



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/20/2023

**Framework Terms and Conditions for Admission to First- and
Second-Level Study Programmes at the University of Economics
in Bratislava for 2024-2025 Academic Year**

Following approval by the EUBA Academic Senate (hereinafter also referred to as "the EUBA AS") on 10 November 2023, the University of Economics in Bratislava (hereinafter also referred to as "EUBA") is issuing, under Article 27(2) of the EUBA Constitution, this internal regulation entitled Framework Terms and Conditions for Admission to First- and Second-Level Study Programmes at the University of Economics in Bratislava for 2024-2025 Academic Year (hereinafter also referred to as "the Framework Terms and Conditions").

Article 1

General Provisions

1. These Framework Terms and Conditions regulate the admission procedure for first- and second-level study programmes at EUBA. These Framework Terms and Conditions are binding on all EUBA faculties.
2. In addition to the terms and conditions stipulated herein, any further terms and conditions applicable to admission to first- and second-level study programmes at EUBA will be determined by the faculties independently.

Article 2

Submission of Application Forms for First-Level Studies

1. The applicant for first-level studies in a study programme at EUBA and its faculties (hereinafter also referred to as "Applicant") submits his/her application electronically, solely via the EUBA Academic Information System (hereinafter also referred to as the "AiS2").
2. The period for submitting applications for first-level study programmes conducted **in the Slovak language is from 1 December 2023 until 31 March 2024.**

The period for submitting applications for first-level study programmes conducted **in the English language is from 1 December 2023 until 29 February 2024.**

3. The applicant states the following information in the application:
 - academic year 2024-2025,
 - required personal data (name, surname, birth name, titles, birth certificate number, date of birth, place of birth, address of permanent residency, gender and state citizenship; a foreign national must also state his/her place of residence in Slovakia and birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned uses the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 9605020000 for the date of birth 2 May 1996)),
 - name of the faculty and educational unit (based on study programmes offered by the faculties),
 - name of the study programme the applicant wishes to enrol in (three study programmes of the applicant's choice, offered by one faculty can be specified in the application),
 - mode of study (full-time or part-time study),
 - study method (face-to-face),

- if the applicant wishes to pursue his/her studies in another mode of study at the faculty or in another study programme at the faculty, the applicant may specify such other mode of study or other study programme on the same form in the lines below,

If more than one mode of study or more than one study programme at the faculty are specified in one application, only such mode of study or such study programme will be taken into consideration at the entrance examination (including issuance of the decision on the admission procedure outcome) that has been specified by the applicant first in the list; any other modes of study or study programmes will only be considered if there is available capacity in such other mode of study or such other study programme as specified in the study application.

- if the applicant wishes to enrol in the study programme Economics and Law, study programme Finance, Banking and Insurance in English, study programme Applied Economics in English and study programme Business Economics and Management in English, the applicant must submit a separate application for each of such study programmes, and pay a separate fee for each application,
- foreign language that the applicant wishes to take for the entrance examination (as required and offered by the faculties),
- year of passing the secondary school-leaving examination,
- secondary school code,
- type of the secondary school completed, its name and address,
- field of study and field of study code of the secondary school,
- overview of previous studies at a higher education institution is to be specified on page 3 of the application.

Applicants with reduced medical fitness and special needs applicants must attach a document proving their reduced medical fitness or special needs, and contact the faculty in order to establish the entrance examination form and procedure.

4. If the applicant wishes to pursue first-level study programmes at more than one EUBA faculty, the applicant must submit separate applications to each such faculty, and pay the fee to each faculty in the amount as stipulated. The same applies to the study programme Economics and Law, study programme Finance, Banking and Insurance in English, study programme Applied Economics in English and study programme Business Economics and Management in English.
5. The admission procedure fee for first-level studies is **EUR 40**.
6. The admission procedure fee for the study programme Economics and Law is **EUR 60**.
7. The admission procedure fee for the study programme Finance, Banking and Insurance in English, study programme Applied Economics in English and study programme Business Economics and Management in English is **EUR 90**.
8. The admission procedure fee may be paid exclusively by bank transfer.
9. The following data are provided when the payment of the admission procedure fee is being made (except for the study programme Economics and Law):
 - name of the faculty the applicant is applying to, abbreviated as follows (NHF EUBA for Faculty of Economics and Finance, OF EUBA for Faculty of Commerce, FHI EUBA for Faculty of Economic Informatics, FPM EUBA for Faculty of Business Management, FAJ EUBA for Faculty of Applied Languages, PHF EUBA for Faculty of Business Economics in Košice)
 - IBAN: SK47 8180 0000 0070 0008 0671 - for Bratislava-based faculties

