**Further conditions for admission**

**into the bachelor study programmes**

**Spatial Planning in the SP Spatial Planning**

**in the academic year 2023/2024**

**at the Slovak University of Technology, Institute of Management of STU**

**Form of study**: full-time

**Degree of Study:** first

**Standard length of study:** 3 years

**Awarded academic title after the completion of study programme:** Bc.

**The language in which the programme is organized**

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| --- | --- | --- | --- |
| **ID of the study programme** | **Title of the SP** | **Title of the BS** | **Language****of the provision** |
| 104574 | Spatial Planning | Spatial Planning | English language |
| 11021 | Spatial Planning | Spatial Planning | Slovak language |

Under § 57 of Act No. 131/2002 Coll. on Universities and the change and amendments of some acts (from now on just 'Act'), and the article 11 point 14 letter o) of the Statute of the STU in Bratislava in the wording of the annexes No 1 to 12 and the article 4, point 2 of the internal guideline No 5/2013 the Rules and Conditions for the Admission for the Study Programmes of the first, second and third grade at the Slovak University of Technologies in Bratislava in the wording of the annexe No 1 (further just 'conditions for enrolment to STU') other conditions are determined for the admission for the Bachelor study programmes (from now on just SP) Spatial Planning provided at the Institute of Management of the Slovak University of Technologies in Bratislava (from now on just 'IM STU or 'STU') in the academic year 2023/2024.

1. The number of applicants whom the IM STU plans to admit
2. Required annexes to the application form for the study and the way of submission of the application form
3. The form and frame content of the entrance examination:
4. The way of verification of fulfilment of the conditions for acceptance and assessment of the results of the entrance test
5. **The number of applicants whom the IM STU plans to admit**

In the academic year 2023/2024, IM STU plans to admit applicants for the study in the engineering SP Spatial planning after completing the conditions for admission.

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| **ID of the study programme** | **Title of the SP** | **Title of the BS** | **Language****of the provision** | **Estimated number of admitted applicants** |
| 104574 | Spatial Planning | Spatial Planning | English language | 10 |
| 11021 | Spatial Planning | Spatial Planning | Slovak language | 120 |

**The essential condition for admission** to study in the SP of the first grade is acquiring a complete secondary school education or secondary professional education and payment for the costs of the admission examination. In the case of persons who have been granted asylum, subsidiary protection or temporary refuge, the condition referred to in paragraph 1 may be proved by a statutory declaration and a test of general educational qualifications (further on just (GEQ).

**Further conditions for acceptance** for the study of SP Spatial Planning are:

1. Successful completion of the entrance exam while
	1. The entrance test is forgiven for applicants with an overall study average from secondary school up to 2.8, including (without calculating the school results from the last year),

a2) Applicants who graduated with an overall average from the secondary school over 2.8 (without counting the last school year) must pass the entrance test successfully,

1. Language competence of the provided study programme,
2. Paid entrance examination fee for the provision of the entrance examination.
3. **Required amendments for the application form for the study and the way of submission of the application form**

2. 1. The application forms are delivered **in the time determined for submitting the application forms in the sense of the approved period for admission.**

* 1. The application form needs to be submitted **in electronic form without a secured signature using the academic information system of the STU** (from now on, just 'AIS').

An applicant for the study **might also deliver the paper form of the application form filled out of AIS on the application form prescribed by the Ministry of Education, Science, Research and Sports of the Slovak Republic** to the address: Slovenská technická univerzita, Ústav manažmentu, study department, Vazovova 5, 812 43 Bratislava.

Posting the application form (electronically or by mail) and the required attachments stated following 2.3. is an inevitable condition for successfully submitting the application form for study at the STU.

