission process to the FMB until **July 01, 2024**.
- Applicants interested in **the study programme in English language** fill in the published application form in English in "An application form for Master's study in English" (<https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>).
- In the case of an applicant who has completed studies of the first degree at a higher education institution outside the Slovak Republic, it is necessary to submit a decision on the recognition of the equivalence of educational documents (so-called nostrification). Nostrification must be applied for:
  - to the relevant Faculty in Slovakia which carries out study programmes in the same or related fields of study as those listed on the education document,
  - or the Ministry of Education, Science, Research and Sport (if there is no higher education institution in the Slovak Republic that offers study programmes in the same or related fields of study as those listed on the education document). For more information see: <https://www.minedu.sk/23276-sk/akademicke-uznavanie-dokladov-o-vzdelani-a-stupna-vzdelania/#UznStup>; for more information see: <https://www.minedu.sk/academic-recognition-of-diplomas/>.
- The order for admission is formed according to the weighted average for the entire period of bachelor studies according to an algorithm published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>). Each applicant may be admitted according to his/her position in the order of admission within the capacity limits of the Faculty.
- In the case of a graduate who has completed a study programme in a field of study other than Economics & Management (completed in the Slovak Republic) or in the case of graduates of any study programme in another field of study Economics & Management (completed abroad outside the Slovak Republic, or also in the Slovak Republic) applicants will take **a differentiation test** from selected areas of the state examination of the bachelor's study programme Management, which is implemented at the FMB. The differentiation test will be held in July from the **following subjects: Microeconomics, Business Economics, Finance and Currency, Corporate Finance, Financial-Economic Analysis, Management, Human Resources Management, Marketing**. The topics will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>). Based on the result of the differentiation test, each applicant will be given a position in the common order for admission to each given study programme.
- Each of the 2 alternatives of the resulting value A - E plays an equal (equivalent) role in filling a position **in the common admission ranking for applicants** to a given Master's degree programme:
  1. the value of the weighted average of the grades for the entire period of study of the bachelor's degree programme for those applicants who are graduates of study programmes belonging to the field of study "Ekonomía a manažment" or Economics & Management, or related study programmes
  2. the value of the result of the differential test for applicants who were required to take the differential test
- The following applicants are required to complete **the English Language Proficiency Verification for the English Language Study Programme (ELPV)**:
  - an applicant who has not completed a bachelor's degree programme in the English language,
  - an applicant who does not prove the prescribed certificate of English language proficiency at the required language level of **at least B2** - upper-intermediate (the level achieved must be demonstrated by a diploma or certificate, e.g., TOEFL, IELTS, etc.).

Applicants who do not successfully complete the English Language Proficiency Verification (ELPV) will be excluded from the order for admission in the admission procedure. The ELPV will be held in **May 2024** in writing in the English language. If an applicant does not participate in the ELPV or fails to pass it, they will be excluded from the order for admission. Specific cases will be individually assessed by a commission established for these purposes.
- The Faculty will send the invitation to the differentiation test and the language proficiency verification together to the applicant at least 14 days before the date of the procedure. **The language proficiency verification can only be carried out once** during the entire admission procedure for the academic year 2024/2025!
- An applicant for study at FMB may also submit more than one application for study at this Faculty.
- In justified cases, the Academic Senate of the Faculty may, on the proposal of the Dean, adjust these conditions accordingly.
- Further information regarding the admission of applicants to the Master's programme will be published on the Faculty's website (<https://www.unipo.sk/fakulta-manazmentu/>), which **we recommend you monitor permanently**.
- Applicants with specific needs are advised to contact the coordinator for students with specific needs, who is PhDr. Tatiana Pethő, PhD ([tatiana.petho@unipo.sk](mailto:tatiana.petho@unipo.sk)) before submitting their application.



- The decision on the results of the admission procedure will be made in written form within 30 days of verifying that the requirements (including legislative conditions) for admission have been met.
- Pursuant to Section 58(9) of Act No.131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, the Faculty has the right to request information from admitted applicants as to whether they will enrol for studies. In view of the above, **an applicant who receives an admission decision is obliged to inform the Faculty within 7 days of receipt of the admission decision whether he/she will enrol in the study**. If an applicant does not express interest in the study or fails to provide the required information within the specified time, their right to enroll in the study program is terminated.
- Admission to study is decided by the Dean of the Faculty on the proposal of the Admissions Committee. The members of the Admission Committee are appointed by the Dean of the Faculty.
- An applicant who has received a decision of non-admission may submit a request for a review of this decision. The request is submitted to the Dean of the Faculty within a period of eight days from the date of receiving the decision of non-admission.
- **Study programmes in the English language will be opened only in case of a sufficient number of enrolled students.**

### 3 Admission requirements for studies in the 3<sup>rd</sup> level of study (doctoral studies)

The basic condition for admission to doctoral studies is a university education of the 2nd degree (Section 56 (4) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts).

