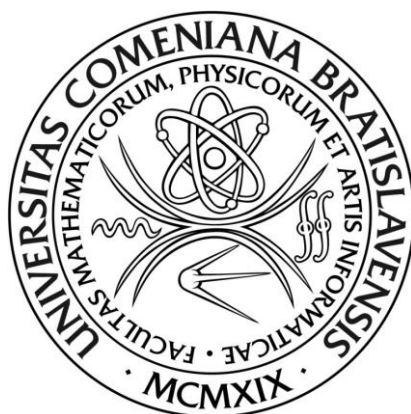


# Comenius University Bratislava

## Faculty of Mathematics, Physics and Informatics



### Internal regulation

negotiated by the Academic Senate of the Faculty of Mathematics, Physics and Informatics on

May 2, 2022

approved by the Science Committee of the Faculty of Mathematics, Physics and Informatics  
on May 23, 2022

## Terms and conditions of admissions to studies at the Faculty of Mathematics, Physics and Informatics

Academic year 2022

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Terms and conditions of admissions to studies at the Faculty of Mathematics, Physics and Informatics („terms and conditions of admissions“ further on) is an internal regulation of the Comenius University Bratislava, Faculty of Mathematics, Physics and Informatics ( „ faculty“ or „FMFI UK“ further on), issued following

- § 113am par. 12 of the Act No.131/2002 of the Code on higher education and amendments and supplements of some acts following further regulations („Act on higher education“ further on)
- art. 12 par.3 of the internal regulation No 4/2021 Terms of admission procedure at the Comenius University

## **PART 1 PRELIMINARIES**

### **Art.1 Subject of the regulation**

- (1) These rules for the admission procedures establish the course of the procedures of the admissions to studies of the study programmes provided by the faculty.<sup>1</sup>
- (2) The rules for the admission procedures are a part of the internal system of granting the quality of the academic education at the Comenius University in the faculty conditions.<sup>2</sup>

### **Art.2 Admission procedure**

- (1) The admission procedure is a process which entitles the applicant who shows accomplishment of specific requirements for admission to studies to become a student of a selected study programme at the faculty.<sup>3</sup>
- (2) The faculty may admit applicants only to the study of accredited study programmes which are included in the register of study programmes of the Comenius University<sup>4</sup>.

## **PART 2 TERMS OF ADMISSION PROCEDURES TO BACHELOR'S AND MASTER'S STUDIES**

### **Art. 3 Conditions for admission to studies**

- (1) A basic condition for admission to Bachelor's studies is the accomplishment of full secondary education or full secondary special education.<sup>5</sup>
- (2) If the applicant is a person who has been granted an asylum, special protection status or temporary refuge, the condition in (1) may be fulfilled by<sup>6</sup>

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<sup>1</sup> Art. 43 par.5 FMFI UK Statute.

<sup>2</sup> § 3 par.3 c) Act Nr. 269/2018 of the Code on guaranty of the quality of academic education and amendments and supplements of Act Nr.343/2015 of the Code on public procurement and amendments and supplements of some acts following further regulations

<sup>3</sup> § 58 par. 1 Act on higher education, Art. 43 par. 1 FMFI UK Statute.

<sup>4</sup> § 55 par. 6 Act on higher education, Art. 47 par. 2 FMFI UK Statute.

<sup>5</sup> § 56 par. 1 Act on higher education

- a) declaration on oath in which the applicant conveys information on previous studies at a secondary school, as well as reasons for which he/she cannot show documents proving the accomplishment of the basic condition for admission to Bachelor's studies and
  - b) test of general study qualifications; the test must be administered by an independent assessor accepted by the faculty, and the applicant must attain at least the percentile value 30.
- (3) A basic condition for admission to Master's studies is the accomplishment of university education of first-degree university education of the second degree.<sup>7</sup>
- (4) The faculty may impose further conditions for admission to studies of individual study programmes in order to ensure the admission of applicants with required qualifications and skills.<sup>8</sup>
- (5) Further conditions are approved by the Academic Senate of the faculty.<sup>9</sup>
- (6) The faculty issues in advance, not later than two months before the deadline for the submission of applications, information on the admission procedure containing
- a) deadline for the submission of applications for admission to studies,
  - b) further conditions for admission to studies,
  - c) date and manner of revision of the accomplishment of the further conditions for the admission to studies,
  - d) if the attestation of the applicant's qualifications for studies includes an entrance examination, also the form and general focus of the examination as well as the performance assessment mode,
  - e) number of applicants which will be admitted to studies of the specific study programme,<sup>10</sup>
  - f) fee for the admission procedure and manner of payment and
  - g) list of attachments which must be enclosed in the application.
- (7) Information listed in (6) is published on the official clipboard of the faculty as well as on its website. The published information mustn't be changed or modified in any way before the admission procedure is finished.<sup>11</sup>

#### **Art. 4**

#### **Application for admission to studies**

- (1) For the applicant the admission procedure starts with the submission of written application form or with properly filling-in and submission of electronic application form via the information system.<sup>12</sup>
- (2) The application for studies is submitted
- a) in print form on a sample document published on the website of the Ministry of Education, science research and sport of the Slovak republic,
  - b) in electronic form by completing the university electronic application form via the information system AIS2, or

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<sup>6</sup> § 56 par. 2 Act on higher education.

