

**Bratislava University of Economics and Management
Internal Regulations of the Bratislava University of Economics and
Management**

**INTERNAL REGULATION
č. 05/2024**

**ADMISSIONS DIRECTIVE
ON 1. and 2. LEVEL OF STUDIES AT BUEM
FOR THE ACADEMIC YEAR 2024/2025**

	Internal organizational unit of the BUEM	title, name and surname
Elaborated:	Vice-Rector for Education and Lifelong Learning	Mgr. Jozef Kirchmayer, PhD.
Agree:	Rector of the BUEM	doc. Ing. Ľuboš Cibák, PhD. MBA
Discussed:	BUEM Board	doc. Ing. Ľuboš Cibák, PhD. MBA
Approved:	AS VŠEM in Bratislava	prof. Mikuláš Sidák, DrSc.

Validity:	30. 01. 2024
Effectiveness:	30. 01. 2024
Version:	v_1.0

The Bratislava University of Economics and Management (hereinafter referred to as "BUEM") in accordance with the provisions of Act No. 131/2022 Coll. 05/2024 Guideline for the Admission Procedure for 1st and 2nd Degree Studies at the Higher School of Economics and Management in Bratislava for the Academic Year 2024/2025 (hereinafter referred to as the "Directive").

Art. 1 Bachelor's Degree

The Bratislava University of Economics and Management has the right to award the academic degree **of Bachelor** to graduates of both full-time and part-time Bachelor's degree programmes after the statement of the Accreditation Commission in 2016 and after the alignment of study programmes in accordance with the Standards of the Slovak Accreditation Agency for Higher Education (SAAVŠ) for the study programme 31.08.2022:

- **Public Administration** in the field of study Economics and Management (in Slovak and English),
- **Management of small and medium-sized business** in the study field of Economics and management (in Slovak and English).

Pursuant to Section 52(3) of the Act on Higher Education and on Amendments and Supplements to Certain Acts, the standard length of study for a bachelor's study programme, including professional practice, is

- a) in full-time study for a minimum of three and a maximum of four academic years,
- b) at least four and not more than five academic years in the external form of study.

According to Section 62(3) of the Higher Education Act, the standard student workload in the full-time form of study is 60 credits, and in the part-time form of study it is expressed as a maximum of 48 credits for the entire academic year. The total number of credits required to complete the first cycle of studies is 180 credits.

Conditions of admission to study

1. The admission procedure will take place without an entrance examination.
2. A candidate, a graduate of a secondary school with a matriculation examination, applies to study at the BUEM by sending an application form for the chosen form and method of study and the chosen study programme within the set deadline.

Applications must be submitted by 31 March 2024, or by the additional deadline of 30 June 2024, and in justified cases the Rector of BUEM may set a further deadline.

3. The application form of each applicant for study at the BUEM in Bratislava must be submitted electronically and on the forms provided by the BUEM in Bratislava. The following is a mandatory attachment to the application form:

- a certified photocopy of the school leaving certificate,
- structured CV,
- the original proof of payment of the application fee (in accordance with the valid Guidelines on tuition fees and fees associated with studies at the BUEM in Bratislava).

4. Applicants who have completed their secondary education in 2024 are required to submit proof of their matriculation examination after passing the matriculation examination.

5. The selection of applicants in the admission procedure is carried out by an admissions committee appointed by the rector of the university, based on the evaluation of the academic results of the completed secondary school studies. The ranking of candidates proposed for

admission shall be based on their academic average. It will also take into account the previous work experience and current employment status of applicants for external study.

6. The Rector of the BUEM decides on the admission or non-admission of applicants on the basis of the principles approved by the Academic Senate of the BUEM and on the basis of the recommendation of the Admissions Committee.

7. The decision on the result of the admission procedure will be sent to the applicants within 30 days. The decision shall contain a statement of the reasons for the decision and an indication of the possibility of applying for a review of the decision.

