

Annex no. 1 to the Statute of the Technical University of Košice

**REGULATION OF THE ADMISSION PROCEDURE
OF THE TECHNICAL UNIVERSITY OF KOŠICE**

**Part one
Basic provisions**

**Article 1
Basic provisions**

(1) This Regulation of the Admission Procedure of the Technical University of Košice (hereinafter referred to as the 'Regulation') in accordance with Articles 55-58a of the Act No. 131/2002 Coll. on Higher Education and on the Change and Supplement to Some Acts as amended (hereinafter referred to as the 'Act'), determines the conditions and the course of admission to accredited Bachelor's, Master's, and doctoral study programmes carried out at faculties or at the level of the Technical University of Košice (hereinafter referred to as 'TUKE').

(2) For the purposes of this Regulation, the phrases 'Rector or Dean' and 'TUKE or faculty' mean: terms Rector and TUKE refer to study programmes carried out at TUKE, and terms Dean and faculty refer to study programmes carried out at TUKE faculties.

**Part two
Conditions for admission to study**

**Article 2
Basic conditions for admission to study**

(1) Every person has a right to study accredited study programmes provided by individual faculties or the university if they meet the basic conditions for admission to study pursuant to Article 56 of the Act, other conditions in accordance with Article 57 (1) of the Act proposed by the Dean or Rector and approved by the academic senate of the relevant faculty or AS TUKE, the conditions specified in the agreement on cooperation of higher education institutions in providing a joint study programme pursuant to Article 54a (2) of the Act, and the conditions in accordance with Article 58a (4) of the Act. In the case of persons who have been granted asylum, subsidiary protection or temporary refuge, the condition under Article 56 (1) of the Act may be demonstrated by a declaration and a general academic aptitude test. The faculties are responsible for conducting the general academic aptitude test.

(2) The basic condition for admission to the study of Bachelor's study programmes (first level of university study within the meaning of Article 52 of the Act) is the acquisition of a full secondary or a full secondary vocational education.

(3) The basic condition for admission to the study of Master's study programmes (second level of university study within the meaning of Article 53 (1) of the Act) is higher education of the first or second level, while the sum of the number of credits awarded for the previous higher education and the number of credits required for duly completion of the second-level study programme for which the applicant applies must be at least 300 credits.

(4) The basic condition for admission to the study of doctoral study programmes (third level of university study within the meaning of Article 54 of the Act) is a second-level higher education.

(5) For applicants for study who have obtained the required education abroad, the condition for admission to the study is the recognition of diploma/degree certificate or equivalent in accordance with general binding rules issued by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as the "Ministry of Education").

(6) The condition for admission of an applicant to the study is the submission of a written or electronic application for study in a published manner.

**Article 3
Additional conditions for admission**

(1) In connection with specific requirements for knowledge, abilities, skills, or talent for inclusion in certain study programmes, the faculty or TUKE may set additional conditions for admission to study.

(2) Other conditions and requirements for study (paragraph 1) may be verified by an entrance examination, which is a part of the admission procedure.

(3) Other conditions for admission to study are published in advance, usually together with the announcement of the admission procedure.

(4) The admission procedure for doctoral studies always includes the entrance examination.

(5) If the verification of study abilities includes an entrance examination, for an applicant with specific needs, at his/her request, and based on the evaluation of his/her specific needs by the TUKE Access Centre in cooperation with the faculty coordinator for students with specific needs, the form of the entrance examination and the method of its evaluation shall be determined considering his/her specific needs.

Article 4

Announcement of the admission procedure and publication of the conditions for admission

(1) The conditions for admission to the study of accredited Bachelor's, Master's, and doctoral study programmes carried out at TUKE/faculty are announced by the Rector or Dean after prior approval by the Academic Senate of TUKE (hereinafter "AS TUKE") or the academic senate of the faculty.

(2) The conditions of admission to the study of Bachelor's, Master's, and doctoral study programmes cannot be changed after their announcement and are valid for the stated academic year.

(3) The deadline for submission of applications for the study of Bachelor's, Master's, and doctoral study programmes shall be announced by the Rector or the Dean who announced the admission procedure.

(4) TUKE or the faculty shall publish the following on the official notice board of TUKE or the faculty, and at least on the website of TUKE or the faculty:

- a) deadline for submitting applications for study,
- b) number of applicants he/she intends to admit to the study of the relevant study programme,
- c) basic conditions for admission to the study pursuant to Article 56 of the Act,
- d) other conditions of admission pursuant to Article 57 (1) of the Act,
- e) date and method of verifying of meeting the conditions,
- f) the form and general content of the entrance examination, and the method of evaluating its results if the entrance examination is a part of the verification of study abilities,
- g) tuition fees and fees related to study.

