



FILOZOFICKÁ FAKULTA
Univerzita Komenského
v Bratislave

Internal regulations of the Faculty of Arts Comenius University Bratislava

Internal regulation No. 6/2024

Approved by the Academic Senate of the
Faculty of Arts, Comenius University Bratislava

**Specific terms of the admissions procedure for bachelor's,
master's and doctoral studies at
Comenius University Bratislava, Faculty of Arts**

Year 2024

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Comenius University Bratislava, Faculty of Arts (hereinafter „FARS CU“ or „Faculty“) issues in accordance with Art. 34 par. 1 letter h) of the internal regulation of Comenius University Bratislava No. 5/2023, approved by the Academic Senate of Comenius University Bratislava, the Statute of Comenius University Bratislava (hereinafter „CU Statute“), and with Art. 35 par. 2 of the internal regulation of FARS, Comenius University No. 4/2023, approved by the Academic Senate of FARS, CU Bratislava and the Academic Senate of Comenius University Bratislava, the Statute of FARS CU, this internal regulation regarding the specific terms and conditions of admissions procedure for bachelor’s, master’s and doctoral degree studies at CU, FARS.

Art. 1

Preliminary provisions

- (1) The Faculty accepts applicants for admission to study (hereinafter „applicant“) in accredited study programmes in bachelor’s, master’s or doctoral degree listed in the register of the study programmes based on the admissions procedure after fulfilling the terms of admission to study determined by law¹ and terms of admission to study stipulated by the internal regulations of Comenius University Bratislava (hereinafter „CU“) and the Faculty.
- (2) The admissions procedure at the Faculty is governed by the internal regulation of CU No 4/2021, approved by the Academic Senate of CU, by the Rules of the Admission Procedure at Comenius University Bratislava, as amended by later amendments (hereinafter „rules of the admissions procedure at CU“). The specific terms of admissions procedure at the Faculty are further governed by this internal regulation.
- (3) On the proposal of the Dean, the Academic Senate of the FARS CU approves for each academic year separately:
 - a) The planned numbers of applicants to be accepted to study in study programmes² currently available;
 - b) Other terms of admission to study in individual study programmes³ currently available.

Art. 2

Information on admission procedure

- (1) The Faculty publishes the following information on admissions procedure for a relevant academic year:
 - a) A list of study programmes offered in the relevant academic year;
 - b) Number of applicants it plans to accept to study in the individual study programmes;
 - c) Deadlines for submitting applications;
 - d) Information on the method of submitting an application;
 - e) Other terms of acceptance to study individual study programmes;
 - f) Deadlines and methods of verifying the fulfilment of other terms of admission to study;
 - g) In case the abilities to study a specific study programme are to be verified by an entrance examination, the Faculty also publishes the form, method and general content of the exam, and the method of evaluating its results.
- (2) In the case of the admissions procedure for the bachelor’s studies, the Faculty further provides information on which study programmes and under what terms applicants’ achievements in secondary school subject Olympiads and other competitions shall be counted.

¹ Act 131/2002 Corpus Iuris on universities and on amendments of certain Acts (hereinafter „Act on Universities“)

² Art. 46 of the Statute of CU

³ Art. 34 par. 1 letter. h) Statute of CU.

- (3) In the case of the admissions procedure for master's studies, the Faculty further publishes information on which bachelor's study fields are accepted for the purposes of admissions procedure for individual study programmes in master's degree.
- (4) In the case of the admissions procedure for doctoral studies, the Faculty further publishes dissertation theses topics that can be applied for in the relevant academic year. The list of topics also includes topics entered by external educational institutions with which the Faculty has concluded framework agreements on cooperation in sharing the implementation of study programmes (hereinafter „external educational institution“). The dissertation theses topics are listed separately for each study programme, form of study and a training workplace.⁴ Information on listed topics is published in Slovak and English language in the following extent: the title of the dissertation topic, name of the supervisor, name of the training workplace, form of study, annotation. If the nature of the topic allows the acceptance of several applicants, the Faculty publishes this information too.

