



Faculty of Management and Business

UNIVERSITY OF PRESOV

Konštantínova 16, 080 01 Prešov, Slovakia

BASIC INFORMATION ABOUT THE ADMISSION PROCEDURE AT THE FACULTY OF MANAGEMENT AND BUSINESS OF THE UNIVERSITY OF PRESOV IN PREŠOV FOR THE ACADEMIC YEAR 2025/2026

3RD LEVEL OF STUDY

IMPORTANT DEADLINES:

- **Application deadlines for the 2nd round:**
 - for doctoral studies: **until August 15, 2025**
- **Deadline for sending or delivering an officially certified copy of the diploma and certificate from the 2nd level of studies** (applies especially to applicants who will graduate from the 2nd level of studies in academic year 2024/2025): **immediately, but no later than August 15, 2025.**
- **The expected date for the 2nd round of the admission exam is from August 22, 2025, to August 28, 2025.** The specific date, as well as the address and room for the entrance examination in front of the committee, will be provided to applicants after the registration of the application and the closing of the application deadline for doctoral studies.

ADDRESS OF THE FACULTY:

University of Presov
Faculty of Management and Business
Konštantínova 16
080 01 Prešov

ADMISSION PROCEDURE FEE:

- applicants for doctoral studies (paper and electronic application form): **50 EUR**
Note: When applying for several study programmes at FMB UP, it is necessary to pay a fee for each application.

The admission procedure fee must be paid **by bank transfer**. The confirmation of payment is the bank's confirmation of the transfer (in the case of payment by Internet banking, the confirmation of payment, not the payment order confirmation). Please ensure that the variable symbol is entered correctly. The payment confirmation must be attached to the application form.

THE DATA REQUIRED TO MAKE THE PAYMENT:

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
Faculty of Management and Business
Konštantínova 16
080 01 Prešov

CONTACT US IF YOU HAVE ANY QUESTIONS OR UNCERTAINTIES:

tel.: 051/4880 523

051/4880 531

e-mail: katarina.benkova@unipo.sk
danka.foltinova@unipo.sk

ACCREDITED STUDY PROGRAMMES AT FMB UP:

Study programmes in Slovak language:

| Study Programme | Field of Study | Form of Study | Awarded Academic Title | Years of Study | Planned Number of Students |
|-----------------|--------------------------|---------------|------------------------|----------------|----------------------------|
| Manažment | Economics and Management | FT | PhD. | 4 | 3 |
| Manažment | Economics and Management | PT | PhD. | 5 | 5 |

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

Study programmes 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 | 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.

Admission requirements for the 3rd level of studies (doctoral studies, PhD.):

The basic condition for admission to doctoral studies is a completed second-degree higher education (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/en/faculty-of-management/science-and-research/phd-study/>). It is recommended to monitor the information on the website permanently for operational updates.

Required documents:

1. **A duly and fully completed electronic application for studies**, which should be submitted via MAIS (<https://www.unipo.sk/cvtpu/hlavne-sekcie/MAIS/intro/>), or a **paper application for studies** delivered to the address of the faculty, including the attachments listed in the following points. When submitting an electronic application via MAIS, the application form must also be printed, signed by hand and sent by post to the faculty address.
The application for doctoral studies must be submitted to the Faculty of Management and Business with all attachments and proof of payment of the admission fee (in the amount of EUR 50) for the admission procedure:
 - by the deadline of May 31, 2025 in the 1st round of the admission procedure
 - by the deadline of August 15, 2025 for the 2nd round of the admission procedure (only in case that a date for the 2nd round of the admission procedure is announced)
2. **Professional CV**
3. **Research proposal for the doctoral dissertation** with a summary in English,
4. **List of published and unpublished papers,**
5. **Documents demonstrating the applicant's abilities** (e.g. proof of courses attended, certificates, language test certificates, etc.)

6. Officially verified photocopy of the diploma and certificate of state examination, which must be sent by post or delivered in person to the FMB UP.

