



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

No. B/3/2022

**Framework Terms and Conditions for Admission to Study
Programmes in First- and Second-Level Studies at the University
of Economics in Bratislava for 2023/2024 Academic Year**

Following the approval by the UEBA Academic Senate on 13 October 2022, the Rector of the University of Economics in Bratislava (hereinafter also referred to as "UEBA") is issuing, pursuant to Article 15(1)(n) of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as "Universities Act"), these Framework Terms and Conditions for Admission to Study Programmes in First- and Second-Level Studies at the University of Economics in Bratislava for 2023/2024 Academic Year (hereinafter also referred to as "Framework Terms and Conditions").

Article 1

General Provisions

1. These Framework Terms and Conditions regulate the admission procedure for first- and second-level study programmes at the UEBA. These Framework Terms and Conditions are binding on all UEBA faculties.
2. Any further terms and conditions applicable to admission to first- and second-level study programmes at the UEBA shall, in addition to the terms and conditions stipulated herein, be determined by the faculties independently.

Article 2

Submission of Application Forms for First-Level Studies

1. The applicant for first-level studies in a study programme at the UEBA and its faculties (hereinafter also referred to as "Applicant") shall submit his/her application electronically, solely via the UEBA Academic Information System (hereinafter also referred to as the "AIS2").
2. The period for submitting applications for first-level study programmes conducted **in the Slovak language** shall be **from 1 November 2022 until 31 March 2023**.

The period for submitting applications for first-level study programmes conducted **in the English language** shall be **from 1 November 2022 until 28 February 2023**.

3. The applicant shall state the following information in his/her application:
 - 2023/2024 academic year,
 - required personal data (name, surname, birth name, titles, birth certificate number, date of birth, place of birth, address of permanent residency, gender and state citizenship; a foreign national shall also state his/her place of residence in Slovakia, birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned shall use the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 9605020000 for the date of birth 2 May 1996)),
 - name of the faculty and educational unit (based on the study programmes offered by the faculties),
 - name of the study programme the applicant wishes to enrol in,
 - study format (full-time or part-time study),

- study method (face-to-face),
- should the applicant be interested to pursue his/her studies in another format at the faculty or in another study programme at the faculty, the applicant may specify such other study format or other study programme in the lines below,

If more than one study format or more than one study programme at the faculty are specified in one application, only such study format or such study programme shall be taken into consideration at the entrance examination (including issuance of the decision on the admission procedure outcome) that has been specified by the applicant first in the list; any other study formats or study programmes shall only be considered if there is available capacity in such other study format or such other study programme as specified in the study application.

- should the applicant wish to enrol in the study programme Economics and Law, study programme Finance, Banking and Insurance in English, study programme Applied Economics in English and study programme Economics and Business Management in English, the applicant shall submit a separate application for each of such study programmes, and pay a separate fee for each application,
- foreign language that the applicant wishes to take for the entrance examination (as required and offered by the faculties),
- year of passing the secondary school-leaving examination,
- secondary school code,
- type of the secondary school completed, its name and address,
- field of study and field of study code of the secondary school,
- overview of previous studies at a higher education institution is to be specified on page 3 of the application,

Applicants with reduced medical fitness and special needs applicants shall attach the document proving their reduced medical fitness or special needs, and contact the faculty in order to establish the entrance examination form and the method of carrying it out.

4. Should the applicant wish to study first-level programmes at more than one UEBA faculty, the applicant shall submit separate applications to each such faculty, and pay the fee to each faculty in the amount as stipulated. The same shall apply to the study programme Economics and Law, study programme Finance, Banking and Insurance in English, study programme Applied Economics in English and study programme Economics and Business Management in English.
5. The fee for first-level study admission procedure shall be **EUR 32**.
6. The admission procedure fee for the study programme Economics and Law, study programme Finance, Banking and Insurance in English, study programme Applied Economics in English and study programme Economics and Business Management in English shall be **EUR 60**.
7. The admission procedure fee may only be paid by bank transfer.
8. The following data shall be provided when making the payment of the admission procedure fee (except for the study programme Economics and Law):
 - name of the faculty the applicant is applying to, abbreviated as follows (NHF EUBA for Faculty of National Economy, OF EUBA for Faculty of Commerce, FHI EUBA for Faculty of Economic Informatics, FPM EUBA for Faculty of Business Management,

FAJ EUBA for Faculty of Applied Languages, PHF EUBA for Faculty of Business Economy in Košice)

- IBAN: SK47 8180 0000 0070 0008 0671 – for Bratislava-based faculties (units)
SK17 8180 0000 0070 0008 1308 – for the Faculty of Business Economy in Košice

