

Internal regulation
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**Further conditions of admission to master study programs
at the Faculty of Informatics and Information Technologies
of the Slovak University of Technology in Bratislava
for the academic year 2024/2025**

Date: 13 February 2024

Further conditions of admission to master study programs at the Faculty of Informatics and Information Technologies of the Slovak University of Technology in Bratislava for the academic year 2024/2025

Art. 1

Introductory provisions

- (1) Further conditions of admission to master study programs (hereinafter referred to as "master studies") at the Faculty of Informatics and Information Technologies of the Slovak University of Technology in Bratislava (hereinafter referred to as "Faculty" or "FIIT STU") for the academic year 2024/2025 (hereinafter referred to as "further conditions of admission") are determined on the basis of Section 57 (1) (h) of Act No.131/2002 Coll., No.131/2002 Coll. 5/2013 Rules and Conditions of Admission to Study Programs of First, Second and Third Degree at the Slovak University of Technology in Bratislava, as amended (hereinafter referred to as "STU") and the Statute of FIIT STU (Article 18 (1)). They regulate in detail in particular the deadline for the submission of applications for master studies, the method of determining the number of admitted candidates for master studies, the conditions of admission, the method of verifying their fulfilment and the method of evaluating the results.

Art. 2

General principles and criteria for determining the suitability of applicants

- (1) The basic condition for admission to the study program of master studies is the completion of a first-degree study program¹. This condition is also met by graduates of study fields according to older regulations. For the purposes of this regulation, completion of a combined first- and second-degree program of study shall also be regarded as completion of a first degree of study.
- (2) The professional competence of applicants for master studies shall be assessed based on the content and results of previous studies at the first degree of the university, which are supported by relevant documents, and/or based on the results of the entrance examination, if it is not done on the basis of the submitted documents on the applicant's previous studies.

Art. 3

Organizational principles

- (1) An applicant will be included in the admission procedure if he/she delivers an application for studies in electronic form without a guaranteed electronic signature using the STU Academic Information System (hereinafter "AIS" and "electronic application") by the deadline set by the dean. The application of electronic applications in the AIS is available on the faculty's website no later than two months before the last day for submission of applications for studies.
- (2) A candidate for studies may deliver a paper application form completed outside the AIS on a form prescribed by the Ministry of Education, Youth and Sports of the Slovak Republic to the

¹ § 56 par. 2 of the Act

address of the faculty. The faculty accepts applications in paper form delivered to the study department with the date of dispatch specified by the dean.

- (3) The applicant shall pay a fee for the material support of the admission procedure². Neither the material fee nor any part of it shall be refunded to the applicant after the deadline for the submission of applications.
 - (4) In addition to the required attachments pursuant to point (5) of this Article, the applicant shall attach to the application form a confirmation (copy) of payment of the material admission fee pursuant to point (3) of this Article. The confirmation shall be attached only by the applicant who has not paid the fee for the material support of the admission procedure by credit card in the AIS electronic application.
 - (5) The applicant shall deliver the following attachments to the application form to the faculty by specified deadline:
 - a) The results of previous university studies (Article 2 (1))
 - a transcript of courses and grades obtained during the previous university studies confirmed by the faculty or university that issued the statement and a certified copy of the document of completion of studies (diploma); valid to applicants who are not graduates of bachelor studies at FIIT STU,
 - a transcript of courses and grades obtained during the previous university study will be added to the application form by the FIIT STU Study Department; valid to students who are graduates of bachelor studies at FIIT STU,
 - b) the candidate with reduced working capacity shall attach a doctor's certificate of medical fitness and may also attach an application on the basis of which the form and manner of the entrance examination will be determined taking into account his/her disability.
- Applicants may also attach to their application certified copies of evidence of significant achievements in their professional activities in the field of computer science and information technology, as well as in other types of professional activity.
- (6) The documents attached to the application form shall not be returned to the applicant but shall remain part of the admission documentation.
 - (7) The number of applicants that the faculty may admit studying the relevant study programs of master studies is determined by the Dean of the Faculty³ based on proposals of the directors of institutes responsible for the relevant study program.

Art. 4

Evaluation of the admission procedure

- (1) The main objective of the admission procedure for the master studies is to verify the applicant's competence to study in the chosen study program.
- (2) The evaluation of the admission procedure and the proposal of applicants for admission to master studies in the relevant study program shall be carried out by the admission committee

² § 92 par. 12 of the Act

³ pursuant to § 55 par. 7 of the Act, Art. 6 par. 5 letter b) of the STU Statute and Art. 2 points 1 to 3 of the internal regulation STU no. 5/2013 Rules and conditions of admission to the study of first, second and third degree study programs at the Slovak University of Technology in Bratislava, as amended.

for the assessment of the professional competence of applicants for master's studies, which shall be appointed by the Dean of the Faculty. The Admissions Committee will draw up a list of candidates arranged according to their scores. The selection of applicants proposed for admission shall be based on the ranking established on the basis of the evaluation under point (5) of this Article, the applicant's stated preferences with regard study programs, the level of demonstrated knowledge and the number of applicants whom the faculty has decided to admit to study the relevant study program. The dean may increase the number of admitted candidates by a maximum of 50%.

