



Faculty of Management and Business

UNIVERSITY OF PREŠOV

Konštantínova 16, 080 01 Prešov, Slovakia

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

The admission procedure is considered to start with the submission of the application for studies. The Faculty of Management and Business of the University of Prešov (hereinafter referred to as "FMB UP") also offers the possibility of submitting **an electronic application form**. FMB UP accepts electronic applications submitted through MAIS - Modular Academic Information System (<https://www.unipo.sk/en/center-for-computing-technology/services/mais/mais-electronic-application/>) in the "Electronic Application" section. In the case of electronic application, the application must also be **printed, signed and sent by post** to the faculty address.

Study programmes in the English language and also part-time studies for all study programmes at the FMB PU are charged according to the valid pricelist of tuition fees and charges, which is published on the university's website (<https://www.unipo.sk/en/faculty-of-management-and-business/pricelist/>).

Full-time study at the Faculty of Management and Business is free of charge for all Slovak-language programmes and degrees.

Each applicant may also submit multiple applications for different study programmes at FMB PU according to his/her own preference. For each study programme (at each level of study and in each form of study), a separate ranking of applicants is always evaluated for admission to study.

The admission procedure for Master's studies is conducted without an entrance examination, i.e. applicants for Master's studies will be admitted in the admission procedure without an entrance examination, based on a published algorithm which also addresses possible specific cases and non-standard situations (<https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>).

IMPORTANT DEADLINES:

- **Application deadlines:**
 - for Master's studies in English language: **until June 01, 2025**

ADDRESS OF THE FACULTY:

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

ADMISSION PROCEDURE FEE:

- applicants for Master's studies (paper and electronic application form): **30 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

- **Dates for the verification of language proficiency to study** a Master's degree programme in English (applies **ONLY** to those **Master's degree applicants** who have **NOT completed** a Bachelor's degree programme in English or have not demonstrated the required level of English language proficiency with a prescribed English language certificate):
 - May 2025 (exact date to be announced to the applicants)
 - June 2025 (exact date to be announced to the applicants)
- **Dates of differential test for Master's degree applicants** (applies **ONLY** to those applicants who have completed a Bachelor's degree programme in a field of study other than Economics & Management):
 - May 2025 (exact date to be announced to the applicants)
 - June 2025 (exact date to be announced to the applicants)

Note: **The language proficiency test** and the **differential test** can be **taken only once** during the entire admission procedure for the academic year 2025/2026 (also in the case of applications for several study programmes).

CONTACT US IF YOU HAVE ANY QUESTIONS OR UNCERTAINTIES:

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 051/4880 585

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faculty website: <https://www.unipo.sk/en/faculty-of-management-and-business>

ACCREDITED MASTER STUDY PROGRAMMES AT FMB UP IN ENGLISH LANGUAGE:

Study Programme	Field of Study	Form of Study	Awarded Academic Title	Yearsof Study	Planned Number of Students
Management	Economics and Management	FT	Mgr.	2	15
Management	Economics and Management	PT	Mgr.	2	10
Economy and Management in Sustainable Innovative Industry	Economics and Management	FT	Ing.	2	10
Economy and Management in Sustainable Innovative Industry	Economics and Management	PT	Ing.	2	10

FT – full-time study; PT - part-time study; Mgr. – master; Ing. - engineer

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 STUDY AT FMB UP IN THE ACADEMIC YEAR 2025/2026**Admission requirements for study at the 2nd level of study:**

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).

