



**ADMISSION PROCEDURE FOR THE STUDY OF THE
ACCREDITED STUDY PROGRAM IN THE BACHELOR DEGREE**

**THE EUROPEAN PUBLIC ADMINISTRATION IN ENGLISH
LANGUAGE**

for academic year 2020/2021

Admission Procedure for the Study of the Accredited Study Program in the Bachelor Degree the European Public Administration in English Language for academic year 2020/2021

In accordance with Article 17 of the Statute of the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration I lay down following terms and conditions for the admission procedure for the study of the accredited study program European Public Administration in English Language for academic year 2020/2021.

General Information on Admission Procedure

The admission procedure begins for an applicant by a delivery of the application for admission to higher education at the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration (hereinafter as “faculty” or “FVS”).

Scheduled Number of Applicants to be Admitted					
Study Program	Study Degree	Language	Form of Study	Period of Study in Years	Scheduled Number of Applicants to be Admitted
European Public Administration	Bachelor	English	Full-time	3	30
Tuition Fee					
2000,- EUR/ academic year*					
Application Deadline					
<ul style="list-style-type: none"> ▪ 15th August 2020 ▪ In the case of sending the application by post, the postmark will serve as a proof of the date of dispatch. 					
Terms and Conditions of Admission					
<ul style="list-style-type: none"> ▪ The fundamental condition of the admission to the bachelor’s degree study is to achieve the complete general secondary education or the complete vocational secondary education (§ 56 (1) of Act No. 131/2002 Coll. on Higher Education and on the Change and Amendment to Some Acts). ▪ The applications will be admitted to study without any admission examination. 					
Evaluation of Secondary Education Results					
<ul style="list-style-type: none"> ▪ The applicants will be admitted according to the total score obtained in the ranking list drawn up based on secondary education results (max. 80 points), completed language tests (10 points) and based on the significant achievements in competitions at the regional, country-wide and international levels (10 points). ▪ The points for the secondary education results will be allocated based on the achieved study average of grades: <ul style="list-style-type: none"> - From the average of grades from secondary school year reports for the last two years of study (i.e. for the 2nd and 3rd years of study at secondary school and in the case of 5-year study – for the 3rd and 4th years of study at secondary school). - From the half-yearly report in the final year of the study (i.e. the 4th grade of the secondary school or the 5th grade of the secondary school). 					
Criterion	Description			Score	
The result of study (the study average of grades for the results of study at a secondary school)	1.00 – 1.30			80	
	1.31 – 1.60			70	
	1.61 – 1.90			60	
	1.91 – 2.20			50	
	2.21 – 2.50			40	
	2.51 – 2.80			30	
	2.81 – 3.10			20	
	3.11 – 3.40			10	
	3.41 and more			0	

Significant Achievements	The significant achievements in competitions (participants in regional, country-wide or international rounds of an olympiads, Secondary-school vocational activity and other secondary-school competitions at country-wide or international level).	10
Foreign Language	Successfully completed state examination from foreign language or TOEFL/Cambridge ESOL language certificate.	10
Maximum score		100

Application for Study – Method of Administration

- The Pavol Jozef Šafárik University in Košice accepts also the **electronic application** available for applicants at **<https://e-prihlaska.upjs.sk>**.
If the applicant does not dispose of the electronic signature, he/she also may complete the electronic application and send it by clicking on “Submit”, but it is important to print the application, to sign it manually by the applicant, to attach the required annexes and deliver the application with annexes to the faculty.

Application for Study - Annexes

- Officially authorised secondary school year reports from two years preceding the last year of study and their officially authorised Slovak translation by a sworn translator, and in the case that the applicant is still the secondary-school student, also the half-yearly report for the last year of study at secondary school or by the secondary school certified study result.
- Officially authorised photocopies of documents on her/his completion of foreign language state examination and their officially authorised Slovak translation by a sworn translator or TOEFL/Cambridge ESOL language certificate (if the applicant has completed the examination).
- Officially authorised photocopies of diplomas (certificates) on participation in competitions and olympiads at regional, country-wide or international level and their officially authorised Slovak translation by a sworn translator (if the applicant has participated in such a competition).
- Officially authorised document on the successful completion of the complete secondary education and its officially authorised Slovak translation by a sworn translator will be delivered by the applicant immediately after he/she obtains the school leaving certificate, not later than **on 15th August 2020**.
- Document confirming the wire transfer of the fee for the coverage of the material needs of the admission procedure.
- Passport copy.
- Curriculum vitae.

As determined by the Ministry of Education of the Slovak Republic, every applicant must submit a notary authorised copy of the apostilled school leaving certificate and its notary authorised Slovak translation by a sworn translator. **VERIFICATION BY NOTARY AND SWORN TRANSLATION MUST BE PROVIDED IN SLOVAKIA**. Please also note that the original certificate must be in the official language of the country where it has been issued. For contact details of authorities competent to issue an Apostille in your country, please see http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41.

If countries do not issue Apostilles, applicants must have their documents superlegalized. Superlegalization is provided by the Ministry of Education, followed by the Ministry of Foreign Affairs and at the end by the Embassy of the Slovak Republic in that country or in the country which acts on its behalf.

The Apostille/superlegalization is not required if applicants have completed their secondary education in the following countries:

- Croatia, Hungary, Germany, Poland and Romania
Applicants from the above named countries must submit a notary authorised copy of their

school leaving certificate and its notary authorised Slovak translation by a sworn translator.

