



UNIVERSITY OF ECONOMICS IN BRATISLAVA
FACULTY OF INTERNATIONAL RELATIONS

Internal Regulation
Faculty of International Relations
University of Economics in Bratislava

no. B1/FMV/2024

**Further Conditions of Admission to the Third Degree Study Program
at the Faculty of International Relations
of the University of Economics in Bratislava
for the Academic Year 2024/2025**

2024

Article 1

General Provisions

1. Further conditions of admission to the third degree study program at the Faculty of International Relations University of Economics in Bratislava (hereinafter referred to as "FMV EU in Bratislava" or "Faculty") for the academic year 2024/2025 are based on the internal regulation of the University of Economics in Bratislava No. B/21/2023 *"Framework Conditions for Admission to Study Third Degree Study Programmes at the University of Economics in Bratislava for the Academic Year 2024/2025"*, which were discussed and approved by the Academic Senate of the University of Economics in Bratislava on 10 November 2023.

2. FMV EU in Bratislava conducts third degree studies in the study program International Economic Relations in the field of Economics and Management in both full-time and part-time form of study, and in the study program International Economic Relations in English in part-time (external) form of study.

3. The dissertation topics for which candidates can apply are published by the FMV EU in Bratislava on the official notice board, the faculty's website and in the Academic Information System (hereinafter also referred to as "AiS2") no later than **5 April 2024**. Each topic will have an assigned supervisor.

Article 2

Submission of Applications for Third Degree Studies

1. An applicant for the study program (hereinafter referred to as "applicant") of the third degree of study at FMV EU in Bratislava must submit the application only electronically through AiS2.

2. The deadline for submitting applications for the third-degree study program is 7 June 2024.

3. In the application, the applicant will provide:

- Academic year 2024/2025,
- Required personal data: name, surname, maiden name, degrees, birth number, date of birth, place of birth, permanent address, correspondence address (if different from the permanent address), gender and citizenship; the foreigners also provide their residence in the Slovak Republic, birth number if it was assigned to him by the Ministry of the Interior, the applicant without an assigned birth number uses the birth number created from the date of birth in the form rrrmmdd0000 (e.g. for the date of birth 02.05.1996 – 9605020000), phone number, e-mail address,
- name of the university and faculty,
- name of the study program "International Economic Relations" or "International Economic Relations in English"
- name of the study field "Economics and Management",
- form of study (internal or external),
- method of study (presence)
- dissertation thesis topic

- name and surname of the thesis's supervisor,
- information about completed master's, engineering, or doctoral studies at a university,
- information about any ongoing or unfinished studies at the university,
- applicant's employment history data

An applicant with a reduced health capacity or specific needs is obliged to attach a document proving the reduced medical capacity or specific needs and contact the faculty in order to determine the form of the entrance examination.

4. The applicant in the "International Economic Relations" program will attach to the electronic application (in PDF format):

- Curriculum vitae,
- Motivation Letter in the Slovak Language,
- A list of previously published professional and scientific papers (if any),
- A framework project on the dissertation topic in Slovak, English, and other foreign language.

The applicant in the "International Economic Relations in English" program will attach to the electronic application (in PDF format):

- Curriculum vitae in English
- Motivation Letter in English,
- A list of previously published professional and scientific papers (if any),
- A framework project on the dissertation topic in English and other foreign language.

5. The project is submitted in the range of approximately 10-15 pages of A4 format with an equivalent number of characters, including spaces, explanations, and footnotes in the interval of 18,000-24,000 characters. Project of the dissertation thesis should include:

- justification of the applicant's choice of the dissertation topic,
- definition of the goals and content focus of the dissertation,
- description of the anticipated methods applied in processing the dissertation topic,
- description of the current state of knowledge on the dissertation topic based on professional literature.

6. After submitting the electronic application, the applicant will deliver to the faculty in printed form by **7 June 2024**:

- an attested photocopy of the university diploma for completing the second degree of study (if issued by the relevant university by the deadline for submitting applications),
- an attested photocopy of the certificate of state exams (if issued by the relevant university by the deadline for submitting applications),
- an attested photocopy of the diploma supplement (if issued by the relevant university by the deadline for submitting applications),

The faculty will not accept originals university diplomas, certificates, and diploma supplements. An applicant who completed the second degree of study at the EU in Bratislava is entitled to submit unverified photocopies of documents.