SK17 8180 0000 0070 0008 1308 - for the Faculty of Business Economics in Košice

- variable symbol: the applicant's birth certificate number (without a slash)

The applicant with no birth certificate number assigned will use the number generated from his/her date of birth as YYMMDD0000 (e.g. for the date of birth of 2 May 1996: 9605020000)

- specific symbol:
 - 1010003 - for the EUBA Faculty of Economics and Finance
 - 1020003 - for the EUBA Faculty of Commerce
 - 1030003 - for the EUBA Faculty of Economic Informatics
 - 1040003 - for the EUBA Faculty of Business Management
 - 1050003 - for the EUBA Faculty of International Relations
 - 1060003 - for the EUBA Faculty of Applied Languages
 - 1070003 - for the Faculty of Business Economics in Košice

The following identification data are to be used for payments from abroad:

IBAN: IBAN: SK47 8180 0000 0070 0008 0671 - for Bratislava-based faculties

SK17 8180 0000 0070 0008 1308 - for the Faculty of Business Economics in Košice

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: Štátna pokladnica (State Treasury), Radlinského 32, Bratislava

Bank account reference for payments from third countries:

Beneficiary's bank:

Štátna pokladnica (State Treasury)

Radlinského 32

810 05 Bratislava

Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.

Mlynské Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT: SUBASKBXXXX

10. The following data are provided for payment of the admission procedure fee for the study programme Economics and Law:

- name of the faculty the applicant is applying to, abbreviated as NHF EP EUBA
- IBAN: SK47 8180 0000 0070 0008 0671
- variable symbol: the applicant's birth certificate number (without a slash)
- the applicant with no birth certificate number assigned will use the number generated from the date of birth as YYMMDD0000 (e.g. for date of birth of 2 May 1996: 9605020000)
- specific symbol: 1010013

The following identification data are to be used for payments from abroad:

IBAN: SK47 8180 0000 0070 0008 0671

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: Štátna pokladnica (State Treasury), Radlinského 32, Bratislava

Bank account reference for payments from third countries

Beneficiary's bank:

Štátna pokladnica (State Treasury)

Radlinského 32

810 05 Bratislava

Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.

Mlynské Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT: SUBASKBXXXX

11. The fee will be used solely for preparation and execution of the admission procedure and entrance examination. Should the applicant fail to sit the entrance examination or should the applicant withdraw his/her application, the fee will not be returned once the application has been registered. If the applicant cannot sit the entrance examination on serious grounds, the applicant may request the Dean of the relevant faculty for a refund of part of the fee (up to the maximum amount of **EUR 10**). The fee will not be refunded for study programmes Economics and Law; Applied Economics in English; Finance, Banking and Insurance in English; and Business Economics and Management in English. The request for a refund of part of the fee must be delivered, along with the attached document specifying reasons worthy of consideration, to the Registration and Records Office of the relevant faculty no later than 31 May 2024 (date as per postmark).

12. An officially certified copy of the secondary school leaving certificate, without a supplement thereto, forms an attachment to the first-level study application. Certificate originals will not be accepted. The officially certified copy of the secondary school leaving certificate must be handed in on the admission procedure date but no later than the enrolment date.
13. EUBA faculties do not confirm application reception for the applicant. The application submission certificate is generated automatically in AiS2.
14. Only those applicants will be included in the admission procedure who have submitted a duly completed application by the specified date, and have paid the admission procedure fee for study programmes conducted in English by 29 February 2024, or who have paid the admission procedure fee for study programmes conducted in Slovak by 31 March 2024.
15. The following applicants are exempt from the obligation to take the entrance examination:
 - a) applicants for study at the Faculty of Economics and Finance (except for applicants for the study programme Applied Economics in English and study programme Finance, Banking and Insurance in English), Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management (except for applicants for the study programme Business Economics and Management in English), Faculty of International Relations and Faculty of Business Economics in Košice who in academic years 2020-2021 - 2023-2024 attended the national round of a specialist or economics-related contest held nationwide for secondary school students on or before 30 April 2023: Economics Olympiad, Young Accountant Olympiad and Mathematics Olympiad.
 - b) applicants for the study programme Economic Informatics at the Faculty of Economic Informatics who in academic years 2020-2021 - 2023-2024 attended the national round of the Informatics Olympiad, held on or before 30 April 2024;
 - c) applicants for study at the Faculty of Applied Languages who in academic years 2020-2021 - 2023-2024 attended the national round of language olympiads held nationwide for secondary school students on or before 30 April 2024;
 - d) applicants for study at the Faculty of Business Economics in Košice who in academic years 2020-2021 - 2023-2024 attended the national round of the all-Slovak contest Business Manager Olympiad for secondary school students held by EUBA's Faculty of Business Economics in Košice on or before 30 April 2024;
 - e) applicants for study at any EUBA faculty who in academic years 2020-2021 - 2023-2024 attended the national round of any nationwide contest for secondary school students having at least three knock-off rounds, if such contest was held by any of the EUBA faculties on or before 30 April 2024;
 - f) applicants for study at the Faculty of Economics and Finance (except for applicants for the study programme Finance, Banking and Insurance in English and study programme Applied Economics in English), Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management (except for applicants for the study programme Business Economics and Management in English), Faculty of International Relations, Faculty of Applied Languages and Faculty of Business Economics in Košice who take the General Academic Prerequisites Test (or the Czech version thereof) and also a foreign language test, which tests can be taken as part of the National Comparative Exams provided by Scio in the 2023-2024 academic year. The applicant with a percentile score from each test of 60 and higher will be accepted for study;
 - g) applicants for the study programme Finance, Banking and Insurance in English and study programme Applied Economics in English at the Faculty of Economics and Finance and applicants for the study programme Business Economics and Management in English at the Faculty of Business Management who take the General Academic Prerequisites Test in English and also an English language test, which tests can be taken as part of the National Comparative

