Internal regulation
University of Ss. Cyril and Methodius in Trnava
29/2021

Admission Procedure

These Regulations for the admission procedure at UCM (hereinafter referred to as the "regulations") in accordance with § 55 to § 59 of Act No. 131/2002 Coll. on Higher Education and on amendments to certain laws as amended (hereinafter referred to as "the law") sets the rules and conditions for admission to study in accredited bachelor's, master's and doctoral study programs that are implemented at the faculties or at the level of the University of Ss. Cyril and Methodius University in Trnava (hereinafter referred to as "UCM"). These rules also apply appropriately to the admission procedure according to Act No. 568/2009 Coll. on lifelong learning and on amendments to certain laws. These rules are part of the Internal Quality Assurance System of higher education at the UCM and contains rules according to a special regulation[1].

First part
General provisions

§ 1
Introductory provision

1) The admission procedure is reliable, fair and transparent.
2) The conditions of admission to study in study programs carried out by the faculty are decided by the faculty's academic self-government bodies. The university's academic self-government bodies decide on the conditions for admission to study in study programs conducted by the university.
3) The conditions of the admission procedure are inclusive and guarantee equal opportunities to every applicant who proves the necessary prerequisites for completing the studies.
4) Criteria and requirements for applicants are published in advance and easily accessible.
5) Access to higher education at UCM is based on the characteristics, abilities, effort, perseverance and passion of applicants for higher education.
6) The selection of applicants is based on the corresponding methods of assessing their ability to study.
7) When accessing higher education, any form of discrimination is excluded at UCM[2].
8) UCM can only accept applicants to study accredited study programs listed in the register of study programs (§ 54b of the Act).
9) The bodies of the academic self-government of the UCM (§ 7 of the Act) and the bodies of the academic self-government of the faculties (§ 24 of the Act) act and make decisions in matters of the admission procedure.

Second part
Conditions of admission to study

[1] 1 § 3 of Act no. 269/2018 Coll. on ensuring the quality of higher education and amending Act no. 343/2015 Coll. on public procurement and on the amendment of certain laws, as amended
[2] Act no. 365/2004 Coll. on equal treatment in certain areas and on protection against discrimination and on amendments to certain laws (anti-discrimination law), Directive on equal treatment and protection against discrimination – gender equality

§ 2
Basic conditions for admission to study

1) The basic condition for admission to a bachelor's degree or to study a study program according to § 53 par. 3 of the Act is the acquisition of complete secondary education or complete secondary professional education.
2) The basic conditions for admission to the study program of the second degree according to § 53 par. 1 of the Act comprise of a first-level university education or a second-level university education, while the sum of the number of credits obtained for the previous university studies that led to the university education and the number of credits required for the proper completion of the second-level study program for which the applicant is applying must be at least 300 credits.
3) The basic condition for admission to doctoral studies is a second-level university education.
4) For applicants to study according to study programs at the faculties or at the UCM level, who have achieved the required education at schools abroad, the condition for admission to study is the recognition of a successful final exam at the corresponding school abroad, as long as the international agreement to which the Slovak Republic is bound, does not stipulate otherwise.
5) When accepting foreigners to study according to study programs carried out at the faculties or at the level of UCM in the Slovak language within the framework of international treaties to which the Slovak Republic is bound, the provisions of this order shall be applied appropriately. When accepting foreigners - self-payers to study according to study programs implemented at the faculties or at the UCM level in Slovak or in a foreign language, the provisions of this order shall be applied appropriately.
6) When accepting foreigners to study according to study programs carried out at the faculties or at the UCM level in the Slovak language, a proficiency of the Slovak language at least at the level of the B2 matriculation exam is a condition for admission. The applicant documents the acquired level of language education with a certificate or another relevant document.
7) The condition of acceptance of an applicant for study is the submission of a written or electronic application for study in the prescribed manner by the specified date with all the necessary information. The application must also include proof of payment of the fee for activities connected with the admission procedure in accordance with § 92 of the Act and § 33 of the UCM Statute.

