

Internal Directive  
No. 19/2023  
14 December 2023

**Further provisions for admission of applicants for  
Bachelor degree study programmes at STU MTF in Trnava**

Elaborated by:

**doc. Ing. Dagmar Babčanová, PhD.**

Vice-Dean for Education

The STU MTF Academic Senate 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. (hereinafter Act), and in compliance with the STU Internal Directive 5/2013 Rules and provisions for admission to the Bachelor, Master and Doctoral degrees study programmes at STU as amended by Supplements No. 1 and 2 (hereinafter Rules for admission to STU), in its meeting of 14/12/2022 approved:

## **Further provisions for admission of applicants for Bachelor degree study programmes at STU MTF in Trnava**

### **Article 1**

#### **Provisions of Admission Procedure**

- (1) The Faculty will publish in a timely manner, no later than two months before the last day designated for submitting study applications, on the official bulletin board and in a mass manner according to a special Regulation in accordance with Act No. 211/2000 Coll. on free access to information and on the amendment of certain laws (hereinafter referred to as the "Freedom of Information Act"): information on the Admission Procedure, deadline for submitting study applications, admission provisions, the date and method of verifying their fulfilment, and the number of applicants to be admitted.
- (2) The basic provision for admission to the Bachelor degree study programme according to Sec. 56 Sub-sec. 1 of the Act is the accomplished and complete secondary education or a complete secondary vocational education, regarding Art. 3 Sec. 1 of the Rules for Admission to STU.
- (3) The Faculty allows the applicants to submit an electronic application without a guaranteed electronic signature, via the Academic Information System (hereinafter "AIS"). The electronic application must be uploaded by the applicant into the Information System by the deadline specified in the Schedule of the Admission Procedure.
- (4) The applicant for the study may also deliver a written application filled in outside the AIS on the form prescribed by the Slovak Republic Ministry of Education, Youth and Sports by the specified deadline.
- (5) When submitting the application for study, the applicant chooses the study programme and study method as well as the place of study. Selected study programmes are implemented as modules; applicant then applies for a particular module within the study programme.
- (6) The documents attached to the study application are not returned to the applicant; they remain part of the applicant's file, and are archived in accordance with the STU Registry Rules.
- (7) The fee for material provision of the Admission Procedure is paid upon submission of application by the deadline determined for the acceptance of applications. In case of non-paying the fee, the applicant will receive a decision on non-admission to study owing to non-fulfilment of another provision for admission to study. If applying for

several study programmes, the applicant is obliged to submit every single application with all mandatory attachments and to pay fee for material provision of the Admission Procedure in accordance with Section 92 Sub-sec. 12 of the Act. Neither the fee nor part of it will be refunded to the applicant after the deadline for submission of applications.

- (8) The Faculty Dean appoints Dean's Commission for Admission of the Bachelor degree candidates (hereinafter the "Commission"), involving at least 5 members: usually Vice-Dean for Education, Chair of the Faculty AS, a representative the AS Student Chamber and other members. The Commission shall verify fulfilment of the provisions by applicants for Bachelor studies at STU MTF.
- (9) The Admission Procedure does not involve entrance examinations. The Commission will assess the candidates' aptitude on the basis of their academic performance (results) and the achievements in the secondary school Student Professional Activity (SPA).
- (10) Applicants will be admitted to selected study programmes and to the modules within selected study programmes in the full-time or part-time education methods, which will be conducted exclusively at the Faculty residence in Trnava (hereinafter "study in Trnava"), and to selected study programmes and the modules within selected study programmes conducted at the Faculty Training Centres.
- (11) The maximum number of points obtained by an applicant in the Admission Procedure is 100. Based on the number of points obtained, a special qualitative order of applicants will be generated in the Academic Information System for individual education methods and individual study programmes conducted in Trnava and at the Training Centres.
- (12) Taking into account the qualitative list of candidates in terms of Point 9, submitted by the Dean's Commission, the Faculty Dean decides on the admission of candidates to study for individual methods of education according to the study programmes in Trnava and Training Centres. The Commission submits the number of successful applicants for study in accordance with the planned number of admitted applicants and the number of applicants for individual study programmes and modules within selected study programmes and particular study method. The applicants will be notified in writing about the Dean's decision on admission or non-admission to study.
- (13) An applicant who was granted asylum and supplementary protection or a temporary refuge, and had completed previous secondary studies abroad but cannot present a document equivalent to the School-leaving Examination Certificate (Maturity Exam) issued in the Slovak Republic, may be admitted to study upon:
  - a) Submitting a certified copy of the document on the granted asylum, granted supplementary protection or granted temporary refuge,
  - b) Submitting an affidavit of obtaining the education equivalent to the complete secondary education or complete vocational education in the Slovak Republic by graduating from secondary school (a sample of the affidavit is provided in Annex 1),
  - c) Submitting a certificate of completing a Slovak as a foreign language course, B2 level at least,

