



**Conditions for admission of foreign students to Master's degree study programme „Public Administration“ in English at the Faculty of Public Administration of Pavol Jozef Šafárik University in Košice for academic year 2010/2011**

**1. Information about Master's degree study programme „Public Administration“ in English for academic year 2010/2011**

Type of study programme:	Master's degree
Title of study programme:	Public Administration
Type of study:	Full-time
Language of instruction:	English
Standard duration of study:	4 semesters (2 years)
Field of study:	Public Policy and Public Administration

**2. Conditions for admission of foreign students to Master's degree study programme in English**

1.	Completed application form for admission
2.	Authenticated copy of school-leaving examination (or a similar document equal in level to the school-leaving examination)
3.	Authenticated certificate on completion of Bachelor's degree of education from an accredited university in field of study „Public Administration“ or „Public Policy“ or related field while the conformance of the latter with requested field of study has to be at least in 50% of subjects completed.
4.	List of grades of subjects completed at Bachelor's degree of study with explanation of grading scale
5.	Certificate of corresponding knowledge of English (FCC, TOEFL, a School Leaving Examination Certificate)
6.	Copy of birth certificate
7.	Letter of Motivation
8.	Confirmation about administration fee payment
9.	Medical certificate on medical fitness to university studies
10.	Curriculum Vitae

The documents (2. – 6.) have to be in English and legalized.

Deadline for submission of applications: June 18, 2010

### 3. Administrative fee and tuition for study

**Administrative fee:**                   ▫ **30 EUR** (applicants from EU, EEA countries and Switzerland)

▫ **50 EUR** (applicants from other countries)

Form of payment:

Bank transfer only.

**Bank details:**

Všeobecná úverová banka, a.s.

Mlynské Nivy 1

829 90 Bratislava

Slovakia

**SWIFT:** SUBASKBX

**Account No.:** 7000086002/8180

**IBAN:** SK5881800000007000086002

**Beneficiary:** Univerzita Pavla Jozefa Šafárika  
v Košiciach

**Remittance information:** Tuition fee

Administrative fee transfer receipt must be attached to the application form. The administrative fee is non-refundable.

**Annual tuition fee for one academic year**                   ▫ **5000 EUR**

Tuition fee is to be paid after enrollment and still before commencement of winter semester. It covers university instruction related expenses. It does not include expenses for books, textbooks, board and lodging, health insurance, travelling, visa.

### 4. Study related practical information

- **Permit for temporary stay**

Foreign students coming to the Slovak Republic need permit for temporary stay obtainable on an embassy or consulate of the Slovak Republic. Students coming from European Union or EEA countries have to apply for that permit after their arrival to Slovakia. Please make inquiries at the Slovak Embassy in your country about the entry and residence regulations for foreigners in Slovakia. The contact to our Embassy at your country is available on the website of Ministry of Foreign Affairs of the Slovak Republic: <http://www.mzv.sk/>

The address of Immigration Office in Košice is:

Oddelenie cudzineckej a pasovej služby Krajského riaditeľstva Policajného zboru Košice, Trieda SNP 35, 040 11 Košice, Slovak Republic, Phone No. +421-961931208

- **Board and lodging options**

The university has a specialized facility providing the boarding and lodging of the students – UPJS Hall of Residence. There are double- or three-bedded rooms or apartments, always with basic kitchen and bath fixtures and internet access. The average rate for double-bedded room is app. 60 EUR/month/person.

- **Contact address:**

Faculty of Public Administration  
Pavol Jozef Šafárik University in Košice  
Popradská 66, P.O.Box C-2  
041 32 Košice, Slovakia

## **5. Profil and practice possibilities of graduate**

The graduates of Master's degree study programme „Public administration“ are prepared to work within specialized teams in all the branches of public administration and public sector in Slovakia and in the EU. The graduates are able to manage problems and take decisions in the basic spheres and at all levels of state administration and self-government. The graduates command basic knowledge in the following areas: law, economic sciences, political science and sociology, basic knowledge about EU.