<sup>7</sup> § 56 par. 3 Act on higher education.

<sup>8</sup> § 57 par. 1 Act on higher education, Art. 42 par. 3 FMFI UK Statute.

<sup>9</sup> § 113am par. 12 Act on higher education, Art. 17 par. 2 j) FMFI UK Statute.

<sup>10</sup> § 57 par. 5 Act on higher education, Art. 43 par. 3 FMFI UK Statute.

<sup>11</sup> Art. 43 par. 4 FMFI UK Statute.

<sup>12</sup> § 58 par. 2 Act on higher education, Art. 43 par. 2 FMFI UK Statute.

- c) in electronic form by fill-in a faculty electronic form via an information system developed and administered by the faculty
- (3) The applicant for
- a) Bachelor's studies submits the application for studies in one of manners listed in (2) a) to c),
  - b) Master's studies submits the application for studies in one of the manners listed in (2) a) or b).
- (4) Within one application form the applicant is allowed to give at most three study programmes in the order of priority. If the applicant is interested in studies of two more study programmes concurrently, he/she submits the application for studies of each study programme separately.
- (5) Advice on personal data processing is an inseparable part of the application for studies. Data conveyed in the application form may be processed by the faculty in the extent defined by the Act on higher education<sup>13</sup> for the purpose of the admission procedure and enrolment in studies and passed to other juridical and physical persons for statistical purposes.<sup>14</sup>
- (6) On the submission of the application for studies the applicant submits those required documents which are at his/her disposal at the moment. The rest of the documents will be submitted during the admission procedure immediately they become accessible.
- (7) An applicant for Bachelor's studies must attach to the application form
- a) a validated copy of the certificate of secondary education and
  - b) documents confirming that further conditions for admission to studies have been satisfied
- (8) An applicant for Bachelor's studies who has completed secondary education abroad (Czech Republic is an exception<sup>15</sup>), must apart from documents listed in (7) enclose also a validated copy of the decision on the attestation of previous education.
- (9) An applicant for Master's studies must attach to the application form
- a) a validated copy of a degree diploma,
  - b) a validated copy of the certificate of a state examination,
  - c) transcript of study results (in case of Bachelor's studies in progress) and
  - d) documents confirming that further conditions for admission to studies have been satisfied
- (10) An applicant for Master's studies who has completed Bachelor's studies at FMFI UK needn't attach to his/her application the documents listed in (9) a) to c); and also, needn't attach (9) d) if data required to prove fulfilment of further conditions for admission to studies are accessible in the academic information system.
- (11) An applicant who has completed Bachelor's studies at a faculty of an institution abroad (Czech Republic is an exception<sup>16</sup>), must apart from documents listed in (9) enclose also

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<sup>13</sup> § 58 par. 3 Act on higher education.

<sup>14</sup> § 58 par. 4 Act on higher education.

<sup>15</sup> Declaration of the Ministry of Foreign and European Affairs of the Slovak Republic Nr. 60/2015 of the Code. – Agreement between the Slovak republic and the Czech Republic about mutual affirmation of the document of education issued in the Slovak Republic and the Czech Republic.

<sup>16</sup> Declaration of the Ministry of Foreign and European Affairs of the Slovak Republic Nr. 60/2015 of the Code. – Agreement between the Slovak republic and the Czech Republic about mutual affirmation of the document of education issued in the Slovak Republic and the Czech Republic.

a validated copy of the decision on the attestation of previous education in the specific field of study and a specific study programme.

- (12) If the applicant has changed his/her given name or family name, he/she must also attach to the application for studies a validated copy of documents certifying the change of given name or family name.
- (13) If the application for studies is not filled-in properly, or if there is substantiated doubt about the payment of the fee for admission procedure in a required manner, the faculty will call upon the applicant to clear the problems. If the applicant doesn't clear the problem within the given period not shorter than eight days, the application will be rendered invalid.

#### **Art. 5**

#### **Committee for admission procedures**

- (1) Committee for admission procedures is an expert advisory body of the Dean in matters concerning the admission procedures for a specific set of study programmes and for a specific grade of academic studies.
- (2) Committee for admission procedures mainly
  - a) evaluates qualifications and skills of the applicant to study the selected study programme,
  - b) recommends to the Dean to admit or decline the applicant for studies.
- (3) The chairman of the committee for admission procedures is by his/her position the Vice-Dean for the Bachelor's and Master's studies. The members of the committee for the admission procedures are the guarantors of specific study programmes and other persons assigned by the Dean.
- (4) The committee for the admission procedures assembles for meetings upon the invitation by the chairman at need.

#### **Art. 6**

#### **Entrance examination**

- (1) The faculty is in further conditions for admission to studies entitled to require that the qualifications for studies are verified by an entrance examination.<sup>17</sup>
- (2) An applicant with specific needs may request that based on his/her specific needs the entrance examination is taken in a manner taking account of his/her specific needs<sup>18</sup>. A formal request for specific modifications and support of an applicant with specific needs is established in a special internal regulation of the Comenius University.<sup>19</sup>
- (3) The entrance examination may consist of multiple parts and may take place in one day or several days.