Exams provided by Scio in the 2023-2024 academic year. The applicant with a percentile score from each test of 60 and higher will be accepted for study;

National Comparative Exams tests can be taken during the academic year 2023-2024 in various cities in Slovakia, Czech Republic and Ukraine. The tests can also be taken more than once; the best test result attained will be considered for the applicant. The applicant must take the test no later than 1 May 2024.

16. Should the applicant fail to pass all the prescribed tests under the National Comparative Exams scheme with the required percentile score, the applicant must attend the entrance examination for the appropriate faculty in all entrance examination subjects.
17. No later than 21 days prior to the entrance examination for first-level studies taking place, the relevant faculty sends the registered applicant an entrance examination invitation and requirements for individual subjects constituting the entrance examination.
18. Only applicants accepted under the admission procedure may be enrolled in first-level study programmes at EUBA faculties.

Article 3

Entrance Examination for First Level Studies

1. The basic prerequisite for admission to first-level study programmes at EUBA faculties is completed secondary education or completed secondary vocational education (with secondary school-leaving examination).
2. Applicants who cannot prove compliance with the basic admission prerequisites at the time of the entrance examinations can be admitted to study conditionally, subject to the obligation to demonstrate compliance with the basic admission prerequisites no later than the date determined by the relevant faculty as the enrolment date.
3. Taking all components of the entrance examination is another condition for admission to first-level studies at EUBA faculties. EUBA faculties **do not consider secondary school academic achievements, secondary school leaving examination standards, subjects or results when admitting applicants.**
4. Foreign nationals are subject to the same conditions as Slovak applicants, but they must take a language and training course enabling them to meet the requirements imposed by a study program conducted in the Slovak language and the Slovak entrance examination test (except for applicants from the Czech Republic and applicants for study at the Faculty of Applied Languages). The applicant who has been issued a Certificate of a Slovak Living Abroad as defined by special regulation is considered a Slovak citizen.
5. The admission procedure for study programmes conducted in a foreign language will be carried out under the terms and conditions as determined by the relevant faculty.
6. Any further conditions applicable to admission to first-level study programmes at EUBA faculties are determined by individual faculties.
7. The content of individual subjects corresponds, in terms of its extent, to the content of completed secondary education.
8. The entrance examination for first-level studies takes place **from 17 June to 21 June 2024**. There will be no re-take date for the entrance examination.

9. The entrance examination for first-level studies conducted in English takes place **on 26 March 2024**.
10. The entrance examination for first-level studies at the Faculty of Economics and Finance (except for the study programme Economics and Law), Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management, Faculty of International Relations and Faculty of Business Economics in Košice consists of written tests as follows:
 - **general academic prerequisites,**
 - **one foreign language,**
11. The entrance examination for first-level studies at the Faculty of Applied Languages consists of written tests as follows:
 - **general academic prerequisites,**
 - **English language.**
12. The entrance examination for the first-level study programme Economics and Law at the Faculty of Economics and Finance consists of written tests as follows:
 - **general academic prerequisites,**
 - **one foreign language,**
 - **history and social studies,**
 - **logic.**
13. The entrance examination for the first-level study programme Business Economics and Management in English at the Faculty of Business Management, study programme Finance, Banking and Insurance in English and study programme Applied Economics in English at the Faculty of Economics and Finance consists of written tests conducted in English as follows:
 - **general academic prerequisites,**
 - **English language.**
14. Any form of copying or engaging in any other unauthorised activity, use of technical equipment or any data carriers in a manner other than the authorised manner during the entrance examination results in the applicant's expulsion from the entrance examination. A record of such expulsion will be drawn up by the Dean of the appropriate EUBA faculty and attached to the applicant's file.
15. In the case of a special needs applicant, the entrance examination form and procedure will be determined at such applicant's request, based on the evaluation of, and taking into account, the applicant's special needs. The entrance examination form and procedure will be decided by the Dean of the relevant EUBA faculty.
16. The language entrance examination for first-level studies at the Faculty of Economics and Finance, Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management, Faculty of International Relations and Faculty of Business Economics in Košice may be taken in English, German, French, Italian, Spanish or Russian language. A foreign national (except for Czech nationals) must take the Slovak language entrance examination. A foreign national who has taken his/her secondary school-leaving examination in the Slovak Language (in Slovakia or abroad) must take the language entrance examination in a language other than Slovak, as offered by the relevant faculty.
17. Sitting the entrance examination is conditional upon the presentation of the following documents:

