



UNIVERSITY OF ŽILINA
Faculty of Civil
Engineering

Principles and rules of the admission procedure for the 2nd degree of university study of study programs provided by the Faculty of Civil Engineering at University of Žilina in Žilina

For the academic year 2024/2025

Approved: by the Academic Senate of FCE UNIZA on September 28, 2023.

Article 1

Introductory provisions

1. This document defines the principles and rules of the admission procedure in 2024 for the study of study programs provided by the Faculty of Civil Engineering of the University of Žilina in Žilina (hereinafter referred to as ' FCE UNIZA') in the bachelor's degree.
2. An admissions procedure is carried out for studying at all accredited study programs at FCE UNIZA.
3. FCE UNIZA, by respecting and applying these principles and rules of the admission procedure, guarantees that:
 - a) the admission procedure is fair, transparent and reliable,
 - b) the conditions of the admission procedure are inclusive and guarantee equal opportunities to every applicant who proves the necessary prerequisites for completing the studies,
 - c) the selection of applicants is based on the corresponding methods of assessing their ability to study,
 - d) criteria and requirements for applicants are published in advance and easily accessible.

Article 2

Submission of applications for study

1. The deadline for submitting applications for master's degree studies in the 1st round is until **May 31, 2024** (including).
2. The date of the meeting of the committee for the admission procedure for master's degree studies in the 1st round is **July 4, 2024**.
3. In the case of vacancies, the 2nd round of the admission procedure will also be organized in selected master's degree study programs.
4. The list of master's degree study programs for the 2nd round of the admission procedure will be published by **July 8, 2024**.
5. Admission conditions and form in the 2nd round of the admission procedure for master's degree studies are the same as in the 1st round of the admission procedure.
6. The deadline for submitting applications for master's degree studies in the 2nd round is until **August 15, 2024** (including).
7. The date of the meeting of the commission for the admission procedure for master's degree studies in the 2nd round is **August 22, 2024**.
8. To study in the master's degree at FCE UNIZA, one application is sufficient, indicating the sequence of study programs according to the applicant's interest. In case of interest in both forms of study (full-time and part-time), it is necessary to submit two applications, including two fees for the admission procedure.
9. Applicants fill in the form Application for university studies - 2nd degree or use the electronic form. The electronic application form can be filled out through the UNIZA information system: <https://vzdelavanie.uniza.sk/prijimacky/index.php>, which enables the study applicant to verify its registration in the information system from the date of its submission until the end of the admission procedure. They can also use the university portal: <https://prihlaskavs.sk/sk/>. All required attachments can be submitted electronically as scanned documents.
10. In the case of an incomplete study application, the applicant will be asked to complete it. Applications submitted after the submission deadline and electronic applications without mandatory attachments will not be accepted.

11. Attachments to the application for master's degree studies: curriculum vitae, confirmation of payment of the admission fee, certified copy of the university diploma, certificate and supplement to the diploma (if it is issued by FCE UNIZA, it is not necessary to verify), data on the results of previous studies, confirmation of successful participation in an important professional competition, a scan of the application form signed by the applicant (in the case of electronic submission).
12. The applicant is obliged to provide data on all his previous, including unfinished university studies (enrolments for studies) in the application. If false or incomplete information is provided, the application and any decision on acceptance will be considered invalid.
13. The admission fee of **EUR 35** must be paid to:
Žilina University in Žilina, Univerzitná 1, 010 26 Žilina
bank: Štátna pokladnica
account number in IBAN format: SK59 8180 0000 0070 0026 9896
constant symbol: 0308
variable symbol: 10432 – master's degree study
14. Payment can be made by bank transfer or postal order to the above account. When paying the fee from EU member countries, EEA contracting countries, territories that are considered part of the EU (Art. 299 Treaty of Rome) and countries that have voluntarily joined SEPA, use the BIC: SPSRSKBAXXX, IBAN: SK59 8180 0000 0070 0026 9896.
15. In case of non-participation, or failure in the admission procedure, the faculty does not refund the fee for the admission procedure.
16. Pursuant to §58 par. 9, Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as "the law"), if an accepted applicant does not show interest in studies or does not provide information within the specified time as to whether he will enroll in studies, his right to enroll in the study of the given study fee shall expire program and the faculty can offer a place to the next applicant in the order of the results of the admission procedure.

