

Internal Directive  
No. 13/2021  
01 December 2021

**Further provisions for admission of applicants for  
Master degree study programmes at STU MTF in  
Trnava in the academic year 2022/2023**

Elaborated by: **doc. Ing. Roman Čička, PhD.**  
Vice-Dean for Education

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 Directive 5/2013 Art. 4 Rules and provisions of admission to 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 01/12/2021 approved

### **Further provisions for admission of applicants for Master degree study programmes at STU MTF in Trnava in the academic year 2022/2023**

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 forms 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) PRINCIPLES 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. According to the Regulations effective until 31 December 2012, for the purposes of Point 2, 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 documents attached to the study application will not be 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 applicant for study may also deliver a written application completed outside the AIS on the form prescribed by the Slovak Republic Ministry of Education, Youth and Sports, by the specified deadline.

7. When submitting the application for study, the applicant chooses the study programme and form of study. In case of the study programmes implemented as modules, the applicant applies for a specific module of the study programme.
8. 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 be reimbursed to the applicant after the deadline for submission of applications.
9. The applicants having completed their previous university study abroad **are 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 for 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).
10. The Faculty Dean appoints the 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 the AS Student Chamber and other members.
11. The Admission Procedure shall be conducted 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 case of a continuous study).
12. The Dean's Commission for Admission of Candidates to Bachelor degree study will, in compliance 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 form 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.
13. 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 programme for capacity reasons, may be offered by the Dean a study programme not fully filled.
14. The applicants 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 conditionally admitted to study. They are obliged to prove the fulfilment of the basic provisions for study **admission no later than on the day determined for enrolment.**
15. In case of insufficient number of registered candidates, the Faculty Dean may announce the 2nd round of the Admission Procedure.
16. The Faculty Dean may decide on prolonging the deadline for submitting applications for study in the 1st and 2nd rounds of Admission Procedure.

17. The Admission Procedure ends with the issuance of Decision on the Admission Procedure Results. An applicant 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. 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 application will be rejected and the original decision (Act on Higher Education Institutions, Sec. 58, Sub-sec. 8) confirmed.

## **B) MANDATORY ANNEXES TO THE APPLICATION**

- Curriculum Vitae
- 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)*
- Diploma confirming the completion of Bachelor degree university education or Master degree university education (original or a registered or notarized copy)
- List of accomplished courses: a document confirming the number of credits obtained within previous studies with a specified Weighted Study Average
- The applicants having completed their previous university study abroad (with the exception of a graduate of study in the Czech Republic) are obliged to submit a 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 in the study determined by the Faculty.

The applicants who are the **STU MTF graduates having completed their study by the State Examinations in the Bachelor degree in the year 2005 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).

Approved by STU MTF Management on 16/11/2021

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

Approved by STU MTF AS on 01/12/2021

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