



FACULTY OF ECONOMICS, MATEJ BEL UNIVERSITY

Tajovského 10, 975 90 Banská Bystrica,

 048/446 2111  048/446 6111




<http://www.ef.umb.sk>

Institute of Management Systems in Poprad

Francisciho 910/8, 058 01 Poprad

zuzana.vilgova@umb.sk  +421 52 426 2322

Study Department - Contacts:

jana.duridinova@umb.sk  +421 48 446 6124
lucia.horvatova@umb.sk  +421 48 446 6127
diana.vylupkova@umb.sk  +421 48 446 6132
alena.dobrotova@umb.sk  +421 48/446 6125
ingrid.balazova@umb.sk  +421 48 446 2141 – Doctoral study

Deadlines for applications:

30 April 2023 Bachelor's programmes – full-time and part-time study

30 April 2023 Master's programmes – full-time and part-time study

26 May 2023 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.

In case of low interest in the study program, the dean of the faculty reserves the right not to open the given study program. Another study program will be offered to the applicant.

Dates of entrance exams:

12 – 16 June 2023 Bachelor's programmes – full-time and part-time study

12 – 16 June 2023 Master's programmes – full-time and part-time study

28 – 30 June 2023 Doctoral programmes – full-time and part-time study

Open Day:

November 2022

February 2023

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

Entrance exam fees:

€40 – Bachelor's programmes – full-time and part-time study

€45 – Master's programmes – full-time and part-time study

€50 – Doctoral programmes – full-time and part-time study

With electronic applications, the fee is reduced by 10 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.

The payment of the fee for the admission procedure must be made by the applicant or a person authorised by the applicant via bank transfer no later than the last day when it is possible to send the application form for study. Application form for study without paying the fee in the specified amount for the admission procedure will not be accepted.

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

In the academic year 2023/2024, 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	130
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
Economics of Public Sector	Full-time	Bachelor's	3	Banská Bystrica	40
Management	Full-time	Bachelor's	3	Poprad	40
Bachelor's full-time – Total					440
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

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	130
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	30
Economics of Public Sector	Full-time	Master´s	2	Banská Bystrica	40
Business Management Systems	Part-time	Master´s	2	Poprad	40
Master´s full-time – Total					410
Economics and Management of SMEs	Part-time	Master´s	3	Banská Bystrica	40
Business Management Systems	Part-time	Master´s	3	Poprad	30
Master´s part-time – Total					70
Total					990

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”).

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.”).

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 and required enclosures will be published on the Faculty's website);
- or in paper form (current 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 **30th April 2023**. For the 3rd level degree programmes, the deadline is **26th May 2023**.

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.

Applicant, who has completed a previous level of education in a country outside the European Higher Education Area, is required to attach to his/her application form a notarized photocopy of the internationally accepted IELTS certificate - International English Language Testing System with a minimum entry score of at least 6,0 from all parts no later than April 30, 2023. A notarized photocopy of the certificate must be delivered to the faculty in a paper version (the electronic version is not sufficient) no later than April 30, 2023. The certificate sent only in the electronic version will not be accepted and the applicant's application form will be canceled.

For foreign applicants applying for study in a study program taught in the Slovak language, knowledge of the Slovak language at B2 level according to the Common European Framework of Reference for Languages is recommended.

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 and German. The maximum score in each of the tests is 100 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 total points of the candidate are calculated as the sum of the points earned in both parts of the entrance exam. 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.

Dean can exempt from the entrance exam the applicants who had previously passed the entrance exam, and had been admitted and enrolled for study in person (on site) and were expelled from study.

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 50 and higher. The GAP test can be taken within the National Comparative Exams provided by the Scio assessment centre in the academic year 2022/2023 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. they took part in a regional round of the Economics Olympiad in 2022/2023 they were placed in the 50th percentile of all regional rounds participants.

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

Proof of fulfillment of the basic condition for the admission of applicants for a bachelor study who have been granted asylum, provided additional protection or provided temporary refuge.

An applicant for a bachelor study who has been granted asylum, provided additional protection or provided temporary refuge (hereinafter referred to as a “person with special legal status”) may fulfil the condition of achieving a full secondary education or a full secondary vocational education for the purpose according to §56 par. 1 of the Higher Education Act by submitting of the affidavit and passing of the test of General Academic Prerequisites (GAP), in which he/ she obtains a percentile equal to or higher than 20. A sample of affidavit is attached to this document. The GAP test can be taken by the applicant through SCIO company. More information will be published on the SCIO website www.scio.sk (www.scio.cz).

An applicant for a bachelor study who is a person with a special legal status, in addition to submitting an affidavit and passing a GAP test, must meet other conditions for admission to study under § 57 of the Higher Education Act – to pass the entrance exam successfully.

Unfinished secondary education or secondary vocational education **cannot** be replaced by an affidavit of a person with a special legal status.

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 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 study in person (on site) 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) Presentation of the candidate's written dissertation project in English
- b) Assessment of the candidate's research and professional activity (publications and research)
- c) 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 project and its presentation | 80 points, out of which |
| • theoretical background of research | 20 points |
| • intended objectives | 20 points |
| • intended research methods | 20 points |
| • delivery of the project presentation | 20 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 |
| c) 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 English
- b) Assessment of the candidate's research and professional activity (publications and research)

The maximum number of points the candidate for part-time study can achieve is 90 points.

The scoring of the entrance exam is as follows:

- a) Written project and its presentation 80 points, out of which
 - theoretical background of research 20 points
 - intended objectives 20 points
 - intended research methods 20 points
 - delivery of the project presentation 20 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

The members of the Exam Board for all study programmes are nominated by Dean of the Faculty based on the proposals from the guarantors of individual doctoral study programs. 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.

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

doc. Ing. Radoslav Kožiak, PhD. (č. dv. 211); ☎ 048/446 2014;

e-mail: radoslav.koziak@umb.sk



**Ekonomická fakulta Univerzity Mateja Bela
v Banskej Bystrici**
Faculty of Economics, Matej Bel University,
Banská Bystrica
975 90 Banská Bystrica, Tajovského 10



Affidavit

According to § 56 par. 2, No 131/2002 Coll. on Higher Education Institutions and on changes and on
Amendments to some Acts, as amended (hereinafter referred to as „Higher Education Act“)

Signed below

Name and surname:

Birth number/date of birth:

Place of birth:

Nationality:

Permanent address:

Current residence address:

Phone number:

E-mail:

hereby as a person who has been granted an asylum/subsidiary protection/temporary refuge*

I declare on my honor, that I have obtained
full secondary education/full secondary vocational education**
at a secondary school.

Name and seat of the secondary school:

.....

Date of the beginning of the secondary education:

Date of completion of the secondary education:

Method of graduating from secondary school (e.g. final exam, school leaving exam, other):

.....

I make this solemn declaration in order to meet basic conditions for admission to bachelor's study at a university according to §56 par. 1 of the Higher Education Act.

All the information provided in this affidavit(solemn declaration) is true, accurate and complete and I am aware that if this is not true or was concealed I will bear the responsibility for the legal consequences thereof.

In date

.....
Handwritten signature of an announcer

* cross out the incorrect information

** cross out the incorrect information