

FACULTY OF POLITICAL SCIENCES AND INTERNATIONAL RELATIONS MBU

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Study Department:

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Deadline for submitting the application form:

April, 30, 2022 (full-time and part-time Bachelor and Master study)

June, 30, 2022 (full-time and part-time Bachelor, Master and PhD. study)

Faculty of Political Sciences and International Relations accepts electronic applications.

The date of the application test:

without entrance exams (full-time and part-time Bachelor and Master study)

July 11, 2022 (full-time and part-time PhD study)

The Open Door Day:

November 2021

February 2022

The exact terms are going to be specified at: www.fpvmv.umb.sk, in the section The Applicant

Application Fees:

60, - € - for all degrees in full-time and part-time form of study: electronic application from vsportal.sk or paper application

57, - € - for all degrees in full-time and part-time form of study: electronic application from www.fpvmv.umb.sk

The invoice data (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

Name and address of the bank: Štátna pokladnica, Radlinského 32, 810 05 Bratislava 15

Account number /IBAN: SK75 8180 0000 0070 0009 5590

SWIFT/BIC: SPSRSKBA

VS (variable symbol): 4031 (for applicants for bachelor's studies)

4032 (for applicants for master's studies)

4033 (for applicants for PhD. study)

CS (constant symbol): 0308 – cashless payments

SS (specific symbol): personal identification number (applicants from the Slovak Republic)

date of birth in the form DDMMYY (foreigns applicants)

Message to the recipient: name and surname of the applicant

2. Payment of the fee through an intermediary bank from third countries:

Account name: Univerzita Mateja Bela v Banskej Bystrici

Name and address of the bank: Všeobecná úverová banka, a. s., Mlynské Nivy 1,

Account number/IBAN:	829 90 Bratislava SK75 8180 0000 0070 0009 5590
SWIFT/BIC:	SUBASKBXXXX
VS (variable symbol):	4031 (for applicants for bachelor's studies) 4032 (for applicants for master's studies) 4033 (for applicants for PhD. study)
CS (constant symbol):	0308 – cashless payments
SS (specific symbol):	personal identification number (applicants from the Slovak Republic) date of birth in the form DDMMYY (foreigns applicants)
Message for recipient:	name and surname of the applicant

The Faculty in AR 2022/2023 offers the following accredited study programs:
1st and 2nd degree of study

3. stupeň štúdia

Faculty	Study programme	Form of study	Degree	Lenght of study	Place of study	Plan of admission
FPSIR	Political Science	F	PhD.	3	Banská Bystrica	1
FPSIR	International Relations	F	PhD.	3	Banská Bystrica	1
	Together PhD. full-time Study					2
FPSIR	Political Science	p	PhD.	4	Banská Bystrica	5
FPSIR	International Relations	P	PhD.	4	Banská Bystrica	5
	Together PhD. part-time Study					10
Together PhD. Study						12

ADMISSION PROCEDURE

General information on the admission procedure

It is necessary to send the application form separately for every study degree.

Dean of the Faculty of Political Science and International Relations of the Matej Bel University reserves the right to cancel the admission exams. Dean's decision is based on the sufficient number of students who apply to study a particular studying program.

If there are not sufficient applications to make a studying program viable, dean of the Faculty of Political Science and International Relations of the Matej Bel University reserves the right to cancel the studying program.

Applications and admission processes for accredited bachelor's degree program, master degree program and PhD. degree program offered for students in foreign languages are subject to administrative processing. The admission of the candidate is decided by the commission for entrance examinations based on the submitted documents listed in the individual parts of this document.

Considering the contemporary directive on university tuition fees all programs of study offered in foreign languages are charged a fixed annual university tuition fee.

The applicants who had completed their precious study degrees abroad are obliged to submit the recognition of evidence of formal qualification achieved outside the territory of the Slovak republic under the Act n. 422/2015 Coll. on recognition of evidence of formal qualifications as amended. The recognition of evidence of formal qualification is to be submitted by the applicant within the date of the registration at the furthest.

