



FACULTY OF ECONOMICS, MATEJ BEL UNIVERSITY

Tajovského 10, 975 90 Banská Bystrica,

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Institute of Management Systems in Poprad

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ingrid.balazova@umb.sk  +421 48 446 2141 – Doctoral study

Deadlines for applications:

30 April 2025 Bachelor's programmes – full-time and part-time study

30 April 2025 Master's programmes – full-time and part-time study

30 May 2025 Doctoral programmes – full-time and part-time study

Based on the decision of the Faculty's management, the second round for filing an application can be announced for individual Bachelor's and Master's programmes.

In case of low interest in the study program, the dean of the faculty reserves the right not to open the given study program. Another study program will be offered to the applicant.

Dates of entrance exams:

9 – 20 June 2025 Bachelor's programmes – full-time and part-time study

9 – 20 June 2025 Master's programmes – full-time and part-time study

23 – 27 June 2025 Doctoral programmes – full-time and part-time study

Open Day:

November 2024

February 2025

The date will be announced on the Faculty and University websites.

Entrance exam fees:

€40 – Bachelor's programmes – full-time and part-time study

€45 – Master's programmes – full-time and part-time study

€50 – Doctoral programmes – full-time and part-time study

In case of submitting a paper application, the fee is increased by **20,- €**.

The payment of the fee for the admission procedure must be made by the applicant or a person authorised by the applicant via bank transfer no later than the last day when it is possible to send the application form for study. Application form for study without paying the fee in the specified amount for the admission procedure will not be accepted.

Business Economics and Management	Part-time	Bachelor's	3	Banská Bystrica	40
Management	Part-time	Bachelor's	3	Poprad	30
Bachelor's part-time – Total					70

Master's Programmes

Programme	Form	Degree	Duration in years	Place of Study	Plan of admitted students
Economics and Management of Tourism	Full-time	Master's	2	Banská Bystrica	50
Economics and Management in SMEs	Full-time	Master's	2	Banská Bystrica	100
Finance, Banking and Investment	Full-time	Master's	2	Banská Bystrica	50
Economics of Public Sector	Full-time	Master's	2	Banská Bystrica	30
Business Management Systems	Part-time	Master's	2	Poprad	30
Master's full-time – Total					260
Economics and Management in SMEs	Part-time	Master's	2	Banská Bystrica	40
Business Management Systems	Part-time	Master's	2	Poprad	30
Master's part-time – Total					70
Total					840

Study programmes in both full-time and part-time form are conducted in a combined method. Graduates of the Bachelor's degree have completed the first degree of tertiary education. The graduate of the Bachelor's study will be awarded the academic degree of Bachelor (abbreviated to "Bc").

Graduates of the Master's degree have completed the second degree of tertiary education. The graduate of the Master's study will be awarded the academic degree of Engineer (abbreviated to "Ing.").

Doctoral Programmes

Faculty	Study programme	Form	Degree	Duration in years	Place of Study
EF	Tourism	Full-time	PhD.	3	Banská Bystrica
EF	Tourism	Part-time	PhD.	4	Banská Bystrica
EF	Tourism in English	Full-time	PhD.	3	Banská Bystrica
EF	Tourism in English	Part-time	PhD.	4	Banská Bystrica
EF	Business Economics and Management	Full-time	PhD.	3	Banská Bystrica
EF	Business Economics and Management	Part-time	PhD.	4	Banská Bystrica
EF	Business Economics and Management in English	Full-time	PhD.	3	Banská Bystrica
EF	Business Economics and Management in English	Part-time	PhD.	4	Banská Bystrica
EF	Finance	Full-time	PhD.	3	Banská Bystrica
EF	Finance	Part-time	PhD.	4	Banská Bystrica
EF	Finance in English	Full-time	PhD.	3	Banská Bystrica
EF	Finance in English	Part-time	PhD.	4	Banská Bystrica
EF	Public Economics and Policy	Full-time	PhD.	3	Banská Bystrica
EF	Public Economics and Policy	Part-time	PhD.	4	Banská Bystrica
EF	Public Economics and Policy in English	Full-time	PhD.	3	Banská Bystrica
EF	Public Economics and Policy in English	Part-time	PhD.	4	Banská Bystrica

Graduates of the Doctoral degree have completed the third degree of tertiary education. The graduate of the Doctoral study will be awarded the academic degree of Doctor („philosophiae doctor“, abbreviated to “PhD”).

ADMISSION PROCEDURE

Admission – General information

The admission procedure provides an opportunity for applicants to prove that they meet certain admission requirements for study in order to become a student of a chosen study programme at the Faculty.

The admission procedure begins after the applicant delivers his / her written application form for study to the Faculty.

Applicant fill in the application

- in electronic form (information about the electronic admission and required enclosures will be published on the Faculty’s website);
- or in paper form (current application form for universities can be downloaded from the Ministry of Education, Science, Research and Sport of the Slovak Republic webpage).

