



**FACULTY OF OPERATION AND ECONOMICS
OF TRANSPORT AND COMMUNICATIONS
BACHELOR'S DEGREE STUDY**

UNIVERSITY OF ŽILINA

Faculty of Operation and Economics of Transport and Communications

CONTACT

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All the questions concerning your studies will be attended at the Department of Studies:

Tel.: 041/513 30 53, 30 54, 30 55, 30 56

Coordinator for work with students with special needs:

Mgr. Peter Seemann, PhD.
tel.: 041/513 32 26
e-mail: peter.seemann@fpedas.uniza.sk

ACCREDITED STUDY PROGRAMMES OFFERED FOR THE ACADEMIC YEAR 2019/2020

BACHELOR'S DEGREE STUDY PROGRAMMES	
FULL-TIME LENGTH OF STUDY 3 YEARS	PART-TIME * LENGTH OF STUDY 4 YEARS
Road Transport	-
Railway Transport	Railway Transport
Air Transport	-
Professional Pilot	-
Water Transport	-
Postal Technologies and Services	-
Forwarding and Logistics	-
Transport Services in Passenger Transport	-
Economics and Management of Enterprise	-
Financial Management	-
Electronic Business and Management	-

** standard tuition fee for part-time study programmes is 400 € for an academic year*

Detailed information about particular study programmes:

- syllabus,
- course information sheets

can be found at <http://vzdelavanie.uniza.sk/vzdelavanie/plany.php>.



EXPECTED NUMBER OF ACCEPTED APPLICANTS TO THE FIRST YEAR

BACHELOR'S STUDY		
STUDY PROGRAMME / FIELD OF STUDY	PLANNED CAPACITY	
	FULL-TIME	PART-TIME*
Road Transport / Transport	100	-
Railway Transport / Transport	75	20
Air Transport / Transport	50	-
Professional Pilot / Transport	25	-
Water Transport / Transport	25	-
Postal Technologies and Services / Postal Technologies and Postal Services	50	-
Forwarding and Logistics / Transport Services	90	-
Transport Services in Passenger Transport / Transport Services	25	-
Economics and Management of Enterprise / Economics and Management of Enterprise	125	-
Financial Management / Financial Management	75	-
Electronic Business and Management / Branch Economics and Management	80	-
Total number	720	20

*The faculty retains the right not to open the part time study programme when the number of applicants is low.



TERMS AND CONDITIONS OF ADMISSION

The fundamental prerequisite of being accepted to the bachelor's degree study programme (first degree) is the full completion of secondary education or full secondary vocational education (Higher Education Act, n.131/2002 Coll.). In the case of a foreign applicant or student who has completed a secondary education abroad, the education is comparable with an education completed by a school leaving examination in the Slovak Republic. Applicant who has obtained a secondary education abroad will submit along with the application form or more precisely no later than the date of enrolment a document on completion of secondary education recognized by a relevant institution in the Slovak Republic.

Procedure for recognition of document on education

On the basis of submitted application, the document is recognised by a district office in the Slovak Republic after comparing the scope and content of education received with the scope and content of education required by the National Education Programme in the Slovak Republic.

In the case of recognition of document on education of a minor, the application shall be submitted by his/her legal representative.

The application form for the recognition of document can be found on the UNIZA website (English version) in the STUDY section.

List of enclosures to be submitted along with the application form:

- the authenticity of signatures and of the school's stamp mark on the document on completion of education must be certified by a relevant body (applicants for study abroad should arrange this immediately after receiving the document – before traveling to the Slovak Republic),
- a certified copy of the document on completion of education,
- a certified translation of the document into the official language of the Slovak Republic,
- a list of subjects and examinations completed,
- a certified translation of the list into the official language of the Slovak Republic,
- a copy of proof of identity,
- a proof of payment of administration fee.

