



## FACULTY OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS


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### Telephonist

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### Study Department

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### Deadline for submitting the application form:

- March 30, 2019 (full-time and part-time Bachelor and Master study),
- June 15, 2019 (full-time and part-time Bachelor, Master and PhD study)

### The date of the application test:

- June 10 – 11, 2019 (full-time and part-time Bachelor degree)
- June 12, 2019 (full-time and part-time Master degree)
- July 4, 2019 (full-time and part-time Bachelor, Master and PhD study)

### The application tests tutorial: April 26-27 and May 3-4, 2019

### The Open Door Day at the University:

- 7. November 2018 during the Week of Science at the MBU
- February 2019

### The open Door Day at the Faculty:

- 7. November 2018,
- January 2019, the exact terms are going to be specified at: [www.fpvmv.umb.sk](http://www.fpvmv.umb.sk) in the section The Applicant

### Application Fees

for all study degrees: 60,- € (fee using the electronic application form: 57,- €)

**The applicants are obliged to pay the admission fee per bank transfer exclusively by reason of the central system of payments evidence.**

### The invoice data

**Account name:** Matej Bel University in Banská Bystrica

**Bank:** Štátna pokladnica

**Account:** IBAN SK 75 8180 0000 0070 0009 5590

**SWIFT/BIC:** SPSRSKBA

**Variable symbol:** **Bc. study:** 4031

**Mgr. study:** 4032

**PhD.study:** 4033

**Specific symbol:** Slovak students – personal identification number, foreign students – date of birth in the form DDMMYY

**Constant symbol:** 0308

**Message for the recipient:** name and surname of the applicant

## Study programmes with full accreditation

### Bachelor and Master study

Faculty	Study programme	Form of study	Study degree	Length of study	Place of Study	Plan of admission
FPSIR	Political Science	F	1.	3	Banská Bystrica	20
FPSIR	International Relations	F	1.	3	Banská Bystrica	100
FPSIR	Political Science in english language	F	1.	3	Banská Bystrica	5
FPSIR	International Relations in english language	F	1.	3	Banská Bystrica	5
<b>Together Bc. full-time Study</b>						<b>130</b>
FPSIR	Political Science	P	1.	4	Banská Bystrica	10
FPSIR	International Relations	P	1.	4	Banská Bystrica	10
<b>Together Bc. part-time Study</b>						<b>20</b>
FPSIR	Political Science	F	2.	2	Banská Bystrica	20
FPSIR	Political Science in english language	F	2.	2	Banská Bystrica	5
FPSIR	International Relations	F	2.	2	Banská Bystrica	80
FPSIR	International Relations in english language	F	2.	2	Banská Bystrica	5
FPSIR	International Relations in english language (joint study programm)	F	2.	2	Krakov Brno Pécs Banská Bystrica	5
FPSIR	European Studies	F	2.	2	Banská Bystrica	10
FPSIR	European Studies in english language	F	2.	2	Banská Bystrica	5
FPSIR	Security Studies	F	2.	2	Banská Bystrica	20
FPSIR	Security Studies in english language	F	2.	2	Banská Bystrica	5
<b>Together Mgr. full-time Study</b>						<b>155</b>
FPSIR	Political Science	P	2.	3	Banská Bystrica	10
FPSIR	European Studies	P	2.	3	Banská Bystrica	10
FPSIR	International Relations	P	2.	3	Banská Bystrica	10
FPSIR	Security Studies	P	2.	3	Banská Bystrica	10
<b>Together Mgr. part-time Study</b>						<b>40</b>
<b>TOGETHER</b>						<b>345</b>

### PhD study

Faculty	Study programme	Form of study	Study degree	Length of study	Place of Study
FPSIR	Political Science	F,P	3.	3,4	Banská Bystrica
FPSIR	International Relations	F,P	3.	3,4	Banská Bystrica

### General data about applications and admission processes

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 degree program, master degree program and PhD. degree program offered for students in foreign languages are subject to administrative processing. Admission committee decides whether an applicant is admitted to the program of study and considers the following admission requirements: application form, curriculum vitae, earned high school education degree (high school diploma) and a language certificate proving that the applicant has sufficient language skills.

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 previous 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.

### **I. The terms and conditions of admission to Bachelor study**

The applicant to a full-time and part-time bachelor degree at FPVMV is required to have fully completed secondary study with the final exam. He/she has to demonstrate the necessary competence for the selected study.

The application form, together with the verified copies of the final school reports of every school year, the verified copy of the secondary school leaving exam certificate and the copy of the fee payment proof have to be sent until **March 30, 2019**.

The applicants for the 2nd round of the entrance exams to every of the full-time and part-time study programmes have to send the application form together with the relevant documents to the Study department until **June 15, 2019**.

Address for delivery: Study Department FPSIR (Študijné oddelenie FPVaMV UMB), Kuzmányho 1, 974 01 Banská Bystrica.