The admission procedure for the Master's degree is held without an entrance examination, i.e. applicants for the Master's degree will be admitted in the admission procedure without taking an entrance examination. All applicants who apply to study at FMB UP are ranked in order of admission to the relevant study programme to which they have applied (the order is always only one for each given study programme). The admission ranking is created according to the weighted average for the whole period of bachelor studies according to the algorithm published on the faculty's website <https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>. 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 a field of study other than Economics & Management (completed abroad outside the Slovak Republic, or also in the Slovak Republic) applicants will take a **differential test from selected areas of the state examination of the bachelor's study programme Management**, which is implemented at the FMB UP. The differential test will be held on the dates specified in the introduction to this document, in the following subject areas: *Microeconomics, Business Economics, Finance and Currency, Corporate Finance, Financial-Economic Analysis, Management, Human Resources Management, and Marketing*. The topics will be published on the faculty's website (<https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>). Based on the result of the differential test, each applicant will be given a position in the common order for admission to each given study programme. Specific or non-standard cases will be considered separately by a committee set up for this purpose.

Required documents:

1. **A duly and fully completed electronic application for studies**, which should be submitted via MAIS (<https://www.unipo.sk/en/center-for-computing-technology/services/mais/mais-electronic-application/>) or a paper application for studies delivered to the address of the faculty by the deadline, including the attachments listed in the following points. When submitting an electronic application via MAIS, it is also necessary to print the application form, sign it by hand and send it by post to the address of the faculty. Applicants for Master's studies at FMB UP are also requested to fill in the information about the higher education institution where they have completed or will complete their first-degree studies (Bachelor's degree).
2. **Photocopy of the diploma and certificate of state examination officially certified by a notary**, which must be sent by post or delivered in person to the FMB UP.
 - An applicant who is not a graduate of the bachelor's degree at the FMB UP in Prešov must send by post or in person to the FMB UP **a transcript of the study results** indicating the weighted arithmetic (study) average for the entire period of bachelor's studies, including the grades from the state examination.
 - Applicants who have completed their first degree studies at a university outside the Slovak Republic (or the Czech Republic) are required to submit:
 - **Decision on recognition of equivalence of educational documents** (called 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/academic-recognition-of-diplomas/>.
 - **Officially translated and certified by a notary: documents confirming completion of the first level of higher education**, including the diploma, state examination certificate, and transcript of records for individual subjects of study.
 - **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 which are not member state of the Hague Convention.
3. **Structured curriculum vitae** (can be uploaded as an attachment to the electronic application form).
4. **Proof of payment of the admission procedure fee** (can be uploaded as an attachment to the electronic application form).
5. **Power of attorney** – the applicant is obliged to submit the original Power of Attorney signed by an applicant and certified

by a notary office. The power of attorney shall be given to act on behalf of the applicant for all actions connected to admission and enrolment procedure in case the applicant cannot take these actions in person.

If the applicant fails to deliver all the above documents related to admission to the study, he/she will be excluded from the admission procedure.

Additional information for applicants to the study programme in the English language:

- The applicant completes the published application form "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) (explained in more detail in the text above).
- The requirement to undergo verification of language proficiency to study the study program in English applies to:
 - applicants who have not completed a bachelor's study program in English,
 - applicants who do not present the required certificate of English language proficiency at the required level of at least B2 – intermediate (the achieved level must be proven by a diploma or certificate, e.g., TOEFL, IELTS, etc.).
- The dates and method of verification of language proficiency to study the study program in English (physical presence/online) will be communicated to applicants in advance via their email address (as provided in the application form).
- If the applicant does not participate in the verification of language proficiency to study the study programme in English or fails it, he/she will be eliminated from the admission list. Specific cases will be considered separately by a committee set up for this purpose.

Final information:

The deadline for submitting the application form for the relevant studies and other important deadlines are listed in the introduction of this document. 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.

The decision regarding the results of the admission process will be made in writing within 30 days from the verification of the fulfilment of the conditions (including legislative requirements) for admission to the study programme.

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.

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 enroll 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 programme is terminated.

Further information regarding the admission of applicants to the Master's studies will be published on the faculty's website (<https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/>), which **we recommend to monitor permanently**.

Applicants with specific needs are advised to contact the coordinator for students with specific needs before applying (mariana.dubravska@unipo.sk)