- d) Submitting a certified document on having passed the test of general study aptitude (VŠP, consisting of two parts), organized by SCIO. The provision according to this point will be fulfilled if the applicant obtains a rating (percentile) of at least 50 in each part of SCIO test,
- (14) Applicants who fail to prove the fulfilment of the basic provisions for admission to the study at the time of verification of the fulfilment of the provisions for admission, may be admitted to the study conditionally, provided that they prove the fulfilment of the basic conditions of admission to the study no later than on the day determined for enrolment/registration.
- (15) Applicants having completed their studies abroad and having been conditionally admitted to studies are required to submit related documents no later than the day before the start of the courses in the current academic year.
- (16) In case of an insufficient number of registered applicants, the Faculty Dean may announce the 2nd round of Admission Procedure.
- (17) The Faculty Dean may decide to prolong the deadline for submitting applications for studies in both the 1<sup>st</sup> and 2<sup>nd</sup> rounds of the Admission Procedure.
- (18) The Admission Procedure ends with issuing the decision on the result of the Admission Procedure, or, in the case of a request to review the decision on the result of the Admission Procedure, with issuing the decision on reviewing the application. The applicant may submit a request for a review of the decision on the result of the Admission Procedure to the authority that issued the decision (the Faculty Dean) within eight (8) days from the date of its delivery (Act No. 131/2002, Section 58, Sub-section 8).

## **Article 2**

### **Number of admitted applicants**

- (1) In compliance with Section 55 and Section 57 of the Act on Universities and on the amendment and supplementation of certain acts, the Faculty Dean shall determine the deadline for submitting applications for study as well as the number of admitted students for Bachelor degree study programmes.
- (2) The applicants for study at Training Centres will be admitted to selected study programmes or to the modules within selected study programmes. In case of insufficient number of registered applicants (less than 20) for selected study programme and education method at a Training Centre, the Faculty Dean, upon the recommendation of the Admissions Committee, may decide not to open a course delivered in the given education method at the Training Centre, and to admit those applicants to the same study programme conducted in Trnava.
- (3) In case of insufficient number of registered applicants (less than 10) for a certain study programme (or module) and education method in Trnava, the Faculty Dean, upon the recommendation of the Admissions Committee, may decide not to open the study programme (or module) delivered in the given education method. The admitted candidate will be offered the opportunity to enrol in another study programme (or module) conducted at the Faculty, or in the same study programme delivered in a different education method.

**Article 3**  
**Criteria of Admission Procedure**

The applicants are admitted without entrance examinations, based on the following criteria:

**A. Study achievements in the secondary school (SS):**

1. **The overall average** of SS results (based on the annual certificates) from the value of 3.6 to 1.0 is expressed linearly in the range from **0 to 42 points**.  
 In terms of Article 1, paragraph 13, letters d) and e), points are assigned to applicants according to the average percentage result of the test of general study aptitude organized by SCIO, from the value of 50% to 100% linearly in the range from **0 to 42 points**.
2. **Average in the key (profile) subjects**, based on annual certificates (subject 1 - Mathematics, another subject - either Physics or Chemistry); criterion weight **48 points max**.  
 Possible grades for individual key subjects are scored as: 1 - (6 points), 2 - (4 points), 3 - (2 points), 4 - (0 points), and adding the points for grades in individual years.  
 The applicants who have not completed a course in Physics during their studies, may be assigned points for a course in parts of Physics.  
 In case of a 5-year secondary study, the study achievements from the previous four years are evaluated.

**B. Achievements in the secondary school Student Professional Activity (SPA):**

Type of competition	Points
<b>a) Participation in a district round</b>	3
• 3rd place in SPA district round	4
• 2nd place in SPA district round	5
• 1st place in a SPA district round	6
<b>b) Participation in the SPA regional, national or international rounds:</b>	7
• 3rd place	8
• 2nd place	9
• 1st place	10

**Total number of points attained in the Admission Procedure is determined by the relation:**

**POINTS = A1 + A2 + B.**

**Article 4**  
**Mandatory Annexes to the Application**

- a) Proof of the payment of fee for the material provision of the Admission Procedure (if the fee was paid in the way other than that prescribed in AIS).
- b) Curriculum Vitae (in e-form)
- c) The applicants graduating from secondary school in the year when submitting the application will enclose a list of grades from the annual certificates for the years 1 to 3 (in case of 4-year study), or for the years 2 to 4 (in case of 5-year study), confirmed by the relevant secondary school (in e-form). Verified copies of the certificate (notarized or registered) from the final year of secondary school and the school-leaving examination certificate shall be delivered immediately after graduation.
- d) The applicants who graduated from secondary school before the year when submitting the application will enclose in their electronic application certified copies (notarized or registered) of all the secondary school annual certificates and school-leaving examination certificate for the years 1 to 3 (in case of 4-year study) and 2 to 4 (in case of 5-year study).
- e) Proof of participation in Student Professional Activity - if available (in e-form).