- More detailed information about doctoral studies can be found on the Faculty's website in the Science and Research section (<https://www.unipo.sk/fakulta-manazmentu/veda-a-vyskum/doktorandske/>).

#### 3.1 Applicants for doctoral studies (3rd level of study) in Slovak language

##### Required documents:

1. A properly and fully completed **electronic application form** (the sender of the electronic application form shall also deliver a printed and signed application form to the FMB address) or a **paper application form** to the Faculty's address by the specified deadline;
2. officially translated and authenticated evidence of having attained a second level of higher education;
3. **an officially certified photocopy of the diploma and certificate** (to be delivered by post or in person to the FMB);
4. **proof of payment of the admission fee** (to be uploaded as an attachment to the e-application) - 50 € regardless of the type of application;

In the case of an applicant who completed a 2nd-degree study at a university outside the territory of the Slovak Republic (or Czech Republic) also:

5. **nostrification**;
6. officially translated and certified evidence of the attainment of the 2nd level of higher education:
  - **diploma**,
  - **certificate of state examination**;
7. **Apostille** – for educational documents issued in states that are parties to the Convention of October 5, 1961, on the Abolition of the Requirement of Higher Authentication for Foreign Public Documents (the Hague Convention);
8. **Legalisation/super-legalisation** - for educational documents issued in states which are not member state of the Hague Convention.

##### Further information:

- The basic requirement for admission to the PhD programme is the completion of a second-level university degree (master's or engineering degree) and successful completion of an admission interview before the committee.
- All conditions concerning admission to doctoral studies are published on the website of the Faculty of Management and Business of the University of Prešov in the section Science and Research/Doctoral Studies (<https://www.unipo.sk/fakulta-manazmentu/veda-a-vyskum/doktorandske/>). **It is recommended to monitor the information on the website permanently** for operational updates.
- Applicants for doctoral studies in the full-time form of study who will take the state final examination of the 2nd degree of higher education (master's or engineering degree) in the academic year 2023/2024 **shall apply for studies by May 31, 2024**, and shall deliver by mail or in person officially certified documents of successful completion of higher education studies of the 2nd degree (state examination certificate and diploma) no later than **by July 1, 2024**.
- In case the applicant fails to deliver all the above-mentioned documents related to admission to the study, he/she will be excluded from the admission procedure.
- Self-payers are admitted on the basis of a contract - in accordance with current legislation.

### 3.2 Applicants for doctoral studies (3rd level of study) in English language

#### Required documents:

1. a properly and fully completed **electronic application form** (the sender of the electronic application form shall also deliver a printed and signed application form to the FMB address) or a **paper application form** to the Faculty's address by the specified deadline;
2. officially translated and certified documents of attainment of the 2nd level of higher education;
3. **officially certified photocopy of the diploma and certificate** (to be delivered by post or in person to the FMB);
4. **proof of payment of the admission fee** (upload as an attachment to the e-application form) - 50 € regardless of the type of application;

In the case of an applicant who has completed studies of the 2nd degree at a university outside the territory of the Slovak Republic (or the Czech Republic), also:

5. **nostrification** must be requested from:
  - relevant Faculty in Slovakia that offers study programs in the same or related fields as indicated on the educational document, or
  - The Ministry of Education, Science, Research, and Sport (if there is no university in Slovakia offering study programs in the same or related study fields as indicated on the educational document). More information can be found at: <https://www.minedu.sk/23276-sk/akademicke-uznavanie-dokladov-o-vzdelani-a-stupna-vzdelania/#UznStup>; more information at: <https://www.minedu.sk/academic-recognition-of-diplomas/>.
6. officially translated and certified documents certifying completion of the 2nd cycle of higher education:
  - **diploma,**
  - **certificate of state examination;**
7. **Apostille** – for educational documents issued in States that are parties to the Convention of October 5, 1961, Abolishing the Requirement of Higher Attestation for Foreign Public Documents (the Hague Convention);
8. **Legalisation/super-legalisation** - for educational documents issued in countries that are not members of the Hague Convention.

#### Further information:

- Applicants for doctoral studies in the full-time form of study, who will take the state final examination of the 2nd level of higher education (master's or engineering) in the academic year 2023/2024, apply for the study programme by May 31, 2024, and send, no later than July 1, 2024, officially certified documents confirming the successful completion of the 2nd level of higher education (certificate of the state examination and diploma).
- In case the applicant does not submit all the above-mentioned documents related to enrollment in the study programme, they will be excluded from the admission process.
- Self-payers are admitted on the basis of a contract - in accordance with current legislation.

Prešov, 21 November, 2023

**prof. Ing. Dr. Róbert Štefko, Ph.D.**  
Dean of the FMB UP