The terms and conditions of admission to Bachelor study

Applicants for full-time and part-time bachelor's studies at the Faculty of Political Science and International Relations of Matej Bel University in Banská Bystrica (FPSIR UMB) must have completed a full secondary education with a high school diploma and must demonstrate the necessary competence for the chosen study.

Applicants for the study in electronic form must send the application for the 1st round of the admission procedure no later than **April 30, 2022**.

Applicants for the 2nd round of the admission procedure must send the application in electronic form no later than **June 30, 2022**.

Faculty of Political Sciences and International Relations prefers to file an electronic application. If the applicant does not have the opportunity to fill in the electronic application, he can send a paper application to the address Faculty of Political Sciences and International

Relations Matej Bel University, Kuzmányho 1, 97401 Banská Bystrica for the 1st and 2nd round of the admission procedure in the same terms. Certified copies of all documents required for the electronic version are attached to the paper application.

Information for applicants graduating in the year of application for study - 2021/2022

Applicants for bachelor's studies who graduate in the same school year in which they also apply for university studies, send an electronic application.

Certified copies of the graduation certificate, shall be submitted by applicants for the first round of the admission procedure by **June 7, 2022** and for the second round of the admission procedure by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions of admission to study by a specified date, they will be admitted to study conditionally.** Applicants are obliged to deliver certified copies of certificates for individual years of secondary school studies, including a certified copy of the final certificate, no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for a bachelor's degree from abroad who apply to study in the same school year in which they finish high school will send an electronic application. Certified and officially translated copies of documents confirming the completion of the previous stage of study at the level of complete secondary education with a high school diploma, together with verification of their compliance, shall be submitted by applicants for the first round of admissions by **June 7, 2022** and for the second round of admissions by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions for admission to study by the set deadline will be admitted to study conditionally.** Applicants are required to deliver certified, officially translated copies of documents confirming completion of the previous stage of study at the level of complete secondary education, together with the decision on recognition of documents no later than the day designated for enrollment in the relevant form and degree. **Otherwise, applicants will not be enrolled.**

Information for applicants who graduated before the academic year 2021/2022

Applicants for bachelor's studies who have completed secondary school studies in the previous school years of filing the application for bachelor's studies will send an electronic application. Certified copy of the school-leaving certificate will be submitted by applicants for the first round of the admission procedure by **June 7, 2022** and for the second round of the admission procedure by **July 7, 2022**. **Applicants who do not prove the basic conditions admission to study by a specified date, they will be admitted to study conditionally.** Applicants are obliged to deliver certified copy of the school-leaving certificate, no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for bachelor's studies from abroad who have completed the previous degree at the level of full secondary education with a school-leaving certificate in the school years preceding the year of submitting the application for the bachelor's degree will send an electronic application. Certified and officially translated copies of documents confirming completion of the previous stage of study at the level of full secondary education together with the decision on recognition of documents, shall be submitted by applicants for the first round of admissions by **June 7, 2022** and for the second round of admissions by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions for admission to study by the set deadline will be admitted to study conditionally.** Applicants are required to deliver certified, officially translated copies of documents confirming completion of the

previous stage of study at the level of complete secondary education together with the decision on recognition of documents no later than the day designated for enrollment in the relevant form and degree. **Otherwise, applicants will not be enrolled.**

The procedure for accepting applicants with a special legal status who have been granted asylum, supplementary protection or temporary refuge, without documents proving the achievement of complete secondary education or complete secondary vocational education and applicants with documents proving the achievement of complete secondary education or complete secondary vocational education.

The procedure for accepting applicants with a special legal status who have been granted asylum, supplementary protection or temporary refuge, without documents proving the achievement of complete secondary education or complete secondary vocational education and applicants with documents proving the achievement of complete secondary education or complete secondary vocational education will be implemented as follow.

The condition for admission to bachelor's studies is the submission of an application for university studies at the bachelor's level, which the applicant must submit no later than June 30, 2022. FPVaMV prefers submitting an electronic application. If the applicant does not have the possibility to fill out an electronic application, she/he can send the application in paper form to the address FPVaMV, Kuzmányho 1, 97401 Banská Bystrica. Attached to the paper application are certified copies of relevant documents or other documents as required for the electronic version.