- invitation,
 - identity card,
 - officially certified copy of the secondary school-leaving certificate, without a supplement thereto.
18. The applicant who fails to present an officially certified copy of his/her secondary school-leaving certificate on the grounds that the applicant is taking the secondary school-leaving examination in a foreign country and subsequently is obliged to take a bridging secondary school-leaving examination in one of the subjects and such examination is held after the EUBA entrance examinations will be allowed to attend the entrance examination. If the applicant meets the conditions required for admission, the applicant will be admitted conditionally and will not be given the final decision concerning his/her admission until the applicant takes the bridging secondary school-leaving examination and submits an officially certified copy of his/her secondary school-leaving certificate.
 19. The applicant who fails to present an officially certified copy of the secondary school-leaving certificate on the grounds that the applicant is participating in an international study programme under Article 7(6) of Act No. 245/2008 on education and training and on amendments and supplements of certain laws (Education Act) (e.g. International Baccalaureate programme - IB programme) is allowed attend the entrance examination. If the applicant meets the conditions required for admission, the applicant will be admitted conditionally and will not be given the final decision concerning his/her admission until the applicant submits a proof of passing the secondary school-leaving examination carried out under such programme and considered as equivalent to the secondary school-leaving certificate under Act No. 245/2008.
 20. The applicant who fails to present an officially certified copy of the secondary school-leaving certificate due to the applicant's failure to sit or to pass the secondary school-leaving examination will be allowed to attend the entrance examination.
 21. The applicant who has completed all or part of his/her secondary school studies abroad (except for applicants from the Czech Republic) is obliged, under Act No. 422/2015 on recognition of educational documents and professional qualifications and on amendments and supplements of certain laws, to submit, within the deadline stipulated by the relevant faculty, homologated educational documents issued by the competent authority and accompanied by certification granted by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic. The certification by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic must also be submitted by foreign nationals applying for study at EUBA and its faculties.

Article 4

Evaluation of Entrance Examination for First-Level Studies

1. Test evaluation is carried out on the entrance examination date using computer equipment. Following the evaluation of all tests, the results are transformed into applicants' database, and the total of points from all tests is calculated automatically for each applicant.
2. The applicant can score a maximum of 100 points in each entrance examination component (i.e. 200 points in total for the entrance examination at the Faculty of Economics and Finance - except for the study programme Economics and Law, Faculty of Commerce, Faculty of Economic Informatics, Faculty of Business Management, Faculty of International Relations, Faculty of

Applied Languages and Faculty of Business Economics in Košice; and 400 points in total for the entrance examination at the Faculty of Economics and Finance, study programme Economics and Law).

3. The applicant exempt from the obligation to take the entrance examination under Article 2(15) will be assigned a total of 200 points by the relevant faculty.
4. The total of the points scored in all entrance examination sections will be used to generate a qualitative ranking of the applicants.
5. Based on the overall entrance examination results, each faculty will generate a ranking of applicants so that number 1 is assigned to the applicant who has scored the most points and the highest number to the applicant with the least points.
6. The points scored will be notified to the applicant by the relevant EUBA faculty on the EUBA website on the entrance examination date. The overall qualitative ranking will not be generated by the faculty until the entrance examinations have finished.