§ 3
Additional conditions for admission

1) In connection with specific requirements for abilities, skills or prerequisites for inclusion in some study programs conducted at the faculties or at the UCM level, other conditions for admission to study are set by the faculty or the UCM.
2) Fulfillment of other study conditions can be verified in various forms and methods. The entrance exam verifies the fulfillment of the conditions, provided that the entrance exam is set as part of the verification of abilities and prerequisites for study.
3) When establishing other conditions for verifying the necessary abilities and prerequisites of an applicant for university studies in bachelor's and master's study programs, the general cognitive abilities of the applicant to study the chosen study program, his motivation, ability to think critically, degree of creativity, ability to assume responsibility for others, prerequisites to acquire theoretical knowledge and practical skills in the chosen field are mostly evaluated. The applicant's current knowledge, skills and abilities are verified in terms of their quality and depth in relation to the upcoming studies.
4) The subject of assessment as part of the verification of other conditions is not only factual knowledge in connection with previous studies and their scope.
5) Other conditions of admission to study are published in advance, usually together with the announcement of the admission procedure.
6) The admission procedure for doctoral studies always includes an entrance exam.
7) For an applicant with specific needs, if an entrance exam is part of the verification of study abilities, at his request (§ 100, paragraph 9, letter b) of the Act, the form of the entrance exam and the method of its execution will be determined, taking into account his specific need.
8) UCM determines the number of admitted students to study a given study program. If a larger number of applicants meets the conditions for admission to study the program, those applicants who have demonstrated the highest degree of ability to study according to the conditions determined by UCM will be accepted.

§ 4
Determining the number of accepted applicants

1) The dean of the relevant faculty or the director of the institute determines for each academic year the number of applicants that he plans to accept to study the study programs that the given faculty or institute carries out.
2) The number of applicants admitted to study a given study program may be conditioned by the fulfillment of predetermined conditions. If a larger number of applicants meets the conditions for admission to study the study program, those applicants who have demonstrated the highest degree of ability to study according to the conditions determined by the faculty or institute will be accepted.

3) When determining the planned number of admitted applicants, the expected interest in studying the given study program and the capacity of the workplaces that carry it out are taken into account.
4) Information on the number of applicants that the faculty plans to accept in the following academic year to study the relevant study program will be published in accordance with § 5 par. 1 of these proceedings.

§ 5
Announcement of admission procedure and publication of conditions for admission

1) When announcing the admission procedure, the conditions for admission to study according to bachelor's and master's study programs, the deadline for submission of applications, the maximum possible number of admitted students to study the relevant study programs, the amount of the fee for activities related to the admission procedure, the date of the entrance examination, its form and framework content, as well as the method of evaluating its results, including the presentation of options to waiver some part of the entrance exam are published. The UCM or the faculty, if the study program takes place at the faculty, will publish on time, no later than two months before the last day for submitting applications, the deadline for submitting applications for studies in the academic year preceding the academic year in which the studies are to begin, if it is a bachelor's study program or a study program according to § 53 par. 3 of the Act, and for other study programs no later than two months before the last day for submitting applications.
2) Information on the admission procedure include:
   a) deadline for submitting study applications,
   b) acceptance conditions according to § 2 and 3 of these regulations,
   c) the date and method of verifying the fulfillment of the conditions according to § 2 and 3 of these regulations,
   d) if part of the verification of study abilities is an entrance exam (§3, paragraph 2 of these regulations) established as part of the verification of study skills and prerequisites,
   e) information on the number of applicants that are planned to be accepted to study the relevant study program according to § 2 and 4 par. 1 of these regulations.
3) The condition for admission to the study of the study program of the second degree in the medical fields of study is a university education of the first degree in the relevant field of study.
4) Conditions for admission to study according to bachelor's and master's study programs according to par. 1 of this paragraph is declared by the rector of UCM, or dean, after prior approval by the UCM Academic Senate (hereinafter referred to as "AS UCM") or the academic senate of the faculty.
5) Before the admission procedure for doctoral studies begins, the UCM or the faculty, if the study program is implemented at the faculty, lists the topics of dissertations that

can be applied for as part of the admission procedure. A supervisor is designated for each of the listed topics. Candidates for doctoral studies apply for one of the listed topics.