Art. 3

Application for study

- (1) Applicants submit the application form to study a bachelor's study programme, master's study programme or doctoral study programme (hereinafter „application for study“), including its mandatory attachments, in paper form or in electronic form⁵.
- (2) Applicants for admission to a bachelor's study programme may apply for two study programmes. They list them on one application form in the order of their personal preference. The order of the study programmes given on the application form is binding in the admissions procedure.
- (3) Applicants for admission to a master's study programme may apply for one study programme only.
- (4) Applicants for admission to doctoral studies may apply for one study programme only, while applying for one doctoral study topic listed in the given study programme.⁶
- (5) A confirmation of payment of the admissions procedure fee is a mandatory attachment to the application form. Applicants are obliged to pay the fee immediately after submitting the application, no later than the deadline for submitting the applications for the relevant degree of study, otherwise the application is considered invalid.
- (6) A certified copy of completed secondary education certificate is a mandatory attachment to the application form for bachelor's studies. If the applicant has not completed secondary education by the time of submitting the application, they shall submit a certified copy of the certificate of education achieved immediately upon its receipt, but no later than on the day designated for enrolment. If an applicant obtained secondary education outside the territory of the Slovak Republic, they are not obliged to submit a certified copy of a document on education achieved, but they are obliged to submit a decision issued by an authorized person on the recognition of the document on the education achieved.⁷
- (7) A certified copy of a document on completed first-degree university education is a mandatory attachment to the application form for master's degree studies. If the applicant has not completed a first-degree university education by the time of submitting the application, they shall submit the certified copy of the certificate of education achieved immediately upon its receipt but no later than on the day designated for enrolment. If an applicant completed the first-

⁴ As a training workplace is defined a faculty department or other external educational institution.

⁵ Art. 4 par. 1 CU admission procedure regulations.

⁶ § 54 par. 5 of Act on Universities and art. 11 par. CU admission procedure regulations.

⁷ Act No. 422/2015 C. I. on recognition of education documents and on recognition of professional qualifications and on amendments to certain laws (hereinafter „Act on documents recognition“).

degree university education outside the territory of the Slovak Republic, they are not obliged to submit a certified copy of the document on education achieved, but they are obliged to submit a decision issued by an authorized person on the recognition of the document on the education achieved.⁸ Graduates who had completed the bachelor's degree studies at the FARS CU in 2010 or later, do not submit documents on achieved education.

- (8) Mandatory attachments to the application form for doctoral studies comprise:
- a) A certified copy of documents on completed second-degree university studies; applicants who have completed their master's degree studies at the FARS CU shall submit copies of documents on the education achieved; applicants who have completed their master's degree studies at one of the other faculties of CU shall submit copies of documents on education and their originals for verification by employees of the Department of Science and Postgraduate Studies of the FARS CU. If, at the time of submitting the application, the applicant has not completed their second-degree university education, they shall submit a certified copy of the document on education achieved immediately upon its receipt, as stipulated in the previous sentence but no later than on the day designated for enrolment. If an applicant completed the second degree of university education outside the territory of the Slovak Republic, they are not obliged to submit a certified copy of a document on education achieved, but they are obliged to submit a decision issued by an authorized person on the recognition of the document on the education achieved;⁹
 - b) Curriculum vitae written in Slovak, Czech or English;
 - c) Dissertation thesis project focused on the listed topic written in the prescribed structure;
 - d) A list of the applicant's published articles or a list of results of other professional or artistic activities, and reviews of these works and activities if they have been executed.¹⁰
- (9) No changes in the submitted application for study are admissible after the lapse of the deadline for submitting applications.
- (10) If an applicant cancels the application for study, the admissions procedure fee shall be refunded only if the cancellation occurred before the deadline for submitting applications for the given degree of study. The right to a refund of the admission fee does not arise if the applicant does not participate in the admission exam.

Art. 4

Admissions procedure to study programmes in bachelor's degree

- (1) To be accepted to bachelor's degree study, it is mandatory for applicants to take an entrance examination consisting of a national comparative exam provided by a contractor to whom the order for its implementation is assigned, and a test of specific prerequisites for selected study programmes. The national comparative exam comprises a test of general study prerequisites and, in case of selected study programmes, an English, German or Spanish language test. The result of Czech or English test of general study prerequisites is recognized as equivalent to its Slovak version.
- (2) For the purposes of admissions procedure, the Faculty accepts the test result in the national comparative exam taken by the applicant no earlier than 27 months before the deadline for submitting applications. Provided the applicant took the test more than once, their best score shall be taken into consideration.
- (3) The test result in the national comparative exam is given in the form of a percentile which is converted into points for the purpose of evaluating the entrance test, whereby one point equals

⁸ Act on documents recognition.

