

FACULTY OF LAW, MATEJ BEL UNIVERSITY

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APPLICATION DEADLINE:

by 30 April 2017 – Bachelor's Degree Study (Full-Time and Part-Time Study)

by 30 June 2017 – Master's Degree Study (Full-Time and Part-Time Study)

DATES OF THE ADMISSION EXAMINATION:

Full-Time and Part-Time **Bachelor's Degree Study** – no admission examination.

In the event that the number of candidates that applied for bachelor's degree study will significantly exceed the number that faculty may accept (i.e., the planned number), the Dean of the Faculty may decide on admission examination. In such case, the date of examination will be 5 to 6 June 2017 for applicants for full-time study, and 7 June 2017 for applicants for the part-time form of study.

Full-Time and Part-Time **Master's Degree Study** – no admission examination.

10 July 2017 – on this day there will be an evaluation of the results of the first level degree programme for admission to the second level of study.

THE FEE FOR ADMISSION PROCEDURE in levels 1 and 2 of higher education study (§ 92, para. 12 of Act 131/2002 Coll. on Higher Education, as amended):

60 EUR - Full-Time Bachelor's and Master's Degrees Study

60 EUR - Part-Time Bachelor's and Master's Degrees Study

57 EUR - amount of the fee in the case of filing an electronic application for both the full-time and part-time studies

BILLING INFORMATION (also published on the website www.platby.umb.sk):

1. Payment of the fee from the EU countries:

Account name: **Univerzita Mateja Bela v Banskej Bystrici**
Bank name and address: **Štátna pokladnica, Radlinského 32, 810 05 Bratislava 15**
Account no. / IBAN: **SK75 8180 0000 0070 0009 5590**
SWIFT / BIC: **SPSRSKBA**
VS (variable symbol): **8031** (for Bachelor's Degree Study applicants)
8032 (for Master's Degree Study applicants)
KS (constant symbol): **0308 – cashless payments**
Specific symbol: **Birth ID no.** (for Slovak applicants)
Date of Birth in the form DDMMYY (for foreign applicants)
Message to recipient: **name and surname of applicant**

2. Payment of the fee through intermediary bank from third countries:

Account name: **Univerzita Mateja Bela v Banskej Bystrici**
Bank name and address: **Všeobecná úverová banka, a.s., Mlynské Nivy 1,
829 90 Bratislava**
Account no. / IBAN: **SK75 8180 0000 0070 0009 5590**
SWIFT / BIC: **SUBASKBXXXX**
VS (variable symbol): **8031** (for Bachelor's Degree Study applicants)
8032 (for Master's Degree Study applicants)
KS (constant symbol): **0308 – cashless payments**
Specific symbol: **Birth ID no.** (for Slovak applicants)
Date of Birth in the form DDMMYY (for foreign applicants)
Message to recipient: **name and surname of applicant**

Due to automated fee processing **only cashless payments shall be accepted.**

Copy of proof of payment for the admission procedure (bank statement, extract from internet banking) must be affixed on the 3rd page of the application.

Admission procedure related to all three levels of the study begins on the date of receiving application form at the Faculty; the fee will not be refunded.

Application form for higher education study without paying a fee will not be accepted.

If the applicant submits electronic application, also paper application form must be sent to the Faculty, duly completed, signed and with all attachments.

OPEN DAY:

- 1) 9 November 2016
- 2) February 2017 (exact date to be set on www.prf.umb.sk)

ACCREDITED STUDY PROGRAMMES offered in the academic year 2017/2018:

1st and 2nd study levels:

Faculty	Study Programmes	Study Form	Study Level	Study Length	Study Place	Admission Plan
F of Law	Law	FT	Bc.	3	Banská Bystrica	200
Total Bachelor's Degree Full-Time Study						200
F of Law	Law	PT	Bc.	4	Banská Bystrica	200
Total Bachelor's Degree Part-Time Study						200
F of Law	Law	FT	Mgr.	2	Banská Bystrica	120
Total Master's Degree Full-Time Study						120
F of Law	Law	PT	Mgr.	3	Banská Bystrica	120
Total Master's Degree Part-Time Study						120
TOTAL						640

ADMISSION REQUIREMENTS

Study applicants who completed the previous level of education abroad are required to show proof of recognition of formal qualification document obtained outside the territory of the Slovak Republic. The accepted applicant must submit the decision on recognition of formal qualification documents not later than on the day of enrollment for studies.

Application deadline and the requirements for **foreign students'** admission are identical with the ones applicable for the students from the Slovak Republic. Tuition fees are regulated by the Regulation on Tuition for the academic year 2017/2018.

Bachelor's Degree Study:

Admission procedure to the 1st level of higher education study is **without admission examination**. The basic requirement for admission to the Faculty is completion of secondary education or secondary vocational education. Admission procedure at the first level of higher education studies without receiving tests. An essential condition for the adoption of the faculty is to provide a complete middle education or full middle vocational education.