- variable symbol: the applicant's birth certificate number (without slash)

The applicant with no birth certificate number assigned shall use the number generated from his/her date of birth as YYMMDD0000 (e.g. for date of birth of 2 May 1996: 9605020000)

- specific symbol:
 - 1010003 – for the Faculty of National Economy of the UEBA
 - 1020003 – for the Faculty of Commerce of the UEBA
 - 1030003 – for the Faculty of Economic Informatics of the UEBA
 - 1040003 – for the Faculty of Business Management of the UEBA
 - 1050003 – for the Faculty of International Relations of the UEBA
 - 1060003 – for the Faculty of Applied Languages of the UEBA
 - 1070003 – for the Faculty of Business Economy in Košice

The following identification data shall be used for payments from abroad:

IBAN: SK47 8180 0000 0070 0008 0671 – for Bratislava-based faculties
SK17 8180 0000 0070 0008 1308 – for the Faculty of Business Economy in Košice

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: State Treasury, Radlinského 32, Bratislava

Bank account reference for payments from third countries:

Beneficiary's bank:

State Treasury
Radlinského 32
810 05 Bratislava
Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.
Mlynské Nivy 1
829 90 Bratislava
Slovakia

BIC/SWIFT: SUBASKBXXXX

9. The following data shall be provided for payment of the admission procedure fee for the study programme Economics and Law:
- name of the faculty the applicant is applying to, abbreviated as NHF EP EUBA
 - IBAN: SK47 8180 0000 0070 0008 0671
 - variable symbol: the applicant's birth certificate number (without slash)
 - the applicant with no birth certificate number assigned shall use the number generated from the date of birth as YYMMDD0000 (e.g. for date of birth of 2 May 1996: 9605020000)
 - specific symbol: 1010013

The following identification data shall be used for payments from abroad:

IBAN: SK47 8180 0000 0070 0008 0671

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: State Treasury, Radlinského 32, Bratislava

Bank account reference for payments from third countries

Beneficiary's bank:

State Treasury

Radlinského 32

810 05 Bratislava

Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.

Mlynské Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT: SUBASKBXXXX

10. The fee will be used solely for preparation and execution of the admission procedure and entrance examination. Should the applicant fail to attend the entrance examination or should the applicant withdraw his/her application, the fee shall not be returned once the application has been registered. If the applicant cannot attend the entrance examination on serious grounds, the applicant may request the Dean of the relevant faculty for a refund of part of the fee (up to the amount of **EUR 8**). The fee shall not be refunded for study programmes Economics and Law; Applied Economics in English; Finance, Banking and Insurance in English; and Economics and Business Management in English. The request

for a refund of part of the fee shall be delivered, along with the attached document specifying reasons worthy of consideration, to the Study Department of the relevant faculty no later than 31 May 2023 (date as per postmark).

11. An officially certified copy of the secondary school leaving certificate, without a supplement thereto, shall constitute an attachment to the first-level study application. Certificate originals shall not be accepted. The officially certified copy of the secondary school leaving certificate shall be handed over on the admission procedure date but no later than the enrolment date.
12. UEBA faculties shall not confirm application reception for the applicant. The application submission certificate is generated automatically in AIS2.
13. Only those applicants shall be included in the admission procedure who have submitted a duly completed application within the set deadline, and have also paid the admission procedure fee by 31 March 2023.
14. The following applicants shall be exempt from the duty to undertake an entrance examination:
 - a) applicants for study at the Faculty of National Economy (except for applicants for the study programme Economics and Law, study programme Applied Economics in English and study programme Finance, Banking and Insurance in English), Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management (except for applicants for the study programme Economics and Business Management in English), Faculty of International Relations and Faculty of Business Economy in Košice who in the 2022-2023 academic year attended the national round of a specialist or economics-related contest held nationwide for secondary school students on or before 30 April 2023: Economics Olympiad, Young Accountant Olympiad and Mathematics Olympiad.
 - b) applicants for the study programme Economic Informatics at the Faculty of Economic Informatics who in the 2022-2023 academic year attended the national round of the Informatics Olympiad, held on or before 30 April 2023;
 - c) applicants for study at the Faculty of Applied Languages who attended the national round of language olympiads held nationwide for secondary school students on or before 30 April 2023;
 - d) applicants for study at the Faculty of Business Economy in Košice who attended the national round of the all-Slovak contest Business Manager Olympiad for secondary school students held by the UEBA's Faculty of Business Economy in Košice on or before 30 April 2023;
 - e) applicants for study at any UEBA faculty who attended the national round of any nationwide contest for secondary school students having at least three knock-off rounds, if such contest was held by any of the UEBA faculties on or before 30 April 2023;
 - f) applicants for study at the Faculty of National Economy (except for applicants for the study programme Economics and Law, study programme Finance, Banking and Insurance in English and study programme Applied Economics in English), Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management (except for applicants for the study programme Economics and Business Management in English), Faculty of International Relations, Faculty of Applied Languages and Faculty of Business Economy in Košice who take the General Academic Prerequisites Test (or the Czech version thereof) and also a foreign language test, which tests can be taken as part of the National Comparative Exams provided by Scio in the 2022-2023 academic