6) As a rule, the announcement of the admission procedure in doctoral study programs takes place separately from the announcement of the admission procedure to study according to bachelor's and master's study programs. The admission procedure is announced by the rector of UCM or the dean.
7) Conditions for admission to study according to par. 1 and 6 of this paragraph will be published by the UCM and faculty, respectively, on its website.
8) The conditions of admission to study according to bachelor's and master's study programs cannot generally be changed after they have been announced and are valid for the indicated academic year. However, it is possible to supplement them by listing alternative and special dates.
9) Deadlines for submitting applications for studies according to bachelor's, master's and doctoral study programs are set by the rector of UCM, or the dean, respectively, who announced the admission procedure.

Third part
Admission procedure

§ 6
Method of submitting applications

1) Applications for study according to individual study programs are submitted by the specified date and at the place indicated in the declaration. The application must be submitted in electronic form without a guaranteed electronic signature by using the UCM academic information system (hereinafter referred to as "AIS"), which allows the applicant to verify the registration in the AIS from the date of its submission until the end of the admission procedure. In the application, the applicant is obliged to provide the data required by § 58 par. 3 of the Act, and it is not possible to submit an application without providing all the data. In rare cases, the application can be submitted in person at the UCM office, or the application can be sent by registered mail to the UCM address, or faculties.
2) The application for study according to bachelor's and master's study programs has a written form, which is determined on standard forms issued for the relevant academic year by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MŠVVaŠ SR") and an electronic form. Personal data in the application must be complete and true. The applicant confirms their completeness and truthfulness with his signature. Data on performance at secondary school or vocational secondary school is provided only by the applicant for the first degree of university studies to the extent indicated in the form. Their truthfulness and completeness is confirmed by the school where the applicant received and completed a full secondary

education. The applicant shall also submit, according to the published conditions, officially certified copies of the education documents of the required level or their originals. An applicant who cannot fully complete his studies on a given study program and it would endanger his safety, or the safety of other students, due to specific needs, is obliged to attach a statement about the type of specific needs to his application. A structured CV of the applicant is part of the application form.

3) The applicant in the application submitted according to par. 1 of these regulations shall state the following data:
   a) according to § 73 par. 3 of the Act,
   b) about previous employment, or current employment,
   c) about the education achieved, including grades, and about the results in a spare-time activity related to the study program for which the applicant is applying.
4) An applicant for a third-level study program shall also attach the following documents and information to the application:
   a) curriculum vitae,
   b) copies of documents on the education obtained, while the accepted applicant is obliged to submit certified copies of the documents on the education obtained no later than on the day designated for enrollment (for UCM graduates, a certified copy of the documents is not a condition),
   c) a brief idea of the solution to the chosen topic of the dissertation (motivation letter),
   d) if available, a list of the published articles or a list of the results of other professional or artistic activities, or assessments of these works and activities,
   e) the faculty may, in other terms of admission to study, pursuant to § 3 par. 1 of these regulations, request, in addition to the documents listed in letter a) to d) of this paragraph, the submission of other documents.
5) The application for study according to doctoral study programs is in written form. Application forms are issued by MŠVVaŠ SR.
6) An application for study can also be sent by an applicant who has not yet taken the required final exam for the given type of study and is unable to provide relevant information about its completion in the application. Such an applicant submits proof of taking this exam additionally, no later than on the day designated for study enrollment. If the applicant does not submit this document, he/she cannot be accepted and subsequently enrolled for studies.
7) Application for study can be submitted in accordance with par. 1 of this paragraph or sent by post, no later than on the specified day. Part of the study application must include proof of payment of the fee for activities connected with the admission procedure according to § 92 of the Act.
8) Incomplete or late applications for study may not be accepted. It is not possible to file a request for review of the decision against the rejection of an application that contains incomplete data or that was submitted late.