The applicants in the final year of their secondary studies are obliged to submit the verified copy of their secondary school leaving certificate until **June 10, 2019 (2<sup>nd</sup> term until July 4, 2019)**. The applicants who will not meet the basic conditions for the admission will be **conditionally accepted** to the study. The applicants are obliged to submit the verified copy of the secondary school leaving certificate **at the furthest within the day of their study registration**, otherwise their admission is not valid.

#### **The information for the students in the final year of their secondary study who apply for the study:**

The application form to the Bachelor study has to include the applicant's secondary school confirmation on the student's average study results at every school year of the study except for the final year. In the case of the average results **1.50** (or below), the applicant will be conditionally accepted by the formal form with **no entrance exam** based on the submitted documents.

The application terms are fulfilled by an applicant, if the verified copy of the final school year certificate is sent until June 10, 2019 – the 1<sup>st</sup> term, or until July 4, 2019 – the 2<sup>nd</sup> term, to FPSIR.

### **The information for the students who finished their secondary studies before the academic year 2018/19:**

The applicant is obliged to submit the application form together with the verified copies of the certificates including the school leaving exam certificate.

In the case of the average results **1.50** (or below), the applicant will be conditionally accepted by the formal form with **no entrance exam** based on the submitted documents.

### **The general information for the applicants:**

The admission with no entrance exam by the formal form will be applied as well on the student, who had scored in any date of the school year 2018/2019 in test **Všeobecných študijných predpokladov (VŠP)**, or its Czech version **Obecné studijní předpoklady (OSP)** the total percentage of **50 or more**. The tests are possible to pass within Národných porovnávacích skúšok (NPS), held by the Scio company. The dates of the testing, the sample tests and the conditions of the application are to be found at [www.scio.sk/nps](http://www.scio.sk/nps).

All of the other applicants are obliged to pass the written entrance exam. The applicants who had completed their secondary studies in the year of the application are obliged to submit the verified copy of the school leaving exam certificate to the entrance exam (or they will send it to the faculty until the day of their registration).

### **The written entrance exam to the Bachelor study**

Within the **Political Science** Study Programme, (full-time and part-time form), the entrance exam consists of one combination test in the following structure:

- a) 60 tasks from the following issues: political science, history, sociology, theory of economics, law, culturology, the current issues of the domestic and foreign policy;
- b) another part of the test is 20 tasks in English, 20 in German, 20 in French, 20 in Spanish and 20 in Russian languages. The applicant has to choose one of the foreign languages in the application form. Within the entrance test he/she completes the tasks of the selected language.

Within the **International Relations** Study Programme (full-time and part-time form), the entrance exam consists of one combination test in the following structure:

- a) 60 tasks from the following issues: political science, history, sociology, theory of economics, law, culturology, the current issues of the domestic and foreign policy;
- b) another part of the test is 20 tasks in English, 20 in German, 20 in French, 20 in Spanish and 20 in Russian languages. The applicant has to choose two of the foreign languages in the application form. Within the entrance test he/she completes the 20 tasks of both selected language.

The admission of the student depends upon the decision of the commission that is following the entrance exam results according to the hierarchy based on the number of points in the general knowledge-based test.

The choice and the order of the foreign languages is to be specified on the title page of the official application form „Prihláška na VŠ štúdium – bakalárske štúdium“.

The results of the entrance exam are usually published on the internet side and the information board of the faculty within the same day.

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

The applicant for a full-time and part-time Mgr. study at the Faculty of Political Science and International Relations in accredited specialization is supposed to complete Bc study. The application form for entrance exam and a proof of required fee /payment shall be delivered to the Study Department at the Faculty of Political Science and International relations by **March 30, 2019** for the first date of entrance examination, by **June 15, 2019** for the second date of entrance examination.

If the applicant submits the extract/certificate of passed exams during Bc. study verified by the Study department (not including the state exams results) and his/her weighted study average for all years of Bc. degree study which is **1,50** or below, the applicant will be accepted to **the International Relations Study Program, European Studies Study Program, Security Studies Study Program and Political Science Study Program** (full-time and part-time form) **without the entrance exam** just formally after the submission of the above-mentioned required documents.

The conditions of enrolment will be fulfilled after the submission of the certificate of completion of Bc. study program or verified copy of Bc. diploma (together with Diploma Supplement) to the Faculty of Political Science and International Relations by **June 12, 2019** as for the 1<sup>st</sup> term and **July 4, 2019** as for the 2<sup>nd</sup> term, or until the date of the registration to the study.

If the applicants do not fulfil the above-mentioned criteria they are obliged to undergo a written entrance exam and submit Bc. study program certificate or verified copy of Bc. diploma (together with Diploma Supplement) on the day/date of the entrance exam, or send it to the Study Department until the date of registration to the study.

The written entrance exam **Political Science** Study Program, (full-time and part-time form), consists of one combined test as follows:

- a) 60 questions in Slovak language of international relations specialization or European study program aimed at the obligatory subjects which are an inseparable part of Bc studies
- b) 20 questions in English, 20 questions in German, 20 questions in French, 20 questions in Spanish and 20 questions in Russian languages are the inseparable part of this exam. The applicant has to choose one language in his/her application form and he/she is supposed to fulfil the question from one foreign languages according to his/her choice in compliance with the application form.

