

Information on procedure and admission conditions for the MSc study programmes provided by the Faculty of Architecture, Slovak University of Technology in Bratislava, FA STU, in the 2020/2021 school year

In accordance with § 57 Law on Universities 131/2002 Coll., and in accordance with Article 19 of the Statute of the FASTU, as well as in accordance with Article 3, paragraph 1- 3, and Article 4, paragraphs 1,3 and 4 of the Rules and Conditions for Admission for the BSc, MSc and PhD Study Programmes at the Slovak University of Technology in Bratislava, (further as SP), the following conditions for the BSc study admission in 2020/2021 have been issued:

A. Common introductory provisions for all study programmes

A.1 Specification of basic conditions for study admission

The admission procedure starts, in accordance with Law No. 131/2002 Coll., Law on Universities on the date of submission of the Application form.

Basic conditions for admission for Master's study at FA STU, according to §56, par. 2 of the mentioned Law is completion of university education of the Bachelor's study or Master's university, when total of credits gained for previous university study that enabled acquiring of university education and total of credits necessary for proper finishing of a study programme of the Master's degree that an applicant is applying for has to be at least 300 credits. For admission for the study programme SP **Architecture** basic conditions are also conformity of the educational content in the field or in a related study programme in the previous Bachelor's or Master's study of the applicant in accordance with the requirements of EU Guideline No. 2005/36/ES.

For the applicants who gained the required education abroad, the basic condition for admission is the recognition that their final examination and the documents confirming the finish of the study level are in accordance with the required level of education.

For foreigners applying for study of the study programmes either in Slovak or English language (No. I. 22 of STU regulations) provisions of a) will be applied accordingly.

A.2 Specification of further conditions for study admission

a) **Further condition of study admission** for study programmes according to study programmes at FA STU is successful accomplishment of the admission examination.

Taking part in admission test is obligatory for every applicant for study except for the applicants-graduates of the BSc study at FA STU having finished the BSc study at FA STU in the academic year 2019/2020 pursuant to § 56, Sec. 2 of the Rules and Conditions for Admission for the BSc, MSc and PhD Study Programmes at the Slovak University of Technology in Bratislava.

Applicants who are applying for the study repeatedly after their exclusion from the previous study or after their giving up of Master's study at Faculty of Architecture STU have to pass admission examination.

b) **Further condition of acceptance** for study according to study programmes at FA STU is payment of fee for materials provided for the admission examination (article č, paragraph 10 of Rules and Regulations for study acceptance for study programmes of the first, second and third level at STU in Bratislava).

A.3 Dates of the admission procedure and fees for the material supplies

Application forms for the study are **delivered in electronic form** without authorised electronic signature, through FASTU Academic Information System (AIS) up to:

31. May 2020

Academic Information System (AIS) enables the applicant to follow the process of admission up to its conclusion. The Faculty will confirm the acceptance of the Application form in the electronic Application form in the AIS.

Telephone contacts: Study department: +421 572 76 224

mobile phone : +421 918 66 5015

e-mail : so@fa.stuba.sk

The applicant should apply for the selected study programme on one Application form. Each further selected study programme should be applied on a separate Application form. Each Application form should be paid by a separate fee. In the field of study 5.1.1 Architecture and Urban planning it is possible to send only one Application form.

MSc study programmes	Dates of submission of Application form	Admission examination is held on	Admission commission is held on	Fees for the materials provided for the adm. examination
Study in English language				
Architecture	Up to 31.May 2020	18. June 2020	23. June 2020	80,00 €

The fee for the materials provided for the admission examination is due by bank transfer.

The data for transfer can also be used for the transfers from abroad:

(For international payment please use the following format of the bank account number):

IBAN: SK70 8180 0000 0070 0008 1906

SWIFT/BIC: SPSRSKBAXXX

The bank:

Statna pokladnica

Radlinskeho 32

Bratislava, Slovak Republic

Variable symbol: Number of the electronic Application form

Attention! The system will generate only one Variable symbol for only one Application form. In the case that the applicant is applying for more study programmes and thus entering more Application forms, each Application form will get its Variable symbol.

