

Internal Directive

No. 3/2021

24/02/2021

**Further provisions for admission of applicants for
Master degree study at STU MTF in Trnava
in the academic year 2021/2022**

Elaborated by:

Assoc. Prof. Ing. Roman Čička, PhD.

The Academic Senate of STU MTF in Bratislava with its residence in Trnava, in compliance with Sec. 27 Sub-sec. 1 letter h), and Sec. 57 of the Act on Higher Education Institutions and on Amendments to Certain Acts No. 131/2002 Coll., and in compliance with the STU Internal Regulation 5/2013 Art. 4 Rules and provisions of admission to the study of the Bachelor, Master and Doctoral degrees study programmes at STU dated 25/06/2013, as amended by Supplement No. 1 of 26/06/2017, in its meeting of 24/02/2021 approved

Further provisions for admission of applicants for Master degree study at STU MTF in Trnava in the academic year 2021/2022

Admission of applicants to STU MTF in Trnava is governed by the following rules:

- A) Principles of the Admission Procedure
- B) Mandatory annexes to the Application

The planned numbers of applicants admitted to study of individual study programmes in the full-time and part-time study methods are determined by the Faculty Dean. Information on the planned numbers of admitted applicants is publicised on the Faculty website, along with other information for the applicants interested in Master degree study.

A) PROVISIONS OF THE ADMISSION PROCEDURE

1. The Faculty shall publicise information on the admission procedure no later than two months before the last day intended for the submission of applications for study, both on the official bulletin boards and in bulk in compliance with the Act on Free Access to Information.
2. The basic provision for admission to the Master degree study programme is a completed Bachelor degree university education or a completed Master degree university education.
3. For the purposes of Point 2, 60 credits shall be taken into account for each academic year of study which, according to the Regulations effective until 31 December 2012, was not performed within the credit system, or for the study completed abroad and equivalent to full-time study.
4. The documents attached to the study application are not returned to the applicant; they remain part of the applicant's documentation archived in accordance with the STU Registry Rules.
5. The Faculty allows the applicant to submit an electronic application via the Academic Information System (AIS) without a guaranteed electronic signature. The application must be submitted within the deadline determined by the Faculty, and must contain all the required documents.
6. The fee for material provision of the Admission Procedure shall be paid in advance, at the latest by the deadline determined for the receipt of applications. If failing to pay the fee, the applicant will receive a decision on non-admission to study owing to non-fulfilment of one of the provisions for admission to study. Neither the fee nor part of it will not be reimbursed to the applicant after the deadline for submission of applications.

7. Every applicant who has completed a previous university study abroad **is obliged** to submit a decision on the recognition of the diploma issued by a foreign university no later than on the last day before the deadline for submitting the application for study, or at the latest on the day of enrolment in the study determined by the Faculty (except of the graduates having completed their study in the Czech Republic; their diploma will be automatically a valid proof of education for the purposes of study in the Slovak Republic).
8. The Faculty Dean appoints a Dean's Commission for Admission of Applicants for Master degree study, including 5 members max., usually Vice-dean for education, guarantors of study programmes, Chair of the Faculty AS, a representative of AS Student Chamber and other members.
9. The Admission Procedure shall take place without entrance examinations. The Dean's Commission for Admission of Applicants will assess the eligibility of applicants on the basis of the results of the Bachelor degree study or the results of Master degree study (in the case of a continuous study).
10. The Dean's Commission for Admission of Candidates to Bachelor degree study will, in accordance with the planned numbers of admitted applicants, recommend to the Faculty Dean the number of the most successful applicants according to the qualitative order for admission to individual study programmes in a particular method of study. The Faculty Dean then decides on the admission of applicants to individual study programmes. The Dean's decision will be notified to candidates in writing. The admitted applicants will receive a decision on admission with an indication of the study programme and the study form.
11. In case of insufficient number of registered applicants for a certain study programme and upon the recommendation of the Dean's Commission for Admission of Applicants, the Faculty Dean may not open the related study programme. An applicant not admitted for this reason, or a candidate who has not been admitted to a selected study program for capacity reasons, the Dean may offer admission to a study programme not fully filled.
12. The applicants who fail to meet the basic provisions for admission to study at the time of the verifying the meeting of provisions for admission to study **no later than on the day designated for enrolment**.
13. In case of insufficient number of registered candidates, the Faculty Dean may announce the 2nd round of the Admission Procedure.
14. The Faculty Dean may decide on prolonging the deadline for submitting applications for study, in the 1st and 2nd rounds of Admission Procedure.
15. The Faculty Dean may decide on sending applicants the information on meeting the provisions for conditional admission to study by e-mail.
16. The Admission Procedure ends with the issuance of Decision on the Admission Procedure Results. The applicant may submit a request for reviewing the Decision to the body that issued the Decision (Faculty Dean) within eight days from the date of its delivery. Dean or Rector changes the decision if it was issued in violation of the Law, the University Internal Directives or the provisions under Sec. 57, Sub-sec. 1 of the Higher Education Act. Otherwise, the application is rejected and the original decision (Act on Higher Education Institutions, Sec. 58, Sub-sec. 8) is confirmed.

B) MANDATORY ANNEXES TO THE APPLICATION

- Curriculum Vitae
- A proof of payment for the material provision of the admission procedure
(if the fee is paid in a different way than the prescribed form of payment in AIS)
- A diploma confirming the completion of Bachelor degree university education or Master degree university education *(original or a registered or notarized copy)*
- A list of completed courses: a document confirming the number of credits obtained for previous studies with a specified Weighted Study Average
- An applicant who has completed a previous university study abroad (with the exception of a graduate of study in the Czech Republic) is obliged to submit a decision on the recognition of a diploma issued by a foreign university, no later than on the last day determined for submitting applications for study, or no later than on the day of enrolment in the study determined by the Faculty.

The applicants - STU MTF graduates completing their study by the State Examinations in the Bachelor degree in the current academic year are not obliged to attach to the application the mandatory documents, i.e. diploma and supplement to the diploma as well as the list of completed courses,.

Approved by the STU MTF Management on 19/01/2021

Prof. Ing. Miloš Čambál, CSc.
STU MTF Dean

Approved in AS MTF STU on 24/02/2021

Assoc.Prof. Ing. Milan Nad', CSc.
STU MTF AS Chair