year. The applicant with a percentile score from each test of 60 and higher shall be accepted for study;

- g) applicants for the study programme Finance, Banking and Insurance in English and the study programme Applied Economics in English at the Faculty of National Economy and applicants for the study programme Economics and Business Management in English at the Faculty of Business Management who take the General Academic Prerequisites Test in English and also an English language test, which tests can be taken as part of the National Comparative Exams provided by Scio in the 2022-2023 academic year. The applicant with a percentile score from each test of 60 and higher shall be accepted for study;

The tests falling under the framework of the National Comparative Exams can be taken during the 2022-2023 academic year in a number of cities in Slovakia, Czech Republic and Ukraine. The tests can also be taken more than once; the best test result attained shall be considered for the applicant. The applicant must take the test no later than 30 April 2023.

15. Should the applicant fail to pass all the prescribed tests within the National Comparative Exams with the required percentile score, the applicant shall attend the entrance examination at the faculty in all entrance examination subjects.
16. The applicant for the study programme Economics and Law shall take the entrance examination in all subjects prescribed for the study programme.
17. No later than 21 days prior to the entrance examination for first-level studies, the relevant faculty shall send the registered applicant the entrance examination invitation and the requirements for individual subjects constituting the entrance examination.
18. Only applicants accepted under the admission procedure may be enrolled in first-level study programmes at the UEBA faculties.

Article 3

Entrance Examination for First Level Studies

1. The basic prerequisite for admission to first-level study programmes at the UEBA faculties is completed secondary education or completed secondary vocational education (with secondary school-leaving examination).
2. Applicants who cannot prove compliance with the basic prerequisites for admission to study at the time of the entrance examinations can be admitted to study conditionally, subject to the obligation to demonstrate compliance with the basic prerequisites for admission to study no later than the day determined by the relevant faculty as the enrolment date.
3. Another condition for admission to first-level studies at a UEBA faculty shall be taking all components of the entrance examination. **The UEBA faculties do not consider secondary school academic achievements, secondary school leaving examination standards, subjects or results when admitting applicants.**
4. Foreign nationals shall be subject to the same conditions as Slovak applicants, but they shall have taken a language and training course enabling them to meet the requirements imposed by a study program conducted in the Slovak language; they must take an entrance examination test in Slovak (except for applicants from the Czech Republic and applicants for study at the Faculty of Applied Languages). The applicant who has been issued a

Certificate of a Slovak Living Abroad as defined by special regulation shall be considered a Slovak citizen.

5. The admission procedure for study programmes conducted in a foreign language shall be carried out under the terms and conditions as determined by the relevant faculty.
6. Any further conditions applicable to admission to first-level study programmes at the UEBA faculties shall be determined by the individual faculties.
7. The contents of individual subjects shall correspond in terms of extent to the contents of completed secondary education.
8. The entrance examination for first-level studies shall take place **from 12 June to 16 June 2023**. There will be no resit date for the entrance examination.
9. The entrance examination for first-level studies conducted in English shall take place **from 27 March to 31 March 2023**. There will be no resit date for the entrance examination.
10. The entrance examination for first-level studies at the Faculty of National Economy (except for the study programme Economics and Law), Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management, Faculty of International Relations and Faculty of Business Economy in Košice shall consist of written tests as follows:
 - **general academic prerequisites,**
 - **one foreign language,**
11. The entrance examination for first-level studies at the Faculty of Applied Languages shall consist of written tests as follows:
 - **general academic prerequisites** (in Slovak),
 - **English language.**
12. The entrance examination for the first-level study programme Economics and Law at the Faculty of National Economy shall consist of written tests as follows:
 - **general academic prerequisites,**
 - **one foreign language,**
 - **history and social studies,**
 - **logic.**
13. The entrance examination for the first-level study programme Economics and Business Management in English at the Faculty of Business Economy, study programme Finance, Banking and Insurance in English and study programme Applied Economics in English at the Faculty of National Economy shall consist of written tests in English as follows:
 - **general academic prerequisites,**
 - **English language.**
14. In the case of a special needs applicant, the entrance examination form and method of carrying it out shall be determined upon such applicant's request, based on the evaluation of the applicant's special needs and taking into account the applicant's special needs. The entrance examination form and method of carrying it out shall be decided by the Dean of the relevant UEBA faculty.
15. The language entrance examination for first-level studies at the Faculty of National Economy, Faculty of Commerce, Faculty of Economic Informatics, Faculty of International Relations and Faculty of Business Economy in Košice may be taken in