If the study applicant is a person with a special legal status (asylum granted, supplementary protection granted or temporary refuge granted), the condition of achieving complete secondary education or complete secondary vocational education for the purpose of § 56 par. 1 of the Act on Universities can be proved by submitting a decision on the recognition of education documents issued by the Regional Office of the School Administration in the Slovak Republic.

In the case of persons with a special legal status (asylum granted, supplementary protection granted or temporary refuge granted), the condition of achieving complete secondary education or complete secondary professional education for the purpose of § 56 par. 1 of the Act on Universities can be proven by an affidavit according to the model attached to Methodological Instruction no. 4/2022 Special conditions and procedures of UMB and its faculties in relation to persons who have been granted asylum, granted supplementary protection or granted temporary refuge and the test of general study prerequisites. The applicant will take the test of general study prerequisites as part of the testing implemented by Scio, and within this testing the applicant must achieve an overall percentile of 50 (inclusive) or higher.

Affidavit of a person with a special legal status (asylum granted, supplementary protection granted or temporary refuge granted), according to the appendix of the Methodological Instruction no. 4/2022 Special conditions and procedures of UMB and its faculties in relation to persons who have been granted asylum, granted supplementary protection or granted temporary refuge cannot be substituted for incomplete secondary education or secondary professional education.

If a person with a special legal status (granted asylum, granted supplementary protection or granted temporary refuge) requests a waiver of the fee associated with the admission procedure, the dean of the faculty may decide to waive the fee after assessing the request.

Terms and Conditions of Acceptance/Admission to Magister (Mgr.) study

Applicants for full-time and part-time master's studies at Faculty of Political Sciences and International Relations Matej Bel University in one of the accredited study programs must have completed a bachelor's degree.

Applicants for the study in electronic form must send the application for the 1st round of the admission procedure no later than **April 30, 2022**.

Applicants for the 2nd round of the admission procedure must send the application in electronic form no later than **June 30, 2022**.

Faculty of Political Sciences and International Relations prefers to file an electronic application. If the applicant does not have the opportunity to fill in the electronic application, he can send a paper application to the address Faculty of Political Sciences and International Relations, Kuzmányho 1, 97401 Banská Bystrica for the 1st and 2nd round of the admission procedure in the same terms. Certified copies of all documents required for the electronic version are attached to the paper application.

Applicants for a master's degree who apply for study in the same academic year in which they complete their bachelor's degree will send an electronic application. A certified copy of the diploma of completion of the bachelor's degree and the supplement to the diploma shall be submitted by applicants for study for the first round of the admission procedure by **June 9, 2022** and for the second round of the admission procedure by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions of admission to study by a specified date, they will be admitted to study conditionally.** Applicants are required to deliver certified copies of the diploma of completion of the bachelor's degree and the supplement to the diploma no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for a master's degree who have completed a bachelor's degree in the academic years preceding the year of applying for the master's degree will send an electronic application, attaching a scan of the bachelor's degree with a clearly visible stamp and signatures of the dean of the faculty and the rector of the university. A certified copy of the diploma of completion of the bachelor's degree and the supplement to the diploma shall be submitted by applicants for study for the first round of the admission procedure by **June 9, 2022** and for the second round of the admission procedure by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions of admission to study by a specified date, they will be admitted to study conditionally.** Applicants are required to deliver certified copies of the diploma of completion of the bachelor's degree and the supplement to the diploma no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for a master's degree from abroad who apply to study in the same academic year in which they complete their bachelor's degree will send an electronic application. Certified and officially translated copies of documents confirming the completion of the previous degree at the bachelor's degree level, together with their recognition by the relevant university, which carries out the same or related study program, shall be submitted by applicants for the first round of admissions by **June 9, 2022** and for the second round. round of the admission procedure by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions for admission to study by the set deadline will be admitted to study**

conditionally. Applicants are required to deliver certified copies of the diploma of completion of the bachelor's degree and the supplement to the diploma no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for a master's degree from abroad who completed their bachelor's degree in the academic years preceding the year of submitting the master's degree application will send an electronic application and place in its attachments scans of documents confirming completion of the previous bachelor's degree. Certified and officially translated copies of documents confirming the completion of the previous degree at the bachelor's degree level, together with their recognition by the relevant university, which carries out the same or related study program, shall be submitted by applicants for the first round of admissions by **June 9, 2022** and for the second round of the admission procedure by **July 7, 2022**. **Applicants who do not prove the fulfillment of the basic conditions for admission to study by the set deadline will be admitted to study conditionally.** Applicants are required to deliver certified copies of the diploma of completion of the bachelor's degree and the supplement to the diploma no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

