

FACULTY OF LAW, MATEJ BEL UNIVERSITY

Komenského 20, 974 01 Banská Bystrica

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Student Office contacts:

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– Full-Time Study – Bachelor, Master, Doctoral

Study ☎ 048/446 31 21

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– Part-Time Study - Bachelor, Master, Doctoral Study

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APPLICATION DEADLINE

by **30 April 2023** – Bachelor's Degree Study (Full-Time and Part-Time Study)

by **30 June 2023** – Master's Degree Study (Full-Time and Part-Time Study)

by **31 May 2023** – Doctoral's Degree Study (Full-Time and Part-Time Study)

Based on the decision of the faculty management, the 3rd round can be announced for the submission of applications for study programs of the 1st degree of study in full-time and part-time study and the 2nd round for the submission of applications for study programs of the 2nd and 3rd degree of study in full-time and part-time study.

DATES OF THE ADMISSION EXAMINATION

1st round of the admission examination:

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

Until 8 May 2023 - to this day it will be decided on admission to study.

From 9 May 2023 – from this day will be sent decision on admission to study.

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

Until 09 July 2023 - to this day it will be decided on admission to study.

From 10 July 2023 - from this day will be sent decision on admission to study

19 – 23 June 2023 - Doctoral's Degree Study (Full-Time and Part-Time Study)

2nd round of the admission examination:

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

Until 11 June 2023 - to this day it will be decided on admission to study.

From 12 June 2023 – from this day will be sent decision on admission to study.

OPEN DAY

November 2022/ February 2023 exact date to be set on www.umb.sk

and www.prf.umb.sk

THE FEE FOR ADMISSION PROCEDURE in all levels of higher education study

- 60 EUR - Full-Time and Part-Time Study
- 50 EUR - the fee in the case of filing an electronic application for both the full-time and part-time study

Fees for the admission procedure in the 1st, 2nd and 3rd level of university study are regulated by Section 92, para. 12 of Act 131/2002 Coll. on Higher Education, as amended.

BILLING INFORMATION (also published on the website 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: **SPSRSKBA**

VS (variable symbol): **8031** (for Bachelor's Degree Study applicants)

8032 (for Master's Degree Study applicants)

8033 (for Doctoral 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 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 an applicant**

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.

Payment by postal order is not accepted due to the impossibility of identifying the payer in the university information system.

ACCREDITED STUDY PROGRAMMES offered in the academic year 2023/2024

1st and 2nd study levels:

Faculty	Study Programmes	Study Form	Study Level	Study Length	Study Place	Admission Plan
FL	Law	FT	Bachelor's	3	Banská Bystrica	350
Total Bachelor's Degree Full-Time Study						350
FL	Law	PT	Bachelor's	3	Banská Bystrica	150
Total Bachelor's Degree Part-Time Study						150
FL	Law	FT	Master's	2	Banská Bystrica	120
Total Master's Degree Full-Time Study						120
FL	Law	PT	Master's	2	Banská Bystrica	100
Total Master's Degree Part-Time Study						100
TOTAL						720

3rd study level:

Faculty	Study Programmes	Study Form	Study Level	Study Length	Study Place	Admission Plan
FL	Commercial and Financial Law	FT	PhD.	3	Banská Bystrica	1
FL	Commercial and Financial Law	PT	PhD.	4	Banská Bystrica	10
FL	Criminal Law	FT	PhD.	3	Banská Bystrica	1
FL	Criminal Law	PT	PhD.	4	Banská Bystrica	10
FL	Civil Law	FT	PhD.	3	Banská Bystrica	1
FL	Civil Law	PT	PhD.	4	Banská Bystrica	10
TOTAL						33

ADMISSION PROCEDURE

General information

The admission procedure for each degree begins with the acceptance of the application to the faculty.

Only one form of study is stated on one form of the form "Application for study at a university". If you are interested in both forms of study, it is necessary to submit two applications, i.e. j. separately for full-time and part-time study and pay twice the fee for the admission procedure.

The application can be submitted electronically. If the applicant does not have the opportunity to submit an electronic application, he / she may send the application in paper form to the address PrF UMB, Komenského 20, 974 01 Banská Bystrica within the deadline for submission of applications for the relevant degree of study.

The paid fee for the admission procedure is not refundable. Due to the automated processing of fees in the information system, we only accept non-cash payments.

In the case of submitting the application in paper form, it is necessary to affix a copy of the proof of payment of the fee for the admission procedure (account statement, statement from internet banking) to the 3rd page of the application.

Payment of the fee for the admission procedure must be made by the applicant for study or a person authorized by him / her by bank transfer no later than on the last day when it is possible to send the application for study. An application for studies without a paid fee in the specified amount for the admission procedure will not be accepted. The faculty does not confirm the acceptance of the application form.