English, German, French, Italian, Spanish or Russian language. A foreign national (except for Czech nationals) shall take the entrance examination in Slovak. A foreign national who has taken his/her secondary school-leaving examination in the Slovak language (in Slovakia or abroad) shall take the entrance examination in a language other than Slovak, based on the offer of the relevant faculty.

16. Participation in the entrance examination shall be conditional upon the presentation of the following documents:
 - invitation,
 - identity card,
 - officially certified copy of the secondary school-leaving certificate, without a supplement thereto.
17. The applicant who fails to present an officially certified copy of the secondary school-leaving certificate on the grounds that the applicant is taking the secondary school-leaving examination in a foreign country and subsequently is obliged to take a bridging secondary school-leaving examination in one of the subjects and such examination is held after the UEBA entrance examinations shall be allowed to attend the entrance examination. Should the applicant meet the conditions required for admission, the applicant shall be admitted conditionally and shall not be given the final decision concerning his/her admission until the applicant takes the bridging secondary school-leaving examination and submits an officially certified copy of the secondary school-leaving certificate.
18. The applicant who fails to present an officially certified copy of the secondary school-leaving certificate on the grounds that the applicant is participating in an international study programme under Article 7(6) of Act No. 245/2008 on education and training and on amendments and supplements of certain laws (Education Act) (e.g. International Baccalaureate programme - IB programme) shall be allowed to attend the entrance examination. Should the applicant meet the conditions required for admission, the applicant shall be admitted conditionally and shall not be given the final decision concerning his/her admission until the applicant submits a proof of passing the secondary school-leaving examination carried out under such programme and considered as equivalent to the secondary school-leaving certificate under Act No. 245/2008.
19. The applicant who fails to present an officially certified copy of the secondary school-leaving certificate due to the applicant's non-attendance at, or failure of, the secondary school-leaving examination shall be allowed to attend the entrance examination.
20. The applicant who has completed all or part of his/her secondary school studies abroad (except for applicants from the Czech Republic) shall be obliged, under Act No. 422/2015 on recognition of educational documents and professional qualifications and on amendments and supplements of certain laws, to submit, within the deadline stipulated by the relevant faculty, homologated educational documents issued by the competent authority and accompanied by certification granted by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic. The certification by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic shall also be submitted by foreign nationals applying for study at the UEBA and its faculties.

Article 4

Evaluation of Entrance Examination for First-Level Studies

1. Test evaluation is carried out on the entrance examination date using computer equipment. Following the evaluation of all tests, the results are transformed into an applicants database, and the total of points from all tests is calculated automatically for each applicant.
2. The applicant can score a maximum of 100 points in each entrance examination component (i.e. 200 points in total for the entrance examination at the Faculty of National Economy - except for the study programme Economics and Law, Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management, Faculty of International Relations, Faculty of Applied Languages and Faculty of Business Economy in Košice; 400 points in total for the entrance examination at the Faculty of National Economy, study programme Economics and Law).
3. The applicant exempt from the duty to take the entrance examination under Article 2(14) shall be assigned by the relevant faculty a total of 200 points.
4. The total of the points scored in all entrance examination components shall be used to generate a qualitative ranking of the applicants.
5. Based on the overall results of the entrance examination, each faculty shall generate a ranking of applicants so that number 1 is assigned to the applicant who has scored the most points and the highest number to the applicant with the least points.
6. The points scored shall be notified to the applicant by the relevant UEBA faculty on the UEBA website on the entrance examination date. The overall qualitative ranking shall not be generated by the faculty until the entrance examinations have finished.