- (3) The entrance examination shall be a written examination, thematically focused on the field given by the field of study in which the relevant study program is pursued. The detailed content shall be determined by the Dean of the Faculty.
- (4) The entrance examination for master studies is waived for applicants for master studies who have successfully completed their bachelor studies at FIIT STU in the same academic year as they applied for master studies.
- (5) The following shall be taken into account in the evaluation:
 - a) For applicants for a 2-year master studies, the result of the entrance examination shall be considered. For applicants for master studies as referred to point (4) of this Article, the weighted study average for previous successful studies at the faculty shall be considered.
 - b) For an applicant for a 3-year master studies, the result of the entrance examination shall be considered.

Art. 5

Admission of applicants who have already completed part of their university studies

- (1) The provisions relating to admissions under this Article are intended for excellent students who have already demonstrated the ability to study successfully at a university.
- (2) Only an applicant with a completed part of a 2nd degree university education may be admitted to the admissions procedure. Admission shall be by way of an admission procedure in accordance with Section 58 of the Act.
- (3) An applicant shall be admitted to the admission procedure if he/she submits a completed "application for studies" by the deadline set by the dean in the manner specified in Article 3 (1) or (2) of these further conditions of admission.
- (4) The applicant shall be deliver to the faculty the following annexes for studies by the deadline set by the faculty:
 - a) a certified copy of the document (diploma) certifying completion of the first degree of university education (Article 2 (1)),
 - b) a certified transcript of the results of previous studies at the university and the syllabus of all the courses taken.

Applicants may attach to their application supporting evidence of significant professional achievements during their previous studies.

- (5) The documents attached to the application form shall not be returned to the applicants but shall remain part of the admission documentation.

- (6) Evaluation of the admission procedure and the proposal of applicants for admission to master studies in the relevant study program shall be carried out by the admission committee of the professional competence of applicants for master studies, appointed by the Dean of the Faculty.
- (7) In the case of admission of an applicant to study, the Dean of the Faculty shall determine the length of the applicant's previous studies, which shall be included in the standard length of study.

Art. 6

Decision on the results of the admission procedure

- (1) The Dean of the Faculty decides on the admission of an applicant to study.
- (2) The details of the decision on the result of the admission procedure and its delivery shall be governed by the law and the internal regulations of STU⁴.
- (3) An applicant may submit a request for a review of the dean's decision within eight days from the date of its delivery. The application shall be submitted to the faculty registry. The procedure for handling an application for review of the decision on the result of the admission procedure shall be governed by the law and the internal regulation of STU⁵.
- (4) Applicants for 2-year master studies according to Art. 4 (4) who have had their entrance examination waived shall be ranked according to the weighted study average for previous successful studies at the faculty according to their preferred study programs.
- (5) An applicant for a 2-year master studies who has obtained at least 75% of the two best-performing parts of the entrance examination shall be automatically admitted to his/her chosen program of study.
- (6) An applicant for a 3-year master studies who has obtained at least 60% of the two best-performing parts of the entrance examination shall be automatically admitted to his/her chosen program of study.
- (7) The dean, in accordance with the capacity of individual departments providing the study programs, may reduce the point threshold for automatic admission to the study referred to in points (5) and (6) of this Article. The faculty shall publish this information no later than 14 calendar days before the meeting of the admissions committee.
- (8) An applicant for a 2-year master studies who scores less than 75% of the two best-performing parts of the entrance examination shall not be admitted to the chosen study program due to failure to meet the requirements of the admission procedure.
- (9) An applicant for a 3-year master studies who has obtained less than 60% of the two best-performing parts of the entrance examination shall not be admitted to the chosen study program due to failure to meet the requirements of the admission procedure.

⁴ § 58 par. 7 of the Act and Art. 9 of the internal regulation STU no. 5/2013 Rules and conditions of admission to the study of first, second and third degree study programs at the Slovak University of Technology in Bratislava, as amended.

⁵ § 58 par. 8 of the Act and Art. 9 of the internal regulation STU no. 5/2013 Rules and conditions of admission to the study of first, second and third degree study programs at the Slovak University of Technology in Bratislava, as amended.

- (10) The dean, following the capacities of the departments providing study programs, may reduce the point threshold referred in points (8) and (9) of this Article. The faculty shall publish this information no later than 14 days before the meeting of the admissions committee.

Art. 7

Final provisions

- (1) These additional conditions of admission to master studies at FIIT STU come into force and effect on the date of approval by the Academic Senate of FIIT STU in Bratislava.

Bratislava, 13 February 2024.

doc. Ing. Ján Lang, PhD.
Chairman of the Academic Senate
FIIT STU in Bratislava

prof. Ing. Ivan Kotuliak, PhD.
Dean of FIIT STU in Bratislava