ADMISSION CRITERIA FOR BACHELOR'S DEGREE STUDY PROGRAMMES
at the Faculty of Social and Economic Relations, TnUAD
Študentská 3, 911 50 Trenčín, 032/7400 401, www.fsev.tnuni.sk

Academic Year: 2027/2028

Information on the study programme	
Field of study:	***8 Economics and Management***
Study programmes:	*Public Administration* *Human Resources and Personnel Management* *Management in Tourism*
Standard duration of study:	*3 years – full-time* *3 years – part-time*
Form of study:	*full-time / part-time*
Language of instruction:	*Slovak*
Academic degree awarded:	*Bachelor (Bc.)*
Number of applicants planned to be admitted:	*Public Administration:* *full-time: 40* *part-time: 20*
	Human Resources and Personnel Management: *full-time: 250* *part-time: 70*
	Management in Tourism: *full-time: 200* *part-time: 30*
Admission Criteria	
Essential prerequisite:	*Complete secondary education or complete secondary vocational education.*
Knowledge testing method: (applicable to Slovak and/or foreign applicants):	*The admission process is conducted without an entrance examination based on a selection procedure.* *Applicants with the highest rankings will be admitted to the study programme based on the results of the selection procedure. The results are determined by the total number of points awarded for the applicant's average grades at secondary school, the type of secondary school attended, and any awards received. The average secondary school grade is calculated as the arithmetic mean of the grades on the end-of-year report cards for the first, second, and third years of secondary school (see Appendix).*
General Information on the Admission Process	
Application submission deadline:	*30 April 2027* *The Dean will decide whether to open an additional round of admissions.*
E- application:	*Applications must be submitted via https://e-prihlaska.tnuni.sk or https://prihlaskavs.sk/sk/.* *An electronic application will be registered in the Academic Information System (AIS) only if its status is* ***"uložená".*** *Applicants can check whether their application has been registered in AIS via the electronic application system. The application status will change to* ***"preklopená"****, and after the application fee has been paid, the status must be* ***"poplatok uhradený".***

	If the admission procedure fee has not been paid through the electronic application system within 8 days of the application status changing to ***"preklopená"****, the applicant must send proof of payment to the Chief Accountant at: maria.suletyova@tnuni.sk.* ***Applicants who have not paid the application fee or submitted all the required attachments will not be included in the selection process and, therefore, will not receive an admission decision.***
Required documents for graduates of Slovak and Czech secondary schools:	*The completed and confirmed electronic application* ***does not need to be printed or sent to the Department of Student Affairs.*** • *If applicants* ***enter their subject grades*** *from the electronic student record book in the electronic application, they* ***do not need to send photocopies*** *of their end-of-year report cards for years 1–3 by post.* • *If applicants* ***do not enter their subject grades*** *from the electronic student record book, they may upload scanned copies of their report cards for years 1–3 to the relevant attachments section of the electronic application or send photocopies by post.* • *Applicants must* ***send a certified photocopy of their secondary school leaving certificate*** *by post immediately after submitting their electronic application.* • ***Applicants taking their school-leaving examinations in the current academic year*** *must send a certified photocopy of their secondary school leaving certificate by post as soon as they receive it or submit it no later than the day of enrolment in the study programme.*
Required documents for graduates of foreign secondary schools:	***The completed and saved electronic application does not need to be printed or sent to the Department of Student Affairs. Applicants are required to:*** • ***Submit photocopies of the end-of-year report cards*** *for the last three years of secondary school, accompanied by an official translation into Slovak. Applicants may upload these documents to the attachments section of the electronic application or send them by post.* • ***Send the documents required for the recognition of foreign education by post,*** *in accordance with the requirements specified on the university's website.* • ***Send the documents as soon as they become available.*** *Applicants who have not yet completed their secondary education at the time of submitting their application must send the documents once they have obtained proof of their educational qualifications, but* ***no later than the date of enrolment in the study programme.*** *All the information applicants need regarding the recognition of educational qualifications obtained abroad is available on the website of Alexander Dubček University of Trenčín: Recognition of Educational Qualifications (tnuni.sk): https://tnuni.sk/uchadzaci/uznavanie-dokladov-o-vzdelani/*