Article 5

Admission of Applicants to First-Level Studies

1. The decision on admission to study or on the minimum point score required for admission to study shall be made by the Dean of the faculty.
2. The Dean of the faculty shall admit the applicant to the study programme that the applicant wishes to study as specified in his/her study application first in the list. The applicant who has met the admission conditions but cannot be admitted to the study programme or study format specified in his/her study application first in the list due to capacity reasons, may be admitted by the Dean of the faculty for such study programme or such study format as specified by the applicant in his/her study application next in line provided that the faculty has available capacity for such study programme/study format.
3. The Dean of the faculty may admit an applicant who has met the admission conditions but due to capacity reasons cannot be admitted to study at the educational unit specified by the applicant in the application, to the study programme or study format also at another educational unit, if the faculty provides the given study level at such unit. The faculty reserves the right to offer the applicant considered for admission an option to study at the educational unit at which the faculty provides the given study level other than one the applicant originally wished to study at, should the number of applicants successful at the entrance examination for some of the educational units be lower than the minimum

- capacity requirements for such unit and the instruction will thus not be provided at such unit.
4. Should there not be enough applicants successfully passing the entrance examination for individual study programmes, the Dean of the faculty shall decide on admission of any further applicants, using as an additional criterion the applicant's wish stated in the study application (specification of another study form or another study programme in the application) or using qualitative ranking positions next in line.
 5. Based on the evaluation of the entrance examination results, the Dean of the faculty shall send the applicant the decision on the admission procedure outcome within 14 days from the completion of the entrance examinations at the faculty. The decision shall be hand delivered to the applicant as per Universities Act. The decision on the admission procedure outcome shall be issued for such study programme, such study format and such educational unit as specified by the applicant in the study application first in the list. The decision on the admission procedure outcome for the study programme, study format or educational unit other than one specified by the applicant in the study application next in line shall only be issued in instances referred to in paragraphs 2 through 4 of this Article hereof.
 6. The applicant who has met the admission conditions but failed to comply with the basic prerequisite for admission (failed to submit an officially certified copy of the secondary school-leaving certificate), can be admitted conditionally, and the final decision on admission shall be issued by the Dean of the faculty upon proving that the basic admission prerequisites have been met (upon submission of an officially certified copy of the secondary school-leaving certificate).
 7. The applicant can file a request for review of the decision issued with the body that issued the decision, i.e. the Dean of the relevant faculty, within 8 days from the date of delivery of the decision. The instances of applicants who have not been admitted but who filed the request for decision review within the deadline established by law shall be decided in accordance with Article 58(8) of Universities Act.
 8. Under Article 58 of Universities Act, the faculty shall have the right to request from the admitted applicant the information whether the applicant is going to enrol for study via electronic return slip. Should the applicant fail to provide such information by the start of the academic year, his/her right to enrol for study shall be extinguished.
 9. The applicant admitted to a study programme shall participate in the enrolment procedure according to the instructions received by the applicant in writing along with the decision on admission.

Article 6

Submission of Application Forms for Second-Level Studies

1. The applicant for second-level studies in a study programme at the UEBA and its faculties shall submit his/her application electronically, solely via the UEBA Academic Information System (hereinafter also referred to as the "AIS2").
2. The period for submitting applications for second-level study programmes conducted **in the Slovak language** shall be **from 1 November 2022 until 30 April 2023**.
3. The period for submitting applications for second-level study programmes conducted **in the English language** shall be **from 1 November 2022 until 28 February 2023**.

4. The applicant shall state the following information in his/her application:

- 2023-2024 academic year,
- required personal data (name, surname, birth name, titles, birth certificate number, date of birth, place of birth, address of permanent residency, gender and state citizenship; a foreign national shall also state his/her place of residence in Slovakia, birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned shall use the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 9605020000 for the date of birth 2 May 1996)),
- name of the faculty and educational unit (based on the study programmes offered by the faculties),
- name of the study programme the applicant wishes to enrol in,
- study format (full-time or part-time study),
- study method (face-to-face),
- should the applicant be interested to pursue his/her studies in another format at the faculty or in another study programme at the faculty, the applicant may specify such other study format or other study programme in the lines below,

If more than one study format or more than one study programme at the faculty are specified in one application, only such study format or such study programme shall be taken into consideration at the entrance examination (including issuance of the decision on the admission procedure outcome) that has been specified by the applicant first in the list; any other study formats or study programmes shall only be considered if there is available capacity in such other study format or such other study programme as specified in the study application.

- information on the bachelor's studies completed at a higher education institution,
- information on any other, even not-yet-completed, studies at a higher education institution,

Information on grades in individual bachelor's degree semesters shall not be stated.

Applicants with reduced medical fitness and special needs applicants shall attach the document proving their reduced medical fitness or special needs, and contact the faculty in order to establish the entrance examination form and method of carrying it out.