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<sup>17</sup> Art. 42 par. 4 FMFI UK Statute.

<sup>18</sup> § 57 par. 4 Act on higher education.

<sup>19</sup> Artl. 8 of the internal regulation Nr. 23/2014 Regulation of the Rector of the Comenius University on guarantying accessibility of the academic environment for students with specific needs.

- (4) Except for talent examinations the entrance examination is regularly taken in a written form; if the characteristic of the study programme demands so, it may be supplemented with oral or practical part of the entrance examination.
- (5) For the entrance examination at least one regular and usually one backup date must be given. The backup date may be granted by the Dean to an applicant upon his/her written request. Reason for granted backup date may be namely
  - a) abrupt ailment or
  - b) study abroad if it is preparation for studies at the Comenius University.
- (6) The faculty sends to the applicant the invitation to the entrance examination not later than 28 days before the examination takes place; if the examination consists of several parts, the faculty sends the invitation not later than 28 days before the date of the first part.
- (7) For the purpose of the entrance examination the Dean assigns an examination committee of at least three members. At least two members of the committee must be present at the entrance examination or its part.
- (8) Upon the proposal of the guarantor of the study programme the Dean is entitled to decide that the entrance examination or its part takes place using videoconference or other means of information and communication technology without physical presence of the members of the examination committee or the applicant in the faculty premises.
- (9) Before the beginning of the entrance examination or its part the identity of the applicant is verified by the identity card or another document (e.g., a passport).
- (10) A written report is made about the entrance examination process, which is a constituent part of the documentation of the admission procedure. Other parts of the documentation of the admission procedure are also
  - a) completed and assessed written part of the entrance examination of the applicant with the result (number of points attained) and signed by the person who evaluated the written part of the entrance examination or who put data in the information system,
  - b) protocol about the oral examination if it was a part of the entrance examination, which includes the questions which the applicant was asked, result of the examination, date and signatures of the members of the examination committee, or
  - c) record of the talent examination if it was a part of the entrance examination, which includes tasks given to the applicant, result of the examination, date and signatures of the members of the examination committee.
- (11) The assessment of the written part of the entrance examination must be anonymous. The person who evaluates the written part of the entrance examination mustn't know which applicant wrote the particular written part of the entrance examination.
- (12) The Dean or the examination committee will interrupt the entrance examination or its part if
  - a) the applicant cheats or behaves in conflict with rules set at the beginning of the entrance examination; the performance in an interrupted entrance examination is not evaluated, the applicant is not granted a retake of the entrance examination and his entrance examination is considered as unsuccessful,
  - b) in the process of the examination factors are revealed which would violate equal terms for the applicants taking part in the entrance examination; the results of the interrupted entrance examination are not evaluated, the entrance examination or its part are retaken on backup date, or another date assigned by the Dean.

- (13) The faculty will with no delay
- a) allow the applicant to access the results of individual parts of the entrance examination as well as the total result of his/her entrance examination in the academic information system, and
  - b) publish on the faculty website and faculty official clipboard the results of the entrance examination of all applicants in the form: the applicant's code, the total result of the entrance examination; the results are published by specific study programmes and are listed by the codes of the applicants.

### **Art. 7**

#### **Decision on the result of the admission procedure**

- (1) The course and decision on the result of the admission procedure are not subject to the Act Nr. 71/1967 of the Code on administration procedure in compliance with later regulations.<sup>20</sup>
- (2) Admission to studies of a study programme is decided on by the Dean<sup>21</sup> upon the recommendation of the committee for admission procedures.
- (3) The decision on the result of the admission procedure must be made in a written form not later than 30 days after the fulfilment of the conditions for the admission to studies are verified. It must include the statement, justification, advice on the possibility to submit an application for scrutiny. It must be delivered to the addressee only. An applicant with unknown address is informed by publishing the decision on the official clipboard of the faculty for 15 days. The last day of this time period is considered as the day of delivery.<sup>22</sup>
- (4) The decision on the result of the admission procedure is delivered in a letter via Post Office to the address which was filled by the applicant in the application for admission to studies; which by the faculty's obligation to deliver the decision on the result of the admission procedure to the electronic account following the special regulation on electronic form of public administration<sup>23</sup> is not limited.
- (5) The delivery of the decision on the result of the admission procedure as stated in (4) becomes operative on the day when
  - a) the applicant or by him/her appointed person took over the document
  - b) the document was returned to the faculty even without the applicant's awareness
  - c) the applicant refused to take the document over.
- (6) The Dean may decide on the conditional admission to studies if the applicant cannot prove fulfilment of the basic conditions for the admission to studies at the time of verification of the fulfilment of the conditions for the admission to studies. The decision must define the condition for the admission to studies as well as the deadline for its fulfilment. If the applicant no later than on the day of enrollment in studies
  - a) proves the fulfilment of the basic conditions for the admission to studies, the Dean will cancel the decision on the conditional admission to studies and issues a decision on regular admission to studies of the selected study programme,
  - b) does not prove the fulfilment of the basic conditions for the admission to studies, the decision on the conditional admission to studies is rendered invalid on the last day of the deadline for the fulfilment of the basic conditions for the admission to studies.