9) An applicant for studies according to bachelor's and master's study programs can indicate in one study application one chosen study program at one faculty or at the UCM level, unless otherwise determined by the faculty or UCM.
10) If the dean of one of the UCM faculties, or the rector of the UCM will announce according to § 8 par. 11 of these regulations, a special date of the entrance exam, the applicant for university studies at another faculty of UCM, or in another study program, may request in writing to transfer the original application for university studies to the study program in which the special date of the entrance exam is announced. He can do so only on condition that his application for higher education is submitted in the same academic year. In this case, the Rector of UCM can reduce or waive the additional fee for the new admission procedure to the applicant.
11) For applicants who have obtained the education necessary to fulfill the basic conditions for admission to study according to § 2 of these regulations at a recognized educational institution with headquarters outside the territory of the Slovak Republic, it is necessary that the document on the acquired education be recognized as equivalent to the document on education issued by a recognized educational institution in the Slovak Republic (recognition of educational documents for the purpose of continuing studies according to Act No. 422/2015 Coll. on the Recognition of Educational Documents and the Recognition of Professional Qualifications and Amendments to Certain Acts).
12) Faculty or the institute is entitled to ask the applicant to eliminate the shortcomings of the application, to submit the missing documents and to pay the fee for the material security of the admission procedure.

§ 7
Admission process

1) The admission procedure for a study applicant begins with the delivery of his written or electronic application for study at the relevant faculty or UCM. Submitted and accepted applications for study in individual study programs are processed at the faculties, or UCM respectively.
2) The admission procedure is a process enabling the applicant, who proves that he meets the specified conditions of admission to study, to become a student of the chosen study program. An applicant who does not demonstrate fulfillment of the basic conditions for admission to study at the time of verification of fulfillment of the conditions for admission may be admitted to study conditionally, with the obligation to demonstrate fulfillment of the basic conditions for admission to study at the latest on the day designated for enrollment.
3) As part of the admission procedure for the third level of study, the faculty lists the topics of dissertations that can be applied for no later than two months before the last day for submitting applications; among the listed topics of dissertations, the faculty will also include topics assigned by an external educational institution, while also stating the name of this institution. For each listed topic, the name of the study

program, the name of the supervisor and a brief annotation of the topic are given. Themes of dissertations together with the above requirements are published on the official bulletin board and the website of the faculty in Slovak and English.

4) An applicant for a third-level study program applies for one of the topics listed by the faculty according to par. 3 of this paragraph.
5) The rector of UCM or the dean decides on the creation of at least one admission committee for the relevant bachelor's and master's study programs, appoints the members of the committee(s) and sets the schedule of their meetings. If the rector of UCM or the dean decides to create several committees, he also determines the scope of their competence. The admission committee must have at least four members.
6) The members of the admission committee for study according to doctoral study programs and its chairman are appointed by the rector of UCM, or the dean respectively, at the proposal of the chairman of the trade union committee after discussion in this committee. The admission committee has at least 4 members. The committee has a quorum with the participation of more than half of all its members; in case of equality of votes, the chairman of the committee has the deciding vote.
7) The applicant must be invited to the entrance exam no later than three weeks before it takes place by registered letter, or electronically (if the applicant has an electronic mailbox set up[3]). The day of the invitation means the day the invitation is sent by post. The invitation must state the time, day and place of the entrance exam or its parts.
8) The faculty or UCM is not responsible for non-delivery of the invitation due to deficiencies and errors in postal transport. However, upon proving them, the rector of UCM or the dean can set the applicant an alternative date for the entrance exam.
9) If an entrance exam is part of the verification of study abilities, the form of the entrance exam and the method of its implementation will be determined for the applicant with specific needs, based on the evaluation of his specific needs, at his request, taking into account his specific needs.
10) On the day of the entrance exam, each applicant will receive a numerical identification code during registration, if the dean or the rector of UCM will not determine otherwise.

