



Internal Regulation
Number: 5/2013

**Rules and Conditions for Admission
to Study Programs
of the First, Second and Third Degree
on the Slovak University of Technology in Bratislava**

Date: 25 June 2013

The Academic Senate of the Slovak University of Technology in Bratislava in accordance with Section 15 par. 1 letter l), in connection with Sections 55 to 59 of Act No. 131/2002 Coll. on Universities and changing and amending certain laws, as amended (hereinafter referred to as "Act") and under Art. 32a paragraph 2 letter b) of the Statute of the Slovak University of Technology in Bratislava, adopted at its meeting on 24 June 2013 the following

Rules and Conditions for Admission to Study Programs of the First, Second and Third Degree at the Slovak University of Technology in Bratislava

Article 1

Basic Provisions

(1) The Rules and Conditions for Admission to Study Programs of the First, Second and Third Degrees at the Slovak University of Technology in Bratislava (hereinafter referred to as "Rules") are under Section 15 par. 1 letter l) of the Act and Art. 32a par. 2 letter b) of the Statute of the Slovak University of Technology in Bratislava the further internal regulation of the Slovak University of Technology in Bratislava.

(2) These Rules state under Sections 55 to 59 of Act No. 131/2002 Coll. on Universities and amending certain laws, as amended (hereinafter referred to as "Act"), the organization and course of admission procedure for the study of accredited bachelor degree programs as first degree programs of study, engineering and master degree programs of study as second degree programs, and doctoral programs of study as third degree programs of study implemented at the Slovak University of Technology in Bratislava (hereinafter referred to as "STU" or "University") or at STU faculties (hereinafter referred to as the "Faculty").

(3) STU may admit applicants only for accredited programs of study entered in the register of programs of study (Section 54b of the Act).

(4) Programs of study are provided at a faculty if they are professionally and administratively arranged by the STU faculty, in other cases the programs of study are provided at the University. Unless in a specific provision of these Rules it is stated otherwise, where the "Faculty" is referred to, it shall also mean the University, and where the "dean" is referred to, it shall also mean the "Rector" in the context of the University; all phrases are in the corresponding relation to the meaning of the provision, as it is not contrary to the nature of the provision.

(5) Issues of the admission procedure are processed and decided by the authorities of STU academic self-government (Section 7 of the Act), and authorities of faculty academic self-government (Section 24 of the Act).

(6) The conditions of admission to a joint program of study in accordance with Section 54a of the Act are defined in accordance with an agreement between the faculty and the cooperating university, and in cooperation with the faculty provides the joint program of study.

Article 2

Determination of the number of applicants admitted

(1) For each academic year, the Dean of the Faculty shall determine the number of applicants planned to be admitted to programs of study provided by the Faculty.

(2) The number of applicants admitted to the program of study may be conditional on the fulfilment of predetermined conditions. If the conditions for admission to this program of study are met by a higher number of applicants, those applicants will be admitted who have demonstrated the highest rate of capabilities to study in accordance with the conditions specified by the Faculty.

(3) In determining the planned number of applicants admitted, the anticipated interest in the study of the program and the capacity of the sites that provide it are considered.

(4) The information on the number of applicants that the faculty intends to admit for the following academic year to a certain program of study is published according to Art. 4 paragraph 6 of the Rules.

Article 3

Study Admission Preconditions

(1) The precondition for admission to a study program of the first degree or a study program according to Section 53 par. 3 of the Act is to have reached the complete secondary education or the complete secondary vocational education.

(2) Preconditions for admission to a study program of the second degree pursuant to Section 53 par. 1 of the Act is undergraduate degree (bachelor's degree) or the second degree of university education (master's degree), while the total number of credits gained from previous university studies to reach a university degree and the number of credits required for proper completion of the study program of the second degree that the applicant applies for must be at least 300 credits.

(3) For the purposes of paragraph 2 of this Article, for each academic year of study pursuant to the regulations effective until 31 December 2012, which was not carried out in a credit system, or a study undertaken abroad equivalent to the study of full-time study, 60 credits were considered.

(4) The precondition for admission to a study program of the third degree is the second degree of university education (master's degree).

Article 4

Further conditions for admission to study

(1) The Faculty may determine other conditions for admission to a study program to ensure that such applicants are admitted that have the necessary skills and prerequisites. The determined conditions and method of verification of their compliance must allow such selection of applicants who show the highest level of skills to study. The Faculty may, as an additional condition for admission to study, require applicants to pay a fee for the admission procedure administration in accordance with paragraph 9 of this Article.

