



Internal Directive  
No. 12/2025  
11 December 2025

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

## **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, 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 Bachelor degree study programme according to Sec. 56, Sub-sec. 1 of the Act and Art. 1 of Provisions for Admission at STU is the accomplished and complete secondary education or a complete secondary vocational education.
- (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 a 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 a 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 submitting the 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 the fulfilment of the

provisions by the 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, Slovak equivalent: SOČ).
- (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 whose selected subjects will be 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 Centre.
- (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 particular methods of education according to the study programmes in Trnava and at the Training Centre. The Commission submits the number of most successful applicants for study in accordance with the planned number of admitted applicants and the number of applicants for particular 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 has been granted asylum and additional protection or a temporary shelter, and who had completed previous secondary studies abroad and who does not have the opportunity to present a document equivalent to the School-leaving Examination Certificate (Maturity Exam) issued in the Slovak Republic, may be admitted to study upon meeting the following:
  - a) submitting a certified copy of the document on the granted asylum, additional protection or temporary shelter,
  - b) submitting an affidavit (sworn statement) of obtaining the education equivalent to the complete secondary education or complete vocational education in the Slovak Republic by graduating from the secondary school (a sample of the affidavit is provided in Annex 1),
  - c) submitting a certificate of having the competence of the Slovak language at B1 level at minimum (according to CEFR) issued by the STU Institute of Lifelong Learning – Language Centre in Bratislava on the website:

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<sup>1</sup> STU Institute of Lifelong Learning (STU ICV) offers via its part Language Centre testing of the Slovak language competence for B1 and B2 levels as well as it issues the certificate confirming the particular language competence. The certificate of the Slovak language competence at B1 or B2 levels must be submitted to the admission procedure at STU. The foreign students can carry out the testing also without prior language and specific course at STU ICV. [https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava/jazykove-centrum/novinky.html?page\\_id=11415](https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava/jazykove-centrum/novinky.html?page_id=11415)

[https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava.html?page\\_id=672](https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava.html?page_id=672)

- d) submitting a certified document of completing the test in general study prerequisites (VŠP) organized by the SCIO Company. This prerequisite is met if the applicant achieves in SCIO test (consisting of two parts) the assessment (percentile) 50 of each part.
- (14) The applicants who fails to prove the fulfilment of the basic provisions for admission to the study at the time of their verification, 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.
- (15) In case of an insufficient number of enrolled applicants, the Faculty Dean may announce the 2nd round of Admission Procedure.
- (16) 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.
- (17) 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 days from the date of its delivery (Act No. 131/2002, Sec. 58, Sub-sect. 8).

## **Article 2**

### **Number of admitted applicants**

- (1) In compliance with Sec. 55, Sub-sect. 7 and Sec. 57 Sub-sect. 5 of the Act on Universities, 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 a 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 within the same study branch 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 within the same study branch delivered in different education method.

- (4) In compliance with Art. 3 of this Directive, the Faculty Dean can decide upon the change of the study programme within the same study branch for already enrolled applicants from the 1st round of the Admission Procedure provided that in the 2nd round an insufficient number of applicants apply for the specific study programme and form of study. In case of an insufficient number of applicants, the Faculty Dean decides upon the opening of study programmes at the last meeting of the Admission Committee (or after the meeting of the Admission Committee in the 2nd round if 2nd round of the Admission Procedure takes place).

**Article 3**  
**Criteria for 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**.

To applicants according to Article 1, sect. 13, points are assigned 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**.

For each profile subject the grades are assigned points as follows:

1 - (6 points), 2 - (4 points), 3 - (points), 4 - (0 points), and the points for grades in individual study years are calculated.

The applicant who has not completed a course in Physics during their studies, may be awarded points for a subject – 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/SOČ):**

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 SPA district round	6
<b>b) Participation in competitions in regional, national or international rounds :</b>	7
• 3rd place	8
• 2nd place	9
• 1st place	10

