









MATEJ BEL UNIVERSITY Faculty of Arts

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Application deadlines:

by 30 April 2018 – for master's degree programmes

The faculty reserves the right to call for a third round of applications for individual bachelor's and master's programmes.

Entrance examination dates:

11–15 June 2018 – written portion (bachelor's and master's programmes)

Open days: February 14, 2018

Application fees:

€40.00 bachelor's studies/€32.00 via e-application

€20.00 master's studies/€15.00 via e-application

Payable to:

1. For payments originating in the EU:

Account holder: Matej Bel University Banská Bystrica
Bank: **Štátna pokladnica**, Radlinského 32, 810 05 Bratislava 15
IBAN: **SK75 8180 0000 0070 0009 5590**
SWIFT/BIC: **SPSRSKBA**
Variable symbol: **3031** bachelor's studies
3032 master's studies
Constant symbol: **0308**
Specific symbol: applicants with Slovak citizenship – **birth number**
foreign applicants – **birthdate in DDMMYY format**
Note for beneficiary: **Applicant's full name**

2. For payments originating in third countries:

Account holder: Matej Bel University Banská Bystrica
Bank: **Všeobecná úverová banka**, a. s., Mlynské Nivy 1, 829 90 Bratislava
IBAN: **SK75 8180 0000 0070 0009 5590**
SWIFT/BIC: **SUBASKBXXXX**
Variable symbol: **3031** bachelor's studies
3032 master's studies
Constant symbol: **0308**
Specific symbol: applicants of Slovak nationality – **birth number**

foreign applicants – birthdate in DDMMYY format

Note for beneficiary: **Applicant's full name**

Important note:

To allow us to keep a record of paid fees in our information system, we only accept wire transfers.

New accredited programmes offered by the Faculty of Arts in the 2018/2019 academic year:

Faculty	Programme/combination of programmes	Form of study	Degree earned	Duration of study	Place of study	Planned number of students
7330 Translation and Interpreting:						
FA	English for Translation in the Commercial Sector	Day	Bachelor	3	Banská Bystrica	20
Interdisciplinary programmes combining field of study 7106 Ethnology and field of study 6107 Philosophy:						
FA	Ethnology – Philosophy	Day	Bachelor	3	Banská Bystrica	5
Interdisciplinary programmes combining field of study 7106 Ethnology and field of study 7110 History:						
FA	Ethnology – History	Day	Bachelor	3	Banská Bystrica	5
Total number of applicants to be accepted for day bachelor's programmes						30
7110 History:						
FA	Central European Historical Studies	Day	Master	2	Banská Bystrica Ostrava Katovice	10
Total number of applicants to be accepted for day master's programmes						10
TOTAL NUMBER OF APPLICANTS TO BE ACCEPTED						40

In day programmes, courses will combine in-class instruction and self-study.

In the event of a small number of applicants to a programme, the faculty reserves the right not to open a given programme and, as circumstances allow, offer applicants enrolment in a related programme.

If the number of accepted applicants in a programme is smaller than the planned number for admission, the faculty reserves the right to waive the entrance examination.

General information on admission proceedings (bachelor's and master's degree programmes)

All applicants must undergo admission proceedings.

A single application may only pertain to a single programme.

If an applicant applies via electronic application, they are also obliged to send a printed application to the faculty. The printed application must be filled in in its entirety, be **personally**

signed and include all required enclosures. **An electronic application without a printed counterpart** received by the admissions office is **invalid**.

The application must include:

- the applicant's CV
- a copy of the proof of payment for the application fee (the payment must be wired, postal money orders cannot be accepted)
- a notarized copy of the applicant's secondary school leaving examination certificate (applies to applicants for bachelor's programmes who already have such a certificate)
- a notarized copy of a state examination diploma pertaining to bachelor's studies or a confirmation of completion of bachelor's studies (applies to applicants for master's programmes who have completed their bachelor's studies at another institution)

Applicants for bachelor's programmes who are taking their secondary school leaving examination in the same year as they are applying and are applying for a programme with no entrance examination must deliver **a notarized copy of their secondary school leaving examination certificate** to the faculty's admissions office by **13 June 2018**.

Applicants for master's programmes must deliver, without written notice from the faculty, **a notarized copy of their diploma and bachelor's degree state examination certificate** to the faculty's admissions office by **15 July 2018**.

Applicants who do not present any evidence of meeting the basic admission requirements by the given deadline will be **accepted conditionally**. Applicants are obliged to present a notarized copy of a secondary school leaving examination certificate (applicants for bachelor's programmes)/a notarized copy of a diploma and bachelor's degree state examination certificate (applicants for master's programmes) **by the day of enrolment at the very latest**; otherwise they cannot begin their studies.

Applicants who have completed a previous level of education abroad are obliged to prove the recognition of any education certificate obtained outside the Slovak Republic. The admitted applicant is obliged to present proof of recognition for their education certificate no later than the day of enrolment.

The syllabi for entrance examinations, including the extent of the required knowledge, abilities and skills along with a recommended reading list, will be sent by the faculty's admissions office along with the entrance examination invitation.

The results of the entrance examination will be evaluated electronically unless stated otherwise for a specific programme. The results of the entrance examination will be announced on the faculty website.

If an applicant is absent from the entrance examination for serious medical reasons, half the admission fee will be refunded upon the delivery of a written refund request to the faculty's admissions office. The request must be postmarked before the date of the entrance examination (determined by the posting date of the post office). No other reasons for the admission fee refund are considered valid; **therefore it is impossible to claim a refund for the remainder of the fee**.