A.4 Compulsory documents to accompany the Application form

The admission process will be attended by the applicants who will submit all the following required documents:

- CV
- A document proving the remittance of the fee for the materials provided for the admission examination.
- Authenticated copy of Bachelor's or Master's diploma and Diploma supplement. (given the current situation from now till the date of enrolment the electronic attachment will suffice - it is to be submitted electronically as an attachment to the application form in pdf format, however a notarised copy is to be presented not later than on the day of enrolment).
- Motivation letter is to be submitted electronically as an attachment to the application form in pdf format.
- Applicants who pass state final examination of the current study level after the term of the Admission examination will submit the authenticated copy of Bachelor's or Master's diploma and certificates in Slovak language at the Study Department of the Faculty immediately after passing the final state examination, latest on the day of study registration. Applicants applying for study after their exclusion from the previous study or after their giving up the Master's study at FA STU submit from the previous successfully finished study level a new authenticated copy of a diploma and a list of subjects studied at FA STU at the Study department of the Faculty.
 - Applicants – foreigners and applicants – inhabitants of SR who completed the previous Bachelor's or Master's study abroad, will submit in accordance with Regulation No. 238/2005 on procedure about approving documents about education an authenticated copy of the document issued about the equivalence of education at a foreign university, translated to Slovak language (see procedure at https://www.stuba.sk/english.html?page_id=132. - (given the current situation from now till the date of enrolment the electronic attachment will suffice - it is to be submitted electronically as an attachment to the application form in pdf format, however a notarised copy is to be presented not later than on the day of enrolment).
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- The documents that were submitted to the FA STU will not be returned.
- In the case, that the Application form will not contain all the required information or some required attachments will not be added, and the applicant will not submit the required materials in the term set by the Faculty, he/she will not participate at the admission examination.
- Medical certificate on the applicant's health capability for the university education is not required if it is not the applicant whose health condition requires the medical certificate for the purpose of the study. Heavily disabled applicants are recommended to inform the Study department and submit a copy of their medical certificate for the reason of providing suitable conditions for the admission process.

B. Verification of accomplishment of further conditions for study admission

B.1 Verification of accomplishment of the further condition according to point A.2/a

The further condition for study admission in all study programmes at Faculty of Architecture STU is a **successful passing of the admission examination** (except applicants who at the same time fulfill further conditions according to Point A.2, letters x/1 and x/2).

Form and content of the admission examination

Two weeks before the beginning of the admission examination for the MSc study at the latest, FA STU will send an invitation letter to the applicants' email addresses as given in the application form with all the details covering the admission test (portfolio content, information as well as the link for the applicant's works portfolio upload). All applicants for MSc study are obliged to upload the

required portfolio of their architectural and urbanistic works as an attachment to their pdf application form not later than on **June 17, 2020 at 23:59**.

The aim of the admission examination is to check the creative skills and prerequisites of the applicant to pursue studies in a chosen MSc study programme. The examination is not anonymous and the applicant has to prove the required level of his/her creativity, inventiveness and ability in finding logical solutions to creative professional tasks based on employment of the abilities and skills acquired during his/her BSc study corresponding to the requirement of the respective study field. The oral part of the examination will not be effected. The applicant will provide a proof of his/her previous study by the extract of completed subjects as well as a portfolio of his/her atelier works from the time of his/her study.

Verification of successful passing the admission examination

Verification of the fulfilment of the prerequisites is carried out by a commission that will assess particular parts of the exam. The assessment commissions consisting of at least three members (chairman and minimum two members) are appointed by a dean of the faculty. An applicant can gain following number of points in particular parts of the admission examination:

a/ Assessment of the applicant's portfolio: max. number of points is 60.