Applicants benefiting from international protection:	• *The assessment and verification of the educational qualifications of an applicant benefiting from international protection who, for reasons related to the granting of such protection, is unable to submit a document certifying the completion of education in their country of origin shall be carried out in accordance with Section 57 of Act No. 422/2015 Coll. on the Recognition of Educational Qualifications and Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended.*
Supporting documents for students with special needs	• *Applicants with special needs may, if they wish and consider it necessary, submit a request to the Coordinator for Students with Specific Needs to ensure that their individual needs are accommodated, in accordance with the university's internal directive entitled "Guidelines for Applicants and Students with Specific Needs at Alexander Dubček University of Trenčín."*
Details on Application Fee	
Admission procedure fee:	*€ 39*
Bank:	*Štátna pokladnica*
Account (IBAN):	*SK 1381800000007000065375*
Variable symbol:	*10602*
Specific symbol:	*ID code (generated after the electronic application is saved in the Academic Information System (AIS)*
Message to the recipient:	*Applicant's first name and surname*
Mailing address:	*FAKULTA SOCIÁLNO-EKONOMICKÝCH VZŤAHOV* *Trenčianska univerzita Alexandra Dubčeka v Trenčíne* *Študentská 3* *911 50* *Trenčín*
Tuition fees	*Tuition fees for part-time study, extended-duration study, and concurrent study will be charged in accordance with the internal directive currently in force, "Determination of Tuition Fees and Study-Related Charges at Alexander Dubček University of Trenčín (TnUAD)," applicable to the relevant academic year.*
Additional Information	
The admission process for an applicant begins upon receipt of the application for study. The application and the admission procedure fee must be registered by the deadline specified by the Faculty. • *The Dean of the Faculty of Social and Economic Relations (FSEV) of Alexander Dubček University of Trenčín (TnUAD) shall appoint an admissions committee consisting of a chairperson and committee members. The Dean shall decide on admission to the study programme based on the results of the admission process.* • *An applicant who receives a decision rejecting their application for admission may submit a request to the Dean of the Faculty for a review of the decision within eight days of its delivery.* • *An applicant who receives a decision granting admission may enrol in accordance with the instructions provided together with the admission decision.* *Pursuant to Section 70(8) of Act No. 300/2025 Coll. on Higher Education Institutions, the Faculty is entitled to request that admitted applicants indicate whether they intend to enrol in the study programme. If an applicant does not express an interest in studying or fails to provide this information within the specified deadline, their right to enrol in the respective study programme shall expire.* ***Coordinator for students with special needs*** Ing. Eva Koišová, PhD., MBA; eva.koisova@tnuni.sk	

Appendix to the admission criteria to Bachelor's degree programmes

A. Secondary school grade point averages:

Average from – to:	*points:*
1.00 – 1.24	100
1.25 – 1.49	90
1.50 – 1.74	80
1.75 – 1.99	70
2.00 – 2.24	60
2.25 – 2.49	50
2.50 – 2.74	40
2.75 – 3.35	30
3.36 – 3.55	20
3.56 – 3.69	10
3.70 – 4.00	5

B. Point allocation for the secondary school completion and awards:

Points to be allocated for the completion of the following types of secondary schools:

- gymnázium: 100 pts.
- secondary technical schools (with school-leaving examinations): 70 pts.
- secondary vocational schools and others (with school-leaving exams): 30 pts.

Points for awards: +30 points

Points for awards may be granted to a participant in the National Competition of Professional Knowledge and Practical Skills of Secondary Vocational School Students – for Business Academies (held under the auspices of the Slovak Chamber of Commerce and Industry), or to a successful participant in secondary school "Olympiads" and knowledge competitions who placed among the top three positions and can present a diploma as proof.
If, based on the previous two criteria, the applicant has already obtained more than 170 points, the remaining number of points up to a total of 200 points will be added for awards.

The maximum score in the admission procedure for the Bachelor study (A+B) is 200.
The minimum score for admission is 60.

Approved by the Academic Senate of FSEV, TnUAD on October 15, 2026.