Basic admission requirements for bachelor's studies:

- completed secondary-school education or secondary vocational education with a school-leaving certificate
- meeting the requirements of the admission proceedings
- for physical education programmes: a doctor's confirmation of the applicant's fitness for study

Basic admission requirements for master's studies:

- completed bachelor's studies in an identical or related programme

- meeting the requirements of the admission proceedings
- for physical education programmes: a doctor's confirmation of the applicant's fitness for study

Basic admission requirements for foreign students:

- successful passing of the entrance examination
- confirmation of acceptance of the applicant's certificate of education completed abroad at the required level of education (with the exception of certificates from the Czech Republic, for which a confirmation is not needed)

Admission requirements for bachelor's studies in the 2018/2019 academic year

Bachelor's Degree Programmes in the Translation and Interpreting field of study

English for Translation in the Commercial Sector – the written form of entrance examination is focused on grammar, vocabulary, basic knowledge of British and American literature and history, and the cultures and institutions of anglophone countries. To earn the maximum score for English language proficiency in the admission proceedings (without taking the entrance examination), the applicants must present a certificate obtained by completing at least one of the following examinations:

- IELTS – International English Language Testing System – minimum level 6.5
- University of Cambridge ESOL Examinations, Certificate in Advanced English
- University of Cambridge ESOL Examinations, Certificate of Proficiency in English
- University of Cambridge ESOL Examinations, First Certificate in English – result A
- external part of the secondary school leaving examination from the English language – level B2 (2005–2008 = A level) minimum of 85% + oral form of the internal portion – result “excellent (A)”
- successful completion of the English language exam as part of National Comparative Exams (NCE). Successful completion of the NCE is defined as a minimum percentile of 85. The applicant need not document the results of the NCE; however, they must include written consent to making their NCE results available to the faculty at www.scio.cz/nsz in their application form.

Bachelor's Degree Non-teaching Programmes -- Interdisciplinary programme

Ethnology – no entrance examination

If the number of applicants exceeds the admission plan for the programme, the faculty reserves the right to select applicants according to their average results from the secondary school leaving examination.

Philosophy – no entrance examination

If the number of applicants exceeds the admission plan for the programme, the faculty reserves the right to select applicants according to their average results from the secondary school leaving examination.

History – no entrance examination

If the number of applicants exceeds the admission plan for the programme, the faculty reserves the right to select applicants according to their average results from the secondary school leaving examination.

Admission requirements for master's degree study in the 2018/2019 academic year

Applicants will be accepted to all master's degree programmes without an entrance examination.

If the number of applicants exceeds the planned number of students in a given programme, they will be selected based on the results of their bachelor's degree state exams.

Central European Historical Studies – no entrance examination

If the number of applicants exceeds the admission plan for the programme, the faculty reserves the right to select applicants according to their average results from the secondary school leaving examination.

Accommodation and meal options for students

For accommodation, university residence halls are available to students of the Faculty of Arts of Matej Bel University in Banská Bystrica. Meals are offered by student canteens.

Our graduates on the labour market

Graduates of **bachelor's-level teaching programmes** are prepared to continue their studies in an identical or related programme at the master's level.

Graduates of **master's-level teaching programmes** are qualified to teach at the second level of primary school and at all types of secondary schools and eight-year grammar schools, as well as language and art schools. Their theoretical knowledge can also be utilised in social, cultural, public-awareness and physical-education institutions as well as on editorial boards, in advertising companies, in research institutions and in the commercial sector.

Students of **bachelor's-level non-teaching programmes** can work in the state, public or private sector as experts in line with their programme of study, or continue their studies in an identical or related programme at the master's level.

Graduates of **master's-level non-teaching programmes** are prepared to work in management positions in spheres such as social institutions, diplomacy, foreign trade, tourism, culture, educational institutions and EU institutions.

The Faculty of Arts of Matej Bel University in Banská Bystrica has one of the highest employment rates for graduates in humanities and philosophy among Slovak university faculties.

INFORMATION FOR APPLICANTS WITH SPECIAL NEEDS

Pursuant to Section 100 of Act No. 131/2002 Coll. on Higher Education and the Amendment of Certain Laws, Matej Bel University in Banská Bystrica is a **universally accessible academic environment** with corresponding admission requirements for applicants and students with special needs, but **with equally high expectations of their academic performance**. In accordance with the above-mentioned law, special-needs students are considered to be those with:

- a) a sensory or physical disability, or multiple disabilities
- b) a chronic illness
- c) impaired health
- d) a mental illness
- e) autism or another pervasive developmental disorder
- f) a learning disability


Before applying for university study, applicants with special needs should:

1. Consider whether they meet the demands of university study in terms of:
 - a) knowledge
 - b) technological and personal preparedness and motivation
 - c) the demands of the content, extent and form of study chosen
 - d) the requirements stated by the faculty
 - e) limitations resulting from a disability
2. Contact the faculty coordinator for students with special needs.
3. Submit a report from an expert, e.g. doctor, psychologist, speech therapist, school psychology, school speech therapist or special-needs educator (more information can be found
4. Fill out the **Application for prospective students with special needs on the alteration of the form and manner of the admission examination** with the appropriate professional documentation demonstrating the applicant's specific needs (if the admission proceedings include an examination).

The final decision to enrol in the chosen programme is made by the applicant. By making this decision, the applicant assumes responsibility for the potential risk that they may not be able to continue in their studies.

COORDINATOR FOR STUDENTS WITH SPECIAL NEEDS

Mgr. Natália Smoleňáková, PhD. (office #51)

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