Article 5

Admission of Applicants to First-Level Studies

1. The decision on admission to study or on the minimum point score required for admission to study will be made by the Dean of the faculty.
2. The Dean of the faculty will admit the applicant to the study programme that the applicant wishes to study as specified in his/her study application first in the list. The applicant who has met the admission conditions but cannot be admitted to the study programme or mode of study specified in his/her study application first in the list due to capacity reasons, may be admitted by the Dean of the faculty to such study programme or such mode of study as specified by the applicant in his/her study application next in the list provided that the faculty has available capacity for such study programme/mode of study.
3. The Dean of the faculty may admit an applicant who has met the admission conditions but due to capacity reasons cannot be admitted to study at the educational unit specified by the applicant in the application, also to the study programme or mode of study delivered at another educational unit, if the faculty provides the given study level at such unit. The faculty reserves the right to offer the applicant considered for admission an option to study at an educational unit at which the faculty provides the given study level other than one the applicant originally wished to study at, should the number of applicants successful at the entrance examination for some of the educational units be lower than the minimum capacity requirements for such unit and the instruction will thus not be provided there.
4. If there are not enough applicants who have successfully passed the entrance examination for individual study programmes, the Dean of the faculty will decide on admission of any further applicants, using as an additional criterion the applicant's wish stated in the study application (specification of another mode of study or another study programme in the application) or using qualitative ranking positions next in line.
5. Based on the evaluation of entrance examination results, the Dean of the faculty will send the applicant the decision on the admission procedure outcome within 14 days from the completion of the entrance examinations at the faculty. The decision will be hand delivered to the applicant as per Higher Education Act. The decision on the admission procedure outcome is issued for such study programme, such mode of study and such educational unit as specified by the applicant in the study application first in the list. The decision on the admission procedure outcome for another study programme, another mode of study or another educational unit as specified by the applicant in the

study application next in the list is only issued in instances referred to in paragraphs 2 through 4 of this Article hereof.

6. The applicant who has met the admission conditions but failed to comply with the basic admission prerequisite (failure to submit an officially certified copy of the secondary school-leaving certificate), can be admitted conditionally, and the final decision on admission will not be issued by the Dean of the faculty until it is proven that the basic admission prerequisites have been met (upon submission of an officially certified copy of the secondary school-leaving certificate).
7. The applicant can file a request for decision review with the body that issued the decision, i.e. with the Dean of the relevant faculty, within 8 days from the date of decision delivery. The instances of applicants who have not been admitted but who have filed the request for decision review within the deadline established by law will be decided in accordance with Article 58(8) of the Higher Education Act.
8. Under Article 58 of the Higher Education Act, the faculty has the right to request from the admitted applicant the information whether the applicant is going to enrol for study via an electronic return slip. Should the applicant fail to provide such information by the start of the academic year, his/her right to enrol for study will be extinguished.
9. The applicant admitted to a study programme is obliged to appear for enrolment according to the instructions received by the applicant in writing along with the decision on admission.

Article 6

Submission of Application Forms for Second-Level Studies

1. The applicant for second-level studies in a study programme at EUBA and its faculties submits his/her application electronically, solely via the EUBA Academic Information System (hereinafter also referred to as the "AiS2").
2. The period for submitting applications for second-level study programmes conducted **in the Slovak language is from 1 December 2023 until 30 April 2024.**
3. The period for submitting applications for second-level study programmes conducted **in the English language is from 1 December 2023 until 29 February 2024.**
4. The applicant states the following information in the application:
 - academic year 2024-2025,
 - required personal data (name, surname, birth name, titles, birth certificate number, date of birth, place of birth, address of permanent residency, gender and state citizenship; a foreign national must also state his/her place of residence in Slovakia and birth certificate number, if assigned by the Ministry of Interior; the applicant with no birth certificate number assigned uses the birth certificate number generated from his/her date of birth as YYMMDD0000 (e.g. the birth certificate number of 9605020000 for the date of birth 2 May 1996)),
 - name of the faculty and educational unit (based on study programmes offered by the faculties),
 - name of the study programme the applicant wishes to enrol in (three study programmes of the applicant's choice, offered by one faculty can be specified in the application),
 - mode of study (full-time or part-time study),
 - study method (face-to-face),

- if the applicant wishes to pursue his/her studies in another mode of study at the faculty or in another study programme at the faculty, the applicant may specify such other mode of study or other study programme on the same form in the lines below,

If more than one mode of study or more than one study programme at the faculty are specified in one application, only such mode of study or such study programme will be taken into consideration at the entrance examination (including issuance of the decision on the admission procedure outcome) that has been specified by the applicant first in the list; any other modes of study or study programmes will only be considered if there is available capacity in such other mode of study or such other study programme as specified in the study application.

- information on the bachelor's studies completed at a higher education institution,
- information on any other, even not-yet-completed, studies at a higher education institution.

Information on grades in individual bachelor's degree semesters are not to be stated.

Applicants with reduced medical fitness and special needs applicants must attach a document proving their reduced medical fitness or special needs, and contact the faculty in order to establish the entrance examination form and procedure.

