



UNIVERSITY OF ŽILINA  
Faculty of Civil  
Engineering

# **Principles and rules of the admission procedure for the 1st degree of university study of study programs provided by the Faculty of Civil Engineering at University of Žilina in Žilina**

**For the academic year 2023/2024**

Approved: by the Academic Senate of FCE UNIZA on September 29, 2022.

## **Article 1**

### **Introductory provisions**

1. This document defines the principles and rules of the admission procedure in 2023 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 bachelor's studies in the 1st round is until March 31, 2023 (including).
2. The date of the meeting of the commission for the admission procedure for the bachelor's study in the 1st round is June 12, 2023.
3. In the case of vacancies, the 2nd round of the admission procedure will also be organized in the selected bachelor's study programs.
4. The list of bachelor's study programs for the 2nd round of the admission procedure will be published by June 15, 2023.
5. Admission conditions and form in the 2nd round of the admission procedure for bachelor's studies are generally the same as in the 1st round of the admission procedure.
6. The deadline for submitting applications for bachelor's studies in the 2nd round is until August 18, 2023 (including).
7. The date of the meeting of the commission for the admission procedure for bachelor's studies in the 2nd round is August 24, 2023.
8. To study at the bachelor's level 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 - 1st 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 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 bachelor's application: curriculum vitae, confirmation of payment of the admission fee, certified copies of end-of-year reports and secondary school leaving certificates, a scan of the application signed by the applicant (in case of electronic submission), in the case of graduation – the result of the National Comparative Examination (SCIO) in mathematics or general study prerequisites, confirmation of successful participation

- in the Olympiads or corresponding knowledge competitions (regional or higher round).
12. In the application form, the applicant is obliged to provide information on all his previous, including unfinished university studies (enrolments). In case of providing false or incomplete data, 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: 10431 – Bakalárske štúdium
  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 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 enrol in studies, his right to enrol 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 B1 level is required.

### **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 bachelor study programs at the Faculty of Civil Engineering of the University of Žilina in Žilina in the academic year 2022/2023**

1. In the academic year 2023/2024, FCE UNIZA offers accredited bachelor's degree programs listed in Table 1. The planned number of applicants admitted to the 1st nominal year of individual study programs is listed in Table 1.

Tab. 1 – Offered accredited bachelor 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
Bachelor's degree	Geodesy and Cartography (GaC)	Geodesy and cartography	60	30
	Building Engineering (BE)	Civil Engineering	150	
	Civil Engineering Structures (CES) (in Slovak language)	Civil Engineering	90	50
	Civil Engineering Structures (CES) (in English language)	Civil Engineering	20	
	Construction Management (CM)	Civil Engineering	60	30
	TOTAL			380

- The standard length of full-time studies in the Building Engineering study program is 4 years, in other study programs 3 years.
- 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.
- Bachelor studies in an external form are charged in the amount of EUR 900 for one academic year.
- The Civil Engineering Structures study program taught in English is charged in the amount of EUR 3500 for one academic year.
- You can find detailed information about the study programs - lesson plans and subject information sheets at <http://vzdelavanie.uniza.sk/vzdelavanie/plany.php>
- After completing the bachelor's degree study, the graduate has the opportunity to continue his studies in the master's degree in the study programs: Building Engineering, Civil Engineering Structures (in Slovak language), Civil Engineering Structures (in English language), Construction management.
- Information on study programs in the master's degree is provided in the relevant academic year on the websites of the university and the faculty. After completing the bachelor's degree, 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 bachelor's studies

- The basic condition for admission to a bachelor's degree (study program of the first degree) is the acquisition of a complete secondary education or a complete secondary professional education (Act No. 131/2002 Coll. on Universities and on Amendments and Supplements to Certain Acts, as amended, further also "law"). In the case of a foreign applicant, or of a

student who completed secondary school studies abroad, it is an education comparable to the education completed by the matriculation exam in the Slovak Republic. An applicant who received secondary education abroad shall submit to the application for university studies, or no later than when enrolling for studies, a decision on the recognition of a certificate of completion of secondary school studies by the relevant institution in the Slovak Republic.