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<sup>20</sup> § 108 par. 1 Act on higher education.

<sup>21</sup> § 58 par. 6 Act on higher education, art. 22 par. 7 c) FMFI UK Statute

<sup>22</sup> § 58 par. 7 Act on higher education.



- (7) A copy of the decision on the result of the admission procedure is a part of the documentation of the applicant's admission procedure.
- (8) The faculty will with no delay publish on its official website and its official clipboard an anonymised list of admitted applicants, either a full list or lists by individual study programmes. The manner in which the list of the admitted applicants is published is determined by the Dean. If the faculty publishes
  - a) full list of admitted applicants, the applicant is defined by his/her code and study programmes to which he/she has been admitted,
  - b) lists of admitted applicants by study programmes, the applicants are defined by their codes only.
- (9) The published information as mentioned in (8) above must include the notice: "The list of the admitted applicants is merely informational, the only effective document is the Dean's decision on the result of the admission procedure, which will be delivered to the applicant only."

### **Art. 8**

#### **Applicant's access to the admission documentation**

- (1) Every applicant is entitled to see the documentation of his/her admission procedure on request. A written request for access to the admission documentation is submitted to the Dean
  - a) not later than seven days after the list of admitted applicants has been published on the faculty website or
  - b) immediately after the decision on nonadmission to studies has been delivered to the applicant.
- (2) Access to the admission documentation means that the applicant may read and copy the documentation. The documentation may be accessed only in appointed places on the faculty's premises under the supervision by persons appointed by the Dean.
- (3) If the applicant finds a mistake in the assessment of his/her written part of the entrance examination, or in the total score, he/she informs about the inconsistency to the supervisor as mentioned in (2) above and includes it in the request for the revision of the decision on nonadmission to studies.

### **Art. 9**

#### **Revision of the decision on the result of the admission procedure**

- (1) The applicant may request a revision of the decision on the result of the admission procedure. The request is submitted to the Dean who issued the decision not later than eight days after the decision has been delivered.<sup>23</sup>
- (2) The Dean examines the applicant's objections suggested in the request for the revision of the decision on the result of the admission procedure. If the examination proves that the assessment of the applicant's entrance examination was incorrect, the Dean in co-operation with the examination committee is obliged to clear the problem and include the applicant in the list by the corrected score.

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<sup>23</sup> § 58 par. 8 the first and second sentence of the Act on higher education.

- (3) Changes in the admission documentation must be done by the committee and a written record of them must be made and signed by the members of the examination committee.
- (4) When a change in the admission documentation is made as in (3) above, the Dean
  - a) certifies the decision on nonadmission to studies and changes the substantiation of the decision on nonadmission to studies, if the examination shows that the applicant even after the change in the admission documentation doesn't fulfil the conditions for admission to studies of the selected study programme, or
  - b) cancels the decision on nonadmission to studies and issues a decision on admission to studies in case the applicant after the change in the admission documentation fulfils the conditions for admission to studies of the selected study programme.
- (5) The Dean may accord a request if the decision on the result of the admission procedure turns out to have been issued contrary to the Act on higher education, to these rules for admission procedures or to other conditions for admission to studies.<sup>24</sup> Otherwise the Dean will pass the request to the Rector not later than 15 days after the request was submitted along with the relevant documents and written response to the applicant's objections.
- (6) The Rector will change the decision on the result of the admission procedure if the decision was issued contrary to the Act on higher education, to these rules for admission procedures or to other conditions for admission to studies. Otherwise, the Rector will reject the request and certify the original decision.<sup>25</sup>
- (7) The decision made by the Rector as in (6) above must include statement, substantiation and advice saying that the request for the revision of this decision is not possible.
- (8) The response to the applicant requesting the revision of the decision on the nonadmission to studies must be sent not later than 30 days after the request for the revision of the decision on nonadmission to studies is delivered to the faculty.<sup>26</sup>
- (9) The decision on the result of the admission procedure against which no request for revision of the decision has been submitted becomes legally valid after the eight-day period as mentioned in (1) above has passed.
- (10) The Rector's decision about the request for revision of the decision on the result of the admission procedure becomes legally valid on the day when it is delivered to the applicant as established in Art. 7 (3) - (5).

#### **Art. 10**

##### **Right of the applicant to enrol on studies and expiration of the right**

- (1) The applicant is granted the right to enrol on studies as soon as the decision on the admission to studies has been issued. The day, place and manner of the enrolment is determined by the faculty<sup>27</sup> and sent in a written form to the applicant who
  - a) has been conditionally admitted to studies is sent by the faculty along with the decision on conditional admission to studies,

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<sup>24</sup> § 58 par. 8 the third sentence of the Act on higher education.

<sup>25</sup> § 58 par. 8 the fifth and sixth sentence of the Act on higher education.

<sup>26</sup> § 58 par. 8 the tenth sentence of the Act on higher education.

<sup>27</sup> § 59 par. 1 Act on higher education.