(5) TUKE or the faculty, if the study programme is carried out at the faculty, shall publish the information referred to in paragraph 1 no later than two months before the last day set for submission of applications.

(6) The admission procedure for the study of doctoral study programmes has the character of a selection procedure. The announcement of the admission procedure, its organisation, and course are regulated in the 'Principles of organization, evaluation, and completion of doctoral study and principles of establishing subject committees of doctoral study at the Technical University of Košice', which are part of internal regulations of TUKE.

Part three

Admission procedure

Article 5

Submitting applications

(1) Applications for the study of individual study programmes shall be submitted within the set deadline and at the place specified in the statement on the commencement of the admission procedure (Article 4 of this Regulation).

(2) The application for the study of all study programmes has an electronic form signed without an advanced electronic signature, using an information system that allows the applicant to verify its registration in the information system from the date of its submission to the end of the admission procedure. In the application, the applicant is obliged to state the data required in Article 58 (3) of the Act, while it is not possible to submit an application without providing all data. Applicants may also submit a written application on a form prescribed by the Ministry of Education, as well as through an electronic mailbox set up by the Central Public Administration Portal (CPAP).

(3) In the case of an applicant with specific needs, to evaluate his/her specific needs and the scope of assistance needed within the admission procedure, he/she submits the following documents with their application for study:

- a) a medical certificate not older than 3 months, consisting of medical findings, a report on the course and development of the disease and disability, or an extract from medical records, or
- b) a statement of a psychologist, speech therapist, school psychologist, school speech therapist or special pedagogue.

The evaluation of the specific needs of the applicant will be provided by the TUKE Access Centre in cooperation with the coordinator for students with specific needs at the relevant faculty and will determine the form of the entrance examination and the method of its evaluation considering the specific needs of the applicant.

(4) An applicant who does not prove meeting basic requirements for admission to study at the time of verification of meeting the conditions required for admission may be admitted to study under the condition that he/she proves meeting the basic conditions for admission to the study no later than on the day designated for enrolment to study.

(5) Incomplete or late applications for study will not be accepted.

(6) An applicant for a Bachelor's or Master's study may, in accordance with the instructions of a specific faculty, state in one application one study programme, but a maximum of three study programmes, carried out at this faculty.

(7) An applicant for the simultaneous study of two or more study programmes must submit a separate application for each of them.

(8) In the case of doctoral study programmes, all applications for study must be separate.

Article 6

Course of admission procedure

(1) The admission procedure begins with the delivery of the study application to the relevant faculty or to TUKE. Submitted and accepted applications for the study of individual study programmes are processed at faculties or at TUKE level. The scope and purpose of the provided personal data of the applicant is covered by Article 58 (3-5) and Article 73 (3-11) of the Act.

(2) The Rector or the Dean shall decide on the establishment of at least one Admission Committee for the relevant bachelor or master study programmes, appoints the members of the committee (committees), and sets the agenda for their meetings. If the Rector or the Dean decides to create several committees, he also determines the scope of their competence.

(3) The members of the Admission Committee for the study of doctoral study programmes and its Chair shall be appointed by the Rector or the Dean on the proposal of the Chair of the Field Study Committee after discussion in this committee. The Admission Committee has at least three members. The Committee is quorate in the presence of more than half of all its members.

(4) If the admission procedure also includes the entrance examination pursuant to Part three of this Regulation, the applicant

a) must be invited to that entrance examination no later than two weeks before the entrance examination by registered letter, while the invitation must state the time, day, and place of the entrance examination or part thereof, or

b) must be informed, by registered letter no later than two weeks before the examination takes place of the date, time, and place of the entrance examination or part thereof, as well as of the manner in which he/she will be informed of the fact that he/she may not have to take the entrance exam or part thereof.

(5) The faculty or TUKE is not responsible for non-delivery of the invitation due to shortcomings and errors in the postal transport. However, when proven, the Rector or the Dean may set an alternative date for the entrance examination for the applicant.

Article 7

Entrance examination for the study of doctoral study programmes

(1) The objective of the admission procedure is to determine qualifications of the applicant for the study of a doctoral study programme for independent creative activity in the field of science and technology or independent theoretical and creative activity in the field of art, as well as to determine the appropriate level of professional knowledge of the applicant. These qualifications are determined by an entrance examination.