**Total number of points attained in 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 is paid by another way than prescribed form of payment in AIS).
- b) Curriculum Vitae (sufficient in e-form attached to e-application)
- c) The applicants graduating from secondary school in the year t will enclose a list of grades from the annual certificates for the 1st to 3rd years (4-year study), or for the 2nd to 4th years (5-year study), confirmed by the relevant secondary school (in e-form). Certified 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. **In compliance to this point, the applicant who studies at a secondary school abroad is obliged to enclose their grades in the Slovak grading scheme into the e-application according to the manual of grades transfer made public on the website: [https://www.mtf.stuba.sk/sk/uchadzacov/prijimacie-konanie-na-bakalarsky-stupen-studia.html?page\\_id=9045](https://www.mtf.stuba.sk/sk/uchadzacov/prijimacie-konanie-na-bakalarsky-stupen-studia.html?page_id=9045) in the information for applicants in the part "Provisions for Admission to the Study"(Podmienky prijímania na štúdium).**
- d) The applicants who graduated from secondary school earlier than in the year they are applying for the study, will enclose to the e-application their certified copies (notarized or registered) of all the secondary school annual certificates for the 1st to 3rd years (4-year study), or for the 2nd to 4th years (5-year study). Certified (notarized or registered) copies of the last year certificate and the school-leaving examination certificate shall be delivered immediately after graduation to the Faculty. **In compliance to this point, the applicant who studies at a secondary school abroad is obliged to enclose their grades in the Slovak grading scheme into the e-application according to the manual of grades transfer made public on the website: [https://www.mtf.stuba.sk/sk/uchadzacov/prijimacie-konanie-na-bakalarsky-stupen-studia.html?page\\_id=9045](https://www.mtf.stuba.sk/sk/uchadzacov/prijimacie-konanie-na-bakalarsky-stupen-studia.html?page_id=9045) in the information for applicants in the part "Provisions for Admission to the Study"(Podmienky prijímania na štúdium).**
- e) Certified proof of participation in Student Professional Activity - if available (in e-form).  
**The applicants having completed their previous secondary studies abroad (except the Czech Republic) shall submit the following:**
- complete list of subjects and passed examinations during the secondary school study officially translated into Slovak,
  - decision of recognized equality of secondary education certificate they have attained along with the school-leaving examination certificate issued in the Slovak Republic by the Regional Office of School Administration (Regionálny úrad školskej správy) <https://uznavanie.minedu.sk/category/uznavanie-stredneho-vzdelania>
  - or the Recognition Statement on recognized (nostrified) degree of foreign education.

*The applicant who delivers the Recognition Statement is also obliged to have their school-leaving examination certificate verified via the Registry of certificates of Education on the website <https://info.edbo.gov.ua/edu-documents/>*

*The applicant asks in the registry to deliver a generated transcript of subjects with the confirmation by CEP (КЕП - кваліфікованим електронним підписом) to their email address. They are obliged to record the delivered file (zip) into the e-application as: Certificate on accomplishment the previous degree of study (School-leaving examination, etc.). **Without this confirmation the Recognition Statement is invalid.***

- certificate on the competence in the Slovak language on B1 level at minimum issued by the STU Institute of Lifelong Education, Language Centre in Bratislava. The information on testing of applicants is made public on a regular basis on the website of the STU Institute of Lifelong Learning in Bratislava: [https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava.html?page\\_id=672](https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava.html?page_id=672)

**Documents or certificates issued in the Czech Republic are valid automatically, and do not need any recognition.**

**The applicants who have been granted asylum, additional protection or temporary shelter and have completed their secondary school study abroad and who have no possibility to submit a certificate equal to the school-leaving examination certificate issued in the Slovak Republic (nostrification) will submit the following:**

- verified certificate copy of granted asylum, additional protection or temporary shelter,
- Affidavit (sworn statement) 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),
- certificate on the competence in the Slovak language on B1 level at minimum issued by the STU Institute of Lifelong Education, Language Centre in Bratislava. The information on testing of applicants is made public on a regular basis on the website of the STU Institute of Lifelong Learning in Bratislava: [https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava.html?page\\_id=672](https://www.stuba.sk/sk/pracoviska/institut-celozivotneho-vzdelavania-stu-v-bratislava.html?page_id=672)
- certified proof of passing the test of general study aptitude organized by SCIO Company.

## Article 5 Final Provisions

Internal Directive No. 12/2025 replaces the Internal Directive No. 19/2023 approved by the STU MTF Academic Senate on 14 December 2023 which ceases to operate by the day when the Directive No. 12/2025 comes into force and effect. New Internal Directive *“Further provisions for admission of applicants for Bachelor degree study programmes at STU MTF in*



*Trnava*” which replaces the STU MTF Internal Directive No. 19/2023, comes into force and effect by the day of its approval by the STU MTF Academic Senate on 11 December 2025.

Approved by STU MTF Management  
on 2 December 2025

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

Approved by STU MTF Academic Senate  
on 11 December 2025

Assoc. Prof. RNDr. Mária Behúlová, CSc.  
STU MTF AS Chair

ČESTNÉ VYHLÁSENIE / SWORN STATEMENT

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. 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 Sec. 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 swear that I have completed education equal to complete secondary education or complete secondary professional 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 sworn statement for the purpose of proving the fulfilment of basic conditions of admission for studies of a first-level study programme at the Slovak University of Technology in Bratislava in accordance with Sec. 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 sworn statement, I am also submitting a test of general academic prerequisites and a copy of proof of being granted asylum, additional protection or temporary shelter.*

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. / *The 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. / *Sec.16 of Act No. 245/2008 Coll. on Education and Training (School Act), and on the change and supplement to some acts as amended by subsequent provisions.*