(2) If the study program is provided by the University, the rector proposes and

presents additional conditions for admission to the Academic Senate of the University and sets a deadline for the verification of their compliance.

(3) If the study program is provided by the Faculty, the dean of the Faculty proposes and presents additional conditions for admission to the Academic Senate of the Faculty and sets a deadline for the verification of their compliance.

(4) Fulfilment of additional conditions for admission to study under paragraph 1 of this Article may be verified by an entrance examination, if it is determined as part of the skill and prerequisites for the study verification. The entrance exam can be held in written, oral or talent forms or a combination thereof. The admission procedure for the third degree of study always contains an entrance exam.

(5) If an entrance examination is part of the verification of prerequisites to study (paragraph 4 of this Article), an applicant with special needs shall be provided with a special form of the entrance examination based on his/her application and the evaluation of his/her specific needs [Section 100 par. 9 letter b) of the Act] as well as with a form of its execution taking the special needs into account.

(6) The Faculty shall publish in a timely manner, no later than till 20 September of the academic year preceding the academic year in which the study begins, in the case of a first degree program of study or a study program under Section 53 par. 3 of the Act, for all other study programs at least two months before the last date for submission of applications, information on admission procedures, which include:

- a) deadline for submission of applications to study;
- b) conditions for admission in accordance with paragraph 1 of this Article;
- c) date and method of verification of compliance with the conditions specified in paragraph 1 of this Article;
- d) if an entrance examination is part of the verification of prerequisites to study (paragraph 4 of this Article), the form and general content of the examination and the method of evaluation of its results;
- e) information on the number of applicants who are planned to be admitted to a particular study program according to Art. 2 paragraph 1 of the Rules.

(7) This information must be published on the official notice board of the Faculty in a collective manner, and in accordance with Act No. 211/2000 Coll. on Free Access to Information and Amendments of Some Acts (hereinafter referred to as "the Act on Free Information").

(8) The Faculty also states in the information on admission procedures what documents and other particulars the applicants must attach to their application forms.

(9) The Faculty requires the prospective students to pay a fee for the admission procedure administration pursuant to Section 92 par. 12 of the Act. The amount of the fee shall be determined by the internal organizational and management standard issued by the rector for the corresponding academic year. The fee for the admission procedure administration is paid in advance, and the payment shall be demonstrated by attaching proof of payment to the application form.

(10) In the case of failure in payment of the fee for the admission procedure administration, the applicant will receive the decision not to be admitted to the study program due to a failure to comply with the additional condition for admission to study.

Article 5

Admission Procedure

(1) The admission procedure is a process allowing the applicant that demonstrates compliance with the specified conditions of admission to become a student of the selected study program. The applicant who fails to demonstrate the preconditions for admission at the time of verification of the conditions for compliance can be admitted to study conditionally, and is required to demonstrate compliance with the preconditions for admission no later than at the date for enrolment.

(2) The admission procedure for the third stage of study includes applicable dissertation topics that the Faculty announces at least two months before the last date for the submission of applications; the listed dissertation topics shall include the subjects specified by external educational institutions stating the name of the institution. For each announced topic, they shall state the name of the study program, the name of the supervisor and a brief synopsis of the topic. Dissertation topics shall be published together with the above particulars on the official notice board and website of the Faculty in Slovak and English.

(3) Applicants for a study program of the third degree apply for one of the topics announced by the Faculty under paragraph 2 of this Article.

(4) For applicants for study, the admission procedure begins by delivering their written application forms to study at the Faculty providing the respective study program. Applicants for the study program of the third degree may submit their application forms to study that starts at the beginning of the first semester, or study that starts at the beginning of the second semester of the academic year. The applications shall be made in writing, must be delivered within the period specified by the Faculty [Art. 4 paragraph 6 letter a) of the Rules] and must contain all the required documents and particulars pursuant to Art. 4 paragraph 8 of the Rules.

(5) The Faculty allows the filling of application forms electronically without any electronic signature, using the Academic Information System (hereinafter referred to as "AIS"), which allows applicants to follow its status in AIS from the date of its completion to the date when the admission procedure is completed. The electronic application must be printed from AIS, the applicant has to sign it personally, and deliver it to the Faculty where the applicant applies for study in accordance with paragraph 4 of this Article.

(6) The applicant for study can deliver the written application filled out without using the AIS on the form determined by the Ministry of Education, Science, Research and Sport of the Slovak Republic.

