

PROCEDURE OF APPLYING FOR A DOCTORAL STUDY IN ENGLISH LANGUAGE AT THE FMB

Necessary steps before submitting the application

1. Before the applicants apply for the doctoral study at the Faculty of Management and Business they should **select a topic for a dissertation thesis** from a published list of the dissertation topics given by supervisors (<https://www.unipo.sk/en/faculty-of-management/science-and-research/phd-study/>). (The topic for the dissertation thesis can be also agreed upon with the assigned supervisor).
2. The applicants must have their diploma confirming the completion of the second level of education **nostrified** (recognised in the Slovak Republic) and the process can take a few months. The level of attained higher education (without study field comparison) is recognized by the **Ministry of Education, Science, Research and Sport of the Slovak Republic**

- the recognition process of the educational document begins by the receipt of application ([DOCX, PDF, electronic forms at the Central Government Portal \(www.slovensko.sk\)](#))
- mandatory **documentation** submitted together with the application includes: copy of identification document, certified copies of the formal evidence of completion of the education (diploma, diploma supplement, and/or degree certificate), proof of payment of the administrative fee

The applicants should follow the process of nostrification described in detail here:

<https://www.minedu.sk/recognition-of-level-of-foreign-higher-education-qualifications-international-agreements/>

Higher education diploma can also be recognized by **higher education institutions** (universities) offering study programmes in the same or similar study field in Slovakia

(<https://www.minedu.sk/recognition-of-foreign-higher-education-qualifications-in-a-specific-study-field/>)

3. The applicants should complete the application form for the doctoral study (it can be found here: <https://www.unipo.sk/en/faculty-of-management/forms>)

4. The applicants should send the application form by post to the Department of Science, Research and Doctoral Studies, Faculty of Management and Business, University of Prešov, Konštantínova 16, 080 01 Prešov, **until the deadline**, usually the end of May.

It is possible (the deadline has to be met) to deliver the application form in person to the Dean's Office of the Faculty of Management and Business, the University of Prešov in Prešov, Konštantínova 16, 080 01, Prešov.

The application for doctoral study must include all the required attachments described in the next step.

5. Application form attachments:

- CV,
- Formally verified copies of degree certificates (**officially translated into Slovak and verified**),
- A research project for a dissertation thesis,
- A list of published and unpublished works,
- Documents of the applicant's study abilities (e.g. specific courses, language certificates, etc.),
- Document nostrification

6. The applicants for the study at the Faculty of Management and Business can submit more application forms for study – it applies to study programmes as well as forms of study (e.g. full-time, part-time form of study)

7. The applicants will be invited to participate in the **entrance exam**. The date of the entrance examination is planned between **14 June - 7 July**. The exact date, address and venue of the entrance examination will be announced after the deadline and the registration of application forms for the doctoral study.

The entrance examination is carried out in the form of an oral interview held by the committee – in accordance with legal obligations. The interview is conducted in the following areas and the applicants' knowledge of those areas is a prerequisite for their acceptance (and/or their position in the list of accepted applicants):

- Methodology and research methods
- English – advanced level
- Management, marketing and economics
- The defense of a research project for a dissertation thesis

The applicants can be admitted to the study only if the result of the entrance examination in all 4 areas is "pass". The applicants are accepted based on their position in the list of admitted candidates compiled by the examination committee.

The mailing address for sending the application form:

University of Prešov
Faculty of Management and Business
Konštantínova 16
080 01 Prešov, Slovakia
Tel.: 051/4880523
E-mail: katarina.benkova@unipo.sk, danka.foltinova@unipo.sk
<http://www.unipo.sk>

The application processing fee is 50 EUR.

Billing information:

Account number: 7000199613/8180

IBAN – SK89 8180 0000 0070 0019 9613

SWIFT - SPSRSKBA

Variable symbol: a personal identification number (without a forward slash)

(In case of a bank transfer, a name and surname have to be written in a message for the recipient and/or a note.)

Recipient's address:

University of Prešov in Prešov
Faculty of Management and Business
Konštantínova 16
080 01 Prešov
Slovakia

More information about the topics of dissertation theses, supervisors and study rules can be found on the website <https://www.unipo.sk/en/faculty-of-management-and-business> - Science and Research – PhD Study

Please, do not hesitate to contact us, we are ready to help you with the application process.

(monika.pastirova@unipo.sk)