

Complete wording of Internal Directive No. 12/2021

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

in wording of Supplement No. 1

Elaborated by: **Assoc. Prof. 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 Bachelor degree study programmes at STU MTF in Trnava in the academic year 2022/2023.

The STU MTF Management on its meeting on 16 May 2022 and 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, titled as *Rules and provisions of admission to the Bachelor, Master and Doctoral degrees study programmes at STU in Bratislava* in wording of the Supplement No. 1 and Sec. 59, Sub-sec. 3 of the Act, together with Art.10, Sub-par. 2 of the *Rules and provisions of admission at STU*, and in compliance with the Methodical Rector's Regulation for the admission to Bachelor study programmes at STU in Bratislava of 18 May 2022, approve the Supplement No. 1 to the Internal Directive No. 12/2021 of 1 Dec 2021 titled as *Further provisions for the admission to Bachelor study programmes at STU MTF in Trnava in 2022/2023 academic year*, and issues the following:

COMPLETE WORDING

of Internal Directive No. 12/2021 of 01 Dec 2021

Further provisions for admission of applicants for Bachelor degree study programmes at STU MTF in Trnava in the academic year 2022/2023 in wording of Supplement No. 1

(A) Principles of the Admission Procedure

(B) Mandatory Annexes to the Application

Annex No. 1 Criteria for the admission of candidates

Annex No. 2 Čestné vyhlásenie

(A) PRINCIPLES OF THE ADMISSION PROCEDURE

1. The faculty shall publish information on the admission procedure no later than September 20 in the academic year preceding the academic year in which the study is to begin.
2. The basic provision for admission to the Bachelor degree study programme according to Sec. 53 Sub-sec. 3 of the Act is the accomplished and complete secondary education or a complete 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 into the Information System by the deadline determined 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. Certain study programmes are implemented as modules; the applicant then applies for a particular module of the study programme.
6. The documents attached to the study application are not returned to the applicant; they remain part of the applicant's study documents, and are archived in accordance with the STU Registry Rules.
7. The fee for the material provision of the admission procedure is paid upon submission of the application by the deadline determined for the acceptance of applications. In case of non-payment of the fee, the applicant will receive a decision on non-admission to study due to non-fulfilment of another condition for admission to study. 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 at least a 5-member Dean's Commission for the Admission of Bachelor Candidates (hereinafter the "Commission"), in which the Vice-Dean for Education, the Chair of the Faculty AS, the AS Student Representative and other members are usually represented. The Commission will verify the fulfilment of the conditions for applicants for Bachelor studies at MTF.
9. The Admission Procedure will take place without entrance examinations. The Commission will assess the candidates' eligibility on the basis of their secondary school academic performance and achievements of the secondary school professional activity.
10. Applicants will be admitted to study of full-time or part-time study programmes, conducted exclusively at the of the Faculty residence in Trnava (hereinafter referred to as "study in Trnava"), and to the study programmes of selected subjects conducted at a training centre in Dubnica nad Váhom, a training centre in Brezno, or a training centre in Levice (hereinafter referred to as "study at a training centre").
11. In training centres, applicants will be admitted to selected study programmes and selected study programmes modules. In case of insufficient number of registered applicants (less than 20) for the given education method at the learning centre, the Faculty Dean may, upon the recommendation of the Admissions Commission, either decide not to open training in the given method of education at the learning centre, or to admit the applicants the identical study programme conducted in Trnava.
12. In case of insufficient number of registered applicants (less than 10) for a certain study programme (or module) and method of education in Trnava, the Faculty Dean may decide not to open the study programme (or module) in the given method of education. 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 but different method of education.
13. The maximum number of points obtained by an applicant in the Admission Procedure is 100. According to the number of points obtained, a special qualitative order of applicants will be compiled in the Academic Information System for individual methods of education according to study programmes for the study in Trnava and for the study at the learning centres.
 14. Taking into account the planned numbers of admitted applicants and programmes, and on the basis of qualitative lists of applicants according to Point 11 elaborated and submitted by the Commission to the Dean, the Faculty Dean decides on the admission of candidates to study for individual methods of education according to the study programmes in Trnava and at the learning centres. The Dean's decision on admission or non-admission to study will be notified to applicant in writing.
 15. If the applicants whom the asylum was granted, and who are provided with the subsidiary protection, or with the moment asylum, and who accomplished their previous secondary school study abroad, and do not have the possibility to submit the certificate which is equal/equivalent to the school leaving examination certificate issued in the Slovak Republic, such applicants can be admitted to the study if they meet the following requirements:
 - a) submit verified copy of the asylum grant certificate, copy of subsidiary protection or moment asylum provided,
 - b) submit their Sworn Statement that they accomplished the education which is equal/equivalent to the complete secondary education or complete professional education in the Slovak Republic by graduating from the secondary school (template of the Statement in Annex 2),
 - c) successfully pass the test on general academic prerequisites organised by STU MTF, or the test on general academic prerequisites organised by scio.cz, s. r. o (hereinafter only as SCIO test).
 16. In compliance with the Principles of the Admission Procedure, the requirement in No.15, letter c) is met if the applicant obtains 50% in the test. In case, the test consists of more parts, the applicant shall obtain 50% at minimum in all test parts. In case of SCIO test (comprising two parts), the assessment (percentile) of the applicant shall be 50 in each part at minimum.
 17. Applicants who fail to prove the fulfilment of the basic conditions for the admission to the study at the time of verification of the fulfilment of the conditions for admission may be admitted to the study conditionally provided that they are obliged to prove the fulfilment of the basic conditions of admission to the study **no later than on the day determined for enrolment**.
 18. The right of the applicant admitted to the study conditionally ceases to exist if they do not submit the essential documents at the day of their enrolment to the study at the latest.
 19. In case of insufficient number of registered candidates, the Faculty Dean may announce the 2nd round of Admission Procedure.
 20. The Faculty Dean of the may decide to extend the deadline for submitting applications for studies in 1st and 2nd rounds of the Admission Procedure.