2. 3. **Obligatory amendments to application for study:**

1. Curriculum vitae
2. Proof of payment of the fee for material management of the admission (a receipt of the postal order, bank receipt about money transfer or the account statement from which the fee was paid, the Surname and Name of the applicant for whom the fee was paid has to be readable), adds just an applicant who did not pay the fee for material management of the admission with the payment card in the application of the electronic application form in the AIS.
3. **Applicants who sit for leaving examination in the school year 2022/2023** fill in the application form marks from the subject and averages just from annual school reports for the 1st up to 3rd year (4-year study), for the 1st to 4th year (5-year study), which are confirmed by the seal and signature of the secondary school representative. **Certified copies of the certificate from the last year of secondary school and the school leaving certificate must be delivered immediately after passing the school leaving examination.**
4. **Applicants who passed the school leaving examination earlier than 2022/ 2023** shall enclose certified copies of all secondary school annual and school leaving certificates.
5. **Applicants who passed the school leaving examination abroad shall enclose a certified document about completed secondary education together with the decision about the recognition of the document** issued by the district office in the seat of the region in the wording of § 36 or 39 of the Act No. 422/2015 Coll. on Recognition of Documents on Education and Recognition of Professional Qualifications and on changing and amending certain laws as amended. The provisions of this letter do not apply to applicants who **completed secondary education at a high school in the Czech Republic and who attach attachments to the application according to letter c) or d) of this point.**
6. In the case of persons who have been granted asylum, provided with supplementary protection or provided with temporary refuge, to prove that they have met the primary conditions for admission to study, they may submit **an affidavit, confirmation of the completion of the test of general study prerequisites (from now on referred to as " GSP") and a copy of the document on the granting of asylum, the provision of supplementary protection or the provision of temporary refuge.** The condition of proving the GSP test is considered fulfilled if the success rate of the GSP test is at least 50%, if the GSP test consists of several parts, the success rate of each part is at least 50%; in the case of the SCIO certificate, the percentile of each part of the GSP test is at least 50.
7. Applicants who apply for a study program conducted exclusively in the English language **must attach a document proving knowledge of the English language at least at the B1 level,** which can be a certificate of knowledge of the English language, proof of passing a state language exam in English, TOEFL, IELTS, etc. The condition of proving knowledge of the English language is also considered fulfilled if the applicant is a graduate or a student in the last year of a bilingual grammar school with English as the language of instruction.
8. Applicants who apply for a study program conducted in the Slovak language must attach **a document proving knowledge of the Slovak language, at least at the B1 level.** A document proving the knowledge of the Slovak language is also considered a document on completing the matriculation exam in the Slovak or Czech language. The condition of proving knowledge of the Slovak language is also considered fulfilled if the applicant takes the secondary school leaving exam in the Slovak language or the Czech language in the 2022/2023 school year.
9. **Applicants with specific needs** submit their application form also application form for assessment of their specific needs and determination of the extent of supportive services for admission in the sense of Rector's Directive No 5/2013-SR, which is published on <http://www.stuba.sk/sk/studentov/studenti-a-uchadzaci-so-specifickymi-potrebami.html?page_id=6717> due to the creation of adequate conditions for participation in the entrance test from the side of the STU. The applicants with specific needs at their request based on the assessment of their needs will have the form and way of taking part in the entrance examination considering their specific needs.

In case of the delivered application form is electronic, an applicant will deliver the required annexes to the application, and the form will be scanned and inserted as a pdf attachment. **A conditionally accepted applicant will deliver the documents on fulfilled essential condition for admission to the study of the study programme according to letters c) to f) of this point on the day of the enrolment for the study at the latest.**

In case the application form does not contain all data or not all required documents published in this point are attached, the IM STU is entitled to ask the applicants to fix the drawbacks of the application form, and the completion annexes the missing annexes in the determined time. Suppose applicants do not fulfil this condition in the given time. In that case, they will receive the decision about not being accepted for the study in SP due to not fulfilling the conditions for acceptance to the study.

1. **The form and frame content of the entrance examination:**

The applicants will be invited for the entrance examination in writing at least two weeks before it.

The entrance examination is done as a written and anonymous test. The entrance examination aims to check the abilities and skills of an applicant. The entrance examination consists of tests from spatial imagination and special tests oriented to creativity, spatial perception, reasoning, and an overview of natural and social sciences to the extent of secondary school knowledge.

