

FACULTY OF ECONOMICS, MATEJ BEL UNIVERSITY

Tajovského 10, 975 90 Banská Bystrica,
<http://www.ef.umb.sk>

Institute of Management Systems in Poprad

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Deadlines for applications:

31 March 2018 Bachelor's programmes – full-time and part-time study
31 March 2018 Master's programmes – full-time and part-time study
15 June 2018 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.

Dates of entrance exams:

11 – 14 June 2018 Bachelor's programmes – full-time and part-time study
15 June 2018 Master's programmes – full-time and part-time study
29 June 2018 Doctoral programmes – full-time and part-time study

Preparatory courses for entrance exams

The Faculty offers preparatory courses in economics and foreign languages for the applicants. The exact dates of the courses, the consultation day and the recommended resources will be announced on the Faculty website.

Open Day:

8 November 2017
February 2018 – The date will be announced on the Faculty and University websites.

Entrance exam fees:

€35 – Bachelor's programmes – full-time and part-time study
€40 – Master's programmes – full-time and part-time study
€45 – Doctoral programmes – full-time and part-time study
With electronic applications, the fee is reduced by 3 euros.

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

1. Payment of the fee from 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: **SPSRKBA**
VS (variable symbol): **1031 (Bachelor study)**
1032 (Master study)

KS (constant symbol): **1033 (Doctoral study)**
 Specific symbol: **0308 – cashless payments**
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): **1031 (Bachelor's degree)**
1032 (Master's degree)
1033 (Doctoral degree)
 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**

Payment by postal order will not be accepted due to impossible identification of the payer in the university information system.

In the academic year 2018/2019, the Faculty is offering the following accredited programmes:

Bachelor's and Master's Programmes

Faculty	Programme	Form	Degree	Duration in years	Place of Study	Plan of admitted students
EF	Tourism	Full-time	Bachelor's	3	Banská Bystrica	100
EF	Business Economics and Management	Full-time	Bachelor's	3	Banská Bystrica	100
EF	Business Economics and Management in English	Full-time	Bachelor's	3	Banská Bystrica	30
EF	Finance, Banking and Investment	Full-time	Bachelor's	3	Banská Bystrica	100
EF	Territorial Management	Full-time	Bachelor's	3	Banská Bystrica	30
EF	Economics of Public Sector	Full-time	Bachelor's	3	Banská Bystrica	30
EF	Business Management Systems	Full-time	Bachelor's	3	Poprad	40
Bachelor's full-time – Total						430
EF	Business Economics and Management	Part-time	Bachelor's	4	Banská Bystrica	40
EF	Management	Part-time	Bachelor's	4	Poprad	30
Bachelor's part-time – Total						70
EF	Economics and Management of Tourism	Full-time	Master's	2	Banská Bystrica	80
EF	Economics and Management of SMEs	Full-time	Master's	2	Banská Bystrica	100
EF	Marketing Management of Business	Full-time	Master's	2	Banská Bystrica	40
EF	Marketing Management of Business in English	Full-time	Master's	2	Banská Bystrica	30
EF	Finance, Banking and Investment	Full-time	Master's	2	Banská Bystrica	100

EF	Finance, Banking and Investment in English	Full-time	Master's	2	Banská Bystrica	20
EF	Territorial Studies	Full-time	Master's	2	Banská Bystrica	30
EF	Economics of Public Sector	Full-time	Master's	2	Banská Bystrica	30
EF	Business Management Systems	Part-time	Master's	2	Poprad	30
Master's full-time – Total						460
EF	Economics and Management of SMEs	Part-time	Master's	3	Banská Bystrica	60
EF	Business Management Systems	Part-time	Master's	3	Poprad	30
Master's part-time – Total						90
TOTAL						1050

Joint programmes in foreign languages

1. Study in French

This study is designed for Bachelor's and Master's students of the Faculty of Economics with the aim to extend their knowledge of economics in French and French economic terminology. The Faculty of Economics offers an opportunity to complete part of the economic subjects in French and obtain a certificate of completion of study in French, a university diploma of Francophone economic studies from the Poitiers University, or a double diploma in the joint Master's programme Gestion financière et espace européen from the University of Lorraine and Matej Bel University, Faculty of Economics.

2. Marketing Management of Business – joint Master's programme

This programme is provided by the Faculty of Economics, Matej Bel University in Banská Bystrica together with the Polish partner university Economic University, Faculty of Management, in Cracow.

3. Economics and Management of Tourism – joint Master's programme

This programme is provided by Matej Bel University, Faculty of Economics, in Banská Bystrica together with the Catholic University Eichstaett-Ingolstadt in Germany.

4. Territorial Studies – joint Master's programme

This study programme is jointly provided by the Reims Champagne-Ardenne University (France) and Matej Bel University, Faculty of Economics, in Banská Bystrica.

Doctoral Studies

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 / German	Full-time	PhD	3	Banská Bystrica
EF	Tourism in English / German	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

ADMISSION PROCEDURE

Admission – General information

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

Admission to Bachelor's studies

The admission requirements apply equally to all Bachelor's programmes of the Faculty of Economics of Matej Bel University.

The basic condition is the completion of secondary education. Another requirement of the Faculty for full-time study is passing 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, German or Russian. The maximum score in each of the tests is 60 points, and for grade average from secondary school 20 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 grade average from secondary school is calculated from both the end-of-year grade averages and the average grade of the school-leaving (Maturita) exam. The resulting grade average is translated into the student's overall evaluation according to the following scale:

Grade average	Points
1.00 – 1.10	20
1.11 – 1.20	18
1.21 – 1.30	16
1.31 – 1.40	14
1.41 – 1.60	12
1.61 – 1.80	10
1.81 – 2.00	8
2.01 – 2.20	6
2.21 – 2.40	4
2.41 – 2.50	2
over 2.50	0

The total points of the candidate are calculated as the sum of the points earned in the entrance exam and the points for grade average from secondary school. The minimum points for passing the entrance exam and admitting to a study programme is set by the Dean.

