VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Regulation No. **18/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 18/2026 on the Admission Procedure

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Directive on the Admission Procedure

Institute of Technology and Business in Prešov

Directive of VŠTE No. 18/2026 on the Admission Procedure (Smernica VŠTE č. 18/2026 o prijímacom konaní)

2026

1 PURPOSE

By this Directive the management of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") lays down the procedure for the admission procedure for higher education studies at all levels of study in accordance with Sections 67 to 70 of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act").

2 SCOPE

This Directive of VŠTE in Prešov (hereinafter "SVŠ") applies to all units of VŠTE in Prešov (departments and workplaces) which carry out the admission procedure. Departments are entitled, proceeding from this SVŠ, to specify individual points of this SVŠ for their own conditions where necessary and to regulate them by a measure of the head of the department/workplace (in accordance with this SVŠ).

3 ABBREVIATIONS AND TERMS

Initiator – A person (organisation) who submits a reasoned proposal for a particular activity

SVŠ – Directive of the institution

PK – Admission procedure (prijímacie konanie)

REK – Rectorate (Rector's Office)

UK – Chancellor's Office

VŠTE in Prešov – Institute of Technology and Business in Prešov

SAAVŠ – Slovak Accreditation Agency for Higher Education

VSK – internal quality system

Act – Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act)

Decree – Decree No. 205/2026 Coll. of the Ministry of Education, Research, Development and Youth of the Slovak Republic implementing certain provisions of the Higher Education Act

Ministry – Ministry of Education, Research, Development and Youth of the Slovak Republic

Senate – Academic Senate of VŠTE in Prešov

AiS2 – academic information system AiS2

central system – the information system for central electronic applications pursuant to Section 70(2) of the Act (PrihláškaVŠ), administered by the Ministry

e-application – the own electronic application of VŠTE in Prešov operated in the EUVERSA environment (euversa.com), through which applications may be received at the latest for the academic year 2028/2029 (Section 145(8) of the Act)

e-learning environment – the e-learning environment of VŠTE in Prešov

information system – the information system of VŠTE in Prešov for conducting the admission procedure, consisting of the e-application, the e-learning environment and AiS2; the applicant's file is kept, documents are issued and delivered and electronic enrolment is carried out in the information system (Section 95(2) of the Act)

decision rules – the rules for the automated issue of decisions in the admission procedure approved by the Rector under point 4b of the sub-process Admission procedure and its implementation

qualified electronic seal – the qualified electronic seal of VŠTE in Prešov under Article 3(27) and Article 35 of Regulation (EU) No 910/2014 of the European Parliament and of the Council (eIDAS)

EUVERSA – the trade name of VŠTE in Prešov (Euversa — European University of Applied Sciences) for education delivered by the distance method; in legal relations with applicants, VŠTE in Prešov always acts

GDPR – Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation)

guaranteed conversion – the guaranteed conversion of a document from paper form into electronic form pursuant to Act No. 305/2013 Coll. on the Electronic Form of the Exercise of Powers of Public Authorities and on Amendments to Certain Acts (e-Government Act), as amended

4 RESPONSIBILITY AND COOPERATION

The following are responsible for managing this process: the Vice-Rector for Studies and the competent heads of departments/units of VŠTE in Prešov. The individual performers of the process and sub-processes are listed in the description of the process and sub-processes. The Study Department of VŠTE in Prešov (hereinafter the "Study Department") is responsible for the administrative support of the admission procedure and, for study programmes delivered by the distance method, acts towards applicants as the EUVERSA Admissions Office; the IS Administration, in cooperation with the Study Department, is responsible for the technical operation of the information system, automated verification and issue of decisions, electronic delivery and electronic enrolment. The decision rules are approved by the Rector; requests for review are decided by the Rector or a Vice-Rector authorised by the Rector in writing.