5. If the applicant wishes to study second-level study programmes at more than one EUBA faculty, the applicant must submit separate applications to each such faculty, and pay the fee to each faculty in the amount as stipulated.
6. The admission procedure fee for second-level studies is **EUR 40**.
7. The fee for second-level study admission procedure in study programmes conducted in a foreign language is **EUR 90**.
8. The admission procedure fee may be paid exclusively by bank transfer.
9. The following data are provided when the payment of the admission procedure fee is being made:
 - name of the faculty the applicant is applying to, abbreviated as follows (NHF EUBA for Faculty of Economics and Finance, OF EUBA for Faculty of Commerce, FHI EUBA for Faculty of Economic Informatics, FPM EUBA for Faculty of Business Management, FAJ EUBA for Faculty of Applied Languages, PHF EUBA for Faculty of Business Economics in Košice)
 - IBAN: SK47 8180 0000 0070 0008 0671 - for Bratislava-based faculties (units)
SK17 8180 0000 0070 0008 1308 - for the Faculty of Business Economics in Košice
 - variable symbol: the applicant's birth certificate number (without a slash)
The applicant with no birth certificate number assigned will use the number generated from his/her date of birth as YYMMDD0000 (e.g. for date of birth of 2 May 1996: 9605020000)
 - specific symbol:
 - 1010003 - for the EUBA Faculty of Economics and Finance
 - 1020003 - for the EUBA Faculty of Commerce
 - 1030003 - for the EUBA Faculty of Economic Informatics
 - 1040003 - for the EUBA Faculty of Business Management
 - 1050003 - for the EUBA Faculty of International Relations
 - 1060003 - for the EUBA Faculty of Applied Languages

- 1070003 - for the Faculty of Business Economics in Košice

The following identification data are to be used for payments from abroad:

IBAN: SK47 8180 0000 0070 0008 0671 - for Bratislava-based faculties

SK17 8180 0000 0070 0008 1308 - for the Faculty of Business Economics in Košice

Bank account reference for payments from EU countries:

SWIFT: SPSRSKBA

Bank: Štátna pokladnica (State Treasury), Radlinského 32, Bratislava

Bank account reference for payments from third countries:

Beneficiary's bank:

Štátna pokladnica (State Treasury)

Radlinského 32

810 05 Bratislava

Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary's intermediary bank:

Všeobecná úverová banka, a. s.

Mlynské Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT: SUBASKBXXXX

10. The fee will be used solely for preparation and execution of the admission procedure and entrance examination. Should the applicant fail to sit the entrance examination or should the applicant withdraw his/her application, the fee will not be returned once the application has been registered. If the applicant cannot sit the entrance examination on serious grounds, the applicant may request the Dean of the relevant faculty for a refund of part of the fee (up to the maximum amount of **EUR 10**). The fee will not be refunded for study programmes Finance and Taxes in English; Applied Economics in English; and Corporate Business and Marketing in English. The request for a refund of part of the fee must be delivered, along with the attached document specifying reasons worthy of consideration, to the Registration and Records Office of the relevant faculty no later than three days prior to the entrance examination (date as per postmark).
11. The application for second-level studies in study programmes offered by EUBA faculties for the applicant who has completed his/her first-level studies in 2024 and earlier must have the following documents attached:
 - officially certified copy of the university diploma,
 - officially certified copy of a diploma supplement,

- officially certified copy of the state examination certificate,
- the applicant who has no diploma supplement included in his/her educational documents submits an extract of his/her grades attained in the first-level studies, certified by the Registration and Records Office of the faculty where the applicant attended the first level of study.

University diploma originals will not be accepted.

The applicant continuing his studies at the second level at the same EUBA faculty where they have completed their first-level studies need not submit officially certified copies of document(s) attesting their completion of first-level studies.

