



Univerzita sv. Cyrila a Metoda v Trnave  
Námestie Jozefa Herdu 2  
917 01 Trnava

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# ADMISSION PROCEDURE

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University of Saints Cyril and Methodius in Trnava  
for the academic year  
2025/2026

**Faculty of Social Sciences UCM**  
**J. Herdu 2, 917 01 Trnava**

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

Accredited study programs  
- teaching in the Slovak language:

	FS form of a study	D degree	LS length of a study	PN presupposed number of admitted students.
<b>Bachelor's single-subject study</b>				
Public administration	FT/PT	Bc.	3	60/60
European Studies and Policies	FT/PT	Bc.	3	60/60
Social services and counseling	FT/PT	Bc.	3	60/60
<b>Master's single-subject study</b>				
Public administration	FT/PT	Mgr.	2	60/60
European Studies and Policies	FT/PT	Mgr.	2	60/60
Social services and counseling	FT/PT	Mgr.	2	60/60
<b>Doctoral study</b>				
Public policy and public administration	FT/PT	PhD.	3/4	2/2
European Studies and Policies	FT/PT	PhD.	3/4	2/2
Social policy	FT/PT	PhD.	3/4	2/2

**Rigorous procedure**

Public administration  
European Studies and Politics  
Social services and counseling

**Application deadline:**

Bachelor and Master programs - until April 30, 2025

PhD. programs - until April 30, 2025

**Deadline for the selection process of PhD. study:**

- June 2024

#### Admission fee:

Submission of the application in printed form (paper):	€35 bachelor's degree and master's degree * €50 doctoral studies.
Electronic application submission:	€35 bachelor's degree and master's degree * €50 doctoral studies.

#### The application can be submitted:

- a) by mail to the address: Študijné oddelenie (Study Department) FSV UCM  
J. Herdu 2, 917 01 Trnava,
- b) in person: at the UCM office in Trnava
- c) electronically <https://e-prihlaska.ucm.sk/ais/eprihlas/#!/aktovka>  
(Fill in the electronic application, press the "confirm" button, then print and send to:  
FSV UCM Study Department)

Note : the electronic application must be printed also with attachments and sent by mail to the address: Študijné oddelenie (Study Department) FSV UCM, Nám. J. Herdu 2, 917 01 Trnava, or brought in person.

Bank: Štátna pokladnica (State Treasury)  
IBAN: SK59 8180 0000 0070 0007 1919  
SWIFT: SPSRSKBAXXX  
Account: 7000071919/8180  
Variable symbol: 52507  
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 study programs:  
*three-year study programs* - €900 per year
- Master study programs:  
*two-year study programs* - €1,000 per year
- PhD. study programs: €1,200 per year

Annual tuition fees for a study program conducted exclusively in a language other than the state language (the obligation to pay tuition fees arises only if a public higher education institution in the academic year in which the student began studying this study program admitted students for studies in the same field of study and degree in the study program that is also carried out in the state language): €1,000

Fee for rigorous proceedings: €700

### Admission requirements for bachelor's studies:

The basic condition for admission to bachelor's studies according to Act no. 131/2002 Coll. on universities and on the amendment of certain laws, as amended, is the acquisition of a complete secondary education or a complete secondary professional education completed by a final exam.

For the admission of an applicant to a bachelor's study program, the following will be decisive:

- marks from subjects at the final exam,
- medical certificate (study program social services and counseling) - applicants must deliver a medical certificate on their ability to carry out professional practice during their studies not later than on the day of registration.

A curriculum vitae, a 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 2023/2024 will have their study results confirmed by the secondary school. The school leaving certificate (a certified copy) will be sent by the applicant after the school leaving exam, or delivered on the day of registration.

Applicants will be ranked based on the results of the matriculation exam.

Applicants for studies will be conditionally admitted for studies, provided they additionally submit their high school diploma no later than on the day of registration for studies.

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

Successful completion of the B.Sc. 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 diploma supplement for graduates of study programs, for graduates of study fields proof of completed exams and credits (certified copies), confirmation of payment of the admission fee and a curriculum vitae. 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. For doctoral studies, the application form includes a verified university diploma, a certificate of the state examination, a brief CV 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. For admission to doctoral studies, there will be an admission procedure where the applicant presents his motives 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](http://www.fsvucm.sk) in the doctoral study programs section.

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The admission procedure has the character of a selection procedure, namely in the form of an interview, where the applicant presents his motives, prerequisites for study, a dissertation project as well as knowledge of a foreign language. The applicant becomes a student of doctoral studies after successful 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:**

PaedDr. Monika Orliková, PhD.

Trnava, 18 September, 2024

prof. Mgr. Katarína Slobodová Nováková, PhD.  
Rector UCM