5. Should the applicant wish to study second-level programmes at more than one UEBA faculty, the applicant shall submit separate applications to each such faculty, and pay the fee to each faculty in the amount as stipulated.
6. The fee for second-level study admission procedure shall be **EUR 32**.
7. The fee for second-level study admission procedure in study programmes conducted in a foreign language shall be **EUR 60**.
8. The admission procedure fee may only be paid by bank transfer.
9. The following data shall be provided when making the payment of the admission procedure fee:
 - name of the faculty the applicant is applying to, abbreviated as follows (NHF EUBA for Faculty of National Economy, OF EUBA for Faculty of Commerce, FHI EUBA for Faculty of Economic Informatics, FPM EUBA for Faculty of Business Management,

FAJ EUBA for Faculty of Applied Languages, PHF EUBA for Faculty of Business Economy in Košice)

- IBAN: SK47 8180 0000 0070 0008 0671 – for Bratislava-based faculties (units)
SK17 8180 0000 0070 0008 1308 – for the Faculty of Business Economy in Košice

- variable symbol: the applicant's birth certificate number (without slash)

The applicant with no birth certificate number assigned shall use the number generated from the date of birth as YYMMDD0000 (e.g. for date of birth of 2 May 1996: 9605020000)

- specific symbol:
 - 1010003 – for the Faculty of National Economy of the UEBA
 - 1020003 – for the Faculty of Commerce of the UEBA
 - 1030003 – for the Faculty of Economic Informatics of the UEBA
 - 1040003 – for the Faculty of Business Management of the UEBA
 - 1050003 – for the Faculty of International Relations of the UEBA
 - 1060003 – for the Faculty of Applied Languages of the UEBA
 - 1070003 – for the Faculty of Business Economy in Košice

The following identification data shall be used for payments from abroad:

IBAN: SK47 8180 0000 0070 0008 0671 – for Bratislava-based faculties
SK17 8180 0000 0070 0008 1308 – for the Faculty of Business Economy in Košice

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: State Treasury, Radlinského 32, Bratislava

Bank account reference for payments from third countries:

Beneficiary's bank:

State Treasury
Radlinského 32
810 05 Bratislava
Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.
Mlynské Nivy 1
829 90 Bratislava
Slovakia

10. The fee will be used solely for preparation and execution of the admission procedure and entrance examination. Should the applicant fail to attend the entrance examination or should the applicant withdraw his/her application, the fee shall not be returned once the application has been registered. If the applicant cannot attend the entrance examination on serious grounds, the applicant may request the Dean of the relevant faculty for a refund of part of the fee (up to the amount of **EUR 8**). The fee shall not be refunded for study programmes Finance and Taxes in English; Applied Economics in English; and Corporate Business and Marketing in English. The request for a refund of part of the fee shall be delivered, along with the attached document specifying reasons worthy of consideration, to the Study Department of the relevant faculty no later than three days prior to the entrance examination (date as per postmark).
11. The application for second-level studies in study programmes offered by the UEBA faculties for the applicant who has completed his/her first-level studies in 2023 and before shall have the following documents attached:
 - officially certified copy of the university diploma,
 - officially certified copy of a diploma supplement,
 - officially certified copy of the state examination certificate,
 - the applicant who has no diploma supplement included in his/her educational documents shall submit an extract of his/her grades attained in the first-level studies, certified by the Study Department of the faculty where the applicant attended the first level of study.

University diploma originals shall not be accepted.

The applicant continuing in the second level of study at the same UEBA faculty where he has completed first-level studies shall not submit officially certified copies of the document(s) attesting his/her completion of first-level studies.

12. The applicant from a foreign country or the applicant who has completed his/her first-level studies at a foreign university shall present the decision on educational document recognition for academic purposes issued by the UEBA. The decision shall be submitted no later than upon presenting oneself for the entrance examination, or within such deadline as stipulated by the relevant faculty. The applicant shall request the recognition from the UEBA in writing sufficiently in advance. The applicant shall attach to the application the original or an officially certified copy of the educational document issued by the foreign university (diploma) and an official translation of such document, officially certified copy of an extract listing the courses and exams taken and an official translation of such extract, officially certified copy of a diploma supplement (if issued by the foreign university) and an official translation of such supplement, recommendation by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic. The request shall be submitted to: UEBA, Pedagogical Department, Dolnozemska cesta 1, 852 35 Bratislava. The decision shall be issued by the UEBA, following an evaluation of the request by the faculty that provides the same or similar study programme. The decision on educational document recognition shall be issued by the UEBA upon presentation of the above-mentioned documents automatically, if studies at foreign universities are involved with which the Slovak Republic has a bilateral academic agreement, and if study programmes are involved that are the same as, or related to, those provided at the UEBA.
13. Educational document recognition shall not be requested by the applicant pursuant to Notification of the Ministry of Foreign and European Affairs of the Slovak Republic No.