12. The applicant who has completed his/her first-level studies at a foreign higher education institution presents the decision on educational document recognition for academic purposes issued by EUBA. If the decision on educational document recognition is issued by EUBA, the applicant submits a copy of the decision certified by the EUBA Pedagogical Department. The applicant whose decision was issued by another school, submits an officially certified copy of the decision. The decision must be submitted by the applicant no later than upon presenting oneself for the entrance examination, or within such deadline as stipulated by the relevant faculty. The applicant must request the recognition from EUBA in writing sufficiently in advance. The applicant will attach to the request the original or an officially certified copy of the educational document issued by the foreign higher education institution (diploma) and an official translation of such document, officially certified copy of an extract listing the courses and exams taken and an official translation of such extract, officially certified copy of a diploma supplement (if issued by the foreign higher education institution) and an official translation of such supplement, as well as recommendation by the Centre for Recognition of Diplomas attached to the Ministry of Education, Science, Research and Sports of the Slovak Republic. The request must be submitted to: EUBA, Pedagogical Department, Dolnozemska cesta 1, 852 35 Bratislava. The decision will be issued by EUBA, following an evaluation of the request by the faculty that provides the same or a similar study programme. The decision on educational document recognition will be issued by EUBA upon presentation of the above-mentioned documents automatically, if studies at foreign higher education institutions are involved with which the Slovak Republic has a bilateral academic agreement, and if study programmes are involved that are the same as, or related to, those provided at EUBA.
13. Educational document recognition need not be requested by the applicant pursuant to Notification of the Ministry of Foreign and European Affairs of the Slovak Republic No. 60/2015 on Treaty between the Slovak Republic and the Czech Republic on Mutual Recognition of Equivalence of Educational Documents Issued in the Slovak Republic and in the Czech Republic. The said Treaty does not apply to:
 - Czech documents proving higher education, obtained from higher education institutions in the Czech Republic as a result of completing one's studies in accredited study programmes conducted outside the territory of the Czech Republic,
 - Slovak documents proving higher education, obtained from higher education institutions in the Slovak Republic as a result of completing bachelor's, master's and doctoral studies conducted outside the territory of the Slovak Republic,
 - foreign (other than Czech or Slovak) documents proving education, obtained as a result of studies at a foreign school or a branch thereof conducted in the territory of the Slovak Republic or Czech Republic.
14. EUBA faculties do not confirm application reception for the applicant. The application submission certificate is generated automatically in AiS2.

15. Only those applicants will be included in the admission procedure who have submitted a duly completed application by the specified date, and have paid the admission procedure fee for study programmes conducted in English by 29 February 2024, or who have paid the admission procedure fee for study programmes conducted in Slovak by 30 April 2024. No later than 21 days prior to the entrance examination for second-level studies, the relevant faculty will send the registered applicant an entrance examination invitation.
17. Only applicants accepted under the admission procedure may be enrolled in second-level study programmes at EUBA faculties.

Article 7

Entrance Examination for Second-Level Studies

1. The basic prerequisite for admission to a second-level study programme at a EUBA faculty is first-level higher education or second-level higher education in any study programme of the field of study Economy and Management completed by **31 August 2024** or earlier, and the sum of the credits for the prior higher education resulting in graduation and the credits required for graduation from the second-level study programme that the applicant is applying to amounting to at least 300 credits. If the applicant has graduated in a related field of study, the applicant, after being admitted to the respective study programme, must pass bridging examinations during their second-level studies to the extent as determined by the Dean of the relevant faculty.
2. Applicants who cannot prove compliance with the basic admission prerequisites at the time of the entrance examinations can be admitted to study conditionally, subject to the obligation to demonstrate compliance with the basic admission prerequisites no later than the day determined by the relevant faculty as the enrolment date.
3. Any further conditions applicable to admission to second-level study programmes at EUBA faculties will be determined by individual faculties.
4. Foreign nationals are subject to the same conditions as Slovak applicants, but they must take a language and training course enabling them to meet the requirements imposed by a study program conducted in the Slovak language (except for applicants from the Czech Republic). The applicant who has been issued a Certificate of a Slovak Living Abroad as defined by special regulation is considered a Slovak citizen.
5. Sitting the entrance examination is conditional upon presentation of the following documents:
 - invitation,
 - identity card,
 - officially certified copy of the diploma proving completion of the first level of higher education studies, unless submitted by the applicant earlier,
 - officially certified copy of a diploma supplement, unless submitted by the applicant earlier,
 - officially certified copy of the state examination certificate, unless submitted by the applicant earlier,
 - officially certified copy of the decision on educational document recognition, unless submitted by the applicant earlier (**only applies to applicants from foreign countries or applicants who completed their first-level higher education studies at a foreign higher education**

institution); if the decision on educational document recognition is issued by EUBA, the applicant submits a copy of the decision certified by the EUBA Pedagogical Department.

The applicant continuing his studies at the second level at the same EUBA faculty where they have completed their first-level studies need not submit officially certified copies of document(s) attesting their completion of first-level studies.

6. If the higher education institution where the applicant graduated from his/her first-level studies fails to issue the applicant a diploma proving completion of his/her first-level studies by the time the entrance examination for the second-level studies is held, the applicant will present at the entrance examination a confirmation on the first-level study completion issued by such higher education institution, and will subsequently submit the diploma within the deadline as set by the relevant faculty.
7. The applicant who fails to demonstrate the fulfilment of the basic admission prerequisite by the time the entrance examination for second-level studies is held may attend the entrance examination. If the applicant meets the conditions required for admission, the applicant may be admitted conditionally and will not be given the final decision concerning his/her admission until the applicant has demonstrated the fulfilment of the basic admission prerequisite no later than the day as determined by the relevant faculty.
8. Entrance examinations for second-level study programmes at EUBA faculties are held on the dates as decided by individual faculties, but, in any case, no later than the start of the next academic year.
9. Re-take dates for second-level entrance examinations are not obligatory for the faculties.
10. The content and form of second-level entrance examinations is determined by the faculties separately.