§ 8
Entrance exam for studying according to doctoral study programs

1) The aim of the admission procedure is to determine the applicant's prerequisites for studying according to the doctoral study program 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 corresponding level of professional knowledge of the applicant. These prerequisites are determined by the entrance exam.
2) A protocol is kept on the progress of the admission procedure, usually on a defined form, which contains:

[3] 3 § 11 of Act no. 305/2013 Coll. on the electronic form of the exercise of the powers of public authorities and on the amendment and supplementation of certain laws (e-Government Act), as amended

a) name, surname, date of birth and place of residence of the applicant,
b) name of the study program,
c) the names of the members of the examination committee and the name of its chairman,
d) the topic of the dissertation or the thematic scope of the thesis,
e) supervisor's name,
f) the process of the entrance exam - questions and evaluation of the applicant's answers,
g) level of language knowledge,
h) the result of the entrance exam and the committee's recommendations,
i) date of the examination and signatures of the committee members.

3) The committee draws up a list of applicants, which is not binding for the dean or rector of UCM, if there is:
   a) a larger number of study applicants according to one study program,
   b) a larger number of applicants for the study of one topic.
4) Finding the level of language knowledge is informative and this part of the admission procedure can be separated from the professional exam itself. Evaluators of language skills do not have to be appointed as members of the committee.
5) The admissions committee will submit a proposal for admission of the successful applicant to the dean. If it is a topic advertised by an external educational institution, this institution must express its consent to accept the applicant.
6) At the same time as the applicant is admitted to the study program of the third degree, the faculty determines the topic for which the applicant was admitted and the name of the supervisor (§ 54, paragraph 5 of the Act).
7) The dean, on the proposal of the chairman of the examination committee, will interrupt the entrance examination or part of it for the applicant who commits an act that is contrary to the rules announced at the beginning of the entrance examination. The results of the interrupted entrance exam of this applicant are not evaluated, he is not given an alternative entrance exam date and his entrance exam is considered unsuccessful.

§ 9
Entrance exam for studying according to bachelor's and master's study programs

1) The entrance exam can have a written, oral and talent part. The form of the entrance exam is determined for the relevant study program in accordance with the conditions according to § 5 par. 1 of this order, by the rector of UCM, or by the dean.
2) The written part of the entrance exam usually consists of two, maximum of three subjects or thematic areas, or groups thereof, if it takes place on one day. If the written exam has more than three parts, it must be held over two days. The names of the subjects of the written part of the entrance exam for the relevant study program are determined

by the rector of UCM, or the dean respectively, in accordance with the conditions declared according to § 5 par. 1 of this order.