- b) has been regularly admitted to studies is sent by the faculty along with the decision on admission to studies.
- (2) The faculty is entitled to require from the admitted applicants a statement confirming their intention to enrol on studies.<sup>28</sup> An admitted applicant confirms his/her intention to enrol on studies using the electronic form in the academic information system.
- (3) The right to enrol on studies of an applicant who
- a) was conditionally admitted to studies expires if the applicant doesn't prove fulfilment of basic conditions for admission to studies until the day of enrolment,<sup>29</sup>
  - b) was regularly admitted to studies expires if the applicant neither enrolls on studies until the day of enrolment, nor applies for an alternate date for enrolment for health reasons or other relevant reasons.

### **PART 3**

#### **TERMS OF ADMISSION PROCEDURES TO DOCTORAL STUDIES**

#### **Art. 11**

##### **Conditions for admission to studies**

- (1) The basic condition for admission to doctoral studies is an academic degree of the second grade.<sup>30</sup>
- (2) The faculty may impose further conditions for the admission to individual study programmes in order to ensure that only applicants with required qualifications and skills are admitted.<sup>31</sup>
- (3) Further conditions for the admission to studies are affirmed by the Academic Senate of the faculty.<sup>32</sup>
- (4) The faculty issues information about the admission procedure in time, not later than two months before the deadline for the submission of applications. The information includes
- a) deadline for the submission of applications,
  - b) further conditions for admission,
  - c) deadline for and manner of verification of fulfilment of further conditions for admission to studies,
  - d) form and general focus of an entrance examination as well as the manner of assessment,
  - e) the cumulative number of applicants it plans to admit to doctoral programmes in the relevant academic year,<sup>33</sup>
  - f) topics of the dissertation theses which can be applied for in the admission procedure,<sup>34</sup>
  - g) fee for the admission procedure and manner of payment,
  - h) list of attachments to the application for studies.

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<sup>28</sup> § 58 par. 9 Act on higher education.

<sup>29</sup> § 59 par. 3 Act on higher education .

<sup>30</sup> § 56 par. 4 Act on higher education

<sup>31</sup> § 57 par. 1 Act on higher education, Art. 42 par. 3 FMFI UK Statute.

<sup>32</sup> § 113am par. 12 Act on higher education, Art. 17 par. 2 j) FMFI UK Statute.

<sup>33</sup> § 57 par. 5 Act on higher education, Art. 43 par. 3 FMFI UK Statute.

<sup>34</sup> § 54 par. 5 the first sentence of the Act on higher education.

- (5) For each publicised topic of dissertation theses, a supervisor is assigned. An applicant for doctoral studies applies for one of the publicised topics.<sup>35</sup>
- (6) The faculty will include in the list of publicised topics of dissertation theses also topics together with the supervisors suggested by an external educational institution; the name of the external educational institution is given next to the topic. The external educational institution may publish the topics independently.<sup>36</sup>
- (7) Information mentioned in (4) to (6) above are published on the official clipboard and website of the faculty. The published information mustn't be changed before the admission procedure terminates.<sup>37</sup>

## **Art. 12**

### **Application for admission to studies**

- (1) For the applicant the admission procedure starts by submission of his/her written application for studies at the faculty or by regular completion and submission of an electronic application form via the academic information system.<sup>38</sup>
- (2) Application for studies is submitted
  - a) in print on the sample document published on the website of the Ministry of Education, Science, Research and Sport of the Slovak Republic, or
  - b) by completion of the university electronic application form via the information system AIS2
- (3) The applicant submits his/her application for studies in one of the ways listed in (2) above.
- (4) In the application form the applicant claims
  - a) the topic of the dissertation thesis which he/she has selected among the topics for the dissertation theses suggested to the applicants for doctoral studies for the relevant academic year, and
  - b) preferred form of study.
- (5) Advice on processing of personal data is an inseparable part of the application for studies. Data included in the application form may be in the extent limited by the Act on higher education<sup>39</sup> processed for the purposes of admission procedures and enrolment on studies and passed to other juridical or physical persons for statistical purposes.<sup>40</sup>
- (6) At the time of submission of the application for studies the applicant submits those required documents which are at his/her disposal at that time. The other documents will be submitted to the faculty during the admission procedure immediately they are acquired.

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<sup>35</sup> § 54 par. 5 the second and third sentence of the Act on higher education.

<sup>36</sup> § 54 par. 6 Act on higher education.

<sup>37</sup> Art. 43 par. 4 FMFI UK Statute.

<sup>38</sup> § 58 par. 2 Act on higher education, Art. 43 par. 2 FMFI UK Statute.

<sup>39</sup> § 58 par. 3 Act on higher education.

<sup>40</sup> § 58 par. 4 Act on higher education.

