

**Vnútorne predpisy  
Farmaceutickej fakulty  
Univerzity Komenského v Bratislave**

**Vnútorný predpis č. 14/2023**

**Rules Concerning Admission Procedures for the  
Academic Year 2023/2024 at the Faculty of Pharmacy,  
Comenius University Bratislava,  
Master Degree Study Programme Pharmacy in English  
language**

Pursuant to § 57 of Act no. 131/2002 Coll. on universities and on the change of other laws in the current version (hereinafter as "Act on higher education institutions"), in accordance with the Rules of the admission procedure at the Comenius University Bratislava<sup>1</sup>, after a discussion in the Executive Board of the faculty on 12.09.2023 and after discussion and approval by the Academic Senate of the Comenius University Bratislava, Faculty of Pharmacy (hereinafter as "FaF UK") according to the Statute of FaF UK<sup>2</sup> I issue

**"Rules Concerning Admission Procedures for the Academic Year 2023/2024 at the Faculty of Pharmacy, Comenius University Bratislava, Master Degree Study Programme Pharmacy in English language"**

**Art. 1**

**Basic study admission requirements**

1. The basic requirement for admission to university study is to obtain **full secondary or full secondary vocational education**, which is demonstrated by recognition document pursuant to Act No. 422/2015 Coll. on recognition of documents on education and on recognition of professional qualifications and on changing and amending certain laws.

The candidate who does not provide fulfilment of basic admission requirements at the time of the entrance examination shall be accepted to study conditionally. However, such candidate is obliged to prove fulfilment of basic admission requirements to study admission at the latest on the day of enrolment. **The right for the enrolment of the candidate, who was admitted to study conditionally, expires unless he/she proves the fulfilment of the basic admission requirements no later than on the date of enrolment.**

2. Based on Art. 32 Act No. 578/2004 Collection on health care providers, health professionals and professional associations and amendments the Faculty requires that part of the submitted materials to the application shall be a **Health Certificate of Competency** to practise the regulated **profession of a pharmacist**, having public health implications.

**Art. 2**

**Deadline for submission of applications, fees, admissions**

1. The deadline for the submission of applications for Master Degree Study Programme Pharmacy in English language is **earliest December 1, 2023 and latest July 31, 2024**, by this date the complete application must be received by the Faculty together with the administration fee for the admission procedures.

**Study application must be sent by post to the following address**

Faculty of Pharmacy  
Comenius University Bratislava  
Odbojárov 10  
SK-832 32 Bratislava 3  
Slovak Republic

2. Documents required for study application are:
  - completed application form – complete readable permanent address, e-mail address and phone number and personally signed by the candidate
  - *Curriculum vitae* (CV) in English (personally signed by the candidate)

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<sup>1</sup> Čl. 3 ods. 2 Vnútrošného predpisu (ďalej len VP) UK č. 4/2021 Pravidlá prijímacieho konania na UK

<sup>2</sup> Čl. 17 ods. 2 písm. d) VP FaF UK č. 3/2022 Štatút Univerzity Komenského v Bratislave, Farmaceutickej fakulty

- 3 photos (passport-size)
- proof of recognition of documents on education and on recognition of professional qualifications
- proof of health competency of the candidate to practice the profession of a pharmacist
- proof of payment of administration fee for the admission procedures
- apostilled copy of the final secondary school diploma
- photocopy of birth certificate verified by notary
- passport photocopy

3. An incomplete application form will be considered as an invalid application.

4. Administration fee for the admission procedures:

**Admission procedures fee: 50 €**

Detailed payment information and bank connection for the payment of the fee will be published on the website of the faculty.

If the candidate does not participate in the admission procedure the **fee for the admission procedure will not be refunded**.

5. The admission to the Faculty of Pharmacy, Comenius University Bratislava is conditioned by the successful completion of the admission procedures.

6. Only candidates up to **80<sup>th</sup> placement** will be admitted to Master Degree Study Programme Pharmacy in English language.

### **Art. 3**

#### **Organization of admission procedures**

1. Applications of candidates are administered and evaluated continuously during the time in which the Faculty is accepting the applications for the study.
2. The prerequisite for being admitted to Master Degree Study Programme Pharmacy shall be the proficiency in the **English language** and two online tests, in **Chemistry** and **Biology** (maximum number of points for each test is 50 points). The maximum possible number of points achieved within the admission test procedure can be 100 points. On the date of the test, after publishing the results, each candidate has a possibility of inspecting his/her test and consulting the reason for non-granting the points with the members of the Admission Committee.
3. After taking the two admission tests, the applicant will participate in an online interview with at least 3 members of the Admission Committee (including one English language lector) who will assess the applicant's test results, his/her general study prerequisites and his/her proficiency in the English language.
4. Authorized teachers have prepared and the Dean has approved the "Set of Questions for Admission Examinations in Biology and Chemistry". This material is available to all candidates at the Faculty Library in Bratislava and upon request it is sent by post (the price of one set is 40 € + postal charges). After being approved by the Academic Senate of the Faculty of Pharmacy of CU, all information concerning the admission procedures are published at the official bulletin board of the Faculty of Pharmacy and at the Faculty website.

**Art. 4**  
**Rules for study admission**

1. Applications of the candidates are evaluated exclusively on the date of submission of the complete application to the Faculty (including payment of the administrative fee and all necessary attachments). The date of submission is decided by the stamp of the Faculty Registry Office.
2. In case that a non-complete application is submitted, the Faculty asks the candidate by e-mail to complete his/her application. Should the candidate fail to do this, his/her application will be considered as invalid.
3. The decision concerning the admission of candidates to study is made by the Dean at the recommendation of the Admission Committee. The Admission Committee shall assess applications of the candidates in order of the delivery date at the Faculty. After verification of the fulfilment of requirements for admission, the Admission Committee accepts the candidate to study until the quota has achieved the maximum possible number of students admitted in the academic year.
4. The transfer of a student from other higher-education institution shall have the same form of admission procedures as stated above pursuant to Sect. 58 of the Act on higher education institutions.
5. Tuition fee for the academic year 2023/2024 is **7500 €** for 2 semesters with guarantee of no raise of tuition fee for the next 5 years of study of a student. The fee must be paid by single bank transfer to the bank account of the Faculty **no later than August 31st, 2024**. On the registration date, the document certifying the tuition fee payment must be submitted to the Study Department of the Faculty of Pharmacy. If the student fails to provide a proof of payment of the tuition fee he/she shall not be registered to the appropriate academic year.
6. When the decision concerning non-admission is reviewed, only the applications substantiated by the violation of the above rules of the admission procedure or by the violation of the applicable Act on higher education institutions shall be reviewed.

**Art. 5**  
**Final provisions**

1. Application for review of the decision on non-acceptance based on §58 par. 8 of the Act on Universities can be submitted by the applicant within 8 days of receiving the decision.
2. This internal regulation cancels and replaces the document Rules Concerning Admission Procedures for the Academic Year 2023/2024 at the Faculty of Pharmacy, Comenius University Bratislava, Master Degree Study Programme Pharmacy in English language, approved by the Academic Senate of FaF UK on 15.06.2023.
3. As part of the admission procedure, the general provisions of the Internal regulation of the UK No. 24/2023 Full text of internal regulation no. 4/2021 Rules of the admission procedure at the Comenius University Bratislava as amended by Addendum no. 1 are applied, unless they are more specifically specified in these conditions.

4. This internal regulation enters into force on the day of approval by the Academic Senate of FaF UK and takes effect on December 1, 2023.

In Bratislava, on September 26, 2023

prof. PharmDr. Ján Klimas, PhD. MPH  
Dean