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CONDITIONS OF ADMISSION FOR THE STUDY OF AN ACCREDITED BACHELOR'S DEGREE STUDY PROGRAMME

European Public Administration in English – Full-Time Form of Study

for academic year 2024/2025

In accordance with Article 25 of the Statute of the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration, I hereby set the following conditions for admission to the study of the accredited study programme European Public Administration in English for the academic year 2024/2025 in the full-time form of study

General Information about the Admission Procedure

The admission procedure for an applicant begins with the delivery of an application for university studies to the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration (hereinafter referred to as the "Faculty" or "FPA").

Planned Number of Admitted Applicants

Study Program	Study Degree	Study Language	Study Form	Duration of Study in Years	Planned Number of Admitted Applicants
European Public Administration	Bachelor	English	Full-time	3	30

Study Fee

According to the Order of Fees for the academic year*

Deadline for Applications

By April 30, 2024

Basic Conditions for Admission to Studies

The basic condition for admission to Bachelor degree studies is the acquisition of a complete secondary education or a complete secondary vocational education (Section 56(1) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended).

Additional Conditions for Admission to Studies

The applicant must have passed a state examination in English language or other examination demonstrating a level of the English language proficiency of at least B2.

Applicants will be admitted according to the number of points on a waiting list based on their results in secondary school (maximum 40 points), significant achievements in competitions (10 points), language exams (10 points) and the results of the admission interview (40 points). A maximum of 100 points can be obtained in total.

The admission interview takes place online via the MS Teams platform (or an alternative), in front of a three-member Admissions Committee.

The Admissions Committee, including its chairperson, is appointed by the Dean of the Faculty on the basis of a proposal from the person responsible for the study programme.

The content of the admission interview is mainly the verification of the applicant's general prerequisites for studies and the applicant's motivation for studies.

The interview will take place on the selected date from May 6, to June 7, 2024. The applicant will be notified of the exact date and time of the interview, including the categories of questions, no later than 10 days before the date of the interview.

Secondary school performance points will be awarded on the basis of the grade point average achieved:

- the average of the grades on the end-of-year certificates for the last two years of study at the secondary school preceding the final year of study,
- from the half-year certificate for the final year of the secondary school study

Points Rating

Criterion	Description	Number of Points
Learning outcome (average of grades for learning outcomes in secondary school)	1,00 – 1,15	40
	1,16 – 1,30	37
	1,31 – 1,45	34
	1,46 – 1,60	31
	1,61 – 1,75	28
	1,76 – 1,90	25
	1,91 – 2,05	22
	2,06 – 2,20	19
	2,21 – 2,35	16
	2,36 – 2,50	13
	2,51 – 2,65	10
	2,66 – 2,80	7
	2,81 – 2,95	4
	2,96 – and more	1
Significant Achievements	Significant achievements in competitions (participants in the regional, national or international round of the olympiad, secondary school vocational activity and other secondary school competitions at the national or international level).	10
Foreign Language	Successful completion of a state examination in a foreign language (other than English) or another examination demonstrating a level of foreign language proficiency (other than English) of at least B2.	10
Admission interview	Passing the admission interview.	40
Maximum number of points		100

Application for Studies - Method of Submission

An applicant applies for the study by filling in the online application form at <https://e-prihlaska.upjs.sk> and submitting it, thus the application is submitted. The applicant is obliged to attach the required attachments to the online application form, or send them as a compulsory attachment by post or deliver them in person to the Faculty. Once the online application has been submitted, the applicant is not obliged to send a printed version of the online application by post.

Application for Studies - Attachments

- Officially certified end-of-year certificates from secondary school for the two years preceding the final year of study and, if the applicant is still a secondary school student, a half-year certificate for the final year of study at secondary school, or a certificate of academic achievement issued by the secondary school.
- Officially certified photocopies of evidence of having passed a state examination in English language or other examination demonstrating a level of the English language proficiency of at least B2.
- Officially certified photocopies of evidence of having passed a state examination in a foreign language (other than English language) or another examination demonstrating a level of the foreign language proficiency of at least B2.
- Officially certified photocopies of diplomas (certificates) of participation in competitions and olympiads at regional, national or international level (if the applicant has participated in a competition).
- Officially certified proof of successful completion of full secondary education shall be delivered by the applicant immediately after obtaining the matriculation certificate, **at the latest by the time of the student's enrolment**.
- Proof of payment of the admission fee.
- Copy of valid ID or passport.
- Curriculum vitae

Applicants from abroad and Slovak citizens who have completed their secondary education abroad (except for documents obtained in the Czech Republic) must submit to the study office of the Faculty the original decision or a certified copy of the document on the equivalence of secondary education (nostrification of the school leaving certificate) no later than on the day of enrolment (Act No.422/2015 Coll. on the Recognition of Education Documents and on the Recognition of Professional Qualifications and on Amendments and Supplements to Certain Acts, as amended). Nostrification of documents is carried out at the applicant's request by the Košice District Office, Department of Education, Zádielska 1, 041 26 Košice, tel. +421 55 724 5442

International students provide their own email address on the application form, not the email address of an authorised representative.