60/2015 on Treaty between the Slovak Republic and the Czech Republic on Mutual Recognition of Equivalence of Educational Documents Issued in the Slovak Republic and in the Czech Republic. The said Treaty does not apply to:

- Czech documents proving higher education, obtained from higher education institutions in the Czech Republic as a result of completing one's studies in accredited study programmes conducted outside the territory of the Czech Republic.
 - Slovak documents proving higher education, obtained from higher education institutions in the Slovak Republic as a result of completing bachelor's, master's and doctoral studies conducted outside the territory of the Slovak Republic.
 - foreign (other than Czech or Slovak) documents proving education obtained as a result of studies at a foreign school or a branch thereof conducted in the territory of the Slovak Republic or Czech Republic.
14. UEBA faculties shall not confirm application reception for the applicant. The application submission certificate is generated automatically in AIS2.
 15. Only those applicants shall be included in the admission procedure who have submitted a duly completed application within the set deadline, and have also paid the admission procedure fee by 30 April 2023.
 16. No later than 21 days prior to the entrance examination for second-level studies, the relevant faculty shall send the registered applicant the entrance examination invitation.
 17. Only applicants accepted under the admission procedure may be enrolled in second-level study programmes at the UEBA faculties.

Article 7

Entrance Examination for Second-Level Studies

1. The basic prerequisite for admission to a second-level study programme at a UEBA faculty shall be first-level higher education or second-level higher education in any study programme of the field of study Economy and Management completed **by 31 August 2023** or earlier, and the sum of the credits for the prior higher education resulting in graduation and the credits required for graduation from the second-level study programme that the applicant is applying to amounting at least to 300 credits. If the applicant has graduated in a related field of study, the applicant, after being admitted to the respective study programme, shall take and pass bridging examinations during his/her second-level studies in the extent as determined by the Dean of the relevant faculty.
2. Applicants who cannot prove compliance with the basic prerequisites for admission to study at the time of the entrance examinations can be admitted to study conditionally, subject to the obligation to demonstrate compliance with the basic prerequisites for admission to study no later than the day determined by the relevant faculty as the enrolment date.
3. Any further conditions applicable to admission to second-level study programmes at the UEBA faculties shall be determined by individual faculties.
4. Foreign nationals shall be subject to the same conditions as Slovak applicants, but they shall have taken a language and training course enabling them to meet the requirements imposed by a study program conducted in the Slovak language (except for applicants from the Czech Republic). The applicant who has been issued a Certificate of a Slovak Living

Abroad as defined by special regulation shall be considered a Slovak citizen.

5. Participation in the entrance examination shall be conditional upon the presentation of the following documents:
 - invitation,
 - identity card,
 - officially certified copy of the diploma proving completion of the first level of higher education studies, unless submitted by the applicant earlier,
 - officially certified copy of a diploma supplement, unless submitted by the applicant earlier,
 - officially certified copy of the state examination certificate, unless submitted by the applicant earlier,
 - decision on educational document recognition, unless submitted by the applicant earlier **(only applies to foreign applicants or applicants who graduated from their first-level higher education studies at a foreign university)**.

The applicant continuing in the second level of study at the same UEBA faculty where he has completed his/her first-level studies shall not submit officially certified copies of the document(s) attesting his/her completion of first-level studies.
6. Should the higher education institution where the applicant graduated from his/her first-level studies fail to issue the applicant the diploma proving completion of his/her first-level studies by the time the entrance examination for the second-level studies is held, the applicant shall present at the entrance examination a confirmation on the first-level study completion issued by the relevant higher education institution, and shall subsequently submit the diploma within the deadline as set by the relevant faculty.
7. The applicant who fails to demonstrate the fulfilment of the basic prerequisite for admission by the time the entrance examination for the second-level studies is held may attend the entrance examination. Should the applicant meet the conditions required for admission, the applicant may be admitted conditionally, in which case the applicant shall not be given the final decision concerning his/her admission until the applicant has demonstrated the fulfilment of the basic prerequisite for admission no later than the day as determined by the relevant faculty.
8. Entrance examinations for second-level study programmes at the UEBA faculties shall be held on the dates as decided by individual faculties, but, in any case, no later than the start of the next academic year.
9. Resit dates for second-level entrance examinations are not obligatory for the faculties.
10. The contents and form of second-level entrance examinations shall be determined by the faculties separately.