(7) The applicant shall state the following data in the application:

- a) under Section 73 par. 3 of the Act;
- b) of previous employment or the current employment, if relevant;
- c) of completed education, including his/her rating and of results in leisure activities related to the program of study, to which the applicant has applied to.

(8) Applicants for the study program of the third degree shall also attach the following documents and particulars to their applications:

- a) curriculum vitae;
- b) authenticated copies of completed education, authenticated copies for STU graduates are not necessary;

- c) a brief concept of the selected dissertation topic solution (a cover letter);
- d) a list of their published articles or statement of results of other professional or artistic activity, if any, or reviews of these works and activities;
- e) the Faculty can require other documents using a special regulation.

(9) The Faculty is authorized to invite the applicant in writing to remedy any deficiencies in the application pursuant to section 7 of this Article; to present missing documents or particulars pursuant to par. 8 of this Article and Art. 4 paragraph 8 of the Rules, and payment of the fee for admission procedure administration in accordance with Art. 4 paragraph 9 of the Rules within a stated term.

(10) The Dean shall appoint at least one admission committee for the admission procedure for each degree of university study.

(11) If entrance examination is part of the verification of prerequisites to study (Art. 4 paragraph 4 of the Rules), applicants must be invited by registered letter to the entrance examination at least two weeks before the examination is held. The invitation day means the date when the invitation was sent by mail. The invitation shall indicate the time, day and place where the entrance examination or its part takes place, and the focus of the entrance examination.

(12) The Faculty is not liable for any failure to deliver the invitation due to inadequacies or errors in postal transport.

(13) Whether the student is admitted to the study program or not shall be decided by the dean based on the recommendation of the admission committee (par. 10 of this Article).

(14) The admission procedure ends up with issuing the decision of the admission examination results, in the case of an application for review of the decision of the admission procedure it ends up with issuing the decision of the review of such application. The admission procedures for all degrees of study shall be completed till the end of September of the academic year, for which the admission procedure is held.

Article 6

The entrance examination for study programs of the first degree

(1) Verification of knowledge of applicants using the entrance examination must take into account the content of complete secondary education. The entrance examination may include verification of interest in selected study program of the first degree, and the determination of prerequisites for its studying.

(2) The oral part of the entrance examination is an interview. The talent part of the entrance examination has the character of face to face verification of talent abilities and the prerequisites of the applicant for the study program concerned. For assessing oral or talent parts of the entrance examination, the dean appoints admission committees consisting of at least three members being university teachers and researchers of the University.

(3) Based on the proposal of the admission committee chairman, the dean discontinues the examination or part of it of an applicant who commits an act contrary to the Rules announced at the beginning of the entrance examination. Results of the discontinued entrance examination of the applicant are not evaluated, no alternative date entrance examination shall be provided to him/her, and his/her entrance examination is considered unsuccessful.

(4) Assumptions and prerequisites of the applicant are assessed by the admission

committee, or admission committees particularly based on:

- a) evaluation of the results of the entrance examination;
- b) results of study at secondary school;
- c) results obtained from an independent testing agency;
- d) leisure time activities.

(5) Additional conditions of admission to study programs of the first degree (Art. 4 of the Rules) determine the rate of counting criteria referred to in paragraphs 4 a) to d) of this Article in the final assessment of the applicant.

(6) The results of the admission procedure, appropriately quantified, form the qualitative ranking of applicants for study, which will be used by the dean of the Faculty to decide on the admission.

(7) Additional conditions of admission to study programs of the first degree (Art. 4 of these rules) may be criteria determining the remission of the entrance examination and the form how to prove compliance with these criteria.

Article 7

The entrance examination for study programs of the second degree

(1) Verification of knowledge through the entrance examination is from the subjects of the first degree study program associated with the selected program of the second degree. The entrance examination may include verification of interest in the selected study program and the determination of prerequisites for its studying.

(2) For assessing the oral or talent parts of the entrance examination, the dean appoints admission committees consisting of at least three members being university teachers and researchers of the University.

(3) Based on the proposal of the admission committee chairman, the dean discontinues the examination or part of it of an applicant who commits an act that is contrary to the Rules announced at the beginning of the entrance examination. Results of the discontinued entrance examination of the applicant are not evaluated, no alternative date entrance examination shall be provided to him/her, and his/her entrance examination is considered unsuccessful.

(4) Assumptions and prerequisites of the applicant are assessed by the admission committee or admission committees particularly based on:

- a) evaluation of the results of the entrance examination;
- b) results of completed previous university study program;
- c) results of activities outside previous university studies.