Language competence – for study programmes that are carried out by the faculty in the Slovak language, written and oral command of Slovak or Czech language is required. Knowledge of at least one foreign language (English, German, French) is

welcome. For study programmes that are carried out by the faculty in the English language, written and oral command of English is required. The applicants who do not actively speak Slovak or Czech are required to attend the language training. It is possible to attend the Slovak language courses at UNIZA. For more information, please contact the Institute of Lifelong Learning UNIZA <http://www.ucv.uniza.sk/ucv/?ur1=19&ur2=192&ur3=0>

- The basic and other terms and conditions of admission are applicable as for the applicants from abroad as for the applicants from Slovakia.
- Foreign students who study in a foreign language (i.e. not Slovak), pay the tuition fee as stated in § 92 Subsection 8 (Higher Education Act). The tuition fee is specified by the UNIZA directive for the respective academic year, which can be found on the university website. For the academic year 2019/20 the tuition fee is 3500 €.
- Students from abroad who study in the Slovak language do not have to pay the tuition fee.
- The applicants from the Czech Republic who want to apply and study in Žilina can use the application form available in the Czech Republic. The applicants who do not actively speak Slovak or Czech are required to attend the language training. (It is possible to attend the Slovak language courses at UNIZA).
- For foreign applicants who were accepted on the basis of intergovernmental agreements, bilateral agreements or Slovak government grants, terms and conditions stated in respective documents are applicable.

Health certificates – the faculty does not require any health certificates and accepts all the applications without any health certificates with the exception of those applications submitted for the study programme Professional Pilot where all the applicants are required to prove on the day of the entrance examination their medical certificate Class 1 of the Institute of Aviation and Preventive Medicine Košice ÚLZ or Prague or another Member State pursuant to the requirements of EASA PART – FCL 1.



FORMS OF ADMISSION

1. No entrance exams

• Without entrance exams, the Faculty will accept the applicants from secondary grammar schools with the arithmetical average of their marks on **the penultimate annual secondary school certificate** (not the final year) **up to 2.00 inclusive** and the applicants from (other) secondary schools with the arithmetical average for their marks on **the penultimate annual secondary school certificate** (not the final year) up to 1.60 inclusive. This study average mark applies for study in Bachelor's degree study programmes as follows:

- Economics and Management of Enterprise
- Financial Management
- Electronic Business and Management

Without entrance exams, the Faculty will accept the applicants from secondary grammar schools with the arithmetical average of their marks on **the penultimate annual secondary school certificate** (not the final year) **up to 2.50 inclusive** and the applicants from (other) secondary schools with the arithmetical average for their marks **on the penultimate annual secondary school certificate** (not the final year) **up to 2.00 inclusive**. This study average mark applies for study in Bachelor's degree study programmes as follows:

- Road Transport
- Railway Transport
- Water Transport
- Air Transport
- Professional Pilot
- Postal Technologies and Services
- Forwarding and Logistics
- Transport Services in Passenger Transport

2. Selection Procedure (entrance exams)

All the other applicants who do not meet the conditions for being accepted without entrance exams will have to attend the selection procedure.

Rules of Selection Procedure

Entrance examinations will be carried out by means of a test of knowledge in the scope of the secondary school curriculum (test questions are composed of general knowledge, mathematics, chosen foreign language – English, German, Russian, French, Spanish). Study materials for the entrance examination are available in the shop of the University Library. (<http://www.edis.uniza.sk/>).

Because of operational reasons it is not possible to vary the term of the entrance examination. For more details and criteria of the candidate's assessment in the selection procedure for full-time and part-time Bachelor's study as well as sample tests are published on the website of the Faculty (<http://www.fpedas.uniza.sk>).

Applicants for study programmes Air Transport and Professional Pilot who are holders of a glider pilot license or other licenses on airworthiness or a licence of an aircraft mechanic, obtain 10 preferential points during their entrance exams. The faculty retains the right not to open the part time study programme when the number of applicants is low.



HOW TO APPLY

Application forms are to be submitted for individual study programmes.

In case the applicant is interested in more study programmes at the Faculty of Operation and Economics of Transport and Communications, it is necessary to apply for each one individually, including payment of the respective admission procedure fees for each application form.

If an applicant wants to take part in entrance exams at more faculties of UNIZA, the application forms have to be sent separately to each faculty and the respective admission procedure fees paid separately to each faculty.

Applicants have to fill in the form Prihláška na vysokoškolské štúdium – 1. Stupeň or they can also use an electronic application form that can be found on the university website: <https://vzdelavanie.uniza.sk/prijimacky/index.php> or on the education portal: <https://prihlaskavs.sk/sk/>.

Incomplete study application or application sent after the deadline will not be accepted.

In the absence or failure of entrance exams, the faculty does not refund the admission fee.

Enclosures for the bachelor's degree programmes (to be sent with application forms):

1. Curriculum Vitae,
2. proof of payment of admission fee,
3. copies of annual secondary school certificates.

Admission fee (for each application form):

20 € – EU citizens

50 € – applicants from non-EU countries

To be sent to:

Žilinská univerzita v Žiline, Univerzitná 1, 010 26 Žilina

Bank: Štátna pokladnica

IBAN: SK81 8180 0000 0070 0026 9888

const. symbol: 0308

variable symbol: 10131 – bakalárske štúdium

Payment method:

payment can be paid by bank transfer or postal order to the account above.