- (7) The attachments to the application for doctoral studies are
- a) CV,
  - b) verified copies of the documents proving completion of academic studies of the second grade (university diploma, certificate of a state examination, diploma complement).
  - c) list of published papers or list of other science or research achievements, as well as reviews of the achievements and activities if such reviews were made,
  - d) general description of the dissertation project,
  - e) other documents as required by further conditions for admission to studies, and
  - f) certificate of the payment of the fee for the admission procedure.
- (8) The applicant who has completed Master's studies at FMFI UK needn't attach to his/her application the documents listed in (7) b); and also, needn't attach documents in (7) e) if data required to prove fulfilment of further conditions are accessible in the academic information system.
- (9) An applicant who has completed Master's studies or doctoral studies at a faculty of an institution abroad (Czech Republic is an exception<sup>41</sup>), must apart from documents listed in (7) b) enclose also a validated copy of the decision on the attestation of previous education in the specific field of study and a specific study programme
- (10) If the applicant has changed his/her given name or family name, he/she must also attach to the application for studies a validated copy of documents certifying the change of given name or family name.
- (11) If the application for studies is not filled-in properly, or if there is substantiated doubt about the payment of the fee for admission procedure in a required manner, the faculty will call upon the applicant to clear the problems. If the applicant doesn't clear the problem within the given period not shorter than eight days, the application will be rendered invalid.

### **Art. 13**

#### **Entrance examination**

- (1) The entrance examination is always part of the admission procedure.<sup>42</sup>
- (2) An applicant with specific needs may request that based on his/her specific needs the entrance examination is taken in a manner taking account of his/her specific needs.<sup>43</sup> A formal request for specific modifications and support of an applicant with specific needs is established in a special internal regulation of the Comenius University.<sup>44</sup>
- (3) The entrance examination may consist of multiple parts and may take place in one day or several days.
- (4) For the entrance examination at least one regular and usually one backup date must be given. The backup date may be granted by the Dean to an applicant upon his/her written request. Reason for granted backup date may be namely

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<sup>41</sup> Declaration of the Ministry of Foreign and European Affairs of the Slovak Republic Nr. 60/2015 of the Code. – Agreement between the Slovak republic and the Czech Republic about mutual affirmation of the document of education issued in the Slovak Republic and the Czech Republic.

<sup>42</sup> § 57 par. 3 Act on higher education.

<sup>43</sup> § 57 par. 4 Act on higher education.

<sup>44</sup> Art. 8 of the internal regulation Nr. 23/2014 Regulation of the Rector of the Comenius University on guarantying accessibility of the academic environment for students with specific needs.

- a) abrupt ailment or
  - b) study abroad if it is preparation for studies at the Comenius University.
- (5) The faculty sends to the applicant the invitation to the entrance examination not later than 14 days before the examination takes place; informing him/her of the content of the entrance examination.
- (6) An entrance examination to doctoral studies takes place before the admission committee and a potential supervisor. The admission committee consists of a chairman and at least two members. The chairman and the members of the admission committee are assigned or removed by the Dean upon recommendation by the chair of the field of studies.<sup>45</sup>
- (7) If the applicant opts for a topic of the dissertation thesis suggested by an external educational institution, his/her admission must be affirmed also by the external educational institution. The entrance examination to the topic of the dissertation suggested by an external educational institution takes place before a committee consisting of the faculty members and members assigned by the director of the external educational institution. The faculty members of the committee are assigned by the Dean. Upon the agreement between the faculty and the external educational institution the entrance examination may take place on the premises of the external educational institution with participation of faculty members.<sup>46</sup>
- (8) Upon the proposal of the admissions committee the Dean is entitled to decide that the entrance examination or its part takes place using videoconference or other means of information and communication technology without physical presence of the members of the examination committee or the applicant in the faculty premises.
- (9) Before the beginning of the entrance examination or its part the identity of the applicant is verified by the identity card or another document (e.g., a passport)
- (10) The admissions committee will assess the result of the entrance examination at a non-public meeting. If multiple applicants have applied for the same topic of the dissertation thesis, and the dissertation thesis does not allow involvement of multiple applicants, the priority is set by the performance in the entrance examination. The admissions committee also takes into account the scope and quality of the applicant's publications and the results of his/her other science and research activities.
- (11) A record is made about the entrance examination and its results. The admission committee submits the proposal on admission or nonadmission of an applicant to the respective committee for doctoral studies. The committee for doctoral studies considers recommendations by individual admission committees in respective fields (mathematics study programmes, physics study programmes or informatics study programmes), and gives to the Dean recommendations
- a) to admit the applicant to doctoral studies in the preferred internal form of studies,
  - b) not to admit the applicant to doctoral studies in the preferred internal form of studies and to admit him/her to external form of studies, or
  - c) not to admit the applicant to any form of studies.
- (12) Dean or the admission committee may interrupt the entrance examination or its part if
- a) the applicant cheats or behaves in conflict with rules set at the beginning of the entrance examination; the performance in an interrupted entrance examination is not evaluated, the

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<sup>45</sup> Art. 25 par. 6 a) FMFI UK Statute.

<sup>46</sup> § 54 per. 7 Act on higher education.

- applicant is not granted a retake of the entrance examination and his/her entrance examination is considered as unsuccessful,
- b) in the process of the examination factors are revealed which would violate equal terms for the applicants taking part in the entrance examination; the results of the interrupted entrance examination are not evaluated, the entrance examination or its part are retaken on backup date, or another date assigned by the Dean.

