



## Organisational instruction for enrolment into 1st year of daily study in academic year 2019/2020 at FSES CU

Confirmation of interest in study enrolment:

Please, confirm your interest in the study at FSES CU in Bratislava by confirmation of return slip (“návrátka”) in Academic Information System (AIS), where you can log in at <https://moja.uniba.sk>. You can find your log in name and password in the admission letter. Please, follow the instructions according the guide that can be found in the section AIS/Guides and Manual/Confirmation of the return slip.

Print out the confirmed return slip as well as fees payment order, sign the return slip and make a payment according to payment order information (variable symbol, specific symbol and amount are all listed in the payment order).

Fees

- New students with no previous student card can choose from:
  - o ISIC for 21,50€ (ISIC – 7€, validation stamp – 10€, service fee – 3€, yearbook -1,50€)
  - o non ISIC card for 11,50€ (card – 7€, service fee – 3€, yearbook – 1,50€)
- For students with an ISIC card from their previous study at Comenius University who want to prolong the validation of ISIC
  - o 14,50€ (validation – 10€, service fee – 3€, yearbook – 1,50€)
- For students with an ISIC card from their previous study at Comenius University, but who are not interested in the ISIC licence any more 4,50€ (service fee – 3€, yearbook – 1,50€)

<i>Service/card visual</i>	ISIC	NO ISIC
Transport	YES	YES
Transport discounts*	YES	YES
Libraries	YES	YES
Accommodation	YES	YES
Food/Canteen	YES	YES
Membership in CKM SYTS (ISIC license 10 €)	YES	NO
Commercial discounts	YES	NO

*\*Based on the fulfillment of tariff and transport conditions of the carrier*

- Because the payments are identified and paired by their variable and specific symbol, we kindly ask you to provide precisely the variable and specific symbol in the payment. Therefore, the payment must be made by bank transfer, not by bank check! In case you are admitted to the study at another faculty of Comenius University, you can choose to which faculty you will send the student card order.
- Send the following documents to the faculty study department on 31.8.2019 at the latest:
  - o Printed and signed return slip
  - o Payment confirmation
  - o If you are interested in ISIC student card, you have to fill in the application for membership in CKM SYTS which includes also the consent to the processing of personal data. You can fill in the application at <https://gdpr.uniba.sk> in the section *Application for membership in CKM SYTS*. You can log in using your AIS log in details. If you do not register, your ISIC will not be validated during the enrolment.



Enrolment:

Dear students,

During the enrolment it is necessary to be noticed about the documents on OSH (Occupational health and safety), FP (fire protection) and CD (civil defence) at FSES CU

- [What everybody needs to now in case of danger](#)
- [Entry training for students on OSH, FP and CD](#)

All students shall prepare filled and signed document “**Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO**” or “**Declaration of acquaintance with documents on OSH, FP and CS**” for the enrolment.

- [“Declaration of acquaintance with documents on OSH, FP and CD”](#)

All students are required to sign up for the courses for their study plan in AIS for the whole academic year 2019/2020 by themselves. The sign up is possible after 1.9.2019. You can find recommended study plan at [www.fses.uniba.sk](http://www.fses.uniba.sk).

Please, come to faculty to finish your enrolment on a date listed in the *Enrolment schedule in academic year 2019/2020*. On this day, you will also get student card. The personal attendance is mandatory. If you are not able to attend, you can empower another person to represent you during the enrolment.

Your enrolment has to be finalized by 20.9.2019. If the applicant does not confirm and send the return slip on time, the applicant’s right to enrolment expires according to § 59 par. 3 of the University act. 131/2002. This right also expires if the applicant does not attend the enrolment and does not apologize in eight days.

Please, bring the following document to the enrolment:

For bachelor students:

1. ID
2. Translated certified copy of birth certificate
3. Declaration of acquaintance with documents on OSH, FP and CS
4. Translated certified copy of marriage certificate (all married applicants)
5. Master students shall bring the certified copies of birth certificate, diploma, diploma supplement and state exam certificate if they have not sent it yet. The graduates of FSES CU shall provide the uncertified copies by 31.12.2019.
6. All forms, where you need to confirm your study. Make sure, they are filled up.

You can find the most recent information regarding the enrolment at [www.fses.uniba.sk](http://www.fses.uniba.sk) in the section study – enrolment. More info can be found at [moja.uniba.sk](http://moja.uniba.sk)



**Enrolment schedule for 1<sup>st</sup> year BA, MA and PhD students in academic year 2019/2020**

**Bachelor studies**

year of the study	study programme	date	time	room
1.	European Studies	02.09.2019	8:30	A013
	Social and Work Psychology	03.09.2019	8:30	A013
	Applied Economics	02.09.2019	8:30	A013
	Social Anthropology	03.09.2019	8:30	A013

**Master studies**

year of the study	study programme	date	time	room
1.	European Studies	02.09.2019	8:30	A013
	Social and Work Psychology	03.09.2019	8:30	A013

**Doctoral studies – PhD.**

year of the study	study form	study programme	date	time	room
1.	inretal	European Studies, Social and Work Psychology, Public Policy, Social Anthropology	04.09.2019	8:30	A013
1.	external	European Studies, Social and Work Psychology, Public Policy, Social Anthropology	04.09.2019	8:30	A013

The start of teaching in the winter semester of the 2019/2020 academic year is 23.09.2019 according to the schedule. The official opening of the academic year at the faculty is on September 24, 2019 at 13:00. at the FSEV UK.

doc. PhDr. JUDr. Lucia Mokrá, PhD., v. r.  
dean

For correctness: Mgr. Kristína Janková, Vice-Dean for Studies