In the event that the number of candidates that applied for bachelor's degree study will significantly exceed the number that faculty may accept (i.e., the planned number), the Dean of the Faculty may decide on admission examination. In such case, another condition for admission to the first level of higher education study is taking an admission examination on the given date and obtaining a sufficient number of points. The content of verification of knowledge in the admission examination: a written test within the secondary school curriculum (Slovak and world history; philosophy; social science, including the foundations of law; economics; SR Constitution; general political overview). According to the number of points of a written test an order will be determined from the highest to the lowest number of points obtained. The candidate who achieves the points required for the expected number of students to be admitted in the study programme and type of study, will be admitted for the study. Number of applicants accepted will be in accordance with the approved plan of the number of applicants accepted for the academic year 2016/2017.

Master's Degree Study:

The basic requirement for admission to a Master's Degree Study is successful completion of the Bachelor's Degree Study - 1st level of the study programme Law, field of study Law. Certified copy of the diploma of completion of the Bachelor's Degree Study must be sent **by 6 July 2016, no later than by the date of the study enrolment**.

Other admission requirements for Full-Time and Part-Time Study:

- By order of the weighted study average of Bachelor's Degree Study;
- Graduate of Bachelor's Degree Study from another Faculty of Law, is obliged to submit, as an attachment to the application, transcript of the Bachelor's Degree Study.

Number of applicants accepted will be in accordance with the approved plan of the number of applicants accepted for the academic year 2017/2018.

GENERAL INFORMATION ON COMPLETION OF THE "APPLICATION FORM FOR UNIVERSITY STUDY":

The Faculty of Law of the MBU does not require medical certificate attesting fitness for higher education; an application will be accepted without medical certificate.

The Faculty does not confirm receipt of the application.

On the third page of the application form a handwritten signature of the applicant must be given. The applicant by its signature gives consent to the processing of personal data that are useful for the assessment of the admission procedure. The application shall not be accepted without paying a fee for the admission examination. Please enclose proof of payment of the bank transfer payment to the application form (a payment order is not a proof of payment!).

In one form of the "Application form for higher education study" only one type of study is given. In case of interest in both types of study two applications must be submitted, i.e., one for the Full-Time and one for the Part-Time Study and to pay twice the fee for admission procedure.

Part of the application is also **CV** (with signature of the applicant) and **certified copy of secondary school-leaving examination certificate (we do not accept faxed certified copy)**. If the applicant takes the school-leaving examination in the relevant academic year, he/she will bring a copy of the secondary school-leaving examination certificate on the day of admission procedure, or will send it by mail to the study office of the Faculty of Law of the MBU not later than 5 days prior to the admission examination. Applicant who fails to prove meeting of the basic requirements for admission to study at the time of verification of the fulfilment of the requirements for admission may be conditionally accepted to study provided that he/she must prove the fulfilment of the requirements for admission no later than on the date for enrolment in the study. Admission procedure results will not consider results from secondary school, neither the results of secondary school-leaving examination.

ORGANISATION OF STUDIES:

The Faculty of Law of the MBU provides higher education study in an accredited field of study **Law** in the Full-Time and the Part-Time Study:

- **Bachelor's Degree** - usually takes three years in the full-time and four years in the part-time study. The study is completed with a state examination, which also includes a defence of the final thesis. Successful graduates are awarded the academic degree "**Bachelor**" (abbreviated as "Bc.");
- **Master's Degree** - takes two years in the full-time and three years in the part-time study. The study is completed with a state examination, which also includes a defence of the final thesis. Successful graduates are awarded the academic degree "**Master**" (abbreviated as "Mgr").

TUITION FEES:

Tuition fees for the academic year 2017/2018 will be paid according to the Regulation, which will be approved for that academic year.

GRADUATE EMPLOYMENT:

Graduate from the study field **Law** during the study acquires scientific and practical knowledge, manages basics of theory and methodology, yields preconditions for the acquisition of other scientific areas related to the field of law; graduate may apply his/her knowledge in all legal professions and administrative functions, in the judiciary, in the prosecution service, in

corporate practice, in government; he/she can actively work in the field of international relations and diplomacy, in the spheres of international law and economics.

Graduates are able to:

- Apply the legal standards in core areas of legal practice according to the principle of lawfulness;
- Use the law in the management of social processes;
- Acquire special knowledge of legal disciplines according to the needs of practice, respond creatively to regulatory developments and new content of legal regulations and implement them in practice;
- Apply the legal rules adopted within the European Union.

RIGOROUS EXAMINATION:

Graduates of the study programme Law, who earned the title "Master" or similar study programmes abroad can take **rigorous exam**, which includes a defence of thesis in the field of study in which they graduated, or in a related field of study. After successful completion of rigorous examination the applicant is awarded the academic degree "**Doctor of Laws**" (abbreviated as "JUDr.").

STUDENT ACCOMODATION AND CATERING OPTIONS:

Faculty of Law students of the MBU have the option of accommodation in student residences. Student canteens provide catering.

COORDINATOR FOR WORKING WITH STUDENTS WITH SPECIAL NEEDS:

JUDr. Katarína Ševcová, PhD. (office no. 228);
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