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5 DESCRIPTION

5.1 Information on the process

The admission procedure (hereinafter "PK") is based on the long-term plans of VŠTE in Prešov, its units and social need. It is conducted in accordance with the Act (in particular Sections 67 to 70, 72, 90, 95 and 139 of the Act), Section 3 of the Decree, the Statute of VŠTE in Prešov and Directive VŠTE No. 21/2026 Study Rules. In PK matters the bodies of academic self-government of VŠTE in Prešov act and decide. Under the Act, the PK conditions must be approved by the Senate on the proposal of the Rector (Section 23(1)(b) of the Act), unless the Statute provides otherwise, and must be published within the set deadlines (Section 69(6) of the Act). The details of the PK, of deciding on admission and of the review of decisions are laid down in this Directive in accordance with Section 70(7) of the Act. The general regulation on administrative proceedings does not apply to the PK (Section 139 of the Act). Admission is possible only to accredited study programmes entered in the register of study programmes (Section 67(4) of the Act); equal treatment of all applicants is ensured in the PK (Section 67(2) of the Act). The PK is conducted electronically: applications are submitted, documents presented, documents delivered and enrolment carried out through the central system and the information system (Sections 70(2), 72 and 95 of the Act). Verification of the requisites of the application, matching of the fee payment, evaluation of the written entrance examination, compilation of the ranking of applicants and issue of the decision on the outcome of the PK are carried out in an automated manner to the extent permitted by the Act: the Rector decides on admission or non-admission (Section 70(5) of the Act) in such a way that the first-instance decision is issued by the information system on behalf of the Rector according to the decision rules approved by the Rector and published together with the PK conditions; such a decision is necessary for entering into the relationship between the applicant and the higher education institution (Article 22(2)(a) GDPR) and the applicant has the right to express their point of view and to obtain human review of the decision under point 8 of the sub-process Admission procedure and its implementation (Article 22(3) GDPR). Artificial intelligence tools are not used in issuing decisions. Only the data and documents necessary for the PK are required from applicants (principle of data minimisation – Article 5(1)(c) GDPR, Section 140(2) of the Act).

Preceding processes: long-term strategic plans of VŠTE in Prešov, internal and external proposals (taking into account the needs of practice and market interest).

Subsequent processes: deciding on the manner of conducting the PK for a specific period and publication, no later than 2 months before the last day set for submitting applications, on the website of VŠTE in Prešov (www.vste.sk), on the website designated by the Ministry and, for study programmes delivered by the distance method, also on the EUVERSA website (euversa.com), which is the main place of information and application submission for applicants.

5.2 Description of the course of the processes and sub-processes

PROCESS: Setting the conditions of the PK

1) The internal initiator of the proposal draws up the conditions of the PK; the competent responsible employee (Vice-Rector for Studies, head of department/workplace) designates the person who prepares the

conditions. The competent responsible employee also sets the deadline for preparing the conditions of the PK.

2) The person preparing the proposal submits the conditions of the PK to the commissioning person by the set deadline. The conditions of the PK may also include deadlines for demonstrating fulfilment of the conditions. VŠTE in Prešov may require applicants to pay a fee for the material provision of the admission procedure (Section 69(7) of the Act); admission to studies may not be made conditional on any other financial payment. The amount of the fee is determined by Directive of VŠTE No. 24/2026 Determination of Tuition Fees and Fees Associated with Studies (Smernica VŠTE č. 24/2026) and Directive of VŠTE No. 25/2026 Determination of Tuition Fees and Fees Associated with Studies for Foreign Students (Smernica VŠTE č. 25/2026) (including a specific amount of the fee for study programmes delivered by the distance method, where those Directives lay one down). The fee is paid exclusively to VŠTE in Prešov, either to the bank account of VŠTE in Prešov published on the website of VŠTE in Prešov (www.vste.sk), where the variable symbol and other payment details are also given, or through the payment gateway on the website of VŠTE in Prešov, on the EUVERSA website or in the e-learning environment. The payment is matched with the application automatically on the basis of the payment details; proof of payment is submitted only upon request where the payment cannot be matched. Third parties are not entitled to collect the fee or to charge any surcharge on it. The conditions of the admission procedure include:

- the planned number of admitted applicants,
- the deadline by which applications may be submitted (for study programmes delivered by the distance method, where applicable, several deadlines pursuant to point 5),
- the deadlines by which fulfilment of the conditions must be demonstrated and the methods of verifying them,
- the date of the entrance examination (if it is necessary to hold one), its general content, form (face-to-face or online) and the method of its evaluation,
- further conditions of admission to studies pursuant to Section 69(1) of the Act,
- the method of service of documents on applicants in the PK, which is electronic service (Section 69(6)(e) and Section 95 of the Act),
- the amount of the fee for the material provision of the admission procedure and the method of its payment,
- the time limit and manner for presenting the original, an officially certified copy or a guaranteed conversion of documents before enrolment for studies,
- the date and manner of electronic enrolment for studies,
- the required annexes to the application within the scope of point 2a of the sub-process The admission procedure and its implementation, and other necessary particulars.

3) The conditions of the PK are assessed by the competent responsible employee (Vice-Rector for Studies, head of department/workplace) and submitted, through the Rector, for approval to the competent body – the Senate (Section 23(1)(b) of the Act).

4) After a positive opinion under point 3, the competent responsible employee publishes the conditions of the PK within the statutory time limit (no later than 2 months before the last day set for the submission of applications) on the website of VŠTE in Prešov and on the website designated by the Ministry (Section 69(6) of the Act); the tuition fees and fees associated with studies for the following academic year are published within the same time limit (Section 99(2) of the Act). For study programmes delivered by the distance method, the conditions of the PK are also published on the EUVERSA website.