EF UMB prefers applications in electronic form.

Applicants may only submit one application at one level of study and to one study programme.

The application must be sent to the Faculty by these deadlines – for the first and second level degree programmes, the deadline is **30th April 2025**. For the 3rd level degree programmes, the deadline is **30th May 2025**. The electronic application for the third degree of study must also be confirmed with documentation in paper form.

Students who have completed the previous degree abroad must have the diploma recognised in the Slovak Republic. The admitted students shall submit the document recognising the diploma no later than the day of enrolment.

Applicant for a study program taught in English, who has completed a previous level of education in a country outside the European Higher Education Area, is required to attach to his/her application form a notarized photocopy of the internationally accepted IELTS certificate - International English Language Testing System with a minimum entry score of at least 6,0 from all parts no later than April 30, 2025 (eventually no later than May 30, 2025 in case of Doctoral study). A notarized photocopy of the certificate must be delivered to the faculty in a paper version (the electronic version is not sufficient) no later than April 30, 2025 (eventually no later than May 30, 2025 in case of Doctoral study). The certificate sent only in the electronic version will not be accepted and the applicant’s application form will be cancelled.

A foreign applicant (except an applicant from the Czech Republic), applying for a study program taught in the Slovak language, is required to demonstrate knowledge of the Slovak language at level B1 according to the Common European Framework of Reference for Languages. A verified photocopy of the Slovak language proficiency certificate issued by language schools registered by the Ministry of Education, Science, Research and Sport of the Slovak Republic in the Network of Schools and School Facilities of the Slovak Republic (registered state language schools and private language schools) must be attached to the application for study by a foreign applicant (except for an applicant from Czech Republic) no

later than April 30, 2025 (eventually no later than May 30, 2025 in case of Doctoral study). In case of submitting a certificate issued by another institution (University or a language school in the territory of the Slovak Republic) the Dean decides on the acceptance of the certificate.

A notarized photocopy of the certificate must be delivered to the faculty in a paper version (the electronic version is not sufficient) no later than April 30, 2025 eventually no later than May 30, 2025 in case of Doctoral study).

If the applicant does not submit a verified photocopy of the certificate within the specified deadline or submits the certificate only in an electronic version, his/ her application form will be cancelled (electronic version of the certificate will not be accepted).

The applicant who has passed his/ her school leaving exam in Slovak language or has completed (or will complete in the given academic year) a Bachelor's degree or a Master's degree in Slovak language is exempt from the obligation to submit a certificate of knowledge of the Slovak language at level B1.

Admission to Bachelor's studies

The admission conditions are the same for all study programs of the first degree of study at the faculty.

The basic condition for admission to Bachelor's studies according to Act no. 131/2002 Coll. On universities and on the amendment of certain laws, as amended is the completion of secondary education or a complete secondary professional education. An applicant who fails to prove in the time of verification of fulfilment of the conditions for admission, that he/ she meets the admission requirements, can be conditionally admitted to the study if they do so on the day of enrolment for study at the latest.

Another requirement of the Faculty for full-time study is the successful passing of the entrance exam.

The entrance exam consists of written tests in one foreign language and the basics of economics. The foreign language can be chosen from English and German. The maximum score in each of the tests is 100 points.

Students interested in the Business Economics and Management programme in English will take the entrance exam in English (written tests in the English language and economics).

The total points of the applicant are calculated as the sum of the points earned in both parts of the entrance exam. The Dean determines the minimum number of points for successful passing of the entrance exam and admission to the particular study programme.

Applicants who take the entrance exam will be admitted to study in the order of the total number of points achieved in the admission procedure until the planned capacity of study programs in particular forms and places of study is full.

The Dean may accept an applicant who has met the conditions for admission to study but is not admitted to the chosen study program due to capacity reasons, to another form or other place of study of the chosen study program or to another study program.

The Dean may waive the entrance exam for the applicants who have met the conditions for admission to the faculty, have been admitted and enrolled for study and have not completed their studies.

The entrance exam is not required from the applicants for full-time study who:

1. passed the test of General Academic Prerequisites (GAP) – in Slovak or Czech language (“Všeobecné študijné predpoklady” (VŠP) or “Obecné studijní předpoklady” (OSP).

Applicants whose percentile in the GAP test in Slovak or Czech language will be equal to or higher than 50, will be accepted for study. The GAP test can be taken within the National Comparative Exams provided by the Scio assessment centre in the academic year 2024/2025 at several places in Slovakia and the Czech Republic (the dates accepted by the Faculty will be announced on the Faculty and the Scio websites). The test can be taken more than once and the best result will be counted. The result of the VŠP or OSP test performed in previous years cannot be recognized. More information about VŠP or OSP are published on the SCIO website www.scio.sk (www.scio.cz),

2. took part in a regional round of the Economics Olympiad in 2024/2025 and who placed in the top 50th percentile of all participants in the regional round.

