Based on the proposal of the Dean of the Faculty of Social Sciences of the University of Saints Cyril and Methodius in Trnava (hereinafter referred to as "FSS UCM") and the approval of the Academic Senate of FSS UCM (hereinafter referred to as "AS FSS") on November 8, 2022, I agree to

 **ADMISSION PROCEDURE FOR THE ACADEMIC YEAR 2023/2024**

 **FACULTY OF SOCIAL SCIENCES UCM**

 J. HERDU 2, 917 01 TRNAVA

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E-mail: studijne\_fsv@ucm.sk

Web: <http://www.fsv.ucm.sk>

**Accredited study programs**

(Instruction in the Slovak language): **Study form Degree Length of study Expected number of applicants**

**Bachelor´s degree single subject study**

Public administration Full/Part time Bc. 3/4\* years 60/60

European Studies and Policies Full/Part time Bc. 3/4\* years 60/60

Social services and counseling Full/Part time Bc. 3/4\* years 60/60

**Master's degree single subject study**

Public administration Full/Part time Mgr. 2/3\* years 60/60

European Studies and Politics Full/Part time Mgr. 2/3\* years 60/60

Social services and counseling Full/Part time Mgr. 2/3\* years 60/60

**Doctoral studies**

Public policy and public administration F/P PhD. 3/4 years 2/5

European Studies and Politics F/P PhD. 3/4 years 1/5

Social policy F/P PhD. 3/4 years 2/5

**Accredited study programs** **– instruction in English**

**Doctoral studies**

European Studies and Politics F/P PhD. 3/ 4 years 1/5

**Rigorous procedure**

Public administration

European Studies and Politics

Social services and counseling

\* The length of the external study will change (be shortened)

**Application deadlines:**

Bachelor´s and Master´s programs - until April 30, 2023

PhD. programs - until June 1, 2023

Deadline for the selection process for PhD study: 12 – 22 June 2023

**Admission fee:**

**Submission of the application in a printed form (paper):** €35 bachelor's and master's degree

 €50 doctoral studies

**Electronic application submission:** €35 bachelor's and master's degree

 €50 doctoral studies

**The application can be submitted**:

a) by mail to the address: Študijné oddelenie (Study Department) FSV UCM, nám. J. Herdu 2, 917 01 Trnava, Slovakia

b) in person: at Podateľňa UCM (register office) in Trnava

c) electronically: <https://e-prihlaska.ucm.sk/ais/eprihlas/#!/home>

(Fill in the electronic application form, press the "confirm" button, then print the application and send it to: Študijné oddelenie (Study Department) FSV UCM Trnava

**Note**:

The electronic application must be printed together with attachments and sent by mail to the address: Študijné oddelenie (Study Department) FSV UCM, Nám. J. Herdu 2, 917 01 Trnava, Slovakia or it can be submitted in person

**Payment details:**

**Bank:** Štátna pokladnica (State Treasury)

**IBAN**: SK59 8180 0000 0070 0007 1919

**SWIFT**: SPSRSKBAXXX

**Account No**: 7000071919/8180

**Variable symbol**: 52307

**Constant symbol**: 0308

**Specific symbol**: applicant's birth number without a slash

**The fee must be paid exclusively by bank transfer!**

**Tuition fees in part time study programs:**

Bachelor´s study programs: four-year study programs - €700 per year

 three-year study programs - €900 per year

Master´s study programs: three-year study programs - €850 per year

 two-year study programs - €1,000 per year

PhD. study programs: €1,200 per year

The annual fee for study programs conducted exclusively in a language other than the state language (obligation to pay school fees arise only if any other public higher education institution in the academic year in which the student began to study this study program, admitted students for studies in the same field of study and degree in a study program that is conducted also in the state language): €1,000

The annual fee for the study program conducted exclusively in a language other than the state language for a student who is not a citizen of an EU member state, nor does he have a permanent residence in a member state: €2,500 per year.

**Fee for the rigorous procedure**: €500

**Admission requirements for bachelor's studies:**

The basic conditions for admission to bachelor's studies according to Act no. 131/2002 Coll. on universities and on the amendment of certain acts, as amended, the acquisition of a complete secondary education or a complete secondary professional education is completed by the final exam. For the admission of an applicant to a bachelor's study program, the following will be obligatory:

grades from subjects at the final exam

medical certificate (for social services and counseling study program) Applicants will deliver a medical certificate on the applicant's ability to carry out professional practice during their studies no later than on the day of registration.

A curriculum vitae, confirmation of payment of the admission fee, and a certified copy of the graduation certificate are part of the application for bachelor's university studies. Applicants who graduate in the academic year 2022/2023 will have their study results confirmed by the secondary school. The final exam certificate (certified copy) will be sent to the applicant after the final exam, or submit on the day of registration.

Applicants will be ranked based on the results of the final exam. Applicants for studies will be conditionally admitted for studies, with the fact that they must additionally submit their secondary school certificate no later than on the day of registration for studies.

**Conditions for admission to master's study programs:**

Successful completion of a bachelor study program. Applicants must deliver a medical certificate on the applicant's ability to perform professional practice during their studies no later than on the day of registration (applies to the social services and counseling study program). As a mandatory part of the application for a master's degree, applicants must submit a university diploma, a certificate of state examination, a supplement to the diploma for graduates of study programs, for graduates of study fields, proof of completed exams and credits (certified copies), confirmation of payment admission fee and a CV. Graduates of other fields of study can also apply for the course.

**Conditions for admission to doctoral study programs:**

Graduates of domestic or foreign universities who have completed master' s or engineering studies can apply for admission. Part of the application for doctoral studies is a verified university diploma, certificate from the state examination, a brief curriculum vitae together with a list of published and unpublished works, proof of completed internship (not mandatory), confirmation of payment of the admission fee and a dissertation project. Applicants apply for the topics listed by the faculty.

When being admitted to doctoral studies, there will be an admission procedure, where the applicant presents his motivation and prerequisites for study. The basic prerequisite for the admission of an applicant to the third level of university studies is the presentation and defense of a dissertation project, the success of which will be assessed by the admission committee for doctoral studies according to the provisions of the Directive on doctoral studies of the UCM in Trnava.

Certified copies of university diplomas and state examination certificates are not required for applicants who are UCM graduates, copies may also be uncertified.

Applicants apply for the listed topics, which are published on the website www.fsvucm.sk in the doctoral study programs section.

The admission procedure has the character of a selection procedure, namely in the form of an interview, where the applicant presents his motivation, prerequisites for study, a dissertation project as well as knowledge of a foreign language. The applicant becomes a student of doctoral studies after successfully completing the selection process and after enrolling in doctoral studies based on the admission decree of the dean of the faculty.

**General information about the admission procedure:**

Applicants can apply for several study programs, but only one study program will be indicated on one application. The applicant pays the fee for each submitted application separately to the faculty account number by bank transfer.

**Coordinator for students with specific needs:** PhDr. Darina Kubíčková, PhD.

In Trnava, November 8, 2022, Prof. Mgr. Katarína Slobodová Nováková, PhD.

 Rector of UCM in Trnava