Article 3

Language prerequisites of the applicant

1. To study the study programs that FCE UNIZA implements in the Slovak language, written and oral command of the Slovak or Czech language at least at the B1 level is required. Foreign applicant must prove it with a certified document, otherwise the verification of the level of language competence will be part of the entrance exam. Language preparation can also be completed at UNIZA. Knowledge of at least one world language is welcome (English, German, French, Spanish, Italian, Russian).
2. To study the study programs that FCE UNIZA implements in English, written and oral command of the English language at least at the B2 level is required, applicant must prove it with a certified document.

Article 4

Applicant's medical fitness

1. FCE UNIZA does not require a medical certificate of medical fitness for university studies and accepts applications without a medical certificate.

Article 5

Offered accredited master's degree study programs at the Faculty of Civil Engineering of the University of Žilina in Žilina in the academic year 2024/2025

1. In the academic year 2024/2025, FCE UNIZA offers accredited study programs in master's degree studies listed in table 1. The planned number of applicants admitted to study in the 1st nominal year of individual study programs is listed in table 1.

Tab. 1 – Offered accredited master’s degree study programs at FCE UNIZA and planned number of admitted applicants

Degree of study	Study programme	Field of study	Planned number of admitted applicants to the 1st nominal year of study	
			Full-time study	Part-time study
Master's degree	Building Engineering (Building Engineering + Bearing Structures of Buildings)	Civil Engineering	60 20	
	Civil Engineering Structures (Roadway Engineering, Objects of Transportation Structures, Railway Engineering, Transport Infrastructure Planning) (in Slovak language)	Civil Engineering	40	30
	Civil Engineering Structures (CES) (in English language)	Civil Engineering	20	
	Construction Management (CM)	Civil Engineering	30	30
	TOTAL		170	60

2. All study programs taught in the Slovak language, in addition to the external form in the standard length of study, are offered free of charge, also for foreign students.
3. master’s degree studies in an external form are charged in the amount of EUR 1100 for one academic year.
4. The Civil Engineering Structures study program taught in English is charged at EUR 3500 for one academic year.
5. You can find detailed information about the study programs - lesson plans and subject information sheets at <http://vzdelavanie.uniza.sk/vzdelavanie/plany.php>
6. After completing the master’s degree studies, the graduate has the opportunity to continue his studies at the doctoral level of studies in the study programs: Theory and structures of buildings, Theory and structures of Engineering Constructions, Construction Management.
7. Information about the study programs in the doctoral degree of study is provided in the relevant academic year on the websites of the university and the faculty. After completing the master’s degree studies, it is necessary to check the current status of the offer of study programs in a specific academic year.

Article 6

Conditions and course of the admission procedure for master’s degree studies

1. The basic condition for admission to master’s degree studies (second-level study program) is the acquisition of a first-level university education (Act No. 131/2002 Coll. on Universities and on Amendments and Supplements to Certain Acts, as amended, hereinafter referred to as the

"Act"), while the sum of the number of credits obtained for the previous university studies, through which the university education was obtained, and the number of credits required for the proper completion of the 2nd degree study program for which the applicant applies, must be at least 300 credits (360 credits in the case of 4 years of 1st degree education). In the case of a foreign applicant or a student who has completed his studies abroad, he submits to the application for university studies, at the latest when enrolling for studies, a decision on the recognition of a document on the completion of a first-level university education by the relevant institution in the Slovak Republic, or apply to UNIZA for recognition of the education document.

2. Another condition for the acceptance of the applicant is the successful completion of the first degree study program in the same or related field of study, and with the structure of the completed subjects, which guarantee the ability to continue the master's degree studies of the study program for which the applicant is applying. Upon fulfillment of this condition for education, the eligibility is assessed by the admissions committee appointed by the dean of FCE UNIZA on the basis of the structure and content of the completed subjects of the previous study. Eligibility, in the case of admission to study, may be conditioned by enrolling in no more than two differential subjects based on the recommendation of the guarantor of the study program to which the applicant is applying.
3. The admission procedure will be carried out in the form of a selection procedure in order to ensure that applicants with the necessary skills and prerequisites enter the study.
4. The dean of faculty will allow the applicant conditional admission (according to § 58, paragraph 1 of the Act) if he had objective reasons for not fulfilling the basic conditions for admission to study, which are assessed individually. The right to enroll for an applicant who has been admitted to study conditionally expires if he does not prove that he meets the basic conditions of admission no later than on the day designated for enrollment.
5. Type of applicants who will be admitted without an entrance exam:
 - a. applicants who completed their previous studies in a study program directly connected to the master's degree study program and who achieved an overall weighted average in their bachelor's studies of up to 2.7 including,
 - b. applicants on the basis of documenting a successful result at an important professional competition (the significance and connection of the competition with the study program (field) indicated in the application will be assessed by the admissions committee).