The applicants for part-time study will be admitted to study without an entrance exam.

Proof of fulfillment of the basic condition for the admission of applicants for a bachelor study who have been granted asylum, provided additional protection or provided temporary refuge.

An applicant for a bachelor study who has been granted asylum, provided additional protection or provided temporary refuge (hereinafter referred to as a “person with special legal status”) may fulfil the condition of achieving a full secondary education or a full secondary vocational education for the purpose according to §56 par. 1 of the Higher Education Act by submitting of the affidavit and passing of the test of General Academic Prerequisites (GAP), in which he/she obtains a percentile equal to or higher than 20. A sample of affidavit is attached to this document. The GAP test can be taken by the applicant through Scio company. More information will be published on the Scio website www.scio.sk (www.scio.cz).

An applicant for a bachelor study who is a person with a special legal status, in addition to submitting an affidavit and passing a GAP test, must meet other conditions for admission to study under § 57 of the Higher Education Act – to pass the entrance exam successfully.

Unfinished secondary education or secondary vocational education **cannot** be replaced by an affidavit of a person with a special legal status.

Admission conditions for Master’s programmes

The admission conditions are the same for all study programs of the second degree of study at the faculty.

The basic condition for admission to Master’s study is the completion of at least Bachelor’s degree.

The application can be also submitted by students in their last year of Bachelor’s study who has not yet completed the first degree of higher education. It must be mentioned in their CV and application. The applicant who fails to prove in the time of verification of fulfilment of the conditions for admission (on the day when the admission committee is held), that he/she meets the admission requirements, can be conditionally admitted to the study if they do so on the day of enrolment for study at the latest.

Another condition (determined by the faculty) is the successful passing of the entrance exam.

The entrance exam consists of a written test in major subjects of the Bachelor's degree programmes in the particular field of study at the faculty. The maximum score in the entrance exam is 100 points.

The applicants who completed the Bachelor's degree in the same field of study shall be admitted without taking the entrance exam.

Those who completed the Bachelor's degree in a different field of study can be admitted with or without entrance exam according to the decision of the Dean.

The applicants who passed the entrance exam will be admitted to study in the order of the total number of points achieved in the admission procedure until the planned capacity of the study programs is full.

The Dean may waive the entrance exam for the applicants who have met the conditions for admission to the faculty, have been admitted and enrolled for study and have not completed their studies.

Admission requirements for Doctoral programmes

All doctoral study programmes of the Economics Faculty of MBU have the same admission requirements.

The basic requirement is to have completed a Master's programme and to pass the required entrance exam.

An applicant who is in the last year of an engineers/master's degree can also apply for the third degree of study. The certificate of completion of the second degree of university studies (or confirmation of passing the state exam) shall be submitted no later than on the day of the entrance exam.

Before the admission process starts, the faculty announces the topics of dissertation theses, which are published on the faculty's website at least four months before the last day for submitting applications. Each of the listed topics has a designated supervisor. Candidates for doctoral studies must apply for one of the listed topics. After choosing a topic, the candidate should approach the supervisor and, with his/her cooperation, prepare a written dissertation project. Only one applicant can be accepted for one dissertation topic.

The entrance exam in full-time study consists of the following parts:

- a) Presentation of the candidate's written dissertation project in English, discussion of the project in Slovak,
- b) Assessment of the applicant's previous activity in scientific activity (publication and scientific research activity).

The maximum number of points candidate can achieve for full-time study is **100**.

The scoring of the entrance exam is as follows:

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|--|---------------------------------|
| a) Written project and its presentation | 85 points, <i>out of which:</i> |
| • theoretical background of research (literature review) | 25 points |
| • intended objectives | 10 points |
| • intended research methods | 20 points |
| • expected results and outputs | 10 points |

- project presentation and discussion 20 points

- b) Scientific research activity during or after completion of the Master's study, e.g. active participation in the student scientific conference or a similar scientific event; participation in a research project/presentation resulting in a professional/scientific event; publication of professional/scientific papers): 15 points

The entrance exam in part-time study consists of the following parts:

- a) Presentation of the candidate's written dissertation project in English, discussion of the project in Slovak,
- b) Assessment of the applicant's previous activity in scientific activity (publication and scientific research activity).

The maximum number of points candidate can achieve for part-time study is **100**.