(2) A report shall be drawn up on the course of the admission procedure, which may be a part of the study application form, or as a separate report/record, including the following particulars:

a) name, surname, date of birth, and residence of the applicant,

b) name of the study programme,

c) names of member of the Examination Committee, and the name of its Chair,

d) the topic of the dissertation thesis or the thematic area of this thesis,

e) name of supervisor,

f) the course of the written part of the entrance examination – questions and evaluation of the applicant's answers,

g) evaluation of the oral part of the professional entrance examination,

h) level of language skills,

i) result of the entrance examination, and the recommendation of the Committee,

j) date of examination, and signatures of the Committee members.

(3) The Committee shall draw up the order of candidates in case:

a) of a larger number of applicants for the study of one study programme,

b) of a larger number of applicants for the study of one topic,

c) the number of admitted applicants is limited by the number of applicants approved by the Dean of the faculty, or the Rector.

(4) Evaluation of language skills is just informative, and this part of admission procedure can be separated from the professional examination. Language proficiency assessors do not have to be appointed as members of the Committee.

Article 8

Entrance examination for the study of Bachelor's and Master's study programmes

(1) The entrance examination may have a written, oral and talent test part. The form of the entrance examination, i.e., one of these parts or a combination thereof, shall be determined for the relevant study programme by the Rector or the Dean in accordance with the conditions pursuant to Article 4 of this Regulation.

(2) The written part of the entrance examination takes place from a maximum of three subjects or thematic areas, or their groups. The subjects of the written part of the entrance examination for the relevant study programme shall be determined by the Rector or the Dean in accordance with the conditions announced pursuant to Article 4 of this Regulation.

(3) The oral part of the entrance examination has the character of an interview. It can be connected with the submission of the student's assignments. The oral part of the entrance examination for the study of the relevant study

programme may be waived in advance by the Rector or the Dean within the announcement conditions for admission in accordance with the conditions specified in Article 4 of this regulation.

(4) The talent part of the entrance examination verifies presented talent, skills, and qualifications of the applicant for study in the relevant study programme. The Rector or the Dean shall decide on entrance examination within the announcement of conditions for admission pursuant to Article 4 of this Regulation.

(5) All parts of the entrance examination are usually held on the same day, or in a maximum of two days.

(6) The date of all parts of the entrance examination for the study is announced, in accordance with the conditions specified in Article 4 of this regulation, by the Rector or the Dean

(7) An applicant who has met the basic conditions for admission to study and who has achieved study results at secondary school, which are in the given intervals specified in the conditions for admission announced by the Rector or the Dean pursuant to Article 4 of this Regulation, may not have to take the entrance exam (or a part thereof) for the relevant study programme.

(8) The criteria for the waiver of the entrance examination or a part thereof shall be determined by the Rector or the Dean within the announcement of the conditions for admission to study pursuant to Article 4 (1) of this Regulation.

(9) The Rector or the Dean may, in justified cases, in accordance with the conditions specified in Article 4 of this regulation, set an alternative date for the entrance examination, which is intended for justified applicants.

(10) The entrance examination in the substitute date takes place in accordance with Article 8 (1-8) of this Regulation.

(11) The oral part of the entrance examination takes place in front of a committee, which has at least three members and is composed of university teachers and researchers of the faculty or the Rectorate of TUKE. The members of Admission Committee are appointed in accordance with the conditions specified in Article 4 of this regulation by the Rector or the Dean.

(12) The Admission Committee shall draw up a report on the course of the entrance examination, which must contain the following particulars:

- a) name of the study programme to which the applicant applies,
- b) members of the Admission Committee,
- c) a record of the completion of the written part of the examination with the date on which the written part took place, names of the subjects, or thematic areas or their group from which it took place, and its result (expressed by a grade or the number of points achieved),
- d) a record of the oral part of the entrance examination, indicating the date on which the oral examination took place; if the oral examination is graded, a grade or score shall also be given,
- e) a record of the performance of talent test, indicating the date on which the talent test took place; if the talent test is graded, a grade or score shall also be given,
- f) date and signature of the Chair or Vice-Chair of the relevant Admission Committee.

This protocol may be part of the study application form.

(13) An applicant who does not participate in the entire entrance examination does not meet the conditions for admission to study.

Article 9

Completion of admission procedure

(1) The admission procedure for the study of accredited Bachelor's and Master's study programmes ends, in accordance with the conditions specified in Article 4 of this regulation, on the day of issuing the decision of the Rector or the Dean on the admission or non-admission of the applicant to the study programme.

(2) Lists of applicants who have and have not been admitted for Bachelor's and Master's study programmes are published on official notice boards or on the faculty websites, or at the level of TUKE, within five days after the Rector or the Dean decides on admission or non-admission of applicants in accordance with the conditions specified in Article 4 of this regulation. The lists of admitted and not admitted applicants do not contain their name and surname but are coded using a suitably chosen numeric code.