For admission without an entrance exam, it is enough to fulfill one of the conditions mentioned above in points a) to b). Other applicants take an entrance exam.

6. The order of applicants admitted without an entrance exam will be determined on the basis of an overall weighted average in their bachelor's studies. The admission procedure will take place without the participation of applicants.
7. Applicants who do not meet any of the conditions mentioned above in points a) to f) will take an entrance exam.
8. All applicants who have already failed two or more unsuccessful studies in any master's degree study program at FCE UNIZA will take an entrance exam.
9. The dean can decide that the entrance exam will be waived for a specific study program.
10. At the entrance exam, applicants will show their identity card and submit an invitation to the entrance exam.
11. The entrance exam is conducted in the form of an oral interview.
12. Applicants will be admitted to study based on the order of the results of the entrance exam.
13. An applicant with specific needs will be determined at his request based on an evaluation of his specific needs, the form of the entrance exam and the way it will be conducted, taking into account his specific needs in accordance with the directive "Support for study applicants and students with specific needs at the University of Žilina in Žilina".
14. The final decision on the outcome of the admission procedure will be taken by the dean of FCE UNIZA based on the proposal of the admission committee of FCE UNIZA.

15. The results of the entrance exams will be published in the admissions system, decisions on admission / non-admission to study will be delivered to the applicants by registered mail within the legal deadline.
16. The procedure for registering the applicant for study is also indicated in the decision on admission to study delivered to the applicant.
17. For foreign applicants, the same admission conditions apply as for applicants from the Slovak Republic.
18. For foreign applicants accepted on the basis of interstate agreements, bilateral contracts or scholarship recipients of the Slovak government, the conditions specified in the relevant documents apply.
19. Study in full-time and part-time master's degree study programs will only be open if at least 5 applicants meet the conditions of the admission procedure in individual study programs. With a lower number of applicants for the opening, or the management of the faculty will decide if the respective study program is not opened.
20. The number of students admitted to individual study programs may be modified based on the current number of applications and capacity options.
21. It is within the competence of the dean of FCE UNIZA to supplement the list of accepted applicants for study programs in the 1st nominal year of master's degree studies to the expected number of applicants who:
 - they met the conditions for admission in another study program of master's degree studies, but were not accepted due to filling the capacity of the originally chosen study program,
 - they met the conditions for admission to another study program of master's degree studies, but the study program was not opened because a lower number of applicants met the conditions of the admission procedure.Such study applicants must also meet the conditions of the admission procedure for the additional study program.

Article 7 Enrollment for study

1. Enrollment for university studies at the faculty is governed by the provisions of § 59 of the Act on Higher Education.
2. The date of registration is published in the academic calendar of FCE UNIZA and at the same time stated in the Decision on admission to study.
3. The applicant applies for registration for studies electronically via the UNIZA website: <https://vzdelavanie.uniza.sk/prijimacky/index.php>.
4. Based on the applicant's request for study enrollment, the applicant is registered in the Academic Information and Education System (hereinafter referred to as "AIVS"), which also creates an electronic study report (electronic index). After registration, the student is issued a student card (chip card).

Article 8 Tuition, fees and payments associated with the study at the Faculty of Civil Engineering of the University of Žilina in Žilina

1. Tuition fees, fees and payments associated with study at the Faculty of Civil Engineering of the University of Žilina in Žilina are set out in the order of the Dean of FCE UNIZA on the amount of tuition fees, fees and payments associated with study and fees associated with the awarding of scientific and pedagogical degrees at the Faculty of Civil Engineering of the University of Žilina in Žilina in the relevant academic year.

Article 9
Final provision

1. These Principles and rules of the admission procedure for the 2nd level of study programs provided by FCE UNIZA were approved by the Academic Senate of FCE UNIZA on September 28, 2023.
2. These Principles and rules of the admission procedure for the 2nd level of study programs provided by FCE UNIZA become valid on the date of signature and effective on the date of publication.

In Žilina on September 28, 2023.

doc. Ing. Eva Remišová, PhD.

chairman of AS FCE UNIZA

prof. Ing. Marián Drusa, PhD.

dean of FCE UNIZA