

MATEJ BEL UNIVERSITY Faculty of Arts

Tajovského 40, 974 01 Banská Bystrica

 048/446 71 11  048/413 61 53 <http://www.ff.umb.sk/en>

Admissions office contacts:

barbora.podobova@umb.sk

 +421 48 446 74 10

ivanna.feketa@umb.sk

 +421 48 446 74 26

erika.paulenkova@umb.sk

 +421 48 446 74 26

andrea.turanova@umb.sk

 +421 48 446 74 27

viera.urgelova@umb.sk

 +421 48 446 74 75

lucia.allmanova@umb.sk

 +421 48 446 76 21 – doctoral studies

Application deadlines:

by 31 August 2018

Application fees:

€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 | Combination of programmes | | Form of study | Degree earned | Duration of study | Place of study | Planned number of students |
|--|------------------------------|------------------------------|---------------|---------------|-------------------|-----------------|----------------------------|
| 7330 Translation and Interpreting: | | | | | | | |
| FA | English Language and Culture | Italian Language and Culture | Day | Mgr. | 2 | Banská Bystrica | 5 |
| FA | French Language and Culture | Italian Language and Culture | Day | Mgr. | 2 | Banská Bystrica | 5 |
| FA | German Language and Culture | Italian Language and Culture | Day | Mgr. | 2 | Banská Bystrica | 5 |
| FA | Spanish Language and Culture | Italian Language and Culture | Day | Mgr. | 2 | Banská Bystrica | 5 |
| TOTAL NUMBER OF APPLICANTS TO BE ACCEPTED | | | | | | | 20 |

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.

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 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 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.

Basic admission requirements for master's studies:

- completed bachelor's studies in an identical or related programme
- meeting the requirements of the admission proceedings

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 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.

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)

 +421 48 446 75 52, e-mail: natalia.smolenakova@umb.sk