Proof of payment:

proof of payment is to be sent to the Faculty with the application form.

With payment of the admission fee from the EU member states, the EES countries, territories that are considered a part of the EU (Treaty of Rome, Section 299) and SEPA countries, it is necessary to use BIC: **SPSRSKBAXXX**, IBAN: **SK81 8180 0000 0070 0026 9888**.

Tuition fees – in accordance with the Higher Education Act, information about the amount of tuition for the respective academic year will be announced on the website of the University of Žilina.



USEFUL DATES

Open Day	Deadline for application form submission 1 st round / 2 nd round	Entrance exams 1 st round / 2 nd round
November, 9, 2018	until April, 30, 2019	June, 10 – 12, 2019
February, 15, 2019	until August, 6, 2019	August, 20, 2019



ACCOMMODATION

All the students of the first year of the bachelor degree studies are entitled to accommodation in accordance with the internal regulations of the university. **Student accommodation facilities cost approx: 70 € – 140 € per month.**



BOARD

Students can use services of catering facilities at the University of Žilina. **Price for food: 9 € per day.**



SCHOLARSHIPS

Students of all study programmes can obtain motivational scholarships (for excellent results or exceptional achievements) in accordance with the stated criteria.



FOLLOW-UP STUDIES AFTER COMPLETION OF BACHELOR'S DEGREE STUDIES

There is a possibility for continuing bachelor's degree studies within follow-up master's degree study programmes at the Faculty of Operation and Economics of Transport and Communications UNIZA in the academic year 2019/2020 – Road Transport, Railway Transport, Air Transport, Aircraft Maintenance Technology, Water Transport, Postal Engineering, Forwarding and Logistics, Economics and Management of Enterprise, Financial Management, Electronic Business and Management (respective information about particular study programmes is available at <http://www.fpedas.uniza.sk>).



GRADUATE PROSPECTS

BACHELOR'S STUDY PROGRAMMES

ROAD TRANSPORT

(Field of study 5.2.59 Transport)

The graduates in the study programme Road Transport are able to manage transport and logistics activities in transport enterprises and in industrial enterprises and to plan and control transport services of regions as employees of the state administration bodies. They can apply for posts of operational staff and mid-management in the planning and management of traffic operations in national and international road traffic, as well as posts of entrance technicians in service and/or sale of road vehicles and the like

RAILWAY TRANSPORT

(Field of study 5.2.59 Transport)

After graduation, the undergraduates on the basis of their knowledge, know-how and practical experience primarily find work at primary and secondary levels of the management of rail traffic and transport operations in entities operating on the market of railway transport, further in forwarding and logistics companies, as well as in state and local governments in context of managing traffic. They are employable in enterprises with siding complex, with transport operators and transport departments of industrial enterprises. In addition, the Department in cooperation with the Slovak Railways carry out the training courses for the qualification of a staff member of the ŽSR (Railways of Slovak Republic) as a signal officer, rail switch supervisor, switch operator and train dispatcher. Courses are conducted outside the regular schedule. Upon successful completion of the course, the student receives a corporate scholarship from ŽSR (Railways of Slovak Republic).

AIR TRANSPORT

(Field of study 5.2.59 Transport)

The graduates have knowledge of basic technological processes in the aviation sector and in other transport modes, related legislative standards and economic context; they are able to analyse issues and options for the management of air transport processes be it at the level of enterprise, infrastructure and/or administrative security framework. Moreover, the students acquire knowledge and insight into the organization and management of civil aviation.

PROFESSIONAL PILOT

(Field of study 5.2.59 Transport)

The graduates meet the requirements of international regulations and can be employed as pilots for civil aircraft operators anywhere in the EU. They have a good theoretical basis and the corresponding flight experience. They are ready for any type of retraining for generational level of on-board equipment of aircraft for commercial use or transport aircraft. After completing education and training, the graduates may also apply in the Air Force.