If the applicants have not passed the final exam in Slovak language and are applying for the master's study program, which is conducted in the Slovak language, they will submit a certified copy of the document confirming knowledge of the Slovak language at the B1 level no later than on the day of enrollment.

Preconditions to be accepted into PhD. studies

Applicants for full-time and part-time doctoral studies at FPVaMV UMB in the accredited study program International Relations and in the study program Political Science must have completed a master's degree. The electronic application for study must be sent no later than **June 15, 2022**. The application for full-time and external doctoral studies also includes the submission of a written dissertation project, which must be sent in electronic form by **June 15, 2022** to: tomas.vida@umb.sk.

FPVaMV prefers to file an electronic application. If the applicant does not have the opportunity to fill in the electronic application, he can send a paper application to the address FPVaMV, Kuzmányho 1, 97401 Banská Bystrica within the same deadline. Certified copies of all documents required for the electronic version are attached to the paper application.

Applicants for PhD. studies who apply in the same academic year in which they also complete their master's studies will send an electronic application. A certified copy of the diploma of the completion of the master's degree and the supplement to the diploma shall be submitted by the applicants by the deadline of **7 July 2022**. **Applicants who do not prove the fulfillment of the basic conditions of admission to study by a specified date, they will be admitted to study conditionally.** Applicants are required to deliver certified copies of the diploma of completion of the master's degree and the diploma supplement no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for PhD. studies who have completed a master's degree in the academic years preceding the year of submission of the study application will send an electronic application and attach a scan of the master's degree diploma with a clearly visible stamp and signatures of the faculty dean. A certified copy of the diploma of the completion of the master's degree and the supplement to the diploma shall be submitted by the applicants by the deadline of **7 July 2022**. **Applicants who do not prove the fulfillment of the basic conditions of admission to**

study by a specified date, they will be admitted to study conditionally. Applicants are required to deliver certified copies of the diploma of completion of the master's degree and the diploma supplement no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for PhD. studies from abroad who apply to study in the same academic year in which they also complete their master's studies will send an electronic application. Certified and officially translated copies of documents confirming the completion of the previous degree at the master's level, together with their recognition by the relevant university, which carries out the same or related study program, shall be submitted by applicants by 7 July 2022. **Applicants who do not prove admissions to study by the set deadline will be conditionally admitted to study.** Applicants are required to deliver certified copies of the diploma of completion of the master's degree and the diploma supplement no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

Applicants for PhD. studies from abroad who completed their master's studies in the academic years preceding the year of submission of the application for doctoral studies will send an electronic application and place in its attachments scans of documents confirming completion of the previous degree at master's level. Certified and officially translated copies of documents confirming the completion of the previous degree at the master's level, together with their recognition by the relevant university, which carries out the same or related study program, shall be submitted by applicants by 7 July 2022. **Applicants who do not prove admissions to study by the set deadline will be conditionally admitted to study.** Applicants are required to deliver certified copies of the diploma of the master's degree and the supplement to the diploma no later than on the day designated for enrollment in the relevant form and degree of study. **Otherwise, applicants will not be enrolled.**

The entrance exam consists of defending a dissertation project.

The content of the professional entrance examination for doctoral studies is the verification of the applicant's preconditions for solving the problem of the dissertation, for which he / she is applying. The topic of the dissertation is chosen by the applicant from the topics approved for the relevant academic year, which are published on the faculty's website.

The applicant submits for the entrance exam a dissertation project in the range of 10 pages (formal requirements: font: Times New Roman, font size: 12, line spacing: 1.5, all margins: 2.5 cm, literature according to STN). Part of the entrance exam is also the verification of language competencies related to the selected topic of the dissertation. In the case of the study program international relations it is from two foreign languages and in the case of the study program Political Science it is from one foreign language.

