

Internal Regulations

No. 12/2020

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Supplementary provisions for admitting applicants to the Bachelor degree study programmes in MTF STU in Trnava in the academic year 2021/2022

Elaborated by:

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Supplementary provisions for admitting applicants to the Bachelor degree study programmes in MTF STU in Trnava in the academic year 2021/2022

In accordance with Section 57 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts (hereinafter referred to as the "Higher Education Institutions Act"), the MTF STU Academic Senate, at its meeting of 08/07/2020, approved "Additional provisions for admitting applicants to the Bachelor degree study programmes in MTF STU in Trnava in the academic year 2021/2022" (hereinafter referred to as the "Additional provisions") Admission of applicants to MTF STU in Trnava shall be governed by the following regulations:

(A) Principles of the Admission Procedure

(B) Mandatory Annexes to the Application

Annex No. 1 Criteria for the admission of applicants

(A) PRINCIPLES OF THE ADMISSION PROCEDURE

1. Information on the Admission Procedure shall be publicised by the Faculty no later than 20 September in the academic year proceeding the academic year in which the study is to begin.
2. The basic condition for admission to the Bachelor degree study or to the study of the study programme according to Section 53 Sub-section 3 of the Act is completion of full secondary education or full secondary vocational education.
3. The Faculty allows the applicant to submit an electronic application without a guaranteed electronic signature via the Academic Information System (hereinafter "AIS"). The electronic application must be submitted by the applicant in the Academic Information System by the deadline specified in the Admission Procedure schedule.
4. The applicant for 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. The fee for the material provision of the Admission Procedure shall be paid upon the submission of application by the deadline specified for the submission of applications. Failing to pay the fee, the applicant will receive a decision on non-admission to study owing to non-meeting another condition for admission to study. The Faculty does not return the application fees to the applicants.
6. The Faculty Dean appoints of the Dean's Commission of 5 members at minimum for the admission of applicants for Bachelor study (hereinafter referred to as the "Commission"), which usually includes the Vice-Dean for Education, the AS Chair, the AS Student Representative and other members. The Commission will survey the observance of the provisions for applicants for the Bachelor study at MTF.
7. The Admission Procedure shall be conducted without entrance examinations. The Commission will assess the applicants' eligibility on the basis of the results obtained during the secondary school studies and the results of the secondary school professional activities.

8. Applicants will be admitted to the full-time or part-time study programmes exclusively at the Faculty residence in Trnava (hereinafter referred to as "study in Trnava"), and to the study programmes, selected subjects of which will take place at the Training Centre in Dubnica nad Váhom, the Training Centre in Brezno or the Training Centre in Levice (hereinafter referred to as "study at a Training Centre").
9. For study at a Training Centre, applicants will be admitted to selected study programmes. In case of insufficient number of registered applicants (less than 20) for study at a Training Centre for the given education format, the Faculty Dean may, upon the recommendation of the Admission Commission, decide not to open training in the given education format at the Training Centre, or admit the applicants to the same study programme provided in Trnava.
10. In case of insufficient number of registered applicants (less than 10) for study within a certain study programme and education format in Trnava, the Faculty Dean may, upon the recommendation of the Commission, decide not to open the study programme in the given education format. The admitted candidate will be offered the chance to enrol either in another study programme provided by the Faculty, or in the same study programme in a different education format.
11. The maximum number of points obtained by applicant in the Admission Procedure is 100. According to the number of points obtained, the academic information system will compile a special qualitative order of applicants for particular education formats and individual study programmes for study in Trnava, as well as at Training Centres.
12. The Dean decides on the admission of candidates to study particular study programmes and education format in Trnava and at a Training Centre on the basis of qualitative lists of applicants according to point 11. The Commission submits the lists to the Dean, while taking into account of the planned number applicants and the number of admitted applicants for individual study programmes. The Dean's decision on admission/non-admission to study will be notified to the applicant in writing.
13. An applicant failing to prove the fulfilment of the basic provisions for admission to study at the time of verification of the fulfilment of the provisions for admission, may be admitted to study conditionally, and is obliged to prove the fulfilment of the basic provisions for admission to study **no later than on the day designated for enrolment.**
14. In case of insufficient number of registered candidates, the Faculty Dean may announce the 2nd round of the Admission Procedure.
15. The Faculty Dean may prolong the deadline for submitting applications for study in the 1st and 2nd rounds of the Admission Procedure.
16. The Admission Procedure ends at the issuance of a Decision on the Admission Procedure Results; in the case of a request for review of the Decision on the Admission Procedure Results at the issuance of a Decision on the Application Review. The applicant may submit a request for decision review of the Admission Procedure Results to the body that issued the Decision (to the Faculty Dean) within eight days from the date of its delivery (Act 131/2002, Section 58, Sub-section 8).

(B) MANDATORY ANNEXES TO THE APPLICATION

- Proof of payment of the fee for material provision of the Admission Procedure (postal order slip, confirmation of bank transfer, account statement clearly stating the surname and name of the applicant the fee was paid for) will be delivered only by the applicant who did not pay the fee for material provision of the Admission Procedure online by a payment card in the AIS electronic application, or did not specify the correct variable symbol when paying by bank transfer
- Curriculum vitae
- Applicants graduating in the year 2021 will enclose a list of grades from the annual certificates for the 1st to 3rd year (4-year study), or for the 2nd to 4th year (5-year study), confirmed by the relevant secondary school. 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 by the relevant secondary school.
- Applicants who graduated before the year 2021 shall enclose certified copies (notarized or registered) of all the secondary school annual certificates and the School-leaving Examination certificate.
- Applicants who have completed previous studies at a secondary school abroad shall enclose a certificate of completed secondary education together with a decision on the recognition of a certificate of education issued by the district office at the seat of the region according to their place of residence pursuant to Section 36 or 39 of Act No. 422/2015 Coll. on the Recognition of Evidence of Education and on the Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended.
- Certified proof of participation in professional competitions - if available

The documents attached to the application are not returned to the applicant; they are stored as part of the applicant's documentation.

Approved by the MTF STU Management on 16 June 2020

Prof. Ing. Miloš Čambál, CSc.
Faculty Dean

Approved by the MTF STU Academic Senate on 08 July 2020

doc. Ing. Milan Nad', CSc.
AS MTF STU Chair

Appendix No. 1

CRITERIA FOR THE ADMISSION OF APPLICANTS

A. Study achievements at secondary school: evaluated are annual certificates for the years 1 to 3 (4-year study), or the years 2 to 4 (5-year study)

1. The overall average from secondary school annual certificates from 3.6 to 1.0 is expressed linearly in the range from 0 to 38 points.
2. Grades for profile subjects on the basis of annual certificates (one of the subjects is Mathematics, the other one is Physics **or** Chemistry); criterion weight **42 points max.**

For each profile subject, possible grades are awarded as follows: 1 (7 points), 2 (3 points), 3 (1 point), 4 (0 points), and the points for grades in individual years are added.

An applicant who has not taken a course in Physics during their studies may be awarded the points for one of the courses in parts of Physics.

B. Achievements in the secondary school professional activity:

a) participation in professional competitions within a district:	6 points
b) for 3 rd place in a district round of professional competitions	8 points
c) for 2 nd place in a district round of professional competitions	10 points
d) for 1 st place in a district round of professional competitions	12 points
e) participation in the district, regional, national or international and professional competitions:	14 points
3 rd place	16 points
2 nd place	18 points
1 st place	20 points

Total No. of points allotted in the Admission Procedure is determined by the relation:
POINTS = A1 + A2 + B.