The Faculty of Law, Matej Bel University does not require medical certificate attesting fitness for higher education; an application will be accepted without medical certificate.

The application does not need to list the subjects and results of the secondary school evaluation, nor the subjects and the results of the secondary school-leaving examination.

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!).

Part of the application for **BACHELOR'S DEGREE STUDY** (1st 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** (2nd 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** (3rd level – PhD.) is also:

- a) CV,
- b) certified photocopies of evidence of Master's Degree 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, 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 (relevant for all levels of study) 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 the proof of recognition of formal qualification document obtained outside the territory of the Slovak Republic according to Act no. 422/2015 Coll. on the Recognition of Evidence of Education and on the Recognition of Professional Qualifications, as amended. 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 2023/2024.

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

Admission procedure to the 1st 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. A certified copy of the school-leaving certificate must be sent to the Faculty of Law of the UMB by 30 April 2023 in the first round of admission examinations and by 31 May 2023 in the second round of admission examinations, but no later than the day of enrollment. Number of applicants accepted will be in accordance with the approved plan of the number of applicants accepted for the academic year 2023/2024.

In the study programs of the Faculty of Law of Matej Bel University, the condition for the admission of applicants who have completed secondary school abroad is mastery of the Slovak language at level B2 according to the Common European Framework of Reference for Languages.

Conditions of the admission procedure for studies for persons who have been granted asylum, granted subsidiary protection, or provided temporary refuge (hereinafter also referred to as "a person with special legal status") by § 56 of Act no. 131/2002 Coll. on Higher Education Institutions and Amendments to Certain Acts, as amended:

1. If the applicant for the study is a person with a special legal status, the condition of achieving a full secondary education or a full secondary vocational education for the purpose according to § 56 par. 1 of the Act on Higher Education Institutions may prove it by submitting a decision on the recognition of educational certificates issued by the Regional Office of Education in the Slovak Republic. An applicant for studies who is a person with a special legal status must, in addition to submitting a document according to the first sentence of this point, also meet other conditions for admission to study under Section 57 of the Higher Education Act if required by the relevant faculty.

2. In the case of persons with a special legal status, 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 can be proved by an affidavit according to the model, which forms Annex No. 1 to the Methodological Instruction of the MBU No. 4/2022 and a test of general study prerequisites.

3. An applicant for study who is a person with a special legal status, in addition to submitting a document according to point 2 of this article and passing the test of general study prerequisites, must meet other conditions for admission to study according to § 57 of the Higher Education Act if required by the faculty.

4. The test of general study prerequisites according to point 2 will be aimed at proving the general knowledge and study prerequisites of the applicant and not at the verification of specific knowledge related to the chosen study program.

5. The method, date, or other conditions for performing the test of general study prerequisites, as well as the determination of the minimum level (percentile) for the admission of persons with special legal status will be announced during the admission procedure.

6. If the applicant is not a person with a special legal status, he/she submits a decision on the recognition of diplomas issued by the Regional Office of Education in the Slovak Republic (on completion of upper secondary or upper secondary vocational education). An applicant for study who is not a person with a special legal status must, in addition to submitting documents according to the previous sentence, also meet other conditions for admission to study according to Section 57 of the Higher Education Act if required by the relevant faculty.

ADMISSION REQUIREMENTS for Master's Degree Study (2nd 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 **until 30 June 2023, 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 2023/2024.

ADMISSION REQUIREMENTS for Doctoral's Degree Study (3rd 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 Law, 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.

For admission to doctoral studies , both full-time and part-time study form, the following aspects are also taken into account:

- 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,
- 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 academic year 2023/2024.

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. After successful completion of rigorous examination the applicant is awarded the academic degree "**Doctor of Laws**" (abbreviated as "JUDr.").

ORGANIZATION OF STUDIES

The Faculty of Law of the MBU provides higher education in accredited study programmes , in the Full-Time and the Part-Time form:

- **Bachelor's Degree** - standardly takes three 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 by the title "**Bachelor**" (abbreviated as "Bc.");
- **Master's Degree** - takes two years in the full-time and two 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 by the title "**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 title "**philosophiae doctor**" (abbreviated as "PhD.").

Tuition fees for the academic year 2023/2024 will be paid according to the Regulation, which will be approved for that academic year.

ACCOMODATION AND CATERING FOR STUDENTS

Faculty of Law MBU students can apply for accommodation in student residences. Student canteens provide catering.

GRADUATE EMPLOYMENT

Graduates of Bachelor's Degree Study (Bc.) and of Master's Degree Study (Mgr.)

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 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.)