3) The oral part of the entrance exam has the character of an interview. It can be connected with the submission of the student's homework. The oral part of the entrance exam for studying the relevant study program can be waived in advance by the rector of the UCM or the dean as part of the declaration of conditions for admission.
4) The talent part of the entrance exam has the character of verifying the talent skills and prerequisites of the applicant for study in the relevant study program. The rector of the UCM or the dean will decide on its proceedings as part of the declaration of conditions for acceptance according to § 5 par. 1 of this order.
5) All parts of the entrance exam are usually held in one, maximum two days.
6) The date of holding all parts of the entrance examination for study is announced by the rector of UCM, or the dean, respectively.
7) To an applicant who has fulfilled the basic conditions for admission to study and has achieved study results in secondary school, which are specified in the conditions for acceptance announced by the UCM rector or by the dean, in the specified intervals, according to § 5 par. 1 of this order, the entrance exam (or part of it) may be waived for the relevant study program.
8) The criteria for waiving the entrance exam or its part are set by the rector of UCM, or the dean, as part of the announcement of the conditions of admission to study, according to § 5 paragraph 1 of these regulations.
9) Rector of UCM, or the dean can announce alternative and special dates for the entrance exam.
10) The replacement date of the entrance exam is intended for excused applicants. In case that the rector of UCM or the dean announces an alternative date, the rector of UCM or the dean will decide on the eligibility of the student's excuse submitted no later than on the day of the entrance exam.
11) The special date of the entrance exam is intended for other applicants to study a certain study program, if not enough applicants applied for this study program. Its announcement will be decided by the rector of UCM, or the dean.
12) The entrance examination in the alternative and special term takes place according to § 9 par. 1 to 8 of these regulations.
13) The oral part of the entrance exam is held in front of a committee, which consists of at least three members and is represented by academic employees of the faculty, or UCM Rectorate. The members of the admissions committee are appointed by the rector of UCM, or the dean, respectively.
14) A protocol is kept on the progress of the entrance exam, which must contain:
    a) the name of the study program to which the applicant is applying,
    b) composition of the commission for the entrance exam,
    c) a record of the performance of the written part of the exam, indicating the date when the written part was held, the names of the subjects, or the thematic areas or their

groups from which it was held, and its result (expressed by a grade or the number of points achieved),

d) a record of the performance of the oral part of the entrance exam, indicating the day when the oral exam was held; if the oral exam is graded, the grade or point evaluation is also indicated,
e) a record of the performance of the talent test, indicating the day when the talent test was held; if the talent test is graded, the grade or point evaluation is also indicated,
f) date and signature of the chairman or vice-chairman of the relevant admission committee; this protocol can be part of the study application form.

15) The dean, on the proposal of the chairman of the examination committee, will interrupt the entrance examination or part of it for the applicant who commits an act that is in conflict with the rules announced at the beginning of the entrance examination. The results of the interrupted entrance exam of this applicant are not evaluated, he is not given an alternative entrance exam date and his entrance exam is considered unsuccessful.
16) The prerequisites and eligibility of the applicant for the bachelor's study program are assessed by the admission committee, or admissions committees respectively, mainly on the basis of:
    a) evaluation of the results of the entrance exam,
    b) results of studies at secondary school,
    c) results obtained from an independent testing agency,
    d) extracurricular activities.
17) The prerequisites and eligibility of the applicant for the master's study program are assessed by the admissions committee, or admissions committees respectively, mainly on the basis of:
    a) evaluation of the results of the entrance exam,
    b) the results of the completed previous university study program,
    c) results of activities beyond the scope of completed previous university studies.
18) In other terms of acceptance to study first degree study programs (Section 3 of these regulations) the rate of inclusion of the criteria listed in par. 16 letters a) to d) of this paragraph to the overall evaluation of the applicant is determined.
19) The results of the admission procedure, quantified in an appropriate way, create a qualitative ranking of study applicants, on the basis of which the dean of the faculty decides on admission.
20) An applicant who does not participate in the entire entrance exam, and the entrance exam or part of it was not waived in advance by the UCM rector, or by the dean, did not meet the conditions for admission.

§ 10
Completion of the admission procedure

1) The admission procedure for studies according to bachelor's and master's study programs ends on the day of the decision of the rector of UCM or the dean on the acceptance or rejection of all applicants for study.
2) The results achieved by applicants for bachelor's and master's study programs in the entrance exam will be made available on the official bulletin boards and websites of the faculties, or UCM respectively, usually within 24 hours after taking the entrance exam. The lists of results of study applicants must not contain their first and last name, but these lists are coded by means of a suitably chosen numeric code.
3) The faculty or UCM must make a decision on the outcome of the admission procedure for study in bachelor's and master's study programs within 30 days from the verification of fulfillment of the admission conditions.
4) Applicants are informed in writing or electronically about the results of the admission procedure for studying in doctoral study programs. The rector of the UCM or the dean decides on the inclusion of the applicant for study, based on the result of the entrance exam and the recommendation of the admission committee. The topic of the selected dissertation and the full name of the supervisor must be stated in the decision on admission to doctoral studies.