The project of the dissertation in the Slovak language consist of:

- title page with the name of the university and faculty to which the applicant applies, the name of the selected topic of the dissertation with the subtitle "Proposal of the dissertation project", name, surname and titles of the applicant, the name of the field of study, resp. the program, the form of study to which the candidate applies, the name, surname and titles of the tutor and the year in question;
- justification of motives for choosing the topic of the dissertation, definition of basic directions and goals of the dissertation, description of methods that will be used in processing the topic of the dissertation, brief description of the current state of knowledge of dissertation issues prepared on the basis of literature.

The same structure applies to a dissertation project submitted in a language other than the Slovak language.

Applicants' evaluation and acceptance into PhD studies:

The entrance exam takes place in front of the three-member entrance exam commission, consisting of the head of commission and 2 members. All of them are selected by the dean of FPVMV.

The entrance commission takes into consideration the results of entrance exam in non-public session. Based on the achieved results of applicants, an order success list of applicants is determined. Decision whether the applicant is officially accepted is made by Dean of the faculty according to results provided by the entrance exam commission within 30-day time since the date of entrance exam.

PhDr. degree information

Graduates of university study programs provided by Faculty of Political Sciences and International Relations Matej Bel University and graduates of similar study programs in Slovakia and abroad who have obtained the academic title of "master", abbreviated to "Mgr.", may take a PhDr. degree examination, which also includes the defense of a PhDr. thesis.

FPSIR MBU conducts PhDr. degree examinations in the field of Political Science in the following study programs:

- Political Science,
- International Relations,
- Security Studies.

All students who pass the examination earn a title “philosophiae doctor” (PhDr.).

PhDr. degree examinations and defense of PhDr. degree thesis are based on “*Rules and guidelines for PhDr. degree at the Faculty of Political Science and International Relations*” adopted for an academic year.

HOUSING AND EATING FACILITIES FOR THE STUDENTS

FPSIR MBU students are offered the accommodation in the students' hostel. The students' canteens offer the eating service.

PROFESSIONAL CAREER PROSPECTS OF APPLICANTS

The employment of graduates is broad-spectrum, focused primarily on practice, considering the level of science. The Faculty of Political Science and International Relations of the Matej Bel University in Banská Bystrica, with its offer of study programs, creates an adequate space for education and training of theoretically, methodologically, and organizationally capable managers in various areas of public administration in the Slovak Republic:

- in the foreign service and in the representation of SR in international organizations and institutions;
- in the state administration especially in that which is specialized in integration and organizational branches and branches of public relations in the Slovak parliament, the

Government office, ministries, the highest bodies of specialized state and regional state administration;

- in the sphere of regional and interest self-administration as well as the self-administration of public-legal corporations;
- political parties and interest groups;
- in mass media;
- in private sphere.


In order to fulfill its mission, the faculty is constantly looking for new and effective tools to increase its competitiveness, e.g. through the improvement of study programs and their focus according to the requirements of the cooperating bodies as well as the needs of practice; reorganization and adaptability of the pedagogical process; emphasis on the professional growth of its own employees; expanding international scientific and pedagogical cooperation; introducing new modern forms of teaching; by involving students in activities within student professional work.

THE GENERAL INFORMATION FOR APPLICANTS WITH SPECIAL NEEDS

Applicants for studies with specific needs will receive relevant information about the conditions of admission to the study of the selected study program in the various stages of study. He/she could consult with the coordinator for students with special needs about the suitability of the choice of the given study program.

If it is necessary to modify the form and method of taking the entrance examination, the applicant for studies with special needs will send to the study department of the faculty together with the application the Application of the applicant with specific needs to modify the form and method of taking the entrance exam. Together with the application, they shall also attach the relevant documentation of its specific needs.

COORDINATOR FOR STUDENTS WITH SPECIAL NEEDS

PaedDr. Mária Badinská, PhD. (č. dv. 234);  048/446 1511; e-mail: maria.badinska@umb.sk