21. The Admission Procedure shall end with the issuance of a decision on the Admission Procedure results, or, in the case of a request for review of the decision on the Admission Procedure results, by the issuance of a decision on the review of application. The applicant may submit a request for review of the decision on the Admission Procedure result to the body that issued the decision (i.e. the Faculty Dean) within eight days from the date of its delivery (Act 131/2002, Sec. 58, Sub-sec. 8).

(B) MANDATORY ANNEXES TO THE APPLICATION

- Proof of payment of the fee for the material security of the Admission Procedure (*postal order slip, confirmation of the bank transfer, or account statement, in which the name and surname of the applicant who paid the fee must be clearly stated*) shall be delivered only by the candidate who either did not pay the fee for material provision of Admission Procedure online by the card via AIS electronic application, or did not specify the correct variable symbol when paying via the bank transfer.
- Curriculum Vitae
- The applicants graduating in 2022 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 certificate shall be delivered immediately after graduation from the relevant secondary school.
- The applicants who graduated before 2022 will enclose certified copies (notarized or registered) of all the secondary school annual certificates and graduation certificates.
- The applicants having completed their previous secondary studies at a secondary school abroad shall submit a certificate of accomplished completed secondary education along with a decision on recognition of a certificate of education issued by the district office at the regional seat according to their place of residence pursuant to Secs. 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 applicant whom the asylum was granted, and who was provided with the subsidiary protection, or with the moment asylum, and have no possibility to submit the certificate which is equal/equivalent to the school leaving examination certificate issued in the Slovak Republic, they submit the following appendices:
 - verified copy of the asylum grant certificate, copy of subsidiary protection, or moment asylum provided,
 - Sworn Statement that they accomplished the education which is equal/equivalent to the complete secondary education or complex vocational education in the Slovak Republic by graduating from the secondary school (template of the Statement in Annex 2),

- certificate on passing the test on general academic prerequisites including the test assessment.

Approved by STU MTF Management on 16/11/2021

Prof. Ing. Miloš Čambál, CSc.
Dean of Faculty

Approved by STU MTF AS on 01/12/2021

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

Criteria for the Admission Procedure of the Bachelor degree study – 2022/2023

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

A. Study achievements in the secondary school:

1. The overall average from the secondary school results (based on annual certificates) from 3.6 to 1.0 is expressed linearly in the range from **0 to 42 points**.
2. Average of profile subjects, based on annual certificates (subject 1 is Mathematics, another subject is **either** Physics or Chemistry); criterion weight **48 points max**.

Possible grades for individual profile subjects are scored as: 1 (6 points), 2 (4 points), 3 (2 points), 4 (0 points), and points for grades in individual years are added.

An applicant who has not completed a course of Physics during their studies, may be awarded 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 field of the secondary school professional activity:

Type of competition	Points
a) Participation in professional competitions of a district round	3 points
b) 3rd place in a district round of professional competitions	4 points
c) 2nd place in a district round of professional competitions	5 points
d) 1st place in a district round of professional competitions	6 points
e) Participation in professional competitions in regional, national or international rounds	7 points
f) 3rd place	8 points
g) 2nd place	9 points
h) 1st place	10 points

Total number of points attained in the admission procedure is determined by the relation:

$$\text{POINTS} = A1 + A2 + B.$$

ČESTNÉ VYHLÁSENIE / SWORN STATEMENT

Dolu podpísaný uchádzač¹ / *The below-signed applicant*¹

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 republike² absolvovaním strednej školy:

in accordance with § 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 accomplished education equal/equivalent to complete secondary education or complete secondary professional education in the Slovak Republic² 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 of 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 fulfillment of the basic conditions of admission for studies to the first-level study programme at the Slovak University of Technology in Bratislava in accordance with § 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 the test of general academic prerequisites and a copy of the certificate on being granted an asylum, subsidiary protection, or moment asylum.

V / *In*, dňa / *on*

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

¹ Uchádzačom je osoba, ktorej bol udelený azyl, poskytnutá doplnková ochrana alebo poskytnuté dočasné útočisko. / *An applicant is a person that was granted asylum, subsidiary protection, or moment asylum.*

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