

**CONDITIONS OF ADMISSION PROCEDURE FOR THE ACCREDITED
BACHELOR'S DEGREE STUDY PROGRAM**

European Public Administration in English – Full-Time Form of Study

for Academic Year 2025/2026

In accordance with Article 25 of the Statute of the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration, I hereby set the following conditions of admission to the study of the accredited study program European Public Administration in English for the academic year 2025/2026 in the full-time form of study.

General Information about the Admission Procedure

The admission procedure for an applicant begins with the delivery of an application for university studies to the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration (hereinafter referred to as the "Faculty" or "FPA").

Planned Number of Admitted Applicants

Study Program	Study Degree	Study Language	Study Form	Duration of Study in Years	Planned Number of Admitted Applicants
European Public Administration	Bachelor	English	Full-time	3	30

Study Fee

€ 5,000/Academic Year

Deadline for Applications

By May 31, 2025

Basic Conditions for Admission to Studies

The basic condition for admission to Bachelor degree studies is the acquisition of a complete secondary education or a complete secondary vocational education (Section 56(1) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended).

Additional Conditions for Admission to Studies

The applicant must prove English language proficiency of at least B2 by a document or certificate on completed examination.

Applicants will be admitted according to the number of points on a waiting list based set by the Admission Board based on the secondary school results of the applicants (max. 45 points), significant achievements in competitions (10 points) and the results of the admission interview (45 points). A maximum of 100 points can be obtained in total.

The Admission Board, including its chairperson, is appointed by the Dean of the Faculty on the basis of a proposal from the person responsible for the study program.

The points for the results of studies in secondary school will be allocated on the basis of the end-of-year report cards for the last two years of studies in secondary school preceding the final year of studies and the mid-year report card in the final year of studies in secondary school.

The admission interview is conducted online via the MS Teams platform (or an alternative platform) before the Admissions Board. The content of the admissions interview is mainly to verify the applicant's general aptitude for studies and the applicant's motivation to study. The admission interview will take place on the selected dates 09.06.2025 - 20.06.2025. The applicant will be notified of the exact date and time of the interview, including the topics to be covered, at least 5 days before the date of the interview

Application for Studies - Method of Submission

The applicant applies for the study by filling in the online application form at <https://e-prihlaska.upjs.sk> and submitting it, thus the application is submitted. The applicant is obliged to attach the required attachments to the online application form, or send them as a compulsory attachment by post or deliver them in person to the faculty

Application for Studies - Attachments

- Officially certified end-of-year secondary school report cards for the two years preceding the final year of study and, if the applicant is still a secondary school student, a half-year report card for the final year of secondary school study or a certificate of academic achievement issued by the secondary school
- An officially certified photocopy of a document or certificate proving a minimum level of B2 English
- Officially certified photocopies of diplomas (certificates) of participation in competitions and Olympiads at regional, national or international level (if the applicant has participated in a competition).

- d) The officially certified proof of successful completion of complete secondary education shall be delivered by the applicant immediately after obtaining the matriculation certificate, including its nostrification, no later than the student's enrolment in studies.
- e) Proof of payment of the admission fee.
- f) Copy of valid ID or passport.
- g) Curriculum Vitae.

If the application form is not properly completed or does not contain any of the required attachments, the faculty will invite the applicant to remedy the deficiencies within a specified time limit. If the applicant fails to remedy the deficiencies within the specified period, the application shall be deemed invalid

Admission Fee

- a) The fee shall be paid by bank transfer.
- b) Fee for Bachelor's degree: 30€
- c) Proof of payment of the admission fee shall be attached to the online application form by the applicant.
- d) Details of the payment of the administrative fee to an account held with the State Treasury:

IBAN: SK5881800000007000086002

SWIFT: SPSRSKBA (for payment from the Slovak Republic and EU countries)

SUBASKBX (for payment outside the EU)

Variable symbol for bachelor studies: 4971

Constant symbol: 0308

Specific symbol: birth number without slash (e.g. 1234567890)

Message for the recipient: name and surname

The fee for the material support of the admission procedure is not refundable to the applicant.

Evaluation of the Entrance Examination and Publication of the Results

1. The results of the admission procedure will be announced and made available via the Faculty's website.
Deadline for publication of the results of the admission procedure: no later than 27.06.2025.
2. The decision of the Dean of the Faculty on whether or not to accept the applicant will be sent to the applicant in writing. The applicant may submit a request for a review of the decision on the outcome of the admission procedure. The application shall be submitted to the Dean of the Faculty within 8 days from the date of receipt of the decision, in accordance with Section 58(8) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended..
3. The Faculty reserves the right not to open a study programme if a sufficient number of applicants does not apply for it. Applicants enrolled in the study programme will be informed about the non-opening of the study programme electronically (by email).
4. In the event that the expected number of admitted applicants is not met, the Dean of the Faculty may announce a second round of the admission procedure. The deadline for submission of applications for the second round is 08. 08. 2025. The admission interview for the second round will take place on a selected date between 18. 08. 2025 and 28. 08. 2025. The results of the second round of admissions will be published on the Faculty's website. Deadline for publication of the results of the admission procedure: 31. 08. 2025 at the latest.

Address and Contact Details

- a) **the postal address of the faculty (address for sending the application form)**
Pavol Jozef Šafárik University in Košice, Faculty of Public Administration
P.O.Box C-2,
041 32 Košice
Slovak Republic
- b) **the address of the seat of the faculty**
Pavol Jozef Šafárik University in Košice, Faculty of Public Administration
Popradská 66, 040 11 Košice
- c) **Telephone No.:** +421 55 234 5100; +421 55 234 5181-2.
- d) **E-mail:** fvs-vzdelavanie@upjs.sk

Coordinator for work with students with specific needs:

Ing. Lenka Pčolinská, PhD.,

Telephone No.: +421 55 234 5141

e-mail: lenka.pcolinska@upjs.sk

Graduates' Opportunities in Practice

The graduates are prepared to work as professionals in all branches of public administration and the public sector in the Slovak Republic, in the institutions of the European Union, as well as in international organizations. In the course of their

studies, they will acquire theoretical knowledge in the field of public administration and related disciplines – political science, sociology, law and economics, with an emphasis on the functioning of the European Union. The graduate's knowledge include the interconnectivity and familiarity with political science and sociology principles of public administration in a democratic state, especially in the Slovak Republic and the European Union, the constitutional and legal foundations of public administration with focus on state administration and local self-government, as well as economic principles and contexts, including organizational and management issues and their practical application in the actual practice of public administration. Graduates of this study program will acquire the basic knowledge to carry out work activities with a predominance of intellectual work in public administration. Consequently, they will be able to perform tasks, solve problems and take decisions on basic issues at all levels of public administration. They will acquire the skills:

- To implement theoretical knowledge in improving and making public administration more efficient
- To use the principles and principles of communication skills both within the organisation and in the public administration - citizen relationship
- To plan and organize the processes and activities in public administration,
- To apply the norms of primary and secondary law of the European Union related to the issue of public administration in practice,
- To issue simple individual legal acts and to prepare documents for the adoption of normative legal acts in the field of public administration.

* <https://www.upjs.sk/en/information/current-students/documents/>

Košice, 07. 02. 2025

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

Terms and Conditions approved by the Academic Senate of the Pavol Jozef Šafárik University in Košice, Faculty of Public Administration on 3. 3. 2025.

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