The written entrance exam for **International Relations Study Program, European Studies Study Program, Security Studies Study Program** (full-time and part-time form) consists of one combined test as follows:

- c) 60 questions in Slovak language of the International relations specialization aimed at the obligatory subjects which are an inseparable part of Bc studies
- d) 20 questions in English, 20 questions in German, 20 questions in French, 20 questions in Spanish and 20 questions in Russian languages are the inseparable part of this exam. The applicant is supposed to fulfil the question from two foreign languages according to his/her choice in compliance with the application form.

Preference of chosen languages shall be listed in order on a cover of “The application form for university – Mgr. study” (“Prihláška na VŠ štúdium – magisterské štúdium”). The rules for assessment and evaluation are the same in Bachelor Study and Master Study Program.

The applicant is accepted or not accepted upon the decision of the panel based on the absolute order in accordance with the points which the applicant achieved in the test.

### **III. Preconditions to be accepted into PhD studies**

The applicant for the full-time or part time PhD studies at the FPVMV within the accredited study programme **International Relations**, or **Political Science**, has to have completed Master studies. The entrance exam’s application form, the copy of confirmation of payment for the required fee and PhD thesis project are supposed to be delivered to the Study department of FPVMV by **15th June 2019**. The verified copy of Mgr.(Master) diploma (together with Diploma Supplement) itself is possible to be brought directly to the entrance exam or to send it to the study department until the date of registration to the study.

#### **The entrance exam consists of the defence of PhD thesis project**

The PhD studies entrance exam is focused on verifying the applicant’s capabilities and potential to successfully deal with a particular topic of thesis they aspire to write. The subject of the dissertation is selected by the candidate for the academic year, which is published on the faculty website.

The applicant also proposes a PhD thesis project consisting of **10 pages of prescribed form and content** (the prescribed formal norm: letter type: Times New Roman, letter size 12, spacing: 1,5, all margins: 2,5 cm, bibliography according to STN). Knowledge of selected foreign languages is also a part of this exam. In case of the **International Relations** study program, the entrance exam consists of 2 foreign languages, and in case of the study programme **Political Science**, the exam consists of one foreign language.

#### **PhD thesis project in the Slovak language has to consist :**

- the title page with the name of school and faculty the applicant aspires to study at, the PhD thesis title and subtitle such as “The proposal of PhD thesis project“, name, surname, achieved academic titles, the name of study programme and its form, i.e. full time or part time studies, the first name, surname, and academic titles of applicant’s supervisor, and a particular year of PhD studies,
- the justification of motives for PhD thesis’s topic selection, determination of the main PhD thesis’s concepts and goals, description of applied methods, short characteristics of recent knowledge of PhD thesis’s issue processed and based on specific literature sources.

**As for the foreign language part of entrance exam, a similar framework of directions is applied.**

#### **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 particular 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.

#### **IV. PhDr. degree information**

Students who seek admission to PhDr. degree study at the Faculty of Political Science and International Relations of Matej Bel university in the city of Banska Bystrica must earn a Master degree (Slovak: Magister – Mgr.) in Political science, International relations or similar studying program. Students must take the PhDr. degree oral examination and defense the PhDr. degree thesis.

The Faculty of Political Science and International Relations of Matej Bel University in the city of Banska Bystrica offers PhDr. degree in the following studying programs:

- a) Political science,
- b) International relations.

The studying program Political science offers PhDr. degree in the following area of study:

- a) Political science.

The studying program International relations offers PhDr. degree in the following areas of study:

- a) International relations,
- b) 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**

There is a wide spectrum of applicants’ professional career opportunities which are mainly focused on professional work practice, and also taking into consideration the sphere of science. The Faculty of Political Science and International Relations in Banská Bystrica with its offer of study programmes creates a proper space for education, and preparation of mature citizens from the perspective of theory, methodology, also from the management point of view in order to operate as skilled managing staff in various spheres of public administration of the Slovak republic :

- in the foreign service and in the representation of SR in international organisations and institutions;
- in the state administration especially in that which is specialised in integration and organisational branches and branches of public relations in the Slovak parliament, the Government office, ministries, the highest bodies of specialised 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 groupings;
- in mass communication;
- in private sphere.


In order to accomplish its mission, the Faculty permanently looks for new and effective tools to enhance its competition ability, e.g. by advancing the level of study programmes and its orientation towards cooperating bodies as well as the needs of practice, by reorganising and adapting the pedagogical process; with the accent on qualification growth of its academic staff, by increasing international cooperation, introducing new modern educational forms, getting students to be involved in activities within specific academic works.

### **The general information for applicants with special needs**

The Applicant with special and specific needs obtains relevant information on demands and conditions of admission to study of chosen studying program in advance. Special educational needs coordinator of the faculty will consult the appropriateness of the choice.

Considering the specific needs, the Applicant with special and specific needs submits to the division of student affairs of the faculty the Application form together with the Applicant's request in order to adjust the form and manner of the entrance exams. Applicant's request must be supported by appropriate professional documentation as a proof of specific needs of the applicant.

### **Coordinator for students with special needs**

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