Students will be admitted to study according to the ranking of their total scores until the planned capacity of individual study programmes in individual forms of study is full.

The entrance exam can be replaced by the General Aptitude Test (GAT) – the candidate can be admitted to the study at the Faculty of Economics if they have reached a percentile of 35 and higher. The GAT test can be taken within the National Comparative Exams provided by the Scio assessment centre at several places in Slovakia and the Czech Republic on six different dates during the academic year 2017/2018. The test can be taken more than once and the best result will be counted.

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

If the number of applicants exceeds the planned number for admission, the Dean of the Faculty has the right to decide to admit the students according to their secondary school grade average.

The Dean can exempt from the entrance exam the applicants who had previously passed the entrance exam, and had been admitted and enrolled for study and were expelled from study.

Admission requirements for Master's programmes

The admission requirements apply equally to all Master's programmes at the Faculty of Economics of Matej Bel University in Banská Bystrica.

The basic requirement is the completion of a Bachelor's degree. Another requirement is to pass 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. The maximum score in the entrance exam is 100 points.

Students of the Marketing Management of Business and Finance, Banking and Investment programmes shall take a written test in the major subjects of the Bachelor's degree in the particular field of study in English.

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

In case the number of applicants accepted without entrance exam is higher than the planned capacity of the study programme, the Dean has the right to decide about admission according to the candidates' grade point average from Bachelor's study.

The applicants who have passed the entrance exam will be admitted to study according to a ranking compiled on the basis of their total scores up to the planned capacity of individual study programmes.

The Dean can exempt from the entrance exam those applicants who had previously passed the entrance exam, and had been admitted and enrolled for the study and were expelled from study.

Admission requirements for Doctoral programmes

The admission requirements apply equally to all Doctoral programmes at the Faculty of Economics of Matej Bel University in Banská Bystrica.

The basic requirement for admission to doctoral study is the completion of a Master's programme. Another requirement of the Faculty is to pass the entrance exam.

Before starting the admission procedure, the Faculty issues a list of dissertation topics to be chosen by the applicants within the admission process; each topic has a supervisor. The applicant is obliged to sign up for one of the topics.

Entrance exam:

In the case of applicants for **full-time study**, there is a combined admission test that includes the following components:

- a written test in English,
- a written test on economic theory,
- presentation of the applicant's written doctoral thesis project,
- an assessment of the applicant's other scientific activities (publication and scientific research activity),

- the average results in the Master’s degree.

The maximum number of points for full-time study is 100.

Percentage breakdown of the individual parts of the applicant's admission exam for full-time study is as follows:

- a) written test in English: maximum 20 points,
- b) written test in economic theory: maximum 20 points,
- c) written project and its presentation: maximum 40 points, out of which:
 - theoretical basis of the study: maximum 10 points,
 - intended goals: maximum 10 points,
 - planned methods of investigation: maximum 10 points,
 - project presentation: maximum 10 points,
- d) activities in the applicant's scientific field during or after completion of the Master’s degree (elaboration of works from the student's scientific activity, elaboration of the diploma thesis, evaluation of an A grade by the supervisor, the opponent and the commission for the state examinations, involvement in a research project, publication of scientific contributions, etc.): maximum 10 points,
- e) the average results of the Master’s study (marks from the study and the state exam): maximum 10 points.

Average results	Number of points	Average results	Number of points
1.00 – 1.10	10	1.51 – 1.60	5
1.11 – 1.20	9	1.61 – 1.70	4
1.21 – 1.30	8	1.71 – 1.80	3
1.31 – 1.40	7	1.81 – 1.90	2
1.41 – 1.50	6	1.91 – 2.00	1

In the case of an applicant for the **part-time form of study**, the admission exam includes the following components:

- presentation of a written project of the dissertation - in Slovak and English (applicants from the Slovak Republic), or in Czech and English (applicants from the Czech Republic) and in English (applicants from abroad),
- assessment of the applicant’s scientific activity (research and publications).

The maximum number of points for applicants for part-time study is 50. Percentage breakdown of the individual parts of the applicant's admission exam for part-time study is as follows:

- a) written project and its presentation: maximum 40 points, out of which
 - theoretical background of the study: maximum 10 points,
 - intended goals: maximum 10 points,
 - planned methods of investigation: maximum 10 points,
 - project presentation: maximum 10 points,
- b) activities in the applicant's scientific field during or after completion of the Master’s study (elaboration of works from the student's scientific activity, elaboration of the diploma thesis, evaluation of an A grade by the supervisor, opponent and the commission for the state examinations, involvement in a research project, publication of scientific contributions, etc.): maximum 10 points
 - assessment of other applicant’s scientific activity (publication and scientific research activity).

For study in English, the candidate must take the full exam in English.

The entrance exam is supervised by the admission board, which compiles a ranking of candidates on the basis of their total scores and recommends to either admit the candidate to doctoral study, or not.

The candidates will be admitted to study in accordance to the ranking of their total scores until the planned capacity of individual study programmes in individual forms of study is full. On admission of the candidate to doctoral study, the Dean will notify the candidate about the topic of their dissertation, supervisor, institution providing the study, duration of study, and with full-time doctoral students, also the place of study.

The members of the admission board are appointed by the Dean of the Faculty on the basis of the proposal from the doctoral programme supervisor which has been considered and approved by a particular study board. With the consent of the chair, the board can invite the supervisor whose topic has been chosen by the candidate to be a member of the board.

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

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 candidate. 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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