

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 2019 Bachelor's programmes – full-time and part-time study

31 March 2019 Master's programmes – full-time and part-time study

12 June 2019 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:

10 – 13 June 2019 Bachelor's programmes – full-time and part-time study

14 June 2019 Master's programmes – full-time and part-time study

28 June 2019 Doctoral programmes – full-time and part-time study

Open Day:

November 2018 - The date will be announced on the Faculty and University websites.

February 2019 – 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: **SPSRSKBA**

VS (variable symbol): **1031 (Bachelor study)**

1032 (Master study)

1033 (Doctoral study)

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**

Note: All charges will be debited to the payer.

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**
Note: All charges will be debited to the payer.

Due to the automated fee processing in the information system, we can only accept non-cash payments.

In the academic year 2019/2020, the Faculty is offering the following accredited programmes:

Bachelor's Programmes

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

Study programmes in both full-time and part-time form are conducted in a combined method. Graduates of the Bachelor's degree have completed the first degree of tertiary education. The graduate of the Bachelor's study will be awarded the academic degree of Bachelor (in short form "Bc").

Master's Programmes

Programme	Form	Degree	Duration in years	Place of Study	Plan of admitted students
Economics and Management of Tourism	Full-time	Master's	2	Banská Bystrica	80
Economics and Management of SMEs	Full-time	Master's	2	Banská Bystrica	100
Marketing Management of Business	Full-time	Master's	2	Banská Bystrica	30
Marketing Management of Business in English	Full-time	Master's	2	Banská Bystrica	20
Finance, Banking and Investment	Full-time	Master's	2	Banská Bystrica	90
Finance, Banking and Investment in English	Full-time	Master's	2	Banská Bystrica	20
Territorial Studies	Full-time	Master's	2	Banská Bystrica	25
Economics of Public Sector	Full-time	Master's	2	Banská Bystrica	25
Business Management Systems	Part-time	Master's	2	Poprad	25
Master's full-time – Total					415
Economics and Management of SMEs	Part-time	Master's	3	Banská Bystrica	50
Business Management Systems	Part-time	Master's	3	Poprad	20
Master's part-time – Total					70

Study programmes in both full-time and part-time form are conducted in a combined method. Graduates of the Master's degree have completed the second degree of tertiary education. The graduate of the Master's study will be awarded the academic degree of Engineer (in short form "Ing.").

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. 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.

3. 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 Programmes

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

Graduates of the Doctoral degree have completed the third degree of tertiary education. The graduate of the Doctoral study will be awarded the academic degree of Doctor („philosophiae doctor“, in short form “PhD”).

ADMISSION PROCEDURE

Admission – General information

The admission procedure provides an opportunity for candidates to prove that they meet certain admission requirements for study in order to become a student of a chosen study programme at the Faculty.

The admission procedure begins after the candidate delivers his / her written application for study to the Faculty.

Candidates file the application

- in electronic form (information about the electronic admission will be published on the Faculty’s website);

Applicants making an electronic application are required to also send to the Faculty a signed printed version of the electronic application form along with attachments. Electronic applications without delivery of the printed version are not valid.

- in paper form (the application form for universities can be downloaded from the Ministry of Education webpage).

EF UMB prefers applications in electronic form.

Candidates may only submit one application at one level of study and to one study programme.

The application must be sent to the Faculty by these deadlines – for the first and second level degree programmes, the deadline is **31st March 2019**. For the 3rd level degree programmes, the deadline is **12th June 2019**.

Students who have completed the previous degree abroad must have the diploma recognised in the Slovak Republic. The admitted students shall submit the document recognising 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. The candidate who fails to prove in time that he / she meets the admission requirements can be conditionally admitted to study if they do so on the day of enrolment for study at the latest.

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.

In full-time study the entrance exam can be replaced by:

1. the test of General Academic Prerequisites (GAP) – the candidate can be admitted to study at the Faculty of Economics in the case of having reached a percentile of 40 and higher. The GAP test can be taken within the National Comparative Exams provided by the Scio assessment centre in the academic year 2018/2019 at several places in Slovakia and the Czech Republic (the dates accepted by the Faculty will be announced on the Faculty and the Scio websites). The test can be taken more than once and the best result will be counted.

2. a maximum grade average 1.5 from secondary school (counting end-of-year averages for the first three years and the half-year average for the last year)
3. taking part in regional competition of Economic Olympiada and reaching a rank in the upper 50th percentile.

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

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.

The application can be also submitted by students in their last year of Bachelor's study. It must be mentioned in their CV and application. The candidate who fails to prove in time that he / she meets the admission requirements can be conditionally admitted to study if they do so on the day of enrolment for study at the latest.

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, 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.

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

All doctoral study programmes of the Economics Faculty of MBU have the same admission requirements.

The basic requirement is to have completed a Master's programme and another requirement set by the Faculty is to pass the entrance exam.

Before the admission process starts, the Faculty announces the topics of dissertation theses the candidates can choose from, each with an allocated supervisor. The candidate must choose one of the topics.

The entrance exam in **full-time study** is combined and consists of the following parts:

- a) Written test in English specialised in Economics and Business
- b) Presentation of the candidate's written dissertation project
- c) Assessment of the candidate's research and professional activity (publications and research)
- d) Average result for the Master's study.

The maximum number of points the candidate for full-time study can achieve is 100 points.

The scoring of the entrance exam is as follows:

- a) Written test in English specialised in Economics and Business 20 points
- b) Written project and its presentation 60 points, out of which
 - theoretical background of research 15 points
 - intended objectives 15 points
 - intended research methods 15 points
 - delivery of the project presentation 15 points
- c) Scientific research activity during or after completion of Master's study, e.g. a paper for student scientific conference, taking part in a research project, specialised subject-area publications 10 points
- d) Average result for the whole Master's study (courses and state exam grades) 10 points

Grade average	Points	Grade average	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

The entrance exam in **part-time study** consists of the following parts:

- a) Presentation of the candidate's written dissertation project – in Slovak and English (candidates from Slovakia), or Czech and English (candidates from the Czech Republic), and English (candidates from other countries)
- b) Candidate's activity in science and research.

The maximum number of points the candidate for part-time study can achieve is 70 points.

The scoring of the entrance exam is as follows:

- a) Written project and its presentation 60 points, out of which
 - theoretical background of research 15 points
 - intended objectives 15 points
 - intended research methods 15 points
 - delivery of the project presentation 15 points
- b) Scientific research activity during or after completion of Master's study, e.g. a paper for student scientific conference, taking part in a research project, specialised subject-area publications 10 points

Candidates for study in English will take the whole entrance exam in English.

In full-time study, parts b) and c) and in part-time study, parts a) and b) are taken in front of the Exam Board.

The members of the Exam Board for individual study programmes are nominated by Dean of the Faculty based on the proposal of the programme guarantor, previously approved by the 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.

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 fulfilled. 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.

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

The obligation of the UMB and thus also the obligation of the Faculty of Economics 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.).


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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