5) For study programmes delivered by the distance method (including study programmes offered by VŠTE in Prešov under the trade name EUVERSA), the conditions of the PK may set several application periods within an academic year and corresponding dates of enrolment for studies, as a rule at the beginning of the first or second semester of the academic year, where this is permitted by the Act, by Directive of VŠTE No. 21/2026 Study Rules and by the description of the study programme, in particular its study plan. The conditions of the PK for all periods may be approved at once under point 3; they are published under point 4 no later than 2 months before the last day of the relevant application period (Section 69(6) of the Act) and contain the planned number of applicants to be admitted for each period. Applications submitted in the individual periods are decided separately. The organisation of studies by the distance method is governed by Directive of VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu).

SUB-PROCESS: Setting the number of applicants to be admitted

1) This sub-process is carried out within the process of setting the conditions of the PK.

2) The planned number of admitted applicants for all levels of study is proposed (determined) by the initiator, i.e. the Rector. The planned number is approved by the Board of Trustees of VŠTE in Prešov (Section 17(2) of the Act); as part of the conditions of the PK it is subsequently submitted to the Senate under point 3 of the process Setting the conditions of the PK. Societal need and market requirements are taken into account.

3) The number of applicants admitted to study a given study programme may be made conditional on the fulfilment of predetermined conditions. When determining the planned number of applicants, interest in the study programme, the capacity of the workplaces, societal need and market requirements are taken into account.

SUB-PROCESS: Conditions of admission to studies

1) This sub-process is carried out within the process of setting the conditions of the PK.

2) The basic condition of admission to first-cycle studies (bachelor's studies) or to studies in a study programme combining the first and second cycles is the attainment of complete secondary education or complete secondary vocational education (Section 68(a) of the Act).

3) The basic condition of admission to second-cycle studies (master's and engineering studies) is higher education of the first cycle or higher education of the second cycle (whereby the sum of the number of credits obtained for the previous higher education studies through which the education was attained and the number of credits required for the due completion of the second-cycle study programme to which the applicant is applying must be at least 300 credits) (Section 68(b) of the Act).

4) The basic condition of admission to doctoral studies is higher education of the second cycle (Section 68(d) of the Act); the PK for doctoral studies always includes an entrance examination (Section 69(3) of the Act). The procedural aspect of the PK is here also governed, as appropriate, by a special regulation (Directive of VŠTE No. 1/2025).

5) VŠTE in Prešov may also set further conditions of admission to studies (Section 69(1) of the Act), including medical fitness where the nature of the study programme so requires. Further conditions for the first cycle of study are set by VŠTE in Prešov so that, in terms of knowledge, they do not exceed the content of complete secondary education.

6) VŠTE in Prešov may specify in the conditions of the PK that it will not admit an applicant who, in the last five years, has been expelled from studies for a disciplinary offence or repeatedly for failure to meet the requirements of a study programme (Section 69(2) of the Act). Where fulfilment of the conditions of admission is verified by an entrance examination, an applicant with special needs shall, at his or her request, have the form of the entrance examination and the manner of sitting it determined with regard to his or her special needs (Section 69(4) of the Act). The conditions of the PK may provide that the entrance examination is waived on the basis of the results of the school-leaving examination (Section 69(5) of the Act).

7) An applicant who obtained his or her education abroad demonstrates fulfilment of the basic condition of admission by a decision on the recognition of the document on education pursuant to Act No. 422/2015 Coll. on the Recognition of Documents on Education and on the Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended; the recognition of a document on education for the purpose of continuing studies at VŠTE in Prešov is decided by VŠTE in Prešov (Section 33 of Act No. 422/2015 Coll.). A request for the recognition of a document on education for the purpose of continuing studies at VŠTE in Prešov may be submitted electronically together with the application. The fee for the recognition of a document is determined by Directive of VŠTE No. 24/2026 or No. 25/2026, as applicable.

SUB-PROCESS: The admission procedure and its implementation

1) This sub-process is carried out within the process of setting the conditions of the PK. The course of the PK is regulated in more detail by the conditions of the PK.

2) The admission procedure commences upon delivery of the applicant's application (Section 70(2) of the Act). The application is submitted exclusively in electronic form, either through the central system or through the e-application, which may also be accessible from the EUVERSA website; in that case, too, the application is submitted to VŠTE in Prešov. VŠTE in Prešov is obliged to accept an application submitted through the central system, even without an electronic signature, and may not refuse it. VŠTE in Prešov may accept applications through the e-application at the latest for the academic year 2028/2029 (Section 145(8) of the Act); for subsequent academic years, applications are submitted exclusively through the central system. VŠTE in Prešov does not accept applications in paper form; the Study Department provides assistance with electronic submission to an applicant who cannot submit the application himself or herself, in particular an applicant with special needs. The application contains the data specified in Section 70(3) of the Act and Section 3 of the Decree. VŠTE in Prešov does not require any other personal data from the applicant; in particular, it does not require a birth certificate, a marriage certificate, data on marital status or

data on the employer, and it requires the number of an identity document only to the extent of Section 70(3) of the Act.