▪ Ukraine

Applicants from the above named country must submit a notary authorised copy of their school leaving certificate and its notary authorised Slovak translation by a sworn translator. Furthermore, they must be willing to provide the original certificate for insight if required.

The application must be confirmed by signature on the 3rd page of the application.

The completed application with required annexes is to be sent to the faculty address.

Where the application is not duly completed or it does not have attached any of the required annexes, the faculty shall request the applicant to remedy the deficiencies within a specified time limit. If the applicant fails to remedy the deficiencies, the application shall be considered invalid.

Fee for the Coverage of Material Needs of the Admission Procedure

- a) The applicant shall pay the fee by wire transfer only.
- b) The fee amount for the Bachelor's degree of study:
 - Submission of the classical (printed) application and the admission procedure without an admission examination – € 40,
 - Submission of the electronic application and the admission procedure without an admission examination – € 20.
- c) If the applicant fails to pay the fee by **15th August 2020**, he/she will be disqualified from the admission procedure.
- d) The applicant shall attach the confirmation of the wire transfer to the application (otherwise the application shall not be accepted). Where the applicant submits the electronic application with the electronic signature, the applicant shall deliver the confirmation of the wire transfer of the fee to the faculty as the required annex.
- e) Information for payment of the fee for the coverage of material needs of the admission procedure:

Bank: Štátna pokladnica a.s. (Treasury), (sort code): 8180

IBAN: SK5881800000007000086002

SWIFT: SPSRSKBA (for payments from the Slovak Republic and the EU countries)
SUBASKBX (for payments from the countries outside the EU)

Variable symbol: 4971

Constant symbol: 0308

Specific symbol: personal identification number with no slash (e.g.. 1234567890)

Message for beneficiary: first name and surname of the applicant

The faculty reserves the right not to recover the fee for the material needs of the admission procedure.

Evaluation of the Admission and Release of Results

1. The results of the admission procedure will be published on the faculty website.
Term of the release of results of the admission procedure: **by 25th August 2020**.
2. The decision of the Dean of the Faculty of Public Administration on the result of the admission procedure will be made in writing and sent to the applicant. According to § 58 (8) of Act No. 131/2002 Coll. on Higher Education and changing and amending certain laws and based on the abovementioned decision of the Dean of the Faculty of Public Administration, the applicant may submit a request to review the decision to the Rector of the Pavol Jozef Šafárik University in Košice through the Dean of the Faculty of Public Administration's Office.

Recognition of the Evidence of the Education from Secondary School Located Outside the Territory of the Slovak Republic

The applicant that has completed the secondary-school education at an educational institution located outside the territory of the Slovak Republic (except the documents/evidences obtained in the Czech Republic), shall submit authorised copy on the certificate on the credibility of school leaving certificate (Apostille) and the original of the decision or its authorised copy

on the recognition of the evidence of the education issued by respective district authority, department of education (so called nostrification) not later than on the date of enrollment.

Address and Contact Details

a) **Faculty Postal Address (for delivery of the application for study):**

Fakulta verejnej správy UPJŠ v Košiciach
P.O.Box C-2, 041 32 Košice
Slovenská republika

b) **Faculty Legal Address:**

Fakulta verejnej správy UPJŠ v Košiciach
Popradská 66, 040 11 Košice
Slovenská republika

c) **Telephone:** +421 55 788 36 14; +421 55 234 5181-2.

d) **E-mail:** zuzana.hrabovska1@upjs.sk.

The coordinator for students with specific needs:

Ing. Zuzana Hrabovská, PhD., telephone: +421 915 992 374
e-mail: zuzana.hrabovska1@upjs.sk.

Chances of Applying of the Skills of Graduates in Practice

The graduates are ready to work as experts in all component parts of public administration and public sector in the Slovak Republic, in the institutions of the European Union, as well as in the international organizations. During their study, they obtain theoretical knowledge from the public administration sphere and related scientific fields – political sciences, sociology, law and economics with emphasis on the functioning of the European Union. The knowledge overview of a graduate includes the mutual interconnection of and familiarity with principles of political sciences and sociology in the functioning of public administration in a democratic country, particularly in the Slovak Republic and the European Union, the constitutional foundations of public administration with focus on government and local self-government, as well as economic principles and connections, including organizational issues and management and their practical application in practice in the real practice of public administration. A graduate of this study program will obtain the fundamental knowledge for the performance of working activities in public administration where the intellectual work prevails. Subsequently, the graduate will be able to undertake activities, solve problems and adopt decisions in fundamental issues at all levels of public administration. The graduate will obtain the skill:

- To implement the theoretical knowledge in order to improve and make the functioning of public administration more efficient.
- To utilize the principles of communication skills within the organization, also in a public administration worker – citizen relation.
- To schedule and organize the processes and activities in public administration.
- To apply the standards of primary and secondary law of the European Union related to the problems of public administration into the practice.
- To issue simple individual legal acts and prepare data for adoption of normative legal acts from the sphere of public administration.

* <https://www.upjs.sk/studenti/legislativa/rr-poplatky/>

Košice, 28. 04. 2020

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

The terms and conditions approved by the Academic Council of the Faculty of Public Administration of the Pavol Jozef Šafárik University in Košice on 04. 05. 2020.

PhDr. Eliška Župová, PhD.
Chairwoman of the Academic Council of the Faculty of Public Administration of the Pavol Jozef Šafárik University in Košice