If the application form is not properly completed or does not contain any of the required attachments, the Faculty will invite the applicant to remedy the deficiencies within a specified time limit. If the applicant fails to remedy the deficiencies within the specified period, the application shall be deemed invalid.

Admission Fee

- a) The fee shall be paid by bank transfer.
- b) The amount of the fee for the Bachelor's degree: 30 €
- c) Proof of payment of the admissions fee shall be attached as an attachment to the online application.
- d) Details of the payment of the administrative fee into an account held at the State Treasury:
IBAN: SK5881800000007000086002
SWIFT: SPSRSKBA (for payment from the Slovak Republic and the EU countries)
SUBASKBX (for payments from outside the EU countries)
Variable symbol for Bachelor studies: 4971
Constant symbol: 0308
Specific symbol: Birth number without a slash (e.g. 1234567890)
Message for the recipient: Name and surname

The fee for the material support of the admission procedure is not refundable to the applicant.

Evaluation of the Entrance Examination and Publication of the Results

1. The results of the admission procedure will be announced and made available via the Faculty's website.
Deadline for publication of the results of the admission procedure: **no later than June 14, 2024.**
2. The decision of the Dean of the Faculty on whether or not to accept the applicant will be sent to the applicant in writing. The applicant may submit a request for a review of the decision on the outcome of the admission procedure. The application shall be submitted to the Dean of the Faculty within 8 days from the date of receipt of the decision, in accordance with Section 58(8) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.
3. The Faculty reserves the right not to open a study programme if a sufficient number of applicants does not apply. Applicants enrolled in the study programme will be informed about the non-opening of the study programme electronically (by email).
4. In the event that the expected number of admitted applicants is not met, the Dean of the Faculty may announce a second round of the admission procedure. The deadline for submission of applications for the second round is 12 August 2024. The admission interview for the second round will take place on a selected date 17-26 August 2024. The results of the second round of the admission procedure will be published on the Faculty's website. Deadline for publication of the results of the admission procedure: August 31, 2024 at the latest.

Address and Contact Details

- a) **The postal address of the Faculty (address for sending the application form)**
Univerzita Pavla Jozefa Šafárika v Košiciach, Fakulta verejnej správy
P.O.Box C-2, 041 32 Košice
Slovenská republika
- b) **The address of the seat of the faculty**
Univerzita Pavla Jozefa Šafárika v Košiciach, Fakulta verejnej správy
Popradská 66, 040 11 Košice
- c) **Telephone No.:** +421 55 234 5100; +421 55 234 5181-2.
- d) **E-mail:** fvs-vzdelavanie@upjs.sk

Coordinator for work with students with specific needs:

Ing. Lenka Pčolinská, PhD., tel.: +421 55 234 5141
e-mail: lenka.pcolinska@upjs.sk

Opportunities for Graduates in Practice

Graduates are prepared to work as professionals in all branches of public administration and the public sector in the Slovak Republic, in the institutions of the European Union, as well as in international organisations. In the course of their studies they will acquire theoretical knowledge in the field of public administration and related disciplines - political science, sociology, law and economics with an emphasis on the functioning of the European Union. The graduate's knowledge overview includes the interconnectivity and familiarity with political science and sociology principles of public administration in a democratic state, especially in the Slovak Republic and the European Union, the constitutional and legal foundations of public administration with a focus on state administration and local self-government, as well as economic principles and contexts, including organisational and management issues and their practical application in the actual practice of public administration. Graduates of this study programme will acquire the basic knowledge to carry out work activities with a predominance of intellectual work in public administration. Consequently, they will be able to perform tasks, solve problems and take decisions on basic issues at all levels of public administration. They will acquire the skills:

- To implement theoretical knowledge in improving and making public administration more efficient,
- To use the policies and principles of communication skills both within the organisation and in the public administration-citizen relationship,
- To plan and organize the processes and activities in public administration,
- To apply the norms of primary and secondary law of the European Union related to the issue of public administration in practice,
- To issue simple individual legal acts and prepare documents for the adoption of normative legal acts in the field of public administration.

* <https://www.upjs.sk/en/information/current-students/documents/>

Košice, 04. 12. 2023

doc. JUDr. Mgr. Michal Jesenko, PhD.
Dean

Conditions approved by the Academic Senate of the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration on December 11, 2023.

PhDr. Eliška Zásadová, PhD.
Chairperson of the Academic Senate of Pavol
Jozef Šafárik University in Košice, Faculty of Public
Administration