The scoring of the entrance exam is as follows:

- a) Written project and its presentation 85 points, *out of which*:
 - theoretical background of research (literature review) 25 points
 - intended objectives 10 points
 - intended research methods 20 points
 - expected results and outputs 10 points
 - project presentation and discussion 20 points

- b) Scientific research activity during or after completion of the Master's study, e.g. active participation in the student scientific conference or a similar scientific event; participation in a research project/presentation resulting in a professional/scientific event; publication of professional/scientific papers): 15 points

The entrance examination of applicants for full-time and part-time study is conducted before the Exam Board. The composition of exam boards for study programs is determined by the dean of the faculty based on the proposals of the persons responsible for individual doctoral study programs. With the consent of the chair, the board can invite the supervisor whose topic has been chosen by the candidate.

The dean determines the minimum number of points required for successful completion of the entrance exam and admission to individual study programs. Applicants who take the entrance exam will be accepted according to the total number of points achieved in the admission procedure until the planned capacity of individual study programs in individual forms of study is filled.

An applicant who has met the conditions for admission to study but is not admitted to the chosen study program due to capacity reasons, can be accepted by the dean for another form of study in the chosen study program.

At the same time with the acceptance of candidates for doctoral studies, the dean will specify the training places in the notification to the doctoral students, and for full-time doctoral students, the place of their work performance.

ACCOMMODATION AND MEALS FOR STUDENTS

The students of the Faculty of Economics of Matej Bel University can live in a student home and take meals in a student canteen.

EMPLOYMENT OF GRADUATES

The economic education, general knowledge and practical skills and intensive language training gives the graduates of the Faculty an excellent chance to find a job at home and abroad, in economic and managerial positions of the middle and top management in tourism, companies, tax and customs offices, in the financial market and commercial banking, in public services and regional development organizations and in state and local government.

INFORMATION FOR APPLICANTS WITH SPECIFIC NEEDS

The obligation of the UMB and thus also the obligation of the Faculty of Economics of UMB in Banská Bystrica is in accordance with § 100 of Act no. 131/2002 Z.z. on Higher Education Institutions and on Amendments to Certain Laws as amended and Decree No. 458/2012 on the Minimum Requirements of a Student with Specific Needs to Create Appropriate Study Conditions for Daily and External Students with Specific Needs, Due to Their Special Study Needs Without Reducing Study Requirements.

The status of a student with specific needs is given to the student:

- a) with sensory, physical and multiple disabilities (visual disability, hearing disability, limb sufferers, dysfunction of fine motor skills);
- b) with chronic diseases (cystic fibrosis, epilepsy, asthma, multiple sclerosis, diabetes mellitus, organ or tissue transplantation, cardiovascular disease, neurological disease);
- c) with health weakening (after long-term illness, convalescence, reduction in disease resistance or tendency to recurrence);
- d) having a mental illness;
- e) with autism or other pervasive developmental disorders (e.g., Asperger syndrome);
- f) with learning disorders (dyslexia, dysorthography, dysgraphia, dyscalculia, etc.).

An applicant for study with specific needs will, in sufficient time, obtain relevant information on the difficulty and admission conditions for studying in a selected study program. With the coordinator for students with specific needs at the Faculty and the Study Department, students will have a consultation about the suitability of study choice in relation to their health disability or learning disorder and its impact on the study. A student with specific needs in choosing a programme must consider the prerequisites for study in terms of knowledge, technical and personal readiness as well as motivation, content requirements, scope and form of study, conditions offered by the faculty, disability limits.

The final decision to study in a selected programme is made by the applicant. With this decision, the responsibility for any risk will be taken by the student if he/she is unable to continue in the study.

Applicants with specific needs shall, upon their application, determine the form of the admission test and the method of evaluation while taking into account the student's health disadvantage. The application for modification of the form and method for carrying out the

entrance examination that will regard the student's specific needs, shall be sent to the Study Department of the Faculty, together with the relevant documentation supporting these needs.

COORDINATOR FOR STUDENTS WITH SPECIFIC NEEDS

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Affidavit

According to § 56 par. 2, No 131/2002 Coll. on Higher Education Institutions and on changes and on Amendments to some Acts, as amended (hereinafter referred to as „Higher Education Act“)

Signed below

Name and surname:

Birth number/date of birth:

Place of birth:

Nationality:

Permanent address:

Current residence address:

Phone number:

E-mail:

hereby as a person who has been granted an asylum/subsidiary protection/temporary refuge*

I declare on my honor, that I have obtained
full secondary education/full secondary vocational education**
at a secondary school.

Name and seat of the secondary school:

.....

Date of the beginning of the secondary education:

Date of completion of the secondary education:

Method of graduating from secondary school (e.g. final exam, school leaving exam, other):

.....

I make this solemn declaration in order to meet basic conditions for admission to bachelor's study at a university according to §56 par. 1 of the Higher Education Act.

All the information provided in this affidavit(solemn declaration) is true, accurate and complete and I am aware that if this is not true or was concealed I will bear the responsibility for the legal consequences thereof.

In date

.....
Handwritten signature of an announcer

* cross out the incorrect information

** cross out the incorrect information