(5) Additional conditions of admission to study programs of the second degree (Art. 4 of the Rules) determine the rate of counting criteria referred to in paragraphs 4 a) to c) of this Article in the final assessment of the applicant.

(6) The results of the admission procedure, appropriately quantified, form the qualitative ranking of applicants for study, which will be used by the dean of the Faculty to decide on the admission.

(7) Additional conditions of admission to study programs of the second degree (Art. 4 of these rules) may be criteria determining remission of the entrance examination and the form how to prove compliance with these criteria.

Article 8**The entrance examination for study programs of the third degree**

(1) Verification of knowledge of the applicant through the entrance examination focused on subjects from the second degree study program associated with the selected doctoral study programs and the dissertation topic selected. The entrance examination is aimed at finding prerequisites of the applicant for independent work in the field of science and technology, or independent theoretical and creative work in the arts, as well as to find the corresponding level of expertise. The admission test includes the verification of the applicant's language skills in English.

(2) The entrance examination is usually oral.

(3) The entrance examination is held in front of the examination committee consisting of the chairman and at least two members appointed by the dean. The chairman of the examination committee is generally the chairman of the specialisation committee. The examination committee always includes the guarantor of the study program. Other members are experts of the branch in the position of professor or associate professor (university lecturer); in the case of topics announced by an external educational institution, there are also experts appointed by the director of the external educational institution with a scientific degree PhD or with completed third degree university study. The supervisor proposing the dissertation topic is invited. If the Faculty and the external educational institution agree, the entrance examination may take place in the facilities of the external educational institution with the participation of representatives of the Faculty.

(4) The examination committee shall assess the course of the entrance examination in a closed session. If several applicants are interested in the same dissertation topic, the committee creates their ranking based on their results in the entrance examination.

(5) The results of the entrance examination shall be entered in the record containing the following information:

- a) basic personal data of the applicant;
- b) the name of the study program;
- c) names of the members of the examination committee and the name of its chairman;
- d) the dissertation topic;
- e) the name of the supervisor;
- f) the course of the entrance examination - questions and applicant answers evaluation;
- g) the level of language skills;
- h) the result of the entrance examination and recommendations of the examination commission;
- i) the entrance examination date and signatures of the committee members.

(6) The examination commission shall submit a proposal for the admission of the successful applicant to the dean. If the topic in question was announced by an external educational institution, the institution must agree with the admission of the applicant.

(7) Along with the admission of the applicant to the third degree study program, the Faculty shall determine the science theme for which the applicant was admitted, and the name of the supervisor (Section 54 par. 5 of the Act).

(8) Based on the proposal of the admission committee chairman, the dean

discontinues the examination or part of it of the applicant who commits an act that is contrary to the Rules announced at the beginning of the entrance examination. Results of the discontinued entrance examination of the applicant are not evaluated, no alternative date entrance examination shall be provided to him/her, and his/her entrance examination is considered unsuccessful.

Article 9

Particulars of the decisions, their delivery and validity

(1) The proceedings and decision on the results of the admission procedure is not governed by Act No. 71/1967 Coll. on Administrative Proceedings as amended.

(2) The decision on the result of the admission procedure must be made in writing within 30 days from the date of verification that the conditions for admission were met. The term of the compliance verification shall be the date of the admission commission session. The decision on admission examination results must contain the statement, justification and instructions how to apply for a review of the decision. It must be delivered to the applicant personally. An applicant, whose current place of residence is unknown, shall be delivered by posting on the official bulletin board of the faculty for 15 days. The last day of this period will be considered the date of delivery.

(3) The applicant who was conditionally admitted to study under Art. 5 paragraph 1 of these rules is served with the decision on conditional admission to the study under paragraph 2 of this Article. The statement of the decision must include the condition for the admission to the study and the period, within which the condition determined by the decision shall be met. The period given in the decision is the enrolment date defined by the Faculty under Art. 10 paragraph 1 of the Rules. In the event that the student meets the condition within the given period, the decision on conditional admission is considered as a decision about admission to the study and the student is entitled to enrol under Art. 10 paragraph 1 of the Rules. If the student fails to meet the condition within the period, the dean shall issue a decision annulling the conditional admission to the study and the applicant loses the right to enrol under Art. 10 paragraph 2 of the Rules. The faculty shall annul the decision by which the next applicant in the ranking by the results of the admission procedure was not admitted to the study, and issue a new decision on his/her admission to the study.

(4) Applicants may submit a request to review the result of the admission procedure. The request shall be submitted to the authority issuing the decision within eight days of its receipt.