2. Additional conditions for the admission of applicants to the study programs of the bachelor's degree program of the FCE UNIZA are established according to § 57 of the Act. The admission procedure will take place in the form of a selection procedure in order to ensure that applicants with the necessary skills and prerequisites enter the study.
3. The dean of the 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.
4. Type of applicants who will be admitted without an entrance exam:
  - a) applicants from gymnasium and secondary industrial school of construction, who achieved a total average of grades on end-of-year reports in all subjects for the last three pre-matriculation years of study at high school up to 2.7 including,
  - b) applicants from secondary vocational schools, joint schools and academies who have achieved a total average of grades on end-of-year certificates in all subjects for the last three pre-matriculation years of study at secondary school up to 2.5 including,
  - c) applicants who graduated in mathematics with a grade no worse than 3 in the current school year,
  - d) applicants who took the NPS tests (SCIO) in general study prerequisites or mathematics in the current school year and achieved a percentile of at least 60,
  - e) applicants who, during their studies at secondary school, were successful solvers of mathematics, physics, and informatics Olympiads in the regional or national round,
  - f) applicants who were successful in the regional, national or international round of an important knowledge-based professional competition.

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

5. The order of applicants admitted without an entrance exam will be determined on the basis of the overall average of grades on end-of-year reports in all subjects for the last three pre-matriculation years of study at high school. The admission procedure will take place without the participation of applicants.
6. Applicants who do not meet any of the conditions mentioned above in points a) to f) will take an entrance exam.
7. The dean can decide that the entrance exam will be waived for a specific study program.
8. At the entrance exam, applicants will show their identity card and submit an invitation to the entrance exam.
9. The entrance exam is conducted in the form of a test of knowledge from the secondary school curriculum. The questions of the test are from high school mathematics and from a general overview of knowledge.
10. Applicants answer the questions by marking the answer on the test sheets.
11. Applicants will be admitted to study based on the point order from the results of the entrance exam.
12. 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 of study applicants and students with specific needs at the University of Žilina in Žilina".
13. The final decision on the result of the admission procedure will be taken by the dean of FCE UNIZA based on the proposal of the admission committee of FCE UNIZA.

14. Every applicant has the right to inspect the documentation of his admission procedure upon request.
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 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 for scholarship recipients of the Slovak government, the conditions specified in the relevant documents apply.
19. Full-time bachelor's study programs will only be open if at least 15 applicants meet the conditions of the admission procedure in individual study programs. With a lower number of applicants for the opening, or the dean of FCE UNIZA decides not to open the relevant study program.
20. Studying in bachelor's study programs in an external form will only be open if at least 10 applicants meet the conditions of the admission procedure in individual study programs. With a lower number of applicants for the opening, or the dean of FCE UNIZA decides not to open the relevant study program.
21. Full-time studies in the Civil Engineering bachelor's degree program will only be open if at least 5 applicants meet the conditions of the admission procedure. With a lower number of applicants for the opening, or the dean of FCE UNIZA decides not to open the relevant study program.
22. The number of students admitted to individual study programs may be modified based on the current number of applications and capacity options.
23. 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 bachelor's studies to the expected number of applicants who:
  - they met the conditions for admission in another bachelor's study program, but were not accepted due to filling the capacity of the originally chosen study program,
  - they met the conditions for admission to another bachelor's study program, 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 enrollment, 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 1st degree of university studies of study programs provided by FCE UNIZA were approved by the Academic Senate of FCE UNIZA on 21.10.2021.
2. These Principles and rules of the admission procedure for the 1st degree of university studies 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 29, 2022.

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doc. Ing. Eva Remišová, PhD.

chairman of AS FCE UNIZA

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prof. Ing. Marián Drusa, PhD.

dean of FCE UNIZA