- proof of payment of the admission fee, including all the prescribed details (including the name of the respective faculty, variable symbol, and the specific symbol of the respective faculty).

7. Incomplete applications will be returned to the applicant for completion. Applications submitted after the deadline will not be accepted, and the faculty will return them to the applicant.

8. FMV EU in Bratislava does not confirm receipt of the application to the applicants. Confirmation of submitting the application is automatically generated from AiS2.

8. The admission fee for the third degree is **40 Euros**. The admission fee for the third degree of study in English is **90 Euros**.

9. An applicant who is an internal employee of the EU in Bratislava does not pay the admission fee.

10. The admission fee can only be paid by bank transfer. The transfer order is not proof of payment of the fee. A bank account statement or confirmation of payment from online banking can be accepted as proof.

11. When paying the admission fee, provide the following information:

- faculty name in the form: FMV EUBA,
- IBAN: SK47 8180 0000 0070 0008 0671,
- variable symbol: applicant's birth number (without slash /),

An applicant without a birth number will use a birth number created from the date of birth in the form yymmdd0000 (f.e. 2 May 1996 – 9605020000).

- specific symbol for the Faculty of International Relations: 1050003.

For payment from abroad, the following identification data will be used:

IBAN: SK47 8180 0000 0070 0008 0671

Bank connection for payment from EU countries:

SWIFT: SPSRSKBA

Bank: Štátna pokladnica, Radlinského 32, 810 05 Bratislava

Bank connection for payment from third countries:

BIC/SWIFT: SPSRSKBAXXX

Bank: Štátna pokladnica, Radlinského 32, 810 05 Bratislava, Slovakia

Beneficiary's intermediary bank:

BIC/SWIFT: SUBASKBXXXX

Všeobecná úverová banka, as, Mlynské Nivy 1, 829 90 Bratislava, Slovakia

12. The fee will be used exclusively for the preparation and implementation of the admission procedure and the entrance exam. The fee will not be refunded after the application is registered, in case of non-participation in the entrance exam or if the applicant cancels the application.

13. An international applicant or an applicant who completed the second degree of university studies at a foreign university shall submit a decision on the recognition of the education documents for academic purposes (hereinafter also referred to as "recognition"), issued by the EU in Bratislava. The applicant will request at the EU in Bratislava in written form well in advance. The application must be accompanied by an attested photocopy of the educational document issued by the foreign university (diploma) and an official translation of the document made by a translator listed in the list of experts, interpreters, and translators (hereinafter referred to as the "list") of the Ministry of Justice of the Slovak Republic; an attested photocopy of the transcript of completed subjects and examinations, and an official translation of this transcript made by a translator listed in the list; an attested photocopy of the diploma supplement (if issued by the foreign university) and an official translation of this supplement made by a translator listed in the list. The application must be submitted to the address: EU in Bratislava, Pedagogical Department, Dolnozemska cesta 1, 852 35 Bratislava. The decision on the recognition of the document will be issued by the EU in Bratislava after the faculty assesses the application, which conducts the same or related study program. The decision on the recognition of the document will be issued automatically by the EU in Bratislava upon the submission of the above-mentioned documents, in the case of studies at foreign universities with which the Slovak Republic has concluded a bilateral agreement for academic purposes, and in the case of the same or related study programs as those provided at the EU in Bratislava.

14. Recognition of documents is not required by the applicant in accordance with the Notification of the Ministry of Foreign and European Affairs of the Slovak Republic regarding the recognition of documents on education issued in the Slovak Republic and the Czech Republic. This agreement does not apply to:

- Czech documents on higher education obtained at universities in the Czech Republic by completing study in accredited study programs conducted outside the territory of the Czech Republic,
- Slovak documents on higher education obtained at universities in the Slovak Republic by completing study conducted outside the territory of the Slovak Republic,

- foreign (other than Czech or Slovak) documents on education obtained by studying at a foreign school or at its branch conducted on the territory of the Slovak Republic or the Czech Republic.

