

Music and Dance Faculty of the Academy of Performing Arts in Bratislava

**Internal Regulation of the Music and Dance Faculty of the
Academy of Performing Arts in Bratislava regarding
admission procedure for study programmes
in foreign languages**

Article 1

**Framework conditions for admission to study
at the Music and Dance Faculty of the Academy of Performing Arts
(hereinafter referred to as “HTF”)**

1. Admission procedure is a process enabling a candidate who is interested in studying and to demonstrate that they are able to fulfil the requirements to become a student of their chosen study programme at the Music and Dance Faculty of the Academy of Performing Arts in Bratislava.
2. The candidate is admitted to the, if they fulfil the basic and other conditions specified by the HTF for the chosen study programme according to the Act No. 131/2002 Coll. on Higher Education as amended (hereinafter referred to as “Act”).
3. The basic conditions for admission to study are determined by law.
4. The Faculty shall determine the other conditions for admission to study of the first, second and third degree study programmes and their verification method.

Article 2

Study at the Music and Dance Faculty

1. Anybody has the right to study the selected study program at HTF if they fulfill the basic conditions of admission under § 56 of the Act and other conditions specified by the HTF pursuant to § 57 of the Act, aimed at verifying knowledge, talent and creativity, skills and competencies.
2. Academy of Performing Arts may only accept applicants for the study of accredited study programmes listed in the study programmes (§ 54b sec. 1 letter a)). The number of admitted applicants depends on the capacity of the teachers, the capacity of space, the financial conditions of the budget, the interest in education and conditions of the labour market.
3. The method of determining the number of students admitted to study at the HTF is related to the HTF's goal in the area of education. Determining the number of admitted applicants is part of the long-term strategic statement of Academy's educational activities.
4. Dean of the HTF determines the number of students admitted to study the given study programme on the basis of suggestions of HTF admission committees for each of the individual three degrees of higher education. If more than one candidate meets

the requirements of the admission process, those candidates who have demonstrated the highest degree of study ability under the conditions specified by the HTF will be admitted.

Article 3

Basic conditions for admission to study

1. The basic condition for admission to bachelor's study is to obtain full secondary education or full secondary vocational education.
2. If the HTF bachelor's entrance examinations are held prior to the candidate's final exams, the candidate is conditionally admitted to the study. Final admission to study is conditional upon passing a school leaving examination. Evidence of completion of a full secondary education (graduation certificate) shall be submitted by the applicant within ten days of the completion of the examination, but no later than the date of enrolment.
3. The basic condition for admission to the master's degree programme is the completion of the first degree study programme.
4. If admission examinations for a master's degree program at the HTF are held prior to the deadline for a bachelor's state examination, the candidate is conditionally admitted to the study. Final admission to study is conditional upon the successful completion of a bachelor's study. Evidence of completion of the bachelor's study programme shall be submitted by the applicant within 10 days of receiving the diploma, but not later than the date of enrolment.
5. The basic condition for admission to doctoral study is the completion of a master's study programme.
6. If the HTF doctoral admission examinations are held prior to the term of the master's exam, the candidate is conditionally admitted to the study. Final admission to study is conditional upon the successful completion of a master's degree study. They will submit a proof of completing the master's study programme within 10 days of receiving the diploma, but not later than the date of enrolment.

Article 4

Other conditions for admission to study

1. The HTF determines additional conditions for admission according to the needs of the chosen programme in order to ensure that candidates with necessary skills and talents are given the opportunity to study. The conditions must allow for the selection of candidates with the highest degree of ability.
2. The Academy is not allowed to require any financial fulfilment for the admission to study, except for the fee under § 92 sec. 12 of the Act.
3. Other conditions specified by HTF for admission to study pursuant to § 56 sec. 1 may not, in terms of the knowledge, exceed the curriculum of a full secondary education.

4. HTF shall verify that the conditions for admission under § 1 of this Article are met by testing candidate's talent to study in the field of Art. In other study programmes, the entrance exam can take either written or oral form. The admission procedure for postgraduate studies always includes the entrance examination.

5. HTF shall publish the deadline for submission of the application forms, the conditions of admission, the deadline and the way to verify fulfilment of these conditions, the form and approximate content of the test and the method of evaluating its results, by 20 September in the academic year preceding the academic year in which the study is to be started, in the case of a bachelor's study programme and in the other study programmes 2 months prior to the last day for the submission of applications at the latest. These facts must be published on official faculty boards and in bulk according to Act No. 211/2000 Coll. on Free Access to Information as amended. In the same way, the faculty also publishes information on the number of applicants it intends to take to study a relevant study programme.

6. The Academic Senate of the HTF, pursuant to § 27 sec. 1, letter (h) of the Act approves other conditions for admission to study programmes offered by the faculty and proposed by the dean (§ 15 sec. 2, letter (f) of the Act).

Article 5

Admission procedure

1. Conduct of the admission procedure is governed by § 58 of the Act. Admission to the HTF is a process that allows a candidate who demonstrates talent, knowledge, skills, abilities and preconditions for artistic study programmes; in humanities study programmes the level of knowledge, abilities and preconditions stipulated for the admission to study to become a student of a selected study programme at the HTF.

2. The requirements for the admission tests of the bachelor's and master's study programmes are proposed by the departments responsible for the teaching of these study programmes.

3. Prior to the admission procedure for doctoral studies, the faculty shall publish a list of themes of available doctoral theses which candidate may apply for during the admission procedure. Each of the topics listed has a designated supervisor.

4. The conditions of the admission procedure for doctoral study shall be determined by the relevant committee.

5. Detailed conditions of the admission procedure for doctoral study are part of the Internal Regulations of Doctoral Studies at the HTF.