(3) The faculty or TUKE shall prepare a written decision on the result of the admission procedure in the case of Bachelor's and Master's study programmes within 30 days of verification of meeting the conditions for admission to study.

(4) Applicants shall be informed in writing on the results of the admission procedure for the study of doctoral study programmes within 30 days of verification of meeting the conditions for admission to study. The Rector or the Dean decides on the admission of an applicant for the study of a doctoral study programme based on the results of the entrance examination, and the recommendation of the Admission Committee. The decision on admission to doctoral studies must state the topic of the dissertation thesis and the full name of the supervisor.

Part four
Decision on the outcome of the admission procedure

Article 10
Copy of the decision

(1) The Dean decides on admission to the study of an accredited study programme carried out at the faculty. The Rector decides on admission to the study of an accredited study programme carried out by TUKE. The decision on the outcome of the admission procedure of applicants is recorded in the protocol/record on the outcome of the admission procedure, which contains the list and order of applicants. This record contains the relevant decision on the outcome of the admission procedure, the date, and signature of the Dean or Rector.

(2) In addition to the protocol/record on the outcome of the admission procedure pursuant to paragraph 1, TUKE or the faculty shall prepare a written decision containing:

- a) name, surname, and exact address of the applicant,
- b) name of the faculty or university carrying out the study programme, and the name of the study programme,
- c) statement on admission or non-admission (on the outcome of the admission procedure),
- d) justification of the decision,
- e) instructions on the possibility and deadlines for submitting an appeal for review of the decision,
- f) name of the Dean or Rector.

(3) It must be clear from the justification of the decision not to admit the applicant, why the applicant was not admitted, i.e., whether he did not meet the conditions for admission in accordance with Articles 2-4 of this Regulation, or whether he fulfilled the conditions for the admission, but preference was given to applicants with better results of entrance examinations, or due to the limited number of admitted applicants.

(4) The decision must also contain:

- a) an indication of which authority issued it,
- b) date of issuance of the decision,
- c) number of the record/file under which the decision is registered at the faculty or TUKE,
- d) official stamp of the faculty or TUKE,
- e) signature of the Dean or Rector or their authorised representative.

(5) The Rector/Dean of the faculty may issue a decision on conditional admission to an applicant who does not prove meeting the basic conditions for admission to study in accordance with Article 56 of the Act at the time of verification of meeting the conditions for admission. If the student does not prove meeting the basic conditions for admission to study by the day designated for enrolment, the decision on conditional admission to study expires. If the student proves meeting the basic conditions for admission to the study no later than on the day designated for enrolment, the Rector/Dean will issue a decision on admission to the study of the chosen study programme.

(6) TUKE shall send the decision on the outcome of the admission procedure to the applicant by registered mail with a form for acknowledgment no later than within 30 days from the verification of meeting the conditions of admission to study. If the applicant has an electronic mailbox, the decision is sent via the CPAP.

(7) The faculty or TUKE has the right to request information from the admitted applicants on whether they will enrol in their study. If the applicant does not show interest in the study or does not provide information within the specified time to the person who issued the decision on his/her admission, whether he/she will enrol in the study, he/she loses the right to enrol in the study programme. Subsequently, the faculty or TUKE will annul the decision by which the next applicant in order, based on the results of the admission procedure, was not admitted to the study, and issue a new decision on his/her admission to study.

Article 11
Inspection of records and their storage

(1) On the basis of a written request, the applicant has the right to inspect all materials concerning him/her and that may be relevant for the decision on his/her admission or non-admission to study, especially the checked and evaluated written works, and the protocol of the entrance examination.

(2) The term inspection of materials means reading them and making notes from them in the designated premises of the faculty or TUKE in the presence of an authorised employee, usually a member of the Admission Committee. Making copies of materials is not permitted.

(3) TUKE shall store the documentation of the admission procedure, the documentation on enrolment in the study, on enrolment in the part of the study, transcript of study results, copies of documents on graduation and documentation of decision-making on academic rights and obligations of students for 25 years from the day of completion of studies.

Article 12
Review of the decision on the outcome of the admission procedure

(1) The review of the decision on the outcome of the admission procedure is regulated by Article 58 (8) of the Act. The Rector or the Dean may set up a working committee to process requests for review of non-admission decisions.

(2) The applicant shall request the review of the decision by the authority that issued the decision in writing, no later than within eight days from the date of its delivery.

(3) In the appeal for review of the decision on non-admission, the applicant shall state his/her name, residence, the name of the relevant study programme, the faculty and brief reason for his/her appeal or reasons for disagreement with the decision, and a handwritten signature.

