



ORGANISATIONAL NOTES TO ENROLMENT at FSES CU to 1st year of study in the academic year 2021/2022

Confirmation of your interest to study

Your interest to study at Faculty of Social and Economic Sciences of the Comenius University in Bratislava (FSES CU) has to be confirmed in the form of the electronic confirmation in the Academic Information System (AIS2) on <https://mojauniba.sk> through hypertext link for [return slip](#). Login data (name and password) are available on the bottom of your Decision on Acceptance to Study. Please follow instructions below the hypertext link "AIS/Guides and Manuals/Confirmation of the return slip".

After successful submission of electronic confirmation, generate the payment order, pay the enrolment fees (strictly follow details on payment order as variable symbol, specific symbol and the amount in the downloaded payment order). Please bring confirmation of the payment on the enrolment day.

Information on enrolment fees:

- New students — ISIC card - fee 20 EUR (new students card ISIC/7,00€, validation stamp/10€, process fee/3€)
- New students — NO ISIC card — fee 10EUR (card/7,00€, process fee/3€)
- New students at the faculty, however students who already studied at Comenius University in Bratislava and are owners of ISIC card issued by Comenius University, pay 13€ (validation stamp/10€, process fee 3€)
- New students who own ISIC card, but do not want to prolong the ISIC licence — fee 3€

- Ongoing students - the fee for issuing students card ISIC is 20€. Students owning ISIC card issued by Comenius University, pay only for validation stamp/10€ for academic year 2021/2022.

Service / card visual	ISIC	NO ISIC
Transport	YES	YES
Discounts for transport fare*	YES	YES
Libraries	YES	YES
Accommodation	YES	YES
Food/canteen	YES	YES
Membership in CKM SYTS (ISIC licence 10 €)	YES	NO
Commercial Discounts	YES	NO

The payment has to be done by bank transfer, not by cheque. Please be aware of stating variable and specific symbol precisely, as it helps to identify the payment properly. In case you are accepted to more faculties of Comenius University in Bratislava, please decide which of the faculty is going to issue your ISIC card.

If you are interested in ISIC visual, you shall fill in the **application to the membership in Association CKM SYTS** (print from AIS when printing Return confirmation), **which includes part on consent to the processing of personal data. The application can be filled in on <https://gdpr.uniba.sk>** in sekcii "Application for member of CKM SYTS" or "Prihláška za člena CKM SYTS".

To log in into GDPR system, please use the log in and password from the decision of admission.

UNIVERZITA KOMENSKÉHO V BRATISLAVE

GDPR

- Úvod
- Prihláška za člena CKM SYTS**
- Oznámy

Vitajte na stránke GDPR

General Data Protection Regulation (GDPR) teda nové Nariadenie Európskeho parlamentu a Rady Európskej únie č. 2016/679 o ochrane fyzických osôb pri spracovávaní osobných údajov a o voľnom pohybe týchto údajov nahradza Smernicu Európskeho parlamentu a Rady č. 46/95/EEC o ochrane jednotlivcov pri spracovávaní osobných údajov a voľnom pohybe takýchto údajov. Toto nové nariadenie bolo navrhnuté tak, aby zrovnalo základy o ochrane osobných údajov naprieč celou Európou, pričom sa sústreďuje na zvýšenie bezpečnosti a mení spôsob akým zbierajú organizácie a úradní napríklad.

Na tejto webovej stránke si môžete skontrolovať, aké osobné údaje o Vás evidujeme v ktorom systéme a taktiež tu môžete manažovať svoje súhlasy s ich spracovaním.

Pre viac informácií o GDPR navštívte webovú stránku <https://www.europa.eu/gdpr/>



Enrolment to study

During enrolment, every students needs to be notified about BOZP, OPP a CO at FSES CU available on the Faculty website. Fill in and sign a document "**Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO**" - [Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO](#)

Successful applicant accepted to the study is obliged to prepare the study plan for academic year 2020/2021 online, within the academic information system (AIS2) by 1st September 2021. The recommended study plan for concrete study programme is published on the faculty website www.fses.uniba.sk.

You are obliged to personally come to the faculty in the stated day and time of enrolment. The schedule of enrolments for academic year 2021/2022 will published on our website during summer holidays. The student after the successful enrolment will receive complete information, confirmed documents and students card ISIC. In case the student is not able to attend the enrolment personally, s/he may authorised someone to do it, according to notary verified authorisation.

Every student is obliged to enrol by 20th September 2021 at the latest. The right of the successful applicant to be enrolled to study expires if there is no response from his/her side by confirmation of the Return Document in the Academic Information System (AIS) by 31st August 2021 at the latest, according to §59 para 3 of the Act No. 131/2002 Coll. Of laws on universities and amendment of some other acts as amended. The right of the successful applicant to be enrolled to study expires also in case, if s/he is not attending the enrolment procedure as stated in the schedule and does not apologise in 8 days. We recommend to send the return confirmation as soon as possible, by 12th June 2021.

On the day of enrolment you are obliged to present following documents:

1. identity card
2. confirmation of the payment for return slip
3. certified copy of the Marriage certificate (if relevant – female only)
4. statement about notification with BOZP, OPP and CO - [Prehlásenie o oboznámení s dokumentmi BOZP, OPP a CO](#)

5. The BA students bring the certified copy of their high-school diploma
6. the MA students bring certified copies of diploma, state exams records, diploma supplement in case of master programme students. FSES CU graduates submit only ordinary copies of mentioned documents.

All up-dated information on enrolment are published on faculty web-site: www.fses.uniba.sk in the part "[Studies – enrolment](#)". More information is available on the Comenius University web-site – www.moja.uniba.sk.

doc. PhDr. JUDr. Lucia Mokrá, PhD., v. r.
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Prepared by:
Mgr. Kristína Janková, PhD., vice-dean for study affairs