

**Possibilities and conditions of admission for the academic year 2017/2018 -
post-graduate studies (3rd level of university study)
in the field of study COMMERCIAL AND FINANCIAL LAW**

FACULTY OF LAW, MATEJ BEL UNIVERSITY

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APPLICATION DEADLINE:

till 12th June 2017 – Doctoral 's Degree Study (Full-Time and Part-Time Study)

DATES OF THE ADMISSION EXAMINATION:

27th June 2017 - Full-Time and Part-Time Study.

**THE FEE FOR ADMISSION PROCEDURE in levels 3 of higher education study (§ 92,
para. 12 of Act 131/2002 Coll. on Higher Education, as amended):**

60 EUR - Full-Time and Part-Time 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): **8033**
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): **8033**
 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 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.

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 | Commercial and Financial Law | FT | PhD. | 3 | Banská Bystrica | 2 |
| F of Law | Commercial and Financial Law | PT | PhD. | 4 | Banská Bystrica | 15 |
| Total | | | | | | 17 |

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.

Basic conditions for admission and entrance examination:

The basic requirement for admission to the doctoral study in study programmes Commercial and Finance Law as both the full-time and part-time study is the successful completion of the Master's Degree Study Programme Law, field of study Law. The entrance examination is conducted by the Examining Committee appointed by the dean.

The entrance examination will be held orally. The applicant must demonstrate knowledge, understanding and skills of the field of study, as well as the content, methods and

anticipated results of dissertation. Examination Commission will be ascertaining the applicant's interest in field of study, interest in science and will take into account the academic performance of the Master's Degree Study. The Dean shall decide on the applicants' admission on the recommendation of the Chairman of the Examination Committee.

The admission to doctoral study in full-time and part-time also takes account of:

- The weighted average of the Master's Degree Study; Graduate of Master's Degree Study **from another** Faculty of Law, is obliged to submit, as an attachment to the application, transcript of the Master's Degree Study,
- Knowledge of English, German, Russian or French accompanied by written documentary evidence submitted by the applicant (certificate from the State Examination or certificate of at least "B2" certifying a higher level of the foreign language mastering)
- The outcome of the interview before the Examining Board.

Number of applicants accepted will be in accordance with the approved plan of the number of applicants accepted to AY 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.

Application to university study, doctoral study - third level must include:

- a) CV,
- b) certified photocopies of evidence of study (university diploma, state examination certificate, diploma supplement, if necessary, language diplomas)
- c) study results average gained in Master's Degree Study,
- d) a list of so far published (e.g., books, articles, manuals, etc.) and unpublished technical and scientific works (or expertise of these works and other documents worthy of such sight, e.g., diplomas of "ŠVOČ" conferences, documentation of completed professional courses and the like),
- e) framework project for the dissertation topic in the range of about 5 pages (dissertation topics are published on the website of the Faculty of Law in the section "Doctoral Studies".)
- f) the fee payment slip.

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:

- **Doctoral Degree** - takes three years in the full-time and four years in the part-time study. The study is completed with a defence of the dissertation, which is, after completion of appropriate requirements, preceded by the dissertation examination. Successful graduates are awarded the academic degree "**philosophiae doctor**" (abbreviated as "PhD.").

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:

Graduates are eligible to use the scientific work of all supporting scientific research methods, which can connect with each other not only legal institutions of commercial law, but also consider interdisciplinary and understand both in terms of basic and applied research, interdisciplinarity and subsidiarity in respect of the Commercial Code and Civil Code as carrier of private codes. At the same time can identify overgrowth legal institutions implemented the legal systems of the EU.

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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