

Alexander Dubček University in Trenčín

Faculty of Social and Economic Relations

Študentská 3, 911 50 Trenčín, 032/7400 401, www.fsev.tnuni.sk

Application submission deadline: **31 May 2018***
Admission procedure date: **June 2018**

Admission proceeding fee: **34 €**
(non-cash transfers only)

IBAN: **SK 138180000007000065375**
Variable symbol: **10602**
Specific symbol – birth registration number without slash: **XXXXXXXXXX**
Write the applicant's name and surname in the message for the recipient section.
SWIFT: SPSRSKBA
Bank: Štátna pokladnica, Radlinského 32,
810 05 Bratislava 15

<u>Accredited Master's degree programme</u>	<u>FS</u>	<u>Lang.of instr.</u>	<u>Degree</u>	<u>PP</u>	<u>R</u>
Human Resources and Personnel Management	full-time	AJ	Ing.	25	2

Note: Applicants shall indicate the study in English language next to the study programme.

Admission criteria

- Bachelor's degree.
- Admission criteria apply to both international and Slovak students.

Electronic application form

The application is to be filed electronically via www.fsev.tnuni.sk/uchádzači/ electronic application form. After submitting, the application form must be printed, signed by an applicant and sent along with enclosures to the Faculty Study Department.

Application form for the Master's degree programme

must be submitted on the prescribed Master's study application form, duly completed, and **signed**. Applicants are asked not to write the course units completed and grades received in their Bachelor's study.

In order to speed up communication in case of missing or incomplete data, the applicants are asked to provide a correct and valid e-mail address on the application form.

* Additional admission rounds will be considered by the dean of the faculty.

Required annexes to the application form – applicable to applicants other than FSEV, TnUAD graduates:

- **Receipt of payment** for admission procedure (internetbanking receipt is acceptable).
- **This year undergraduates**, those not holding a Bachelor degree, shall enclose a **confirmation of school attendance** as of the application date submission.
- A **copy of the Bachelor degree diploma attested** by a notary or register office. **This year's** graduates are required to submit a notary attested copy of the Bachelor degree diploma upon its receipt, not later than the enrolment date.
- A **certificate of recognition of the Bachelor degree** awarded by foreign institutions of higher education is required to be submitted **not later than** the enrolment date. (Higher education diplomas issued in the Czech Republic are automatically considered as equivalent, i.e. with no further action)

Required annexes to the application form – applicable only to FSEV, TnUAD graduates:

- **Receipt of payment** for admission procedure (internetbanking receipt is acceptable).
- **No documents** on completion of studies are required.

Tuition fee

Tuition is charged in accordance with the applicable Directive which stipulates the amount of tuition and fees related to the studies at A. Dubcek University in Trenčín.

Full-time study in Slovak language is available **free of charge**. Tuition for full-time study in English language is **€600** per academic year.

Students who exceeded the standard length of study and/or students who are simultaneously studying at another institution of higher education are required to pay a tuition fee of **€660** per academic year.

General conditions and information

- Applicants who completed a Bachelor's degree programme of minimum 3 years (Act No. 131/2002 Coll.) or completed their full higher-education studies in the length of 5 years (Act No. 172/1990 Coll.) can be admitted to Master's degree programme in Human Resources and Personnel Management.
- Undergraduates in their last year of a Bachelor's degree programme may also submit an application form for the Master's degree programme. This fact shall be indicated in the application form.
- Applicants who completed an associated Bachelor's degree programme or other Bachelor's degree programmes or completed their full higher-education studies in the length of 5 years can be admitted to Master's degree programme in Human Resources and Personnel Management. Applicants, who are graduates of Bachelor's degree programmes from other institutions of higher education, are going to take examinations in selected compulsory course units in the Bachelor's degree programme of Human Resources and Personnel Management.
- Applicants who completed a **Bachelor's degree programme abroad must submit a document** on the recognition of a completed higher-education study issued by a foreign institution of higher education (pursuant to Section 106 (3) of Act 131/2002 Coll. On Higher Education).

If an international treaty between the respective state and the Slovak Republic on mutual recognition and equivalence of educational documents is concluded, **such document is not**

required (e.g. higher education diplomas issued in the Czech Republic are automatically considered as equivalent, i.e. with no further action).

- The Dean of the Faculty of Social and Economic Relations shall appoint a board for the admission procedure, consisting of a chairman and its members. The commission shall verify whether all the requirements related to the Master's degree programme are met.
- The dean shall decide on the admission to study based on the recommendations by the board members.
- Unsuccessful applicants may submit a request to examine the decision on the admission procedure to the dean within eight days from its delivery.
- Applicants who received a decision on admission are required to enrol to the programme of study as instructed in writing.
- By notification of the decision on admission to study pursuant to the Act No. 131/2002 Coll. on Higher Education, section 59, 3 as amended, the faculty is entitled to ask applicants whether they are going to enrol. The right of the applicants to enrol shall lapse if they fail to provide the information within by the deadline.
- The admission procedure begins with the submission of a study application form. The application must be delivered within the deadline specified by the faculty. The Faculty does not notify applicants on registration of their applications. Applicants may check the registration of their applications in the Academic Information System (AIS) based on the instructions found on www.fsev.tnuni.sk, UCHÁDZAČI (APPLICANTS) section
- An applicant may submit only one application for the Master's degree programme at the Faculty of Social and Economic Relations, and indicate only one form of study (full-time or part-time).
- Applications rejected are likely to be incomplete or missing part of the requested documentation.
- The attached documents and admission fees will not be returned to the applicants.

Disability Coordinator

PhDr. Jana Španková, PhD., jana.spankova@tnuni.sk

Abbreviations:

TnUAD – A. Dubček University in Trenčín, **FSEV** – Faculty of Social and Economic Relations, **PP** – planned number of admitted students, **R** – length of study in years, **SJ** – Slovak language, **AJ** – English language, **FS** – Form of study.