

Faculty of Education (PF), University of Matej Bel (UMB)Ružová Street, No. 13, 974 11 Banská Bystrica, P. O. Box 43, www.pdf.umb.sk

Tel.: 048/4464 - 263, 248, 264, 267

Office (department) for students' affairs – fax: 048/446 4444

Accredited bachelor study programme**Economics and management of social work (Bc.) – fulltime and part time****(Approved additional admission procedure at AS PF UMB on February 12, 2018 due to newly granted rights for study program – economics and management of social work Bc. for PF UMB in Banská Bystrica).****Faculty of Education (PF), University of Matej Bel (UMB)**Ružová Street, No. 13, 974 11 Banská Bystrica, P. O. Box 43, www.pdf.umb.sk

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Deadlines for submission of applications:**for first level (Bachelor) study programmes:****30 April 2018****Dates of entrance examination:****- for Bachelor study programmes:**

- o written exam: 11 – 15 June 2018

Fee for admission procedure:

- In case of sending only printed application form: **35 €**
- In case of online applications via PF UMB application electronic system - link:

<https://e-prihlaska.umb.sk/ais/start.do> together with printed application sent to address: Faculty of Education (PF), University of Matej Bel (UMB), Ružová Street, No. 13, 974 11 Banská Bystrica, **discounted fee 32 €**

The name of the bank: Štátna pokladnica, Radlinského 32, 810 05 Bratislava 15

	Variable symbol
	PF UMB
first level (Bachelor)	7031

Constant symbol: 0308**IBAN:** 758180000007000095590**SWIFT:** SPSRSkBA**Specific symbol:**

- Slovak citizens – identity number (in Slovakia so called “rodné číslo bez lomítka”)
- Other applicants – date of birth DDMMYY (e.g. 120462)

Payment by postal money order is not accepted due to the impossibility of identifying the payer in the university information system.**Accredited bachelor study programmes**

Faculty	Study Programme	Form of study	Level of study	Length of study	Planned
					number of students
PF	economics and management of social work	FT	Bc.	3	20
PF	economics and management of social work	PT	Bc.	4	20

General information on admission procedures

In case of the lower number of the applicants as is being planned to accept, a dean of the faculty can cancel the entrance exam.

In case of a higher number of the applicants as is being planned to accept, and if the entrance exam is being canceled, the criterion for the Bachelor study degree acceptance will be a high school academic achievement grade mean (respecting the results from the school-leaving exam).

The condition of participation in the admission procedure is the graduation of the lower level: bachelor study programs - secondary school with a school-leaving examination, master's degree programs - bachelor degree of university education with state examination. For the same study department and study program, the applicant can not apply simultaneously for both daily and external study.

Applications must contain all the attachments listed in the instructions on the application form, p. 3 and confirmation of payment of the fee. The fee is not refundable. Incomplete applications will be returned. Transfers of applications within study departments and study programs are not possible after April 30, 2018. Dean will decide on the substitute or additional term of admission examinations based on the current situation

Bachelor study programs

Evidence of successful completion of a matura examination for admission to bachelor study programs must be delivered to the PF UMB study department immediately after it has been completed. The admission decision decides the result of the admission exam.

- Principles of admission tests apply to both daily and external study. Dean PF UMB is entitled, on the basis of the actual status in the number of candidates for the relevant program, to decide not to take entrance examinations or part of them.
- Up to 30 days after the end of the admission exam, applicants will receive a notice of admission or not accepted for study. In accordance with the Statute of the PF UMB, candidates may appeal against the Dean's decision not to take the study within 8 days of receipt of the notice.
- In the case of a lower number of candidates than the planned number of accepted students, the dean of the faculty may decide to forgo the admission exam.
- In the case of a higher number of applicants than the planned number of admitted students in non-admission interviews, Bc. the study as a criterion for admission to secondary school (taking into account the results of the matura examination).
- In special cases, a decision on admission may be conditional upon the entry into force of that condition within the given time.
- Admissions of foreign students are progressed as for students from the Slovak Republic and the Dean of the faculty is based on the recommendations of the Ministry of Education, Youth and Sports, respectively.

The entrance examination for individual study programs

Economics and Management of Social Work (Bc.)

For the study program Economics and Management of Social Work, the conditions are set as follows: Selection of candidates is made on the basis of the results of the oral interview. The content of the oral interview is the following topics: Demonstration of the necessary prerequisites and abilities for university studies, communication skills, motivation to study, solving the social situation, current socio-political and economic overview.

Career opportunities for the graduates of the first level of university studies Economics and Management of Social Work (Bc.)

The study program is based on the requirements of the practice and needs of experts with professional knowledge and skills of an economic nature and on the other hand ready to work with clients of social work in the field of employment services, social services and social business. The graduate is able to analyze and systematize current trends and problems of the public economy, economic and social structure of the territory and social work. It is ready to solve the economy and management of social work and to work in direct contact with the target groups of social work at the level of work with individual, family, group and community.

ACCOMMODATION AND STUDY FEATURES OF STUDENTS

Students of the Faculty of Education of the Mateja Bela University in Banská Bystrica are able to accommodate in student homes. The dining dinners provide dining options.

Important information for applicants and students with specific needs at the Faculty of Education of the UMB

How about college if I have a specific need?

Relevant information can be obtained from the competent staff of the Faculty of Education of the UMB - Deanery for Study Questions, Coordinators for Working with Students with Specific Needs, or the Head of the Study Department.

How to choose a study program

Consider the prerequisites for the selected study program in terms of:

- knowledge level and assumptions,
- technical and personal preparedness and motivation,
- claims on the content, scope and form of the study,
- the conditions offered by the university,
- limits resulting from disability.

In sufficient time to get qualified information about the difficulty and conditions of the study.

Contact personally competent faculty staff and consult with their needs and support. In the current case together with the application form send a request for an alternative form of the admission exam if the admission procedure for the selected study program is held.

Students with Specific Needs at the Faculty of Education, UMB - assumptions for college education a well-prepared and well-equipped student candidate is available:

- the necessary knowledge potential,
- learning habits,
- provision for study and study program,
- habits and abilities to use their own functional potential to maximize self-sufficiency in the study.

This means that a student with these prerequisites will require special support, personal assistance and environmental assistance only in situations where a particular obstacle to the study is beyond his or her own power.

Coordinator for students with special education needs:

doc. PaedDr. Vlasta Belková, PhD., tel.: 048/446 4755, e-mail: vlasta.belkova@umb.sk

Coordinator for credit system at PF UMB:

Mgr. Milan Filip, PhD., tel.: 048/446 4618, e-mail: milan.filip@umb.sk