The entrance examination aims to test the applicant's suitability for a study programme in spatial planning. As it is an interdisciplinary branch integrating technical, natural, economic, and social studies, the entrance examination consists of task testing, namely the applicant's ability to think creatively (creativity test) and synthetically and logically integrate information and knowledge (test of reasoning). These tasks are built on elementary knowledge from a secondary school but are not focused on its testing but on testing the ability to utilize it. Regarding SP spatial planning, the part of the entrance examination tests the applicant's ability to work actively in the abstract 3-dimensional space (test of spatial perception). The applicant shows the test of the general overview of natural and social sciences in questions relevant to studying the branch of spatial planning included in knowledge from secondary school (society studies, geography) and their interest in this specific branch.

1. **The way of verification of fulfilment of the conditions for acceptance and assessment of the results of the entrance test**

In particular parts of the entrance examination, the applicant can gain the following points:

* Creativity test and test of spatial perception **maximum 60 points**
* Test of logical thinking and general knowledge in natural and social sciences **maximum 40 points.**

The applicant might gain a maximum of 100 points; successfully passing the entrance examination is conditioned by gaining a minimum of 50 points. The applicant who does not have to pass the entrance test gains a maximum of 100 points.

The entrance examination results are evaluated by the examination committee appointed by the rector of STU. It takes place as an anonymous point evaluation of tasks. The results of the entrance test are determined depending on the number of gained points

The entrance examination results are assessed by the entrance evaluation board, which the rector of the STU appoints. The entrance evaluation board submits the proposal for the admission of successful study candidates to the STU rector.

The list of accepted applicants with the stated number of gained points is made as follows:

1. The applicant who does not have to pass the entrance test with the maximum number of 100 points,
2. After passing the entrance test, applicants were ordered according to the entrance test results. Successful completion of the entrance test requires a minimum of 50 points.

The applicants who do not fulfil the essential condition of the acceptance for the study at the time of verification of fulfilment of the conditions for admission might be accepted for the study conditionally. They are obliged to prove the fulfilment of the essential condition for admission for the study on **the day of enrolment at the latest.**

The list of admitted candidates for the engineering SP spatial planning will be published on the website of the IM STU in the order depending on the gained points, following the EU Regulation No 2016/679 on GDPR and the Act No 18/2018 Coll. on the Protection of Personal Data as subsequently amended.

The decision on the result of the entrance procedure is delivered to the candidates in writing as the registered mail within 30 days after the verification of the fulfilment of the conditions for admission for the study, i.e., since the date of the session of the entrance evaluation committee.

The applicants without a known place of residence are published on the IM STU public notice board within 15 days. The latest day of this period is considered the day of delivery.

The applicant can submit the request for reviewing the decision on the result of the entrance examination by eight days from the day of its delivery to the rector of the STU. The application form is sent to the address: Slovenská technická univerzita, Ústav manažmentu, study department, Vazovova 5, 812 43 Bratislava.

The rector of the STU can call the second round of the admission procedure if the planned plan number of admitted applicants to SP Spatial planning is not fulfilled in point 1 of these conditions. The terms for submitting the application form and session of the entrance examination board will be published on the Slovak University of Technologies, IM STU seat website in the wording of the approved timetable of the entrance test admission.

1. The provisions stated in these other conditions for the admission, which are regulated by way of delivery, are related to Act No 305/2013 Coll. on the Electronic Form of Governance Conducted by Public Authorities and on amendments and supplements to other acts (the Act on e-government) as subsequently amended.
2. Other conditions for acceptance for doctoral study programmes Spatial planning at the Slovak University of Technology, Institute of Management, in the academic year 2023/2024 come into effect and force after approval in the Academic Senate of the STU in Bratislava on 1 January 2023.

Bratislava, 30 November 2022

Prof. Ing. Marián Peciar, PhD Dr.h.c. Prof. h.c. Prof. Dr. Ing. Oliver Moravčík

 Chairman of AS STU Rector of STU