15. At least 14 calendar days before the entrance exam for the third degree of study, the FMV EU will send an invitation for the entrance exam, while the day the invitation is sent by post is considered the day of the invitation to the entrance exam. FMV EU is not responsible for any non-delivery of the invitation to the entrance exam due to deficiencies and errors in postal transport.

16. Only the applicant who submits a properly completed application, provides the above-mentioned attachments, and pays the admission fee by **7 June 2024**, will be included in the admission procedure.

17. Only applicants accepted based admission procedure can be enrolled in the study program of the third degree of study at the EU in Bratislava.

Article 3

Admission Exam for the Third Degree of Study

1. The fundamental prerequisite for admission to the 3rd-degree study programme at FMV EU in Bratislava is completed higher education of the 2nd degree and the successful completion of the admission examination at FMV EU in Bratislava.

2. An applicant who does not demonstrate fulfillment of the basic admission requirements at the time of the entrance exams may be conditionally accepted for study, with the obligation to prove the fulfillment of the basic admission requirements no later than the day determined by the faculty for enrollment.

3. The admission examination for the 3rd degree of study at FMV EU in Bratislava will take place on **June 28, 2024**. A substitute date for conducting the admission examination for applicants for the study program of the third degree of study at FMV EU, except for applicants according to Article 2, point 14, will not be determined.

4. Participation in the admission examination is conditional upon the submission of:

- invitation,
- identity card
- an attested photocopy of the diploma certifying completion of the second degree of higher education, if the applicant has not submitted it earlier,
- an attested photocopy of the diploma supplement, if the applicant has not submitted it earlier,
- an attested photocopy of the state examination certificate, if the applicant has not submitted it earlier,
- a decision on the recognition of an educational document, if the applicant has not submitted it earlier (only an applicant from abroad or an applicant who completed the second degree of study at a foreign university).

An applicant who completed the second degree of study at one of the faculties of EU in Bratislava is entitled to submit uncertified photocopies of documents.

5. In the event that, by the deadline for the admission examination for the third degree of study, the university where the applicant completed the second degree of study does not issue a diploma for completing the second degree of higher education and other required documents, the applicant shall present a confirmation of completing the second degree of study issued by the respective university at the admission examination.

6. An applicant who does not demonstrate the fulfillment of the basic admission requirement by the deadline for the admission examination for the third degree of study may participate in the admission examination. If the applicant meets the other conditions set by the faculty, they may be conditionally accepted for study, with the obligation to prove the fulfillment of the basic admission requirements no later than the day determined by the faculty for enrollment.

7. The admission examination for the third degree of study program at FMV EU in Bratislava is conducted in a combined form and for the applicant in the "International Economic Relations" program consists of:

- a professional examination (oral form) related to the chosen topic of the dissertation, for which the applicant applies; the goal of the professional examination is to assess the applicant's knowledge of the issues that constitute the content of the dissertation topic,
- an examination in the English language and another foreign language – French, Russian, German, Spanish (written and oral form), which aims to assess the applicant's communicative competence in the respective language,
- an assessment of meeting other admission conditions.

The admission examination for the third degree of study program at FMV EU in Bratislava is conducted in a combined form and for the applicant in the "International Economic Relations in English" program consists of:

- a specialized examination (oral form) related to the English language related to the chosen topic of the dissertation, for which the applicant applies; the goal of the professional examination is to assess the applicant's knowledge of the issues that constitute the content of the dissertation topic,
- an assessment of the B2 degree of English language proficiency, in written and oral form, as the minimum language requirement in the study program,
- an examination in another foreign language – French, Russian, German, Spanish (written and oral form), which aims to assess the applicant's communicative competence in the respective language,
- an assessment of meeting other admission conditions.

8. In the case of applicants with specific needs, upon their request, the Dean of the Faculty of International Relations at the University of Economics in Bratislava will, based on the evaluation of their specific needs, determine the form of the admission examination and the manner of its execution, considering their specific requirements.

9. The admission examination is conducted before an examination committee appointed by the Dean of the Faculty of International Relations at the University of Economics in Bratislava. The examination committee consists of a minimum of 3 members. Members of the examination committee are proposed to the dean by the chairperson of the relevant subcommittee for doctoral studies. The supervisor may participate in the admission examination of an applicant who applies for a topic announced by them, even if they are not a member of the examination committee.