⁹ Act on documents recognition

¹⁰ Art. 11 par. 7 let. c) admission procedure regulations at CU.

one percentile. The maximum number of points for one test in the national comparative exam is 100. If two tests in the national comparative exam are prescribed in the study programme, their weight is the same and the maximum number of points is 200.

- (4) The maximum number of points for a test of specific prerequisites is 100.
- (5) The total maximum number of points to be acquired is 100 or 200, depending on the structure of the entrance exam. The final ranking of applicants for the study program given is determined according to the total number of points obtained.
- (6) The test results in the national comparative exam are accepted by the Faculty only from the supplier to whom the contract for their implementation has been assigned. The supplier shall provide the Faculty with applicant's test results only if the applicant gives their consent.
- (7) Applicants applying for two study programmes shall take an entrance examination for both study programmes. A test taken in the national comparative examination is valid for both study programmes.
- (8) In case of unforeseeable circumstances, the Dean has the right to decide upon interrupting the exam of specific prerequisites or upon changing its date.

Art. 5

Admissions procedure to study programmes in master's degree

- (1) Bachelor's degree study programme graduates are accepted to subsequent study programme in master's degree in either the same study field, or to the master's degree study programme in a different study field, provided the completed bachelor's degree study programme belongs to the accepted field of bachelor's studies. (art. 2 par. 4).
- (2) Applicants are accepted for master's study programmes according to the ranking based on the value of the achieved weighted academic mean in their bachelor's studies or on the result of an entrance examination according to the ranking based on the number of points achieved. Maximum number of points for entrance examination, if required, is 200.
- (3) In the case of study programmes to which applicants are admitted according to the ranking compiled on the basis of the value of the weighted academic mean achieved in their bachelor's studies, the weighted academic mean is calculated either from all the courses of the completed bachelor's studies successfully completed from the first to the fifth term of the bachelor's studies, or from selected completed courses representing the basis of the bachelor's study programme or from their equivalents. Provided the applicant has not completed any of the courses, this course is evaluated with a classification grade Fx in the weighted academic mean.

Art. 6

Admission to study programmes in bachelor's and master's degree

- (1) Applicants who have applied for two bachelor's degree study programmes are admitted to a maximum of one study programme according to the ranking based on the entrance examination result.
- (2) The Dean may decide to accept additional applicants in the order of the results of the admissions procedure for individual study programmes, at most in the number that increases the planned number of admitted persons by the number of unenrolled applicants from the last academic year in which the given study programme was opened. In the case of a study programme for which, in the last year in which it was opened, a smaller number of applicants applied than the planned number of admissions, the Dean may decide to admit additional applicants in the order of the results of the admissions procedure, up to the difference of the planned number of admissions and the number of admitted persons who enrolled in the given study programme.

- (3) The Dean decides on the admission of applicants to study based on the recommendation of the admissions committee according to the final ranking achieved in entrance examinations.
- (4) If the number of applicants registered for a study programme is equal to or lower than the planned number of applicants to be admitted to the given study programme, the Dean may admit all applicants registered for this study programme without their taking entrance examination.
- (5) The Dean is authorized not to open a bachelor's degree study programme or a master's degree study programme if fewer than three applicants have applied.