(5) Requests for review of a decision on not to admit to the study, received after passing the period for requests for review in accordance with paragraph 4 of this Article, shall not be accepted.

(6) If the authority that issued the decision on not to admit the applicant to the study was the rector, he/she can comply with the request himself/herself if it is found that the decision was issued in violation of the law, internal regulations of STU, or other conditions of admission. Otherwise he/she forwards the request to the STU Academic Senate. The STU Academic Senate shall change the decision if it was issued in violation of the law, internal regulations of STU, or other conditions of admission. Otherwise, the request is rejected and the original decision is confirmed.

(7) If the authority that issued the decision not to admit the applicant to the study

was the dean of the Faculty, he/she can comply with the request himself/herself if it is found that the decision was issued in violation of the law, internal regulations of STU, or other conditions of admission. Otherwise he/she forwards the request to the rector. The rector shall change the decision if it was issued in violation of the law, the internal regulations of STU, or other conditions of admission. Otherwise, the request is rejected and the original decision is confirmed.

(8) The answer to the applicant for review of a decision must be sent within 30 days of receipt of the request for review of the decision not to be admitted to the study.

(9) The obligation of the Faculty to deliver the decision is met when the applicant receives the decision in accordance with paragraph 2 of this Article, or the date when the document is returned to the Faculty as an undeliverable shipment (i.e., the decision is delivered, even if the applicant did not learn about it), or when the delivery was marred by the acting or omission of the applicant, i.e. if the applicant refuses to accept the document, in the case the refusal date of the document shall be considered as the date of delivery of the document.

(10) The applicants who received the decision that they are not to be admitted to the study have the right to require in writing to consult with their admission procedure documents within the period set out in paragraph 4 of this Article. The term 'consultation' means the possibility to study the materials and make notes in a designated area of the Faculty in the presence of a duly authorized employee. Making copies of the documents is not allowed.

(11) The Faculty has the right to ask applicants if they are enrolling in the study. Applicants are obliged to provide the Faculty with such information till the beginning of the academic year (Section 61 par. 1 of the Act. If the applicant does not declare his/her interest in the study within the specified period, he/she loses his/her right to enrol in the study of the study program, and the Faculty will annul the decision, by which the next applicant in the ranking by the results of the admission procedure was not admitted to the study, and issue a new decision on his/her admission to the study

Article 10 Enrolment

(1) Upon the notification of admission to study under Art. 9 of the Rules, the applicant receives the right to enrol in the study. The date, place and method of the enrolment shall be designated by the Faculty that shall inform the admitted applicant thereof.

(2) The applicant loses the right to the enrolment under paragraph 1, if he/she answers the question of the Faculty whether he/she would enrol in the study (Art. 9 paragraph 11 of the Rules) negatively, or he/she fails to answer within the stated period. The applicant who was conditionally admitted to study (Art. 9 paragraph 3 of the Rules) loses the right to enrolment under paragraph 1 if he/she fails to prove the essential conditions for admission on the date determined for enrolment or before.

(3) The applicant admitted to the study becomes a student of STU from the date of enrolment.

(4) If the enrolment of an applicant admitted to the study is carried out before the start of academic year, in which the study is to begin, the applicant becomes a student of

STU from the beginning of this academic year if till 15 August before the academic year starts he/she does not inform the faculty in writing that he/she cancels the enrolment.

Article 11 Final Provisions

(1) All changes and amendments of the Rules and Conditions for Admission to Study Programs of the First, Second and Third Degree at the Slovak University of Technology in Bratislava must be approved by the Academic Senate of STU under Section 9 par. 1 letter b) of the Act.

(2) The Rules and Conditions for Admission to Study Programs of the First, Second and Third Degrees at the Slovak University of Technology in Bratislava were approved by the Academic Senate of STU on 24 June 2013.

(3) Rules and conditions for admission to study programs of the first, second and third degree at the Slovak University of Technology in Bratislava enter into force on the date of their approval by the Academic Senate and STU, effective from 1 September 2013, while they will be used for the first time for the admission procedure to study from the beginning of academic year 2014/2015.

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doc. Ing. Karol Jelemenský, PhD.
Chairman of STU Academic Senate

prof. Ing. Robert Redhammer, PhD.
Rector of STU

1) and 2) The original of the signed internal regulation No. 5/2013 the "Rules and Conditions for Admission to Study (...) at STU" is stored and available for consultation on legal and administration department of the Rectorry of the Slovak University of Technology in Bratislava.