#### **Art. 14**

#### **Decision on the result of the admission procedure**

- (1) The course and decision on the result of the admission procedure are not subject to the Act Nr. 71/1967 of the Code on administration procedure in compliance with later regulations.<sup>47</sup>
- (2) Admission to studies of a study programme is decided on by the Dean<sup>48</sup> upon the recommendation of the committee for admission procedures and the committee for doctoral studies. The dean is entitled to decide not to admit the applicant to his/her preferred full-time form of study and at the same time to decide on his/her admission to the external form of study
- (3) The decision on the result of the admission procedure must be made in a written form not later than 30 days after the fulfilment of the conditions for the admission to studies are verified. It must include the statement, justification, advice on the possibility to submit an application for scrutiny. It must be delivered to the addressee only. An applicant with unknown address is informed by publishing the decision on the official clipboard of the faculty for 15 days. The last day of this time period is considered as the day of delivery.<sup>49</sup>
- (4) In the decision on admission to doctoral studies, the faculty shall designate the applicant's supervisor and the topic of the doctoral thesis.<sup>50</sup>
- (5) The decision on the result of the admission procedure is delivered in a letter via Post Office to the address which was filled by the applicant in the application for admission to studies; by which the faculty's obligation to deliver the decision on the result of the admission procedure to the electronic account following the special regulation on electronic form of public administration is not limited.<sup>51</sup>
- (6) delivery of the decision on the result of the admission procedure as stated in (5) becomes operative on the day when
  - a) the applicant or by him/her appointed person took over the document,
  - b) the document was returned to the faculty even without the applicant's awareness,
  - c) the applicant refused to take the document over.
- (7) The Dean may decide on the conditional admission to studies if the applicant cannot prove fulfilment of the basic conditions for the admission to studies at the time of verification of the fulfilment of the conditions for the admission to studies. The decision must define the condition for the admission to studies as well as the deadline for its fulfilment. If the applicant no later than on the day of enrolment in studies

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<sup>47</sup> § 108 par. 1 Act on higher education.

<sup>48</sup> § 58 par. 6 Act on higher education, Art. 22 par. 7 FMFI UK Statute.

<sup>49</sup> § 58 par. 7 Act on higher education.

<sup>50</sup> § 54 per. 5 the fourth sentence of the Act on higher education

<sup>51</sup> Act no. 305/2013 Coll on electronic form of exercising the authority of public organs (e-Government Act) and on amending and supplementing certain acts

- a) proves the fulfilment of the basic conditions for the admission to studies, the Dean will cancel the decision on the conditional admission to studies and issues a decision on regular admission to studies of the selected study programme,
  - b) does not prove the fulfilment of the basic conditions for the admission to studies, the decision on the conditional admission to studies is rendered invalid on the last day of the deadline for the fulfilment of the basic conditions for the admission to studies.
- (8) A copy of the decision on the result of the admission procedure is a part of the documentation of the applicant's admission procedure.

### **Art. 15**

#### **Applicant's access to the admission documentation**

- (1) Every applicant is entitled to see the documentation of his/her admission procedure on request. A written request for access to the admission documentation is submitted to the Dean immediately after receipt of the decision on the outcome of the admissions procedure decision
- (2) Access to the admission documentation means that the applicant may read and copy the documentation. The documentation may be accessed only in appointed places on the faculty's premises under the supervision by persons appointed by the Dean.
- (3) If the applicant finds a mistake in the assessment of his/her written part of the entrance examination, or in the total score, he/she informs about the inconsistency to the supervisor as mentioned in (2) above and includes it in the request for the revision of the decision on nonadmission to studies.

### **Art. 16**

#### **Revision of the decision on the result of the admission procedure**

- (1) The applicant may request a revision of the decision on the result of the admission procedure. The request is submitted to the Dean who issued the decision not later than eight days after the decision has been delivered.<sup>52</sup>
- (2) The Dean examines the applicant's objections suggested in the request for the revision of the decision on the result of the admission procedure. If the examination proves that the assessment of the applicant's entrance examination was incorrect, the Dean in co-operation with the examination committee is obliged to clear the problem and include the applicant in the list by the corrected score.
- (3) Changes in the admission documentation must be done by the committee and a written record of them must be made and signed by the members of the examination committee.
- (4) When a change in the admission documentation is made as in (3) above, the Dean
  - a) certifies the decision on nonadmission to studies and changes the substantiation of the decision on nonadmission to studies, if the examination shows that the applicant even after the change in the admission documentation doesn't fulfil the conditions for admission to studies of the selected study programme, or
  - b) cancels the decision on nonadmission to studies and issues a decision on admission to studies in case the applicant after the change in the admission documentation fulfils the conditions for admission to studies of the selected study programme.

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<sup>52</sup> § 58 par. 8 the first and second sentences of the Act on higher education.