WATER TRANSPORT

(Field of study 5.2.59 Transport)

The graduates of the bachelor's degree study programme Water Transport are employable at lower level of executive management professions of transport, logistics and forwarding companies providing or procuring transport services primarily through inland and sea shipping and inland river or sea port services. The graduates may be employable even in tourism business in the field of organisation and provision of passenger shipping on navigable waterways and enclosed waterways. The graduates are able to prove competent and efficient in state administration and self-government organisations, in the state supervision in the field of inland navigation, the management and maintenance of waterways in the context of water management in relation to flood protection as well as in the field of ensuring the operation of multimodal logistics centres and so on. After completion of a bachelor's degree study the undergraduates can perform functions of marine cadets in inland navigation. Later, after obtaining the required navigational experience they are able to act as masters and commanders.

POSTAL TECHNOLOGIES AND SERVICES

(Field of study in combination 5.2.60 Postal Technologies and 8.2.2 Postal Services)

The graduates obtain basic knowledge of technological, legal, logistical and economic characteristics of the postal sector. They are able to analyse problems and processes in postal operation and to search for opportunities for tackling them in connection with the development of other areas, to propose solutions of parts of technological processes. The graduates are able to analyse postal technological problems and specify requirements for their solution. They manage to apply appropriate procedures and methods when solving proposals of standard technological procedures.

FORWARDING AND LOGISTICS

(Field of study 8.2.1 Transport Services)

The graduates find employment in forwarding, transport and logistics organisations, in the logistics department in the executive shippers, authorized person and traffic managers. They are employable as local operational managers and executives for ordering transport services in large production and distribution organisations. Passing the undergraduate level of their study is particularly a good basis for a smooth transition to the second degree study.

TRANSPORT SERVICES IN PASSENGER TRANSPORT

(Field of study 8.2.1 Transport Services)

The graduates find employment in companies providing mass passenger transport on regional, national or international levels, but also positions in public administration bodies which procure transport service of a region (Ministry of Transport, Construction and Regional Development of the Slovak Republic SR, self-governing regions of the Slovak Republic, individual municipalities). The graduates are employable in organisations providing logistics of passenger transportation, such as taxi service. The graduates also find work in the tourism sector in providing passenger transport services when choosing different transport systems from and into a centre of tourism. The graduates can work in state and local governments in the management of passenger transport in the context of transport and land use planning, urban planning and tourism development in a particular region taking into account the requirements of environment creation and protection. Passing the undergraduate level of their study is particularly a good basis for a smooth transition to the second degree study in the field of study Transport Services.

ECONOMICS AND MANAGEMENT OF ENTERPRISE

(Field of study 3.3.16 Economics and Management of Enterprise)

The graduates of the first degree study in the study programme Economics and Management are able to analyse simple economic conditions in enterprises and make simple management decisions. They are competent to solve medium-challenging tasks in the area of estimates, budgets, planning and organisation of business processes. They find employment mainly in small and medium-sized enterprises.

