



**Admissions principles and admission
procedure for the study programme
INTERNATIONAL FINANCE, GLOBAL
FINANCE. Academic year 2018/2019,
FNE EU in Bratislava¹**

Bratislava, September 2017

¹ Amendment to Admission principles at the Faculty of National Economy, University of Economics in Bratislava for the academic year 2018/2019.

General provision

1. At the Faculty of National Economy, University of Economics in Bratislava (hereinafter referred FNE UE in Bratislava), for the academic year 2018/2019 in addition to the admission procedure for study programmes accredited before 2015, admission procedure will take place for the Master study programs International Finance, Global Finance, which are programs within the academic field Finance, Banking and Investment of the duration of 2 academic years (4 semesters), credits requirements 120 ETCS. These study programmes will be held in English.
2. Additional information about the study programmes can be found at: <https://nhf.euba.sk/en/>

Article 1 – Admission procedure for the study programmes

1. The admission procedure will be carried out at FNE UE in Bratislava in accordance with its valid internal regulations. Admission principles and procedures are consistent with the admission principles, which are valid for FNE UE in Bratislava.
2. The applicants for the study programmes submit their application forms to the address of the Faculty of National Economy UE in Bratislava electronically through the Academic Information System of UE in Bratislava. A written form of the electronic application form is required.
3. UE in Bratislava accepts only electronic application forms created in the Academic Information System (AIS2) UE in Bratislava. Electronic application with instructions for completing will be posted on the web page: <https://nhf.euba.sk/en/>
4. Foreign applicants are to meet the same conditions as applicants from the Slovak Republic. Applicants, who have the status of a Slovak living abroad under special legal provisions, are considered as citizens of the Slovak Republic.
5. The deadline for the acceptance of the application materials for the study programme is **15th April, 2018**.
6. In the application form, the applicant shall state:
Academic year: 2018/2019,
Required personal information (first name, surname, maiden name, academic degrees, personal registration number, date of birth, place of birth, marital status, permanent residence number, sex and citizenship, first name, surname and maiden name of parents, for foreigners a permanent residence address in the Slovak Republic (if relevant), personal registration number of a foreigner if it was provided by the Ministry of Interior of the Slovak Republic, information about previous employment or present employment)

²The study programme was created and submitted for accreditation in the context of the development project Preparation and implementation of a new joint study programme MSc in Global Finance supported by the Ministry of Education, Science and Sport of the Slovak Republic.

Name of the faculty: Faculty of National Economy, University of Economics in Bratislava

Name of the study programme:

Global Finance/International Finance

Form of study (full-time study),

Method of study (on-site),

Graduation/ bachelor degree at a university

On the second page of the application form, the applicant shall provide the information of another, even unfinished bachelor study programme at the university,

On the third page of the application form, the applicant shall attach the proof of the administration fee payment for the admission procedure,

Date and signature.

The confirmation of correctness of provided information and a health certificate are not required. The applicant with impaired health conditions and with special needs is to attach relevant documents and contact the Faculty of National Economy UE in Bratislava in order to determine the form of admission procedure due to their special needs, if needed.

7. Mandatory attachments to the application form for the study programmes are:

Structured CV in the form of Europass.

Legally verified photocopy of the document confirming bachelor degree in the same or similar field of study (for graduates from FNE it is required to submit a photocopy of their diploma), the guarantor of the study programme decides on fulfilling the terms of the similarity of the study fields.

Legally verified photocopy of the Diploma Supplement, respectively a transcript of grades obtained during the bachelor study certified by a Study Department of relevant Faculty/University (for graduates from FNE a photocopy of the Diploma Supplement is required).

Legally verified photocopy of the certificate of state examination if relevant (for graduates from FNE a photocopy of the certificate of state examination is required).

The foreign applicant or the applicant, who graduated with a bachelor degree from a foreign university, shall submit the decision on the recognition of the diploma for academic purpose issued by the UE in Bratislava.

An internationally accepted certificate confirming knowledge of English (internationally accepted certificate IELTS 6.0 or equivalent). This certificate is not required if the bachelor study or its relevant parts were taught in English, or if English is the mother tongue of the applicant.

A copy of the identity card or of the passport.

Two reference letters issued by professionals or academics, who are familiar with the personal and professional profile of applicant (for examples previous teachers or supervisors),

A motivation letter.

The applicants without a Diploma Supplement shall submit the transcript of grades confirmed by the Study Department of the Faculty/University, which they attended in their previous study.

8. The administration fee for the admission procedure for the study programme if submitted only on printed application form is **40 EUR**. The administration fee for the admission

procedure for the study programme submitted also on the electronic application form as well is **32 EUR**.

9. The administration fee for the admission procedure can only be paid via the bank transfer (not a payment order). A bank transfer order does not represent a proof of payment. Only the bank account statement, the confirmation of payment, or the confirmation of executed payment printed from the internet banking can be accepted as a proof of payment.
10. The payment of administration fee for the purpose of the admission procedure shall contain:
The name of the Faculty in the following form: NHF EUBA
 - IBAN: SK4781800000007000080671
Variable symbol
 - Personal registration number given at birth (without slash)
 - Applicants without the Personal registration number should provide the date of birth in form ddmrr (for example 2.5.1996 – 020596)

Bank contact details for payment in EUR from EU countries:

SWIFT: SPSRSKBA

BANK: Štátna pokladnica, Radlinského 32, Bratislava

Banking contact details for payment from third countries:

Beneficiary Bank:

STATNA POKLADNICA

Radlinskeho 32

810 05 Bratislava

Slovakia

BIC/SWIFT**: SPSRSKBAXXX

Intermediary bank of a recipient:**

Vseobecna uverova banka, a.s.

Mlynske Nivy 1

829 90 Bratislava

Slovakia

BIC/SWIFT**: SUBASKBXXXX

Article 2 – Requirements for applicants and the admission procedure of the study programme

Partner universities agreed on the following requirements for the applicants:

1. Graduation from a bachelor degree programme in the same or similar field of study, the fulfilment of the requirement of the similarity of study fields will be decided by the guarantor of the study programme,
Fullfilling all requirements of the admission procedure, which will determine the ranking of the applicants.
2. The admission procedure consists of a comprehensive assessment of the documents submitted by applicant (as specified in Article 1 point 1) and personal interview, in case of foreign applicants it may be held via Skype. Personal interview will be focused on identifying academic potential of the applicant for successful study in this study programme.
3. The decision on the acceptance for the study programme will be done in accordance with the current legislation and internal regulations of FNE UE in Bratislava.
4. The accepted student of this joint study programme will be the student of the both partner universities for the whole duration of the study.

Article 3 – Estimated number of accepted applicants for the study programme Global Finance

1. For the academic year 2018/2019 it is expected to enroll at FNE UE in Bratislava to the study programme Global Finance 20 students.

Final Provisions

The admission principles of the study programme GLOBAL FINANCE for the academic year 2018/2019 were discussed and approved by the Academic Senate of FNE UE in Bratislava at its meeting on 18th September 2017.

doc. Ing. Alena Zubaľová, PhD. v.r.
Chairman of the AS FNE UE in Bratislava

Univ. prof. i. R. Dipl. Ing. Dr. Mikuláš Luptáčik v.r.
Dean of FNE UE in Bratislava