





## FACULTY OF LAW, MATEJ BEL UNIVERSITY

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**The Dean's Gremium of the Faculty of Law of Matej Bel University in Banská Bystrica, at its meeting on May 14, 2018, accepted the extension of the application deadline for the Bachelor's Degree Study in both forms (Full-Time and Part-Time Study) until June 15, 2018.**

### APPLICATION DEADLINE:

by 30 April 2018 – Bachelor's Degree Study (Full-Time and Part-Time Study)  
**by 15 June 2018 – Bachelor's Degree Study (Full-Time and Part-Time Study) – 2. round**  
by 29 June 2018 – Master's Degree Study (Full-Time and Part-Time Study)  
by 31 May 2018 – Doctoral'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**. The Dean decides on admission to study on:

5 June 2018 for applicants for Full-Time Study,  
6 June 2018 for applicants for the Part-Time form of Study;  
**22 June 2018 for applicants for Full-Time and Part-Time Study – 2. round**

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

**9 July 2018** - 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.

Full-Time and Part-Time Doctoral's Degree Study - date of examination: **26 June 2018**.

### THE FEE FOR ADMISSION PROCEDURE in levels 1, 2 and 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](http://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: **SPSRKBA**  
 VS (variable symbol): **8031** (for Bachelor's Degree Study applicants)  
**8032** (for Master's Degree Study applicants)  
**8033** (for Doctoral'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)  
**8033** (for Doctoral'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**

**Admission procedure related to all 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.**

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.

**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) 8 November 2017

2) February 2018 (exact date to be set on [www.umb.sk](http://www.umb.sk) and [www.prf.umb.sk](http://www.prf.umb.sk))

**ACCREDITED STUDY PROGRAMMES offered in the academic year 2018/2019:**

**1<sup>st</sup> and 2<sup>nd</sup> 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
<b>Total Bachelor's Degree Full-Time Study</b>						<b>200</b>
F of Law	Law	PT	Bc.	4	Banská Bystrica	200

<b>Total Bachelor's Degree Part-Time Study</b>						<b>200</b>
F of Law	Law	FT	Mgr.	2	Banská Bystrica	120
<b>Total Master's Degree Full-Time Study</b>						<b>120</b>
F of Law	Law	PT	Mgr.	3	Banská Bystrica	120
<b>Total Master's Degree Part-Time Study</b>						<b>120</b>
<b>TOTAL</b>						<b>640</b>

### 3<sup>rd</sup> study level:

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
<b>Total</b>						<b>17</b>

### ADMISSION PROCEDURE - General information:

The Faculty does not confirm receipt of the application.

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.

**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 for **Bachelor's Degree Study** (1<sup>st</sup> level – Bc.) 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 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.

Part of the application for **Master's Degree Study** (2<sup>nd</sup> level – Mgr.) is also **CV** (with signature of the applicant) and **certified copy of the diploma on the completion of a bachelor's study** in the field of study **Law**. A graduate of a bachelor study program at another faculty of law is obliged to submit as a supplement to the application a statement of the results of the bachelor study.

Part of the application for **Doctoral Study** (3<sup>rd</sup> level – PhD.) is also:

- 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) the 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.

Every study 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.

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 2018/2019.

### **ADMISSION REQUIREMENTS for Bachelor's Degree Study (1st level – Bc.):**

Admission procedure to the 1<sup>st</sup> 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 (5 June 2018 for applicants for full-time study, and 6 June 2018 for applicants for the part-time form of study) 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 2018/2019.

### **ADMISSION REQUIREMENTS for Master's Degree Study (2<sup>nd</sup> level – Mgr.):**

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 5 July 2018, 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 2018/2019.

### **ADMISSION REQUIREMENTS for Doctoral's Degree Study (3<sup>rd</sup> level – PhD.):**

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 AR 2018/2019.

### **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.").

### **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.

**Graduates of Doctoral Study** (PhD.) 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.

**ORGANIZATION 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.");
- **Doctoral's 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 for the academic year 2018/2019 will be paid according to the Regulation, which will be approved for that academic year.

**STUDENT ACCOMODATION AND CATERING OPTIONS:**

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

## **INFORMATION FOR STUDENTS WITH SPECIAL NEEDS**

The obligation of the UMB and thus also the obligation of the Faculty of Law of UMB in Banská Bystrica is in accordance with § 100 of Act no. 131/2002 Z.z. on Higher Education Institutions and on Amendments to Certain Laws as amended and Decree No. 458/2012 on the Minimum Requirements of a Student with Specific Needs to Create Appropriate Study Conditions for Daily and External Students with Specific Needs, Due to Their Special Study Needs Without Reducing Study Requirements.

Persons with special needs are people whose physical or mental abilities limit their functioning in the normal environment and in common situations.

The status of a student with specific needs is given to the student:

- a) with sensory, physical and multiple disabilities (visual disability, hearing disability, limb sufferers, dysfunction of fine motor skills);
- b) with chronic diseases (cystic fibrosis, epilepsy, asthma, multiple sclerosis, diabetes mellitus, organ or tissue transplantation, cardiovascular disease, neurological disease);
- c) with health weakening (after long-term illness, convalescence, reduction in disease resistance or tendency to recurrence);
- (d) having a mental illness;
- e) with autism or other pervasive developmental disorders (e.g., Asperger syndrome);
- f) with learning disorders (dyslexia, dysortography, dysgraphia, dyscalculia, etc.).


The status of a student with specific needs at UMB is regulated by the Study Guide for Students with Special Needs at Matej Bel University in Banská Bystrica. It contains a more detailed characteristic of students with specific needs, their rights and responsibilities, the rights and responsibilities of the UMB, the identification and contacts of the University Coordinator for Students with Special Needs, the Faculty Coordinators for Students with Special Needs, further specifies the procedure for applying for a student with specific needs appropriate adjustments and support services, and the procedure for submitting and handling a student's application for study support.

Important information for students with specific needs along with the necessary forms are also available on the faculty web site:

<http://www.prf.umb.sk/studium/sprievodca-studiom-pre-studentov-so-specifickymi-potrebami.html>

### **COORDINATOR FOR WORKING WITH STUDENTS WITH SPECIAL NEEDS:**

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

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