Content: portfolio of architectural and urbanistic works of the applicant from the time of his/her BSc study stating the necessary data as the name of the work, where the work was done, date of work, collaboration, pedagogue and other information based on applicant's own discretion. The works have to be verified and confirmed by the Faculty where they were realized (stamp of the Faculty or signature of a pedagogue) or a declaration on word of honour of an applicant has to be presented stating that the works were carried out by him/her at the respective university under the leadership of a pedagogue of the Faculty.

b/ Assessment of the results of the previous study: max. number of points is 40.

Content: The applicant will provide an electronic summary of his/her grades acquired during his/her BSc study or during his/her whole study accordingly. In this part the content, results from previous study with the emphasis on studio works of the applicant will be subject of assessment..

B.2 Verification of another prerequisite pursuant to A.2/b

Proof of payment for the material provisions of the admission procedure - it is to be submitted electronically as an attachment to the application form in pdf format.

C. Closing provisions for all study programmes

C.1 Way of evaluation of the admission examination

Evaluation of the results of the admission examination is evaluated by examination boards, appointed by the Dean of the FA STU. Each evaluation board has at least three members.

Evaluation of the results of the admission examination is in the form of points evaluation of individual parts of the examination. Results of the admission examination is summation of the points acquired by individual tasks from the admission examination. This is the base for a list of all applicants (starting with the applicant with the highest number of points and finishing with the applicant with the lowest number of points). It shows a qualitative sequence of applicants.

Results of extracurricular activities of the previous university study are not taken into account at admission process.

C.2 Release of the results

The admission examination results will be released on the web page of the Faculty of Architecture STU. The applicant will find the total number of reached points after entering their birth number on the following address: http://is.stuba.sk/prijimacky/verejne_vysledky.pl?lang=en

C.3 Conclusion of the admission process

The day of the admission final commission meeting (23 June 2020) is in accordance with § 58 Paragraph 7 Law No. 131/2002 Coll. on Universities the day for verification of meeting the further conditions for acceptance.

Applicants who meet all the requirements for admission, e.g. they also documented meeting the basic condition, will be sent by the Faculty no later than 30 days after the admission commission meeting in accordance with conditions according to point b) Dean's decision on the result of the admission process.

Applicants who did not meet the basic condition (i.e. documenting of filling the basic condition) will be sent by the Faculty in 30 days after the admission commission meeting in accordance with conditions according to point b) Dean's decision on the result of the admission examination. Applicants who were not successful in the admission examination will be sent by the Faculty Dean's decision on the results of the admission process (about not being admitted for the study for not meeting the conditions). The unsuccessful applicant can hand a written request for inspection of the admission process decision addressed onto the FA STU Dean not later than 8 days after receiving the decision. The request should be sent to: Fakulta architektúry STU, študijné oddelenie, Nám. slobody 19, 812 45 Bratislava.

The applicant who was successful in the admission examination but will not meet the basic conditions for study admission in time of verification of conditions for admission, can be admitted for the study on conditional admission. The applicant has to document meeting the basic conditions for study admission not later than the date of signing for the study.

Number of admitted applicants is subject to the planned number of MSc students after having taken into account the qualitative criterion of the admission examination. In the same time **the last applicant to pass the admission examination has to gain at least 75 points, i.e. 75,00% of the total 100 points**. The applicants who showed the highest level of abilities for the study and gained the higher number of points (after having met all preconditions for admission) are admitted for MSc study. After having assessed the overall results of the admission examination the dean of the Faculty is entitled to decide on admitting higher than planned number of applicants on condition that the qualitative criteria of the applicants (**min. 75 points gained**) have been fulfilled.

These conditions for admission for the BSc. study programmes in the academic year 2020/2021 were approved by Academic Senate of the FA STU in Bratislava on the 23rd March 2020 and came into validity on the same day. ;

Bratislava 18th February 2020

Assoc. Prof. Ing. arch. Milan Andráš, PhD.,
Academic senate chair AS FA STU

Prof. Ing. arch. Pavel Gregor, PhD.,
Dean FA STU