Article 8

Evaluation of Entrance Examination for Second-Level Studies

1. Based on the entrance examination overall results and the faculty's requirements for successful completion of the entrance examination, a ranking of applicants who passed the entrance examination shall be generated so that number 1 is assigned to the applicant who has scored the most points and the highest number to the applicant with the least points.

2. The points scored shall be notified to the applicant by the relevant UEBA faculty on the faculty's website on the entrance examination date.

Article 9

Admission of Applicants to Second-Level Studies

1. The decision on admission to study or on the minimum point score required for admission to study shall be made by the Dean of the faculty.
2. The applicant who has met the conditions for admission without entrance examinations, should the relevant UEBA faculty determine such conditions, shall be admitted by the Dean of the UEBA faculty without entrance examinations.
3. The Dean of the faculty shall admit the applicant to the study programme that the applicant wishes to study as specified in his/her study application first in the list. The applicant who has met the admission conditions but cannot be admitted to the study programme or study format specified in his/her study application first in the list due to capacity reasons, may be admitted by the Dean of the faculty to such study programme or such study format as specified by the applicant in his/her study application next in line provided that the faculty has available capacity for such study programme/study format.
4. The Dean of the faculty may admit an applicant who has met the admission conditions but due to capacity reasons cannot be admitted to study at the educational unit specified by the applicant in the application, to the study programme or study format also at another educational unit, if the faculty provides the given study level at such unit. The faculty reserves the right to offer the applicant considered for admission an option to study at the educational unit at which the faculty provides the given study level other than one the applicant originally wished to study at, should the number of applicants successful at the entrance examination for some of the educational units be lower than the minimum capacity requirements for such unit and the instruction will thus not be provided at such unit.
5. Should there not be enough applicants successfully passing the entrance examination for individual study programmes, the Dean of the faculty shall decide on admission of any further applicants, using as an additional criterion the applicant's wish stated in the study application (specification of another study form or another study programme in the application) or using qualitative ranking positions next in line.
6. Based on the evaluation of the entrance examination results, the Dean of the faculty shall send the applicant the decision on the admission procedure outcome within 14 days from the completion of the entrance examinations at the faculty. The decision shall be hand delivered to the applicant as per Universities Act. The decision on the admission procedure outcome shall be issued for such study programme, such study format and such educational unit as specified by the applicant in the study application first in the list. The decision on the admission procedure outcome for the study programme, study format or educational unit other than one specified by the applicant in the study application next in line shall only be issued in instances referred to in paragraphs 3 through 5 of this Article hereof.
7. The applicant who has met the admission conditions but failed to comply with the basic prerequisite for admission may be admitted conditionally, and the final decision in such case shall be issued by the Dean of the faculty upon proving that the basic prerequisites for admission have been met.

8. The applicant can file a request for review of the decision issued with the body that issued the decision, i.e. the Dean of the relevant faculty, within 8 days from the date of delivery of the decision. The instances of applicants who have not been admitted but who filed the request for decision review within the deadline established by law shall be decided in accordance with Article 58(8) of Universities Act.
9. Under Article 58 of Universities Act, the faculty shall have the right to request from the admitted applicant the information whether the applicant is going to enrol for study via electronic return slip. Should the applicant fail to provide such information by the start of the academic year, his/her right to enrol for study shall be extinguished.
10. The applicant admitted to a study programme shall participate in the enrolment procedure according to the instructions received by the applicant in writing along with the decision on admission.

Article 10

Final Provisions

1. These Framework Terms and Conditions for Admission to Study Programmes in First- and Second-Level Studies at the University of Economics in Bratislava shall operate to govern the UEBA faculties in preparing any further conditions for admission to study programmes in first- and second-level studies for the 2023/2024 academic year at the faculties.
2. The UEBA faculties shall prepare, approve and publish on the website of the relevant faculty further admission conditions for study programmes in first- and second-level studies for the 2023/2024 academic year by way of the faculty's internal regulation **no later than 31 October 2023**.
3. The further admission conditions for first- and second-level study programmes for the 2023/2024 academic year shall also include an overview of the study programmes to be opened by the faculty in the 2023/2024 academic year, based on study levels, study formats, educational units and projected numbers of the applicants to be admitted.
4. These Framework Terms and Conditions were discussed and approved by the Academic Senate of the University of Economics in Bratislava at its meeting on 13 October 2022.

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 prof. Ing. Helena Majdúchová, CSc.

Chair of UEBA AS

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 prof. Ing. Ferdinand Daňo, PhD.

UEBA Rector