10. The Dean of the Faculty of International Relations, or the Vice-dean authorised by him/her, may, on the proposal of the chairperson of the relevant examination board, interrupt the entrance examination or its part in the case of a particular application due to the applicant's momentary health condition, or terminate the admission examination or its role in the case of a specific applicant, if an applicant commits an act that violates rules announced at the beginning of the admission examination. The results of a particular candidate's admission examination completed under this point shall not be evaluated, nor an alternative date for the admission examination shall be offered, and the candidate's admission examination shall be deemed unsuccessful. The Faculty of International Relations will set an alternative date for the aborted entrance examination for the applicant.

Article 4

Evaluation of the Admission Examination for the Third Degree of Study

1. The Board of Examiners shall, in closed session, evaluate the course and assess the result of the admission examination. If several applicants for study in the same study programme take part in the admission examination, the examination committee evaluates the order of their success and recommends it to the Dean of the FMV EU in Bratislava.

Article 5

Admission of Applicants to the Third Degree of Study

1. The dean of the faculty decides on the acceptance or rejection of the applicant for the study program's third degree at the Faculty of International Relations at the University of Economics in Bratislava. For each announced topic of the dissertation, at most one applicant can be accepted, and the specific topic of the dissertation, along with the supervisor's name, will be included in the decision on the admission procedure's outcome.

2. The decision on the admission procedure's outcome is prepared in writing within 30 days from verifying the fulfillment of admission conditions, considering the day of the examination committee's meeting as the deadline for verifying the fulfillment of conditions. The decision must include a statement, reasoning, and information about the possibility to request a review of the decision. The decision is delivered to the applicant personally. The obligation of the University of Economics in Bratislava to deliver the decision is fulfilled when the applicant receives the decision, or if delivery is obstructed by the applicant's actions or omissions. In such a case, the day of refusal to accept the document is considered the day of delivery. For applicants whose place of residence is unknown, the decision is delivered by posting it on the official notice board of the relevant faculty of the University of Economics in Bratislava for 15 days. The last day of this period is considered the day of delivery.

3. The dean of FMV EU in Bratislava admits the applicant to the study program and topic the applicant expressed interest by indicating in the study application. An applicant who met the admission criteria but cannot be accepted for the topic or form of study due to capacity reasons may be accepted by the dean of the FMV EU in Bratislava for another form of study with available capacities or may be offered a topic for which no applicant has been accepted.

4. By issuing a decision on admission to the study, the applicant gains the right to enroll in the study. The EU in Bratislava has the right to call accepted applicants to express their interest or disinterest in enrolling in the study within a specified period. The applicant is obliged to provide such information in writing to the EU in Bratislava within the specified period. If the applicant does not express interest in the study or does not provide the information within the specified time, the right to enroll in the study program expires.

5. An applicant who receives a decision non-acceptance to the doctoral studies has the right to submit a written request to review the documentation of their admission process. This entails studying the materials and making notes (without creating photographic or audio-video recordings) in designated areas at the FMV EU in Bratislava, in the presence of the relevant dean or an authorized staff member.

6. The applicant may file a request for a review of the issued decision with the authority that issued the decision, i.e., the dean of the faculty, within 8 days from the date of receiving the decision. Regarding applicants not accepted, who submit a request for a review within the legally prescribed period, decisions are made in accordance with § 58(8) of the Higher Education Act.

7. An applicant accepted for study at the third degree, must participate in the registration according to the instructions he/she will receive in written form along with the admission decision.

8. The provisions of § 69 and § 73 of the Higher Education Act, as well as the regulations of the Study Regulations of the EU in Bratislava and the relevant internal regulations of the EU in Bratislava, apply to the applicant from the day of enrollment in the doctoral study program at the EU in Bratislava.

Article 6 **Final Provisions**

1. These additional conditions were discussed by the College of the Dean of the FMV EU in Bratislava at its meeting on 6 February 2024.

2. These additional conditions were discussed and approved by the Academic Senate of the FMV EU in Bratislava at its meeting on 13 March 2024.

doc. Ing. Martin Grešš, PhD.
Chairman of the AS FMV EU in Bratislava

doc. PhDr. Rudolf Kucharčík, PhD.
Dean of the FMV EU in Bratislava