

Internal Directive  
No. 20/2023  
14 December 2022

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

Elaborated by:

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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 dated 25/06/2013, as amended by Supplement 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 Master 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, the 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 Master degree study according to Section 53 Sub-section 3 of the Act is the accomplished Bachelor or Master degrees of higher/tertiary education in accordance with Article 3 point 2 of the STU Rules for Admission.
3. In terms of Point 2 and in accordance with Article 3 Point 2 of the STU Rules for Admission the Regulation effective until 31 December 2012, 60 credits shall be taken into account for each academic year of study which was not performed within the credit system, or for the study completed abroad and equivalent to full-time study.
4. The Faculty allows the applicants 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.
5. The applicant for study may also deliver a written application completed outside the AIS on a form prescribed by the Slovak Republic Ministry of Education, Youth and Sports, by the specified deadline.
6. When submitting the application for study, the applicant chooses the study programme and study method. In case of modules implemented within the study programmes, candidate applies for a specific module within the study programme.
7. The documents attached to the study application will not be returned to the applicant; they remain part of the applicant's file archived in accordance with the STU Registry Rules.
8. The fee for material provision of the Admission Procedure is paid in advance, no later than 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.
9. The Faculty Dean appoints the Dean's Commission for Admission of the Master 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.
  10. The Admission Procedure does not involve entrance examinations. The Dean's Commission for Admission of candidates will assess the candidates' aptitude based on their academic performance within the Bachelor degree or, in case of continuous study, Master degree.
  11. Applicants will be admitted to selected study programmes and to modules within the selected study programmes in the full-time of part-time study methods.
  12. The Dean decides on the admission of candidates to individual study programmes and particular education methods based on the lists of applicants according to point 10, submitted by the Commission for Admission. The Commission submits the Dean the number of the most successful candidates proposed for admission along with the planned number of admitted applicants and the number of registered applicants for individual study programmes and modules within the selected study programmes conducted in a given education method. The Dean's decision on admission/non-admission to study will be notified to applicants in writing.
  13. In case of insufficient number (less than 10) 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 decide not to open the related study programme. The Dean may offer admission to a study programme (or module) not fully occupied to the applicant not admitted for the above-mentioned reason, or to the applicant not admitted to the selected study programme for capacity reasons.
  14. Based on the point 13 of this Article and upon the Commission's recommendation, the Dean may decide to offer a change of study programme within the same study field to the registered from the 1<sup>st</sup> round of the Admission Procedure if there are not enough applicants for the given study programme and method in the 2<sup>nd</sup> round. In case of insufficient number of applicants, the Faculty Dean may decide on opening the study programmes in the last session of the Admission Commission (if 2<sup>nd</sup> round of the Admission Procedure takes place after the session of Admission Commission in 2<sup>nd</sup> round)
  15. The candidates who fail to meet the basic provisions for admission to study at the time of verifying the meeting of provisions for admission to study may be admitted to study conditionally. They are then obliged to prove the fulfilment of the basic provisions for study admission no later than on the day determined for enrolment (registration).
  16. In the case of insufficient number of registered candidates, the Faculty Dean may announce the 2<sup>nd</sup> round of the Admission Procedure.
  17. The Faculty Dean may decide on prolonging the deadline for submitting applications for study in the 1<sup>st</sup> and 2<sup>nd</sup> rounds of Admission Procedure.
  18. The Admission Procedure ends by the issuance of Decision on the Admission Procedure Results. A candidate may submit a request for reviewing the Decision to the body that issued the Decision (i.e. Faculty Dean) within eight days from the date of its delivery. The Dean or Rector will change 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 candidate's application will be rejected and the original decision (Act on Higher Education Institutions, Sec. 58, Sub-sec. 8) confirmed by the Dean/Rector.

19. The candidates having completed their previous university study abroad are obliged to submit:
- 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 registration determined by the Faculty,
  - Certificate of completing a Slovak as a foreign language course, B1 level at least (the Certificate is not submitted by the candidates who are the citizens of the Slovak or Czech Republics and have completed their study at a higher-education institution abroad).

## **Article 2**

### **Mandatory Annexes to the Application**

- 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)
- b) Curriculum Vitae (attached to e-form application).
- c) Diploma confirming the completion of Bachelor degree higher-education or Master degree higher-education (an original or a registered/notarized copy). The document shall be attached to the electronic application and delivered to the Faculty.
- d) List (certified by the registry office or notary certified copy) of accomplished courses: a document confirming the number of credits obtained within previous studies with a Weighted Study Average specified. The document shall be attached to the electronic application and delivered to the Faculty.

**The applicants having completed their previous university study abroad are obliged to submit:**

- Decision on the recognition of the 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 (registration) determined by the Faculty.
- Certificate of completing a Slovak as a foreign language course, B1 level at least (the Certificate is not submitted by the candidates who are the citizens of the Slovak or Czech Republics and have completed their study in a higher-education institution abroad).

The applicants who are the **STU MTF graduates having completed their study by the State Examinations in the Bachelor degree in the year 2005 (including) and after**, are not obliged to attach to the application the mandatory documents, i.e. diploma and supplement to the diploma (list of completed courses).

## **Article 3**

### Final Provisions

Further provisions for admission to Master degree study programmes at MTF STU 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