- (5) The Dean may accord a request if the decision on the result of the admission procedure turns out to have been issued contrary to the Act on higher education, to these rules for admission procedures or to other conditions for admission to studies.<sup>53</sup> Otherwise the Dean will pass the request to the Rector not later than 15 days after the request was submitted along with the relevant documents and written response to the applicant's objections.
- (6) The Rector will change the decision on the result of the admission procedure if the decision was issued contrary to the Act on higher education, to these rules for admission procedures or to other conditions for admission to studies. Otherwise, the Rector will reject the request and certify the original decision.<sup>54</sup>
- (7) The decision made by the Rector as in (6) above must include statement, substantiation and advice saying that the request for the revision of this decision is not possible.
- (8) The response to the applicant requesting the revision of the decision on the nonadmission to studies must be sent not later than 30 days after the request for the revision of the decision on nonadmission to studies is delivered to the faculty.<sup>55</sup>
- (9) The decision on the result of the admission procedure against which no request for revision of the decision has been submitted becomes legally valid after the eight-day period as mentioned in (1) above has passed.
- (10) The Rector's decision about the request for revision of the decision on the result of the admission procedure becomes legally valid on the day when it is delivered to the applicant as established in Art. 14 (3) - (5)

#### **Art. 17**

##### **Right of the applicant to enrol on studies and expiration of the right**

- (1) The applicant is granted the right to enrol on studies as soon as the decision on the admission to studies has been issued. The day, place and manner of the enrolment is determined by the faculty<sup>56</sup> and sent to the applicant with the decision on the admission to studies in a written form.
- (2) The faculty is entitled to require from the admitted applicants a statement confirming their intention to enrol on studies.<sup>57</sup> An admitted applicant confirms his/her intention to enrol on studies using the electronic form in the academic information system.
- (3) The right to enrol on studies of an applicant who
  - a) was conditionally admitted to studies expires if the applicant doesn't prove fulfilment of basic conditions for admission to studies until the day of enrolment,<sup>58</sup>
  - b) was regularly admitted to studies expires if the applicant neither enrolls on studies until the day of enrolment, nor applies for an alternate date for enrolment for health reasons or other relevant reasons.

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<sup>53</sup> § 58 par. 8 the third sentence of the Act on higher education.

<sup>54</sup> § 58 par. 8 the fifth and sixth sentences of the Act on higher education.

<sup>55</sup> § 58 par. 8 the tenth sentence of the Act on higher education.

<sup>56</sup> § 59 par. 1 Act on higher education.

<sup>57</sup> § 58 par. 9 Act on higher education.

<sup>58</sup> § 59 par. 3 Act on higher education.

## **PART 4 COMMON, TEMPORARY AND FINAL REGULATIONS**

### **Art. 18 Delivery of the documents**

Unless otherwise provided in the Terms and conditions of admissions to studies at FMFI UK, documents shall be served on the applicant

- a) in a letter via Post Office to the address which was filled by the applicant in the application for admission to studies; or
- b) in electronic form to the address which was filled by the applicant in the application for admission to studies

### **Art. 19 Special regulations in the time of crisis**

- (1) In time of emergency,<sup>59</sup> state of emergency<sup>60</sup> or state of exception<sup>61</sup> (hereinafter "crisis"), in particular if the organisation of the school year is changed in accordance with the special regulation<sup>62</sup> or if a part or a form of examination which concludes education in a secondary school is cancelled, the faculty may change the information referred to in Article 3(6) and publish it other than within the period laid down in Article 3(6). The information may be changed repeatedly. The modification does not require the approval of the Academic Senate of the faculty. In case of change in the deadline, the faculty shall publish it no later than 14 days before the deadline.<sup>63</sup>
- (2) If the physical presence of applicants for studies or members of the examination and admissions committee of the faculty is limited during a crisis situation, the entrance examination may be conducted by videoconference or other means of information and communication technology without physical presence of the applicant for studies, the supervisor or members of the examination and admissions committee on the premises of the faculty.

### **Art. 20 Temporary regulations**

- (1) The admission procedure for the study programmes conducted by the faculty for the academic year 2022/2023 commenced before the effective date of these Terms and conditions of admissions to studies at FMFI UK shall be completed in accordance with these Terms and conditions of admissions to studies at FMFI UK.

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<sup>59</sup> § 3 Art. 1 Act of the National Council of the Slovak Republic No. 42/1994 Coll. on Civil Protection of Population and on amending and supplementing certain laws.

<sup>60</sup> Art. 5 of the Constitutional Act no. 227/2002 Coll. on State Security in Times of War, State of War, State of Emergency and State of Emergency, as amended.

<sup>61</sup> Art. 4 of the Constitutional Act no. 227/2002 Coll. on State Security in Times of War, State of War, State of Emergency and State of Emergency, as amended.

<sup>62</sup> § 150 Art. 8 letter c) and d) Act No. 245/2008 Coll. on Upbringing and Education (the School Act) and on changes and amendments to some Acts as amended

<sup>63</sup> § 108e par. 3 Act on higher education.

- (2) The conditions for admission to studies to the study programmes carried out by the faculty for the academic year 2022/2023 determined pursuant to Section 57(5) of the Higher Education Act shall remain unchanged.

**Art. 21**  
**Final regulations**

- (1) On the date of entry into force of these Terms and conditions of admissions to studies at FMFI UK, the Terms and conditions of admissions to studies at FMFI UK, which were discussed by the the faculty Academic Senate on 8 February 2021 and approved by the Scientific Council of the faculty on 8 March 2021, are repealed.
- (2) These Terms and conditions of admissions to studies at FMFI UK shall come into effect on the date of their approval by the faculty's Scientific Council.

prof. RNDr. Daniel Ševčovič, DrSc  
Dean of FMFI UK

doc. RNDr. Sebastián Ševčík, CSc.  
Chairman of the Faculty's Academic  
Senate