FINANCIAL MANAGEMENT

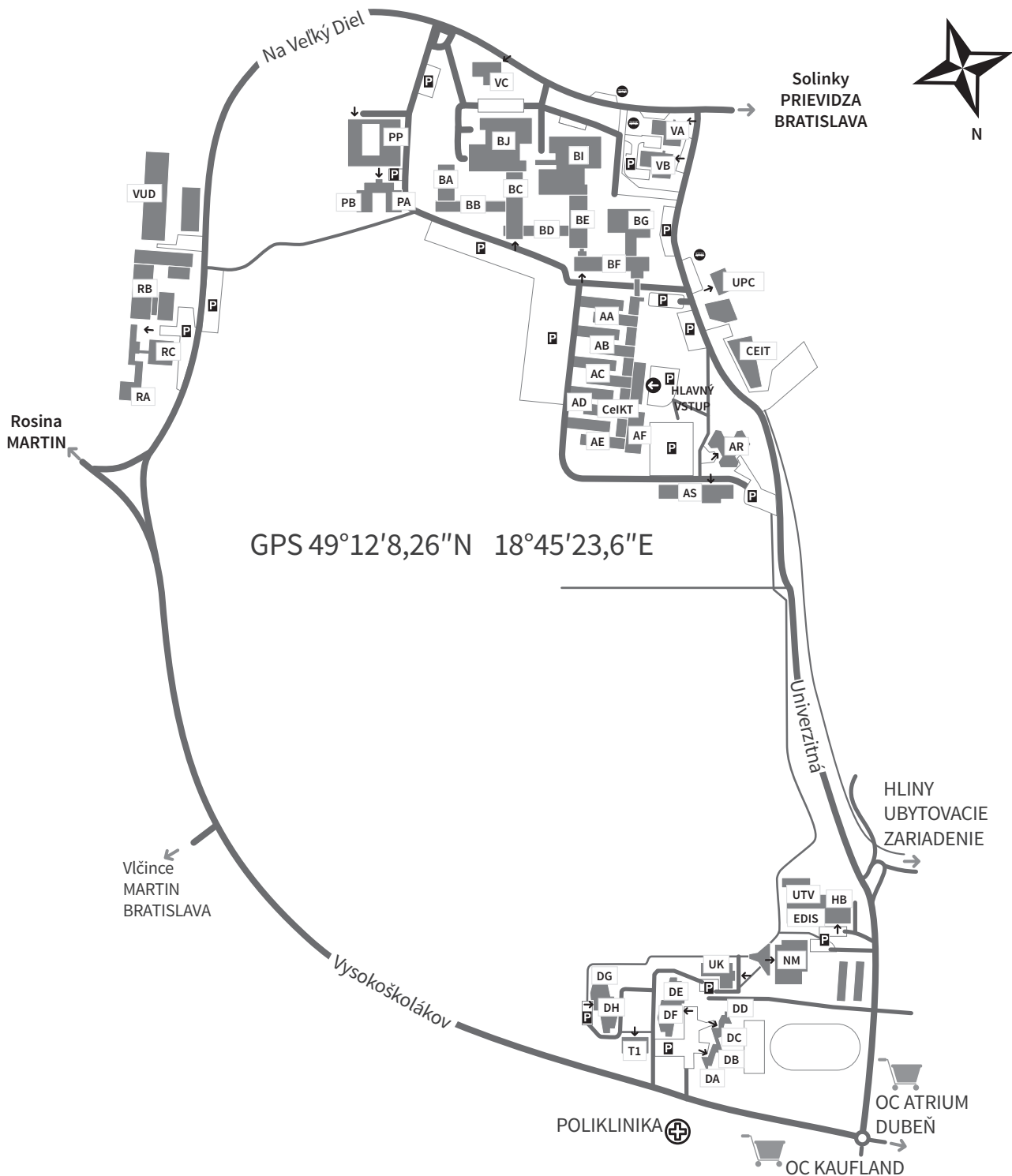
(Field of study 3.3.13 Financial Management)

The graduates of the study programme Financial Management are able to find work potentially at the middle and junior level of management mainly in production and service businesses as well as financial institutions. The content of the field of their study creates very good conditions for their employment in financial divisions of domestic and foreign companies, or public authorities and /or in business sector as well as in institutions such as chambers of commerce, business associations, government agencies dealing with the sphere of business, etc. Thanks to complex economic and management education and gained skills the undergraduates are well-qualified for further study with a high degree of autonomy.

ELECTRONIC BUSINESS AND MANAGEMENT

(Field of study 3.3.20 Branch Economics and Management)

The graduates of the study programme Electronic Business and Management are able to analyse processes and solve problems in terms of the emergence of new forms of communication through E-Commerce and its control. They find employment in middle-management positions and thanks to application of information and communication technologies and services in enterprises and service organisations they perform well as operations managers, sales representatives, sales managers or consultants. When setting up their own business they are able to work as CEOs of small and medium sized enterprises in trade and services, and play actively as a control element in the value chain of enterprise services. Completion of the first degree of study is particularly a good basis for a smooth transition to the second degree of university studies.



- AA** Rectorate
- BF** Faculty of Operation and Economics of Transport and Communications
- BA** Faculty of Mechanical Engineering
- BD** Faculty of Electrical Engineering and Information Technologies
- AE** Faculty of Civil Engineering
- RA** Faculty of Management Science and Informatics
- AC** Faculty of Humanities
- VA, VB** University Science Park
- VC** Research Centre
- AC** CETRA – Centre for Transport Research
- AA** Institute of Competitiveness and Innovations
- AA** National Support Service for eTwinning
- PP** Practical Training Facility
- UPC** University Pastoral Centre

- VUD** Transport Research Institute
- UK** University Library
- UTV** Institute of Physical Education
- CelIKT** Centre of Information and Communication Technologies
- EDIS** EDIS – Printing house
- DA – DH** Housing Facility Veľký Diel
- NM** Catering, University Cafeteria
- VTP** Science and Technology Park
- HB** Service Centre
- T1** Gym

Faculty of Security Engineering, Institute of Continuing Education and Institute of Forensic Research and Education are situated in the centre of the city (Ul. 1. mája 32).