8. On the basis of the admission decision, the applicant is entitled to enrol in the 1st cycle of studies.

9. The College is responsible for the accuracy of the data and its protection. The applicant's personal data is for the purposes of the admissions procedure only and may not be disclosed for other purposes.

Art. 2 **Master's studies**

The Bratislava University of Economics and Management has the right to award the academic degree **of Master** to graduates of both full-time and part-time Bachelor's degree programmes after the statement of the Accreditation Commission in 2016 and after the alignment of study programmes in accordance with the Standards of the Slovak Accreditation Agency for Higher Education (SAAVŠ) for the study programme 31.08.2022:

- **Public Administration** in the field of study Economics and Management (in Slovak and English) and
- **Management of small and medium-sized business** in the study field of economics and management (in Slovak and English).

Pursuant to Section 53(4) of the Act on Higher Education and on Amendments and Supplements to Certain Acts, the standard length of study for a second-degree study programme, including professional practice, is

- a) in full-time study for a minimum of one and a maximum of three academic years,
- b) at least two and no more than four academic years in the external form of study.

According to Section 62(3) of the Higher Education Act, the standard student workload in the full-time form of study is 60 credits, and in the part-time form of study it is expressed as a maximum of 48 credits for the entire academic year. The total number of credits required to complete the second cycle of studies is 120 credits.

Conditions of admission to study

1. The admission procedure will take place without an entrance examination.
2. The basic condition for admission to the study is successful completion of studies at the first level of study in the study programmes of public administration and management of small and medium-sized business or in related study programmes within the study field of economics and management.
3. Applicants from other universities who have not completed a study programme within the field of study of Economics and Management will be admitted to the Master's programme on the condition that they pass differential examinations in selected subjects of the compulsory basis of the study programme to which they have applied.

4. Differential examinations are decided by the Rector of VŠEM on the basis of a recommendation of the person responsible for the study programme or the relevant director of the institute. The fee for the differential examinations is set in accordance with the valid Guidelines on tuition fees and fees associated with studies at the BUEM .

5. A candidate, a graduate of a bachelor's degree, applies to study at the BUEM by submitting an application form in electronic form and on forms provided by the BUEM , indicating the form and method of study.

The deadline for submission of applications is 31 March 2024, the additional deadline is 30 June 2024 and in justified cases the Rector of the BUEM in Bratislava may set a further deadline.

6. The application form must be accompanied by

- an officially certified photocopy of the diploma of the completed bachelor's degree (except for graduates of VŠEM),
- structured CV,
- a certified transcript of all grades, including state exams and overall grade point average,
- the original proof of payment of the application fee (in accordance with the valid Guidelines on tuition fees and fees associated with studies at the University of Economics and Science).

7. The selection of candidates in the admission procedure is carried out by an admissions committee appointed by the rector of the university, based on the evaluation of the academic results of the completed bachelor's studies; for applicants for external studies, it also takes into account previous work experience and current job classification.

8. The Rector of the BUEM decides on the admission or non-admission of applicants to study on the basis of the principles approved by the Academic Senate of the BUEM and on the basis of the recommendation of the Admissions Committee.

9. The decision on the result of the admission procedure will be sent to the applicants within 30 days. The decision shall contain a statement of the reasons for the decision and an indication of the possibility of applying for a review of the decision.

10. On the basis of the admission decision, the applicant is entitled to enrol in the 2nd cycle of studies.

11. The College is responsible for the accuracy of the data and its protection. The applicant's personal data is for the purposes of the admissions procedure only and may not be disclosed for other purposes.

Art. 3 **Final provisions**

The guideline on the admission procedure for the 1st and 2nd level of studies at the BUEM for the academic year 2024/2025 has been discussed and approved by the Academic Senate of the BUEM and comes into force and effect on 30 January 2024.

prof. Mikuláš Sidak, DrSc. v.r.
President of the BUEM AS

doc. Ing. Ľuboš Cibák, PhD. MBA v.r.
Rector of the BUEM