Article 8

Evaluation of Entrance Examination for Second-Level Studies

1. Based on the entrance examination overall results and the faculty's requirements for successful completion of the entrance examination, a ranking of applicants who have passed the entrance examination will be generated so that number 1 is assigned to the applicant who has scored the most points and the highest number to the applicant with the least points.
2. The points scored will be notified to the applicant by the relevant EUBA faculty on the faculty's website on the entrance examination date.

Article 9

Admission of Applicants to Second-Level Studies

1. The decision on admission to study or on the minimum point score required for admission to study is made by the Dean of the faculty.
2. The applicant who has met the admission conditions without entrance examinations, will be admitted by the Dean of the appropriate EUBA faculty without entrance examinations, if the EUBA faculty determines such conditions.

3. The Dean of the faculty admits the applicant to the study programme that the applicant wishes to study as specified in his/her study application first in the list. The applicant who has met the admission conditions but cannot be admitted to the study programme or mode of study specified in his/her study application first in the list due to capacity reasons, may be admitted by the Dean of the faculty to such study programme or such mode of study as specified by the applicant in his/her study application next in the list provided that the faculty has available capacity for such study programme/mode of study.
4. The Dean of the faculty may admit an applicant who has met the admission conditions but due to capacity reasons cannot be admitted to study at the educational unit specified by the applicant in the application, also to a study programme or mode of study delivered at another educational unit, if the faculty provides the given study level at such unit. The faculty reserves the right to offer the applicant considered for admission an option to study at an educational unit at which the faculty provides the given study level other than one the applicant originally wished to study at, should the number of applicants successful at the entrance examination for some of the educational units be lower than the minimum capacity requirements for such unit and the instruction will thus not be provided at such unit.
5. If there are not enough applicants who have successfully passed the entrance examination for individual study programmes, the Dean of the faculty will decide on admission of any further applicants, using as an additional criterion the applicant's wish stated in the study application (specification of another mode of study or another study programme in the application) or using qualitative ranking positions next in line.
6. Based on the evaluation of the entrance examination results, the Dean of the faculty will send the applicant the decision on the admission procedure outcome within 14 days from the completion of the entrance examinations at the faculty. The decision will be hand delivered to the applicant as per Higher Education Act. The decision on the admission procedure outcome is issued for such study programme, such mode of study and such educational unit as specified by the applicant in the study application first in the list. The decision on the admission procedure outcome for another study programme, another mode of study or another educational unit as specified by the applicant in the study application next in the list is only issued in instances referred to in paragraphs 3 through 5 of this Article hereof.
7. The applicant who has met the admission conditions but failed to comply with the basic admission prerequisite may be admitted conditionally, and the final decision in such case is issued by the Dean of the faculty upon proving that the basic prerequisites for admission have been met.
8. The applicant can file a request for decision review with the body that issued the decision, i.e. with the Dean of the relevant faculty, within 8 days from the date of decision delivery. The instances of applicants who have not been admitted but who filed the request for decision review within the deadline established by law are decided in accordance with Article 58(8) of the Higher Education Act.
9. Under Article 58 of the Higher Education Act, the faculty has the right to request from the admitted applicant the information whether the applicant is going to enrol for study via an electronic return slip. Should the applicant fail to provide such information by the start of the academic year, his/her right to enrol for study will be extinguished.
10. The applicant admitted to a study programme is obliged to appear for enrolment according to the instructions received by the applicant in writing along with the decision on admission.

Article 10

Final Provisions

1. These Framework Terms and Conditions for Admission to First- and Second-Level Study Programmes at the University of Economics in Bratislava shall operate to govern EUBA faculties in preparing any further conditions for admission to first- and second-level study programmes at the faculties for the 2024-2025 academic year.
2. EUBA faculties will prepare, approve and publish on the website of the relevant faculty any further admission conditions for study in first- and second-level study programmes for the 2024-2025 academic year by way of an internal regulation.
3. Any further admission conditions for first- and second-level study programmes for the 2024-2025 academic year will also include an overview of study programmes to be opened by the faculty in the 2024-2025 academic year, broken down by study levels, modes of study, educational units and projected numbers of the applicants to be admitted.
4. These Framework Terms and Conditions were discussed and approved by the Academic Senate of the University of Economics in Bratislava at its meeting on 10 November 2023.
5. This internal regulation shall become valid and effective on the date of approval thereof by the EUBA Academic Senate.

.....
prof. Ing. Helena Majdúchová, CSc.

EUBA AS Chair

.....
prof. Ing. Ferdinand Daňo, PhD.

EUBA Rector