Fourth part
Decision on admission or non-admission

§ 11
Making a decision

1) The dean decides on admission to the given study program, which takes place at the faculty. The rector of the UCM decides on admission to a study program that takes place at the UCM outside the UCM faculties. The decision to accept or reject the applicant is recorded in the study application. This record contains the relevant decision on admission or non-admission, date and signature of the dean or rector of UCM.
2) In addition to the entry in the study application according to par. 1 of this paragraph, a written decision is drawn up, which shall contain:
   a) name, surname and exact address of the applicant,
   b) name of the faculty, or UCM, which implements the study program, and the name of the study program,
   c) a statement of acceptance or non-acceptance with an indication of the section of the law according to which the decision was issued,
   d) brief justification that led to the statement of acceptance or non-acceptance,
   e) instructions on the possibility and deadlines for submitting a request for review of the decision, the name of the dean or rector of UCM.

3) In the justification of the decision not to accept the applicant, it must be particularly clear for what reasons the applicant was not accepted, i.e. whether he did not meet the conditions for admission according to § 2 to § 4 of these regulations, or whether he met the conditions for admission, but priority was given to applicants with better results of the entrance exams in accordance with § 57 par. 1 of the Act.
4) The decision must also include:
   a) information on which authority issued it,
   b) date of issue of the decision,
   c) registration number under which the decision is registered at the faculty or UCM,
   d) official stamp of the faculty or UCM,
   e) signature of the dean, or the rector of UCM or a representative authorized.
5) The decision on admission or non-admission shall be sent to the applicant by handwritten letter or electronically to his electronic mailbox within 30 days at the latest from the verification of fulfillment of the admission conditions. The day of the meeting of the admission committee is considered the date of verification of fulfillment of the conditions. The decision on the result of the admission procedure must contain a statement, justification and instruction on the possibility of submitting a request for review of the decision.
6) An applicant who was conditionally admitted to study in accordance with § 7 par. 2 of these regulations is delivered the decision on conditional admission to study according to par. 5 of this paragraph. The statement of the decision must contain the condition for admission to study and the deadline in which the condition determined by the decision must be fulfilled. The deadline specified in the decision is the date of registration for studies determined by the faculty according to § 14 par. 1 of these regulations. If the student fulfills the condition within the specified period, the decision on conditional admission to study is considered a decision on admission to study and the student has the right to enroll in accordance with § 14 paragraph 1 of these regulations. If the student does not fulfill the condition within the deadline, the dean will issue a decision canceling the conditional admission to study and the applicant's right to enroll in studies according to section 10 par. 2 of these regulations. The faculty will cancel the decision by which the next applicant in the order of the results of the admission procedure was not accepted for study and will issue a new decision on his admission to study.
7) Duty of the faculty, or the UCM, to deliver the decision is fulfilled when the applicant accepts the decision according to par. 5 of this paragraph or on the day when the document is returned to the faculty as an undeliverable shipment (i.e. the decision is delivered even if the applicant did not learn about it), or when the delivery was thwarted by the applicant's actions or omissions, i.e. if the applicant refuses to accept the document, in that case, the day of rejection of the document is considered the day of delivery of the document.
8) From accepted applicants, the faculty or UCM has the right to request information on whether they will enroll for studies. If the accepted applicant does not express an interest in the study, or does not provide information about his decision to enroll in the

study within the set deadline, his right to enroll in the given study program expires and faculty or UCM can offer a place to the next applicant in the order of the results of the admission procedure.