Art. 7

Admissions procedure and admission to doctoral study programmes

- (1) The entrance examination for doctoral study programmes is carried out in the form of an interview.
- (2) An admissions committee is established for each study programme before which the entrance examination for doctoral studies is held. (hereinafter „admissions committee“). Details of the members of the admissions committee are governed by special regulations.¹¹
- (3) The entrance examination evaluates:
 - a) The quality of the submitted dissertation thesis project;
 - b) The level of theoretical and methodological knowledge in the field and knowledge of scientific literature relevant to the topic of the dissertation for which the applicant has applied;
 - c) The scope and quality of the applicant's previous publishing activities and results of their other professional or artistic activities.
- (4) The admissions committee shall assign each applicant points for the entrance examination. The maximum number of points for the entrance examination is 50, while when evaluating in accordance with:
 - a) par. 3 let. a) maximum points to be assigned is 25;
 - b) par. 3 let. b) maximum points to be assigned is 20;
 - c) par. 3 let. c) maximum points to be assigned is 5.
- (5) An applicant successfully passes the entrance examination if they achieve at least 40 points for the entrance examination; otherwise, they fail to meet other terms of admission to study.
- (6) Based on the number of points achieved in the entrance examination, the admissions committee shall create a descending order of applicants who obtained at least 40 points for the entrance examination, separately for each study programme, form of study, and training workplace. Only one candidate can be assigned to one place in this order.
- (7) The admissions committee shall draw up minutes on the progress of the admissions procedure separately for each study programme, form of study, and training workplace. For each applicant for study in a given study programme, form of study, and at a given training workplace, the minutes state:
 - a) Point assessment in accordance with par.3 letter a) and a verbal justification of the assessment given;
 - b) Wording of questions the applicant was asked as part of the assessment in accordance with par. 3 letter b),
 - c) Point evaluation in accordance with par.3 letter b) and a verbal justification of the assessment given;

¹¹ Art. 11 par. 10 of admission procedure regulations at CU and § 54 par. 7 of the Act on Universities

- d) Point evaluation in accordance with par.3 letter c) and verbal justification of the assessment given.
- (8) The admissions committee shall attach a protocol on admissions procedure containing the order in accordance with par. 6.
- (9) Admission to study is based on the ranking in accordance with par. 6 according which applicants who achieved the highest number of points are admitted to study in the number corresponding to the planned number of applicants admitted to the study programme, form of study, and a training workplace.
- (10) If the nature of the dissertation topic precludes acceptance of more applicants although several applicants applying for the topic given have been listed in the ranking in accordance with par. 6, only the first one of them shall be accepted for study if their acceptance is allowed by their ranking. If the placement in the ranking would allow the admission of the next applicant applying for the same topic but they have not been accepted due to the restriction according the previous statement, the next applicant in the order applying for a different topic whose acceptance shall not violate the provision according the previous statement shall be accepted.
- (11) If the same topic has been advertised both for the full-time and external form of study and the number of applicants admitted to the programme in external study is lower than the planned number of admissions, the Dean may, based on the recommendation of the admissions committee, admit an applicant to study in external form who meets the following terms:
- a) They applied for full-time studies while submitting a dissertation thesis project focusing on the mentioned topic;
 - b) They fulfilled the terms for admission to doctoral studies;
 - c) Their place, in accordance with par. 6, does not allow their being accepted to full-time study;
 - d) They expressed their consent to admission to an external form of study;
 - e) In the case of an applicant who has chosen a dissertation topic listed by an external educational institution and admission to the external form of study has been approved by the external educational institution.
- (12) If the same topic has been announced for both the external form of study and the full-time form of study and the number of applicants admitted to the programme in the full-time form of study is lower than the planned number of admissions, the Dean may, based on the recommendation of the admissions committee, admit the applicant to study in the full-time form, who meets the following terms:
- a) They applied for study in an external form, while submitting a dissertation project focusing on the mentioned topic;
 - b) They fulfilled the terms for admission to doctoral studies;
 - c) Their place, in accordance with par. 6, allows their being accepted as full-time student;
 - d) They expressed their consent to admission to a full-time form of study;
 - e) In the case of an applicant who has chosen a dissertation topic listed by an external educational institution and admission to the full-time form of study has been approved by the external educational institution.

Art. 8

Review of the decision on the result of the admissions procedure

- (1) Applicants can submit a request for a review of the decision on the result of the admissions procedure. The request is to be submitted to the Dean within eight days from the date of delivery of the decision.

- (2) The Dean shall grant the request only if he finds out that the decision was issued in violation of the Act on Universities, the internal regulations of CU, or in violation of the internal regulations of the FARS CU.

Art. 9

Final provisions

- (1) This internal regulation was approved by the Academic Senate of the FARS CU on June 17, 2024.
- (2) This internal regulation comes into force on the day of approval by the Academic Senate of the FARS CU and becomes effective on September 1, 2024.

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Mgr. Branislav Dolný, PhD.
Chair of the AS FARS CU

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Prof. Mgr. Marián Zouhar, PhD.
Dekan of FARS CU