

## FACULTY OF LAW, MATEJ BEL UNIVERSITY

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### APPLICATION DEADLINE:

by 31 May 2019 – Bachelor's Degree Study (Full-Time and Part-Time Study)

by 28 June 2019 – Master's Degree Study (Full-Time and Part-Time Study)

by 31 May 2019 – Doctoral's Degree Study (Full-Time and Part-Time Study)

### DATES OF THE ADMISSION EXAMINATION:

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

**18 June 2019** - on this day the Dean will decide on admission to study.

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

**9 July 2019** - on this day there will be an evaluation of the results of the first level degree programme for admission to the second level of study.

Full-Time and Part-Time **Doctoral's Degree Study** – date of examination: **17-21 June 2019**.

### OPEN DAY:

1) 7 November 2018

2) February 2019 (exact date to be set on [www.umb.sk](http://www.umb.sk) and [www.prf.umb.sk](http://www.prf.umb.sk))

### THE FEE FOR ADMISSION PROCEDURE in levels 1, 2 and 3 of higher education study (§ 92, para. 12 of Act 131/2002 Coll. on Higher Education, as amended):

60 EUR – Full-Time and Part-Time Study

57 EUR – amount of the fee in the case of filing an electronic application for both the full-time and part-time studies

### BILLING INFORMATION (also published on the website [www.platby.umb.sk](http://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's 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's 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**

Due to automated fee processing **only cashless payments shall be accepted.**

Copy of proof of payment for the admission procedure (bank statement, extract from internet banking) must be affixed on the 3rd page of the application.

**Application form for higher education study without paying a fee will not be accepted.**

**Admission procedure related to all levels of the study begins on the date of receiving application form at the Faculty; the fee will not be refunded.**

- **If the applicant submits electronic application, also paper application form must be sent to the Faculty, duly completed, signed and with all attachments.**

## ACCREDITED STUDY PROGRAMMES offered in the academic year 2019/2020:

### 1<sup>st</sup> and 2<sup>nd</sup> study levels:

Faculty	Study Programmes	Study Form	Degree earned	Study Length	Study Place	Admission Plan
F of Law	Law	FT	Bachelor	3	Banská Bystrica	200
<b>Total Bachelor's Degree Full-Time Study</b>						<b>200</b>
F of Law	Law	PT	Bachelor	4	Banská Bystrica	100
<b>Total Bachelor's Degree Part-Time Study</b>						<b>100</b>
F of Law	Law	FT	Master	2	Banská Bystrica	120
<b>Total Master's Degree Full-Time Study</b>						<b>120</b>
F of Law	Law	PT	Master	3	Banská Bystrica	100
<b>Total Master's Degree Part-Time Study</b>						<b>100</b>
<b>TOTAL</b>						<b>520</b>

### 3<sup>rd</sup> study level:

Faculty	Study Programmes	Study Form	Degree earned	Study Length	Study Place	Admission Plan
F of Law	Commercial and Financial Law	FT	PhD.	3	Banská Bystrica	2
F of Law	Commercial and Financial Law	PT	PhD.	4	Banská Bystrica	15
<b>Total</b>						<b>17</b>

## **ADMISSION PROCEDURE - General information:**

The Faculty does not confirm receipt of the application.

The Faculty of Law of the MBU 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!).

**In one form of the "Application form for higher education study" only one type of study is given.** In case of interest in both types of study two applications must be submitted, i.e., one for the Full-Time and one for the Part-Time Study and to pay twice the fee for admission procedure.

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

- a) CV,
- b) certified photocopies of evidence of 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 worthy of such sight, 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 **proof of recognition of formal qualification document** obtained outside the territory of the Slovak Republic. 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 2019/2020.

#### **ADMISSION REQUIREMENTS for Bachelor's Degree Study (1<sup>st</sup> level – Bc.):**

Admission procedure to the 1<sup>st</sup> 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. Admission procedure at the first level of higher education studies without receiving tests. An essential condition for the adoption of the faculty is to provide a complete middle education or full middle vocational education.

Number of applicants accepted will be in accordance with the approved plan of the number of applicants accepted for the academic year 2019/2020.

#### **ADMISSION REQUIREMENTS for Master's Degree Study (2<sup>nd</sup> level – Mgr.):**

The basic requirement for admission to a Master's Degree Study is successful completion of the Bachelor's Degree Study - 1<sup>st</sup> 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 **by 4 July 2019, 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 2019/2020.

#### **ADMISSION REQUIREMENTS for Doctoral's Degree Study (3<sup>rd</sup> 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, 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.

**The admission** to doctoral study in full-time and part-time **also takes account of:**

- 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 AR 2019/2020.

### **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, or in a related field of study. 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 study in an accredited field of study **Law** in the Full-Time and the Part-Time Study:

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

Tuition fees for the academic year 2019/2020 will be paid according to the Regulation, which will be approved for that academic year.

### **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 the 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.)** are eligible to use the scientific work of all supporting scientific research methods, which can connect with each other not only legal institutions of commercial law, but also consider interdisciplinary and understand both in terms of basic and applied research, interdisciplinarity and subsidiarity in respect of the Commercial Code and Civil Code as carrier of private codes. At the same time can identify overgrowth legal institutions implemented the legal systems of the EU.

### **STUDENT ACCOMODATION AND CATERING OPTIONS:**

Faculty of Law students of the MBU have the option of accommodation in student residences. Student canteens provide catering.

### **INFORMATION FOR STUDENTS WITH SPECIAL NEEDS**

The obligation of the UMB and thus also the obligation of the Faculty of Law of UMB in Banská Bystrica is 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 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) (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.).

### **Before applying for university studies it is necessary to:**

1. Consider own prerequisites to study at college in terms of:
  - a) knowledge level;
  - b) technical and personal readiness and motivation;
  - c) claims on content, scope and form of study;
  - d) conditions offered by the faculty;
  - e) 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 are also available on the faculty web site:

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

**COORDINATOR FOR WORKING WITH STUDENTS WITH SPECIAL NEEDS:**

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