Applicants who have completed their 2nd degree studies at a university outside the Slovak Republic (or the Czech Republic) are obliged to deliver also:

- **Decision on recognition of equivalence of educational documents** (nostrification). It is necessary to request nostrification:
 - (a) the appropriate faculty in Slovakia that carries out study programmes in the same or related fields of study as those listed on the education document, or (b) the Ministry of Education, Science, Research and Sport (if there is no higher education institution in the Slovak Republic that carries out 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> and <https://www.minedu.sk/academic-recognition-of-diplomas/>.
- **Officially translated and by a notary verified documents proving completion of the second degree of higher education:** diploma and state examination certificate.
- **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);
- **Legalisation/super-legalisation**—for educational documents issued in states that are not member states of the Hague Convention.

7. Proof of payment of the admission fee of 50 EUR (can be uploaded as an attachment to the electronic application form)

Applicants for doctoral studies (in the 1st round of the admission procedure) in the full-time form of study who will take the state final examination of the 2nd cycle of university degree (Master's or engineering degree) in the academic year 2024/2025 are obliged to apply for studies (as well as other applicants for studies) by 31 May 2025 and to send officially certified documents of successful completion of the 2nd cycle of university studies by 20 June 2025 at the latest.

An applicant for study at the Faculty of Management and Business can also submit multiple applications for study at this faculty - this applies to both the study programmes and the form of study.

If the applicant fails to meet all the above admission requirements, he/she will be excluded from the admission process. Applications received after the deadline or without the necessary formalities will not be accepted by the faculty.

The expected date for the admission exam is within the 2nd round from **August 22, 2025, to August 28, 2025**. The specific date, as well as the address and room for the entrance examination in front of the committee, will be provided to applicants after the registration of the application and the closing of the application deadline for doctoral studies.

The applicant chooses the topic of his/her future dissertation (provided by the respective supervisor) from the published offer when applying for doctoral studies. Dissertation topics will be published by March 31, 2025.

Applicants can obtain information on the topics of dissertations, supervisors and study rules on the website of the Faculty of Management and Business UP <https://www.unipo.sk/en/faculty-of-management/science-and-research/phd-study/> - "Dissertation Topics" and at the Department for Science, Research and Doctoral Studies of the Faculty of Management, and Business UP in Prešov.

The admission process in the form of an interview will be conducted by the applicants before a committee – in accordance with legal requirements – in an oral form, covering the following areas, in which demonstrating knowledge and readiness is a condition for the applicant's admission (or their placement in the admission ranking):

- methodology and methods of scientific research,
- English language at the level of proficiency "advanced",
- management, marketing and economics,
- defense of the research project in the selected dissertation topic.

An applicant for study can only be admitted if the result of the examination in front of the committee in the aforementioned four areas is "passed." Admission is based on the ranking determined by the examination board.

Additional information for applicants to the study programme in English:

- An applicant should fill in the published application form in English language "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 2nd degree at a university outside the territory of the Slovak Republic, it is necessary to submit a decision on the recognition of the equivalence of educational documents (so-called nostrification) (explained in more detail in the text above).
- For applicants for **the doctoral study programme in English**, the same conditions apply as those for applicants for the doctoral study programme in Slovak, **including the admission interview before the examination committee, 2 specifics:**
 - The entire **admission interview** before the examination committee is held exclusively in English
 - **All evaluated documents**, including the **research project in the field of the selected dissertation topic** and other attachments in the application form, are in English only.

Final information and notices:

The deadline for submitting the application form for the relevant studies and other important deadlines are listed in the introduction of this section of the text. The application form must be submitted completely filled in including attachments by the deadline and in case of electronic application, it is also necessary to print, sign and deliver or send the application to the address of FMB UP. Applicants are strongly advised to provide their own e-mail address and telephone number in the application form. In case the applicant fails to deliver all the required documents related to the admission, he/she will be excluded from the admission process. Applicants must pay the administrative fee for the admission procedure by bank transfer or postal money order, and proof of the payment of the fee must be attached to the application form.

Self-payers are admitted based on a contract - in accordance with the legislation in force.