(4) Incomplete or late appeals for review of the decision on non-admission will not be accepted.

(5) If the body, within the meaning of paragraph 2, is the Dean, he may comply with the appeal if he/she finds that the decision was issued in violation of the law, internal regulations of TUKE or the faculty, or other conditions set pursuant to Article 3 of this Regulation. Otherwise, he/she forwards the appeal to the Rector. The Rector shall amend the decision if it was issued in violation of the law, internal regulations of TUKE, or other conditions set pursuant to Article 3 of this Regulation. Otherwise, he/she shall reject the appeal and confirm the original decision.

(6) If the body within the meaning of paragraph 2 is the Rector, he may comply with the appeal if he/she finds that the decision was issued in violation of the law, internal regulations of TUKE, or other conditions set pursuant to Article 3 of this Regulation. Otherwise, he/she will forward the appeal to AS TUKE. AS TUKE shall change the decision if it was issued in violation of the law, internal regulation of TUKE or other conditions set in Article 3 of this Regulation. Otherwise, it will reject the appeal and confirm the original decision.

(7) The response to the applicant for review of the decision must be sent within 30 days from the delivery of the appeal for review of the decision.

(8) The reply to the applicant on the result of the review of the decision shall be made in writing and shall contain:

- a) result of the review of the decision,
- b) justification for the decision,
- c) an indication of which authority issued it,
- d) date of issue,
- e) the reference number under which the review of the decision is registered at TUKE or the faculty,
- f) official stamp of TUKE or the faculty,
- g) signature of the Rector or the Dean or their authorised representative.

Article 13

Admission as a student and a member of the academia

(1) On the day of the enrolment, the admitted applicant becomes a student and a member of the TUKE academia, and at the same time a member of the academia of the faculty, if the study programme for which he was accepted is carried out at the faculty.

(2) Enrolment for the study of Bachelor's or Master's study programme may be connected with a matriculation ceremony, where students take the matriculation pledge.

(3) The right of an applicant for enrolment in studies expires if he/she answers the question of TUKE or its faculty whether he/she enrolls in studies negatively or does not answer within the specified deadline. The right for enrolment of an applicant who has been admitted to study conditionally expires if he/she does not prove meeting the basic conditions for admission by the day designated for enrolment.

Article 14

Admission to study within academic mobility

(1) Pursuant to Article 58a of the Act, TUKE may also admit a student of another higher education institution, including a higher education institution located outside the Slovak Republic for a part of study, usually for one semester, without admission procedure in accordance with the exchange programme or based on a contract between TUKE and student's home university.

(2) A student admitted to study pursuant to paragraph 1 of this Article has the rights and obligations of a TUKE student, considering the conditions of the exchange programme or agreement between TUKE and student's home university.

(3) TUKE shall issue a confirmation that he/she is a student and state the period during which his/her studies are to last to a student admitted pursuant to paragraph 1 of this Article. TUKE will also issue a student card to the student.

(4) Pursuant to paragraph 1 of this Article, TUKE may admit only a student of another higher education institution who will continue his/her studies at another higher education institution with his/her study at TUKE and will return and finish his/her studies at the home higher education institution after the study stay at TUKE. The student is obliged to submit documents proving the course of his/her studies at the home higher education institution.

(5) A student admitted to study pursuant to paragraph 1 of this Article shall not be considered in the number of students pursuant to Article 55 (7) and Article 89 (4) of the Act.

(6) Paragraphs 1-5 of this Article shall not apply to TUKE students who, during their studies at another higher education institution, within the framework of academic mobility, complete only some courses in the relevant part of the academic year, and complete other courses in the relevant academic year at TUKE.

Article 15

Further and continuous education

- (1) Further and continuous education shall be governed by the provisions of this Regulation as appropriate.
- (2) In the case of education provided by TUKE or the faculty based on specific agreements, the organisation, course, and evaluation of further education shall be governed by the relevant agreement.

Part five

Common, transitional, and final provisions

Article 16

Service of documents

(1) The decision of the Rector or the Dean on the outcome of the admission procedure must be delivered to the applicant by registered mail with a form for acknowledgment. Service to an applicant whose whereabouts are unknown is done by posting the decision on the official notice board of the faculty for 15 days. The last day of this period is considered the day of delivery.

(2) Service of other decisions related to study is regulated by Article 26 of the TUKE Study Rules and Regulations.

Article 17

Transitional and final provisions

(1) The organisation and course of doctoral studies are regulated in more detail by the 'Principles of organization, evaluation, and completion of doctoral study and principles of establishing subject committees of doctoral study at the Technical University of Košice', which are internal regulation of TUKE.