

**Submission of applications and admission procedure
to study the study programme
CORPORATE BUSINESS AND MARKETING in English**

1. An applicant for the study programme of the 2nd level of study of Corporate Business and Marketing in English at the FBE UE in Bratislava with seat in Košice submits an application **electronically exclusively through the Academic Information System of the UE in Bratislava**.
Information can be found at: <https://e-prihlaska.euba.sk/ais/eprihlas/#!/home>
Link to the manual: https://e-prihlaska.euba.sk/ais/eprihlas/manuals/EN/ePrihlas_I.pdf
2. **The deadline for submitting applications for the 2nd degree study programme in English is from December 1, 2023 to February 29, 2024.**
3. In the application, the applicant shall state:
 - academic year 2024/2025,
 - required personal data (name, surname, family name, titles, identification No., date of birth, place of birth, place of permanent residence, sex and citizenship; the foreigner also indicates the place of residence in the Slovak Republic, identification No. if it was assigned to him by the Ministry of Interior; for applicant without identification No., use the identification No. created from the date of birth in the form yymmdd0000 (e.g. for the date of birth 2.5.1996 – 9605020000),
 - name of the faculty and teaching workplace,
 - the name of the study programme in which the applicant is interested (iPOMa_19),
 - form of study (full-time study),
 - study method (attendance),
 - information about the completed bachelor's degree at the university,
 - data on further and unfinished studies at the university,
 - contact details (e-mail, mobile phone number).
4. The fee for the admission procedure for the 2nd degree of study for the Corporate Business and Marketing study programme in English is **90 €**, which **must be paid by February 29, 2024**.
5. Admission procedure fee **can only be paid by bank transfer**.

6. When paying the fee for the admission procedure, the following information is provided:

- name of the faculty in the form: **PHF EUBA**
- **IBAN: SK17 8180 0000 0070 0008 1308**
- **variable symbol:**
 - **identification No. of applicant (without slash)**
 - for applicant without identification No., use the identification No. created from the date of birth in the form yymmdd0000 (e.g. for the date of birth 2.5.1996 – 9605020000)
- **specific symbol: 1070003**

The following identification data will be used for payment from abroad:

IBAN: SK17 8180 0000 0070 0008 1308

Bank connection for payment from EU countries:

SWIFT: SPSRSKBA

Bank: Štátna pokladnica, Radlinského 32, Bratislava

Bank connection for payment from third countries:

Beneficiary bank:

Štátna pokladnica

Radlinského 32

810 05 Bratislava

Slovakia

BIC/SWIFT: SPSRSKBAXXX

Beneficiary Intermediate Bank:

Všeobecná úverová banka, a. s.

Mlynske Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT: SUBASKBXXXX

7. The fee will be used exclusively for the preparation and implementation of the admission procedure and the entrance exam. The fee is non-refundable.

8. **The attachment to the application** (required documents) consists of:
- professional CV in English,
 - officially certified true copy bachelor's diploma confirming completion of bachelor's studies in the given or related field of study – in English (does not apply to FBE UE graduates in Košice); the dean of the faculty decides how the field of study is related,
 - officially certified true copy of the supplement to the diploma, or a statement of the results of the first degree of study (transcript of completed subjects and examinations) confirmed by the study department of the relevant faculty – in English (does not apply to FBE UE graduates in Košice); Faculty of Business Economics of the University of Economics in Bratislava with seat in Košice may require additional submission of the syllabi of selected subjects,
 - officially certified true copy of the state examination certificate – in English (does not apply to FBE UE graduates in Košice),
 - copy of an identity card or passport,
 - motivation letter in English.
9. It is necessary to add scans of **required documents** to send them to an e-mail: jozefina.hvastova@euba.sk **no later than February 29, 2024**. The applicant then must immediately send the printed documents to the address: Študijné oddelenie, Podnikovohospodárska fakulta Ekonomickej univerzity v Bratislave so sídlom v Košiciach, Tajovského 13, 041 30 Košice.
10. **An applicant who completed the 1st degree of university studies at a foreign university** must also **submit a decision on the recognition of a document of education for academic purposes, which will be issued by the University of Economics in Bratislava**. The applicant submits a copy of the decision confirmed by the Pedagogical Department of UE. The decision will be submitted **by the enrollment day for the study** (September 2024). Therefore, the applicant must apply for recognition writing to the University of Economics in Bratislava in advanced time. The applicant can find the information about nostrification:
<https://admission.euba.sk/>
<https://euba.sk/en/public/recognition-of-diplomas>
11. The admission procedure will take place on the date: April 2, 2024 – June 28, 2024 (so-called 1st round), respectively in the term: August 22, 2024 – August 23, 2024 (so-called 2nd round).
12. Only those applicants who, by February 29, 2024, submit a duly completed online application, deliver the attachments to the application and pay the application fee of 90 € will be included in the admission procedure.

13. The basic condition for admission to the master degree study programme is a bachelor degree or a master degree in the field of economics and management, or in a related field of the study. If the applicant has completed a related field of the study, the applicant must take differential examinations to the extent specified by the dean of the relevant faculty (maximum 4 subjects) after admission to the study programme. The dean of the faculty decides how the field of study is related.
14. The admission procedure consists of a **comprehensive assessment of documents**, which the applicant must submit together with the study application **no later than February 29, 2024** to the address: Študijné oddelenie, Podnikovohospodárska fakulta Ekonomickej univerzity v Bratislave so sídlom v Košiciach, Tajovského 13, 041 30 Košice.
15. Based on the assessment of the submitted documents, the admission committee will draw up a qualitative ranking of applicants, while only those applicants who submit all the required materials by the set deadline will be included in the ranking for admission. Personal participation in the admission procedure is not necessary. The number of accepted applicants will depend on the total number of applicants and their quality level, as well as on the faculty's capacity.
16. An additional condition for the acceptance of the applicant is the obligation to pay a tuition fee (2 500 €) in accordance with the internal regulations of the University of Economics in Bratislava. A proof of the full payment must be presented by the applicant by the enrollment day for study (September 2024).

The applicant can also find the required information about submitting an application and admission procedure at: <https://admission.euba.sk/>