6. The admission procedure for the applicant for HTF study begins with the delivery of their written application for study at the HTF. The application must be delivered within the dates specified by the HTF, with postmark date being decisive. Incomplete or inaccurate applications will not be included in the admission procedure.

7. In the application, the applicant shall provide the data:

- a) pursuant to § 73 sec. 3
- b) about the previous and current employment
- c) about the level of education, including the achievement and the results of any activities related to the study programme which the applicant is applying for.

8. The data referred to in § 7 may be processed by the Academy for the purposes of the admission procedure and enrolment in accordance with Act No. 428/2002 Coll. on the protection of personal data and provided to other legal entities for statistical purposes.

9. The processing of the personal data provided in the documents and the application, except for the data referred to in paragraph 7, can be done by the Academy only after the prior consent of the person concerned. This consent is an integral part of the application. The processing of personal data of the applicant is covered by § 73 sec. 4 and 6 of the Act.

10. The Head and the members of the Examination Committee, which has at least 3 members, shall be appointed by the Dean of the faculty.

11. The Head of the Examination Committee shall make a record of the course of the examination, which shall be signed by all members of the Committee.

12. It is not possible to take the entrance exam at an alternative date. In case of the applicant's sickness absence at the time of the admission tests, a part of the fee will be reimbursed upon his request and the submission of the medical certificate according to the Directive about tuition fees and fees related to the study.

13. The Dean of the HTF decides on the admission to study. The Dean's decision to refuse the admission to study may be reversed by the Rector of the Academy.

14. Results of the admission procedure must be made in writing within 30 days of the completion of the admission conditions. It must contain a statement, a justification and instructions on how to file a request to review the decision. It must be delivered to the applicant's own hands. An applicant whose place of residence is unknown will be notified by posting the decision on the HTF's notice board for 15 days. The last day of this period is considered to be the day of delivery.

15. An applicant who was refused to study may apply for a review of this decision. The application is submitted to the Dean of the HTF who can grant the admission to study themselves, if they find out that the decision was taken in violation of the law, the Academy Study Regulations or HTF conditions for admission to study. Otherwise, they will send the request to the Rector. The Rector will overturn the decision if it was at variance with the law, the VŠMU Study Regulations or the conditions for admission to study. Otherwise, the request will be rejected, and the original decision confirmed. The response regarding the review of the decision must be sent within 30 days of the receipt of the request.

16. HTF has the right to request written information from accepted applicants whether they will enrol for study. The applicant is obliged to provide such information to the faculty at the beginning of the academic year (§61 of the Act). If the candidate does

not show an interest in the study or does not provide the information within the dates required, the student will be denied the right to enrol in the study programme and the faculty will pass on the decision for the admission to study to the applicant next in line (§ 58 sec. 9 of the Act).

17. For the admission procedure for doctoral study provisions of § 54 sec. 5 to 7 of the Act also apply, in addition to the provisions of this regulation.

18. An applicant who has received a negative decision has the right to request an inspection of their admission procedure.

Article 6

Evaluation of admission exam

1. To evaluate the admission exam for bachelor's study programme, the commission uses the following scoring system:

22 – 25 points	– excellent
20 – 21,99 points	– very good
18 – 19,99 points	– good
17 – 17,99 points	– satisfactory
16 – 16,99 points	– sufficient
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0 – 15,99 points	– unsatisfactory

2. To evaluate the admission exam for master's study programme, the commission uses the following scoring system:

22 – 25 points	– excellent
20 – 21,99 points	– very good
18 – 19,99 points	– good
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0 – 17,99 points	– unsatisfactory

3. To evaluate the admission exam for doctoral study programme, the commission uses the following scoring system:

22 – 25 points	– excellent
20 – 21,99 points	– very good
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0 – 19,99 points	– unsatisfactory

4. The student passes the admission test and may be nominated by the admissions committee for their acceptance if their scores are higher than the „unsatisfactory“ rating.

5. The student assessed by the number of points corresponding to the "unsatisfactory" score on the admission test has failed and cannot be proposed by the committee for admission.

6. The highest and lowest score points awarded by the committee members are disregarded (only applicable if the committee has 5 or more members). Only the members of the committee who have seen the performance of all the candidates can award points.

7. Following the admission committee meetings, heads of the committees shall release the list of candidates and their scores.

8. Each member of the admission committee will hand in a signed scorecard.

9. Entrance examination memorandum shall be signed by the Head and all the members of the admission committee.

Article 7 **Conditions of admission**

1. The admission procedure and the study conditions at the Academy are identical for all students, irrespective of their nationality.

2. Entrance examination takes place in two rounds

1st round motivation letter and a YouTube video/DVD recording of the candidate's performance according to the posted requirements for individual study programmes. Candidates for the composition study plan (composition and conducting study programme) are required to send a motivation letter and a score.

Only those selected candidates who have achieved at least 16 points (bachelor study programmes), 18 points (master study programmes) or 20 points (ArtD. and PhD. study programmes) in the first round can advance to the second round.

2nd round online oral interview with a selected candidate, or, online presentation of their performance according to the posted requirements for individual study programmes.

Article 8 **Final provisions**

1. The Academic Senate of the HTF has approved this Internal Regulation on admission procedure for study programmes in foreign languages at its meeting on August 24, 2020.

2. This Internal Regulation on admission procedure for study programmes in foreign languages shall enter into force on the date of its approval by the Academic Senate of the HTF and takes effect on September 1, 2020.

doc. Mgr. art. Imrich Szabó, ArtD.

Chairman of the Academic Senate of the Faculty of Music and Dance

prof. Mgr. art. Irina Čierniková, ArtD.
Dean of the Faculty of Music and Dance