The doctoral graduate in **study programme Commercial and Financial Law** is able to work independently based on the acquired theoretical knowledge and knowledge of application practice. He or she is able to identify problematic issues in the field of commercial law and financial law, as well as the problematic issues of interdisciplinary nature while considering the practical and theoretical aspects of these problematic issues. The graduate is capable of analyzing these problems and forming scientifically justified proposals and alternative solutions for practice, as well as helping the development of commercial law and financial law as the scientific disciplines at national, European and international level. The graduate works while respecting the constitutional, ethical and human principles of society. Also, he/she is able to lead a team of experts in commercial law and financial law at a scientific level, as well as a team comprised of the experts on related legal disciplines, including also the foreign experts. The teams cooperate in solving problems related to the diversity and the state of commercial law and financial law at the national and transnational level through the projects of relevant ministries, as well as working on the grant management tasks. The graduate's capability to work conceptually on development of relevant legislation is based on the knowledge gained by his/her doctoral studies and by studying of the professional literature from commercial law, financial law and related legal fields, international legal documents, EU law, decisions of the ECHR, decisions of the Constitutional Court of the Slovak Republic. At the same time, the graduate is able to use also the knowledge of application practice and the knowledge of the methodology of scientific research methods.

The doctoral graduate in **study programme Criminal Law** applies scientific research methods in the following areas: criminal-law protection of interests, observation, and evaluation of the various impacts on the overall level of legal protection of interests, repression and prevention, the work of law enforcement authorities, courts and prisons. On the basis of scientific methods of knowledge and research, the graduate proposes conceptual and systemic solutions, helps to develop criminal law legislation, ensures further development of the criminal law and its interdisciplinary context in national and international scientific

area, provides education at the university level, he/she is also capable of performing analytical, expert, prognostic and conceptual tasks of a senior executive in the organizational structure of a police force, or another armed corps (specialized expert institute) or another public administration body. The graduate is scientifically competent to work. He/she knows

all the scientific methods of research, focusing on current fundamental and specific issues of Criminal Law. He/she is knowledgeable in solving both scientific and interdisciplinary problems. The graduate is capable, through his / her personal scientific contribution of shaping the further development of Criminal law at the national, partly international level. The graduates apply the acquired knowledge in practice with the knowledge of the selection of alternative solutions. The scientific research focuses on the basic topics of the field of study. The level of acquired knowledge enables the graduate to fulfill the tasks of a university lecturer by conducting seminars and selected lectures.

The doctoral graduate in **study programme Civil law** is able to work independently based on the acquired theoretical knowledge and knowledge of application practice. He or she is able to identify civil-law problems and problems of interdisciplinary nature while considering the practical and theoretical aspects of the problematic issue. The graduate is capable of analyzing these problems and forming scientifically justified proposals and alternative solutions for practice, as well as to help the development of civil law science at national, European and international level. The graduate works while respecting the constitutional, ethical and human principles of society. Also, he/she is able to lead a team of civil law experts at a scientific level, as well as a team comprised of the experts of related legal disciplines, including foreign experts. The teams cooperate in solving problems related to the state of private law at the national and transnational level through the projects of relevant ministries, as well as working on the grant management tasks. He or she is capable of developing relevant legislation and of working on action programs in the area of civil law and on their subsequent evaluations. The graduate's capability to do so is based on the knowledge gained by his/her doctoral studies and by studying of the professional literature from civil law and related legal fields, international legal documents, EU civil law, decisions of the ECHR and the EU Court of Justice, decisions of the Constitutional Court of the Slovak Republic. At the same time, the graduate is able to use also the knowledge of application practice and the knowledge of the methodology of scientific research methods.

INFORMATION FOR STUDENTS WITH SPECIAL NEEDS

Faculty of Law, Matej Bel University in Banská Bystrica in accordance with § 100 of Act no. 131/2002 Coll. 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 creates the appropriate study conditions for daily and external students with specific needs, due to their special study needs, **without reducing the 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, dysorthography, dysgraphia, dyscalculia, etc.).

Before applying for university studies it is necessary to: 1.

Consider own prerequisites to study at college in terms of:

- a) knowledge level;
 - b) level of knowledge of the Slovak language;
 - c) technical and personal readiness and motivation;
 - d) claims on content, scope and form of study;
 - e) conditions of the faculty;
 - f) disability limits.
2. Contact a faculty coordinator for students with specific needs.
 3. Submit a report from a specialist, a psychologist, a speech therapist, a school psychologist, a school therapist, or a special pedagogue (for more information see the Study Guide for Students with Specific Needs at Matej Bel University in Banská Bystrica).
 4. Submit a request from an applicant with specific needs to modify the form and method of conducting the admission exam, with relevant professional documentation documenting the specific needs of the applicant (if the admission exam is part of the verification of the ability to study).


The final decision to study the selected study program is done by the applicant. By decision he/she takes responsibility for any risks that he/she will not be able to continue in the study.

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

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

COORDINATOR FOR WORKING WITH STUDENTS WITH SPECIAL NEEDS

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