§ 12
Documents inspection

1) The applicant has the right, on the basis of a written request, to inspect all materials that relate to him/her and that may be relevant for the decision not to accept him/her for studies (§ 58, paragraph 11), in particular the corrected and graded written works and the protocol about the entrance exam.
2) The term to look at the materials means to read them and make notes from them in the designated areas of the faculty, or UCM, in the presence of an authorized employee, usually a member of the admission committee. Making copies of the materials is not permitted.

§ 13
Review of the decision on admission or non-admission to study

1) Review of the decision on admission or non-admission to study is governed by § 58 par. 8 of the Act. The rector or dean may set up an operating committee to process requests for review of non-acceptance decisions.
2) The applicant may request a review of the decision in writing, no later than eight days from the date of its delivery.
3) In the application for review of the decision on non-admission, the applicant shall state his/her name, residence, name of the study program and the faculty to which he/she applied for admission and brief reasons for his/her application or reasons for disagreeing with the decision and an attached handwritten signature.
4) Incomplete or late requests for review of the non-admission decision will not be accepted.
5) The review decision shall be made in writing and shall contain:
   a) statement of the decision,
   b) its justification,
   c) information on which authority issued it,
   d) date of issue of the decision,
   e) registration number under which the decision of the UCM, or faculty is registered
   f) the official stamp of the UCM, or faculty,
   g) signature of the rector of UCM, the chairman of AS UCM or the dean, or a representative authorized by them.
6) The reply to the applicant for the review of the decision must be sent within 30 days from the delivery of the request for the review of the decision on non-admission to the study.

§ 14
Enrollment for study

1) Notification of the decision on admission to study according to § 11 of these regulations gives the applicant the right to enroll for studies. The faculty or the UCM will determine the date, place and method of registration for the accepted applicant who shall be informed about this.
2) The applicant's right to enroll for studies according to point 1 expires if the applicant answers the question of the faculty whether he will enroll for studies (§ 11, paragraph 8 of these regulations) negatively, or if the applicant does not answer by the specified deadline. The right of an applicant who has been conditionally admitted to study (Section 7 para. 2 of these regulations) to enroll in studies according to para. 1 of this paragraph expires if, no later than on the day designated for registration, he does not prove that he has fulfilled the basic conditions for admission.
3) An applicant accepted for studies becomes a student of UCM from the day of registration for studies.
4) If the enrollment of an applicant accepted for studies takes place before the beginning of the academic year in which his studies are to begin, the applicant becomes a UCM student from the beginning of this academic year, if he does not notify the faculty in writing by August 15 before the beginning of this academic year that his cancels the registration.

§ 15
Admission as a student and member of the academic community

1) The accepted applicant becomes a student and member of the academic community of UCM on the day of registration for studies and at the same time a student and member of the academic community of the faculty, if the study program for which he was accepted takes place at the faculty.
2) Acceptance of a student to study according to the bachelor's and master's study program is usually confirmed by his promise during the matriculation ceremony and by signing the matriculation promise.

The fifth part
Common, transitional and final provisions

§ 16
Delivery of documents

The decision of the UCM rector, or dean, is sent as an attention letter or via the UCM electronic mailbox. Other correspondence is sent to applicants by registered letter or via the UCM

electronic mailbox. Applicants can also collect the shipment in person through the study departments of the UCM faculties and the UCM Organizational Department.

§ 17
Admission to educational programs of further education

1) Applicants apply in writing to the dean or rector of UCM for the admission to continuing education programs.
2) For applicants who want to be admitted to continuing education programs, the provisions of this regulation apply accordingly.

§ 18
Final provisions

1) These regulations were discussed in the UCM Rector's Board on June 15, 2021.
2) These regulations enter into force on the date of signature by the UCM rector and take effect on September 1, 2021.
3) At the same time, the Rules of the admission procedure of the University of Ss. Cyril and Methodius in Trnava from October 8, 2013 are cancelled.

In the university town of Trnava, on June 15, 2021

prof. Ing. Roman Boča, DrSc. rector of UCM

Admission Procedure, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.