**The applicants having completed their previous secondary studies abroad shall submit:**

- Certificate of accomplished secondary education along with a decision on recognition of a certificate of secondary education, issued in the Slovak Republic by the Regional Office of School Administration (Regionálny úrad školskej správy).
- Complete list of subjects and exams taken during secondary school studies, officially translated into Slovak language,
- Certificate of the Slovak as a foreign language course, at least B1 level.

**Documents issued in the Czech Republic are automatically valid without recognition.**

**The applicants who have been granted asylum, supplementary protection or temporary refuge and who have completed their previous secondary studies abroad without the opportunity to provide a document equivalent to a school-leaving examination certificate issued in the Slovak Republic (nostrification) shall submit:**

- a) Verified copy of the document on being granted asylum, supplementary protection or temporary refuge,
- b) Affidavit of obtaining an education equivalent to complete secondary education or complete vocational education in the Slovak Republic by graduating from secondary school (a sample of the affidavit is provided in Appendix 1),
- c) Certificate of the Slovak as a foreign language course, at least B1 level,
- d) Certificate of passing the test of general study aptitude organized by SCIO .

### Final Provisions

Further provisions for admission to Bachelor degree study programmes at MTF STU in Bratislava with residence in Trnava become valid and effective on the day of approval by the MTF STU Academic Senate.

Approved by the STU MTF Management  
on 1 December 2023

Prof. Ing. Miloš Čambál, CSc.

MTF STU Dean

Approved by the STU MTF Academic Senate  
on 14 December 2023

doc. RNDr. Mária Behúlová, CSc.

MTF STU AS Chair

ČESTNÉ VYHLÁSENIE / AFFIDAVIT

Dolu podpísaný uchádzač<sup>1</sup>/ *The below-signed applicant*<sup>1</sup>

Meno, priezvisko / *Name, Surname*: .....

Dátum narodenia / *Date of Birth*: .....

Miesto narodenia / *Place of Birth*: .....

Štátne občianstvo / *Citizenship*: .....

Adresa pobytu / *Address*: .....

v súlade § 56 ods. 2 zákona č. zákona č. 131/2002 Z. z. o vysokých školách a o zmene a doplnení niektorých zákonov v znení zákona č. 137/2022 Z. z. (ďalej len „zákon“) čestne vyhlasujem, že som získal/získala vzdelanie rovnocenné úplnému strednému vzdelaniu alebo úplnému strednému odbornému vzdelaniu v Slovenskej republike<sup>2</sup> absolvovaním strednej školy:

*in accordance with Section 56 (2) of Act No. 131/2002 Coll. on Universities, as amended by certain acts and as amended by Act 137/2022 Coll. (hereinafter referred to as “the Act”), I hereby declare that I have completed education equal to the complete secondary education or complete secondary vocational education in the Slovak Republic<sup>2</sup> by graduating from a secondary school:*

názov strednej školy / *name of secondary school*: .....

sídlo strednej školy / *residence of secondary school*: .....

rok absolvovania štúdia na strednej škole / *year of graduation from secondary school*: ...

Toto čestné vyhlásenie predkladám pre účely preukázania splnenia základných podmienok prijatia na štúdium študijného programu prvého stupňa podľa § 56 ods. 1 zákona na Slovenskej technickej univerzite v Bratislave.

*I present this Affidavit for the purpose of proving the fulfilment of basic provisions for admission to study of a Bachelor study programme at the Slovak University of Technology in Bratislava in accordance with Section 56 (2) of the Act.*

Súčasne s týmto čestným vyhlásením predkladám test všeobecných študijných predpokladov a kópiu dokladu o udelení azylu, poskytnutí doplnkovej ochrany alebo poskytnutí dočasného útočiska.

*Along with this Affidavit, I am also submitting a certificate of the test of general academic aptitude and a copy of proof of being granted asylum, additional protection or temporary refuge.*

V / *In* ....., dňa / *on* .....

.....  
Podpis uchádzača / *Signature of applicant*

<sup>1</sup> Uchádzačom je osoba, ktorej bol udelený azyl, poskytnutá doplnková ochrana alebo poskytnuté dočasné útočisko. / *An applicant is a person that has been granted asylum, additional protection or temporary shelter.*

<sup>2</sup> § 16 zákona č. 245/2008 Z. z. o výchove a vzdelávaní (školský zákon) a o zmene a doplnení niektorých zákonov v znení neskorších predpisov. / *Section 16 of Act No. 245/2008 Coll. on education (School Act), as amended by certain laws.*