2a) The applicant attaches to the application in electronic form (scan or PDF file) only the documents necessary to verify fulfilment of the conditions of admission to studies, namely:

- the document on the education attained by which the applicant demonstrates fulfilment of the basic condition of admission (school-leaving certificate; for second-cycle studies, the diploma and the diploma supplement), unless VŠTE in Prešov already has it at its disposal,
- the decision on the recognition of the document on education, where the applicant obtained his or her education abroad, or the request for its recognition under point 7 of the sub-process Conditions of admission to studies,
- documents demonstrating fulfilment of further conditions of admission to studies, where the conditions of the PK so require,
- a document on change of name, where the applicant's name differs from the name stated on the document on education,
- the request of an applicant with special needs together with the documents under point 3, where the applicant submits it.

The application includes the applicant's solemn declaration that the attached electronic copies of documents are authentic and correspond to the originals. Documents which VŠTE in Prešov already has at its disposal are not submitted (Section 3 of the Decree); the same applies to documents whose data VŠTE in Prešov can verify itself from registers pursuant to the Act. Proof of payment of the fee for the material provision of the admission procedure is submitted only in accordance with point 2 of the process Setting the conditions of the PK.

2b) The applicant presents the original of the document on education (or of the decision on the recognition of the document on education), an officially certified copy of it or its guaranteed conversion only after admission to studies, no later than before enrolment for studies. A guaranteed conversion and a document issued as an electronic document may be submitted electronically through AiS2; the original or an officially certified copy may be presented in person or sent by post. Presentation is not required where VŠTE in Prešov verifies the authenticity of the document itself, in particular in the case of a diploma verifiable in the Central Register of Students (Section 132(14) of the Act). If the applicant fails to present the document within this time limit, or if the document presented does not correspond to the electronic copy attached to the application, point 5 applies; this is without prejudice to the applicant's liability for a false solemn declaration.

2c) After receipt of the application its requisites are verified in an automated manner: completeness of the data under Section 70(3) of the Act, attachment of the documents under point 2a, compliance with the application deadline, payment of the fee and fulfilment of those conditions of admission which can be verified from the data of the application and the attached documents. The information system confirms receipt of the application to the applicant without delay. If the application lacks the prescribed requisites, if a document is missing or illegible or does not show fulfilment of a condition, the information system electronically requests the applicant to remedy the deficiencies within the period set in the request, which is normally 10 days from the date of issue of the request and is stated as a date; documents supplemented

after the deadline but before the decision is issued are taken into account. Throughout the PK the applicant may follow the status of their application (in particular received, incomplete, complete, invitation to the entrance examination, result of the entrance examination, decision issued, enrolment) in the information system or, to the extent the central system allows, in the central system; the applicant is informed of a change of status at the e-mail address given in the application. An application for which the result of automated verification is not unambiguous even after the request is assessed by a member of the Study Department, who records the result of the assessment in the information system; artificial intelligence tools are not used in verification to decide on fulfilment of conditions (Section 8 of the Act, Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff).

3) Where fulfilment of the conditions of admission to studies is verified by an entrance examination, VŠTE in Prešov sets the date on which it is held, the general content of the entrance examination and the method of its evaluation. The entrance examination may consist of several parts. The entrance examination may also include verification of interest in studying and of aptitude for study. The entrance examination may also be held online: the written part as an online test in the e-learning environment and the oral part through the videoconferencing system of VŠTE in Prešov; verification of the applicant's identity, technical requirements, online invigilation and the handling of recordings are governed by Directive of VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica VŠTE č. 27/2026 o online skúškach a overovaní totožnosti). An applicant who cannot sit the online entrance examination for technical reasons or does not consent to online invigilation may sit it face-to-face at the seat of VŠTE in Prešov on the date set in the conditions of the PK. Closed items of the online test are evaluated automatically; open answers are evaluated by a member of the admission board, who may use a draft evaluation prepared by an artificial intelligence tool but remains personally responsible for the evaluation. For an applicant with special needs, the form of the entrance examination and the manner of sitting it are determined on the basis of his or her special needs (Section 69(4) of the Act; the procedure follows Directive of VŠTE No. 19/2026 on Support for Students with Special Needs (Smernica VŠTE č. 19/2026)). An applicant with special needs must state this fact in a separate request supported by relevant documents confirming his or her special needs. The request is submitted electronically as part of the application or through AiS2, no later than the last day of the period for the submission of applications for studies. VŠTE in Prešov sends applicants an invitation to the entrance examination with instructions (for an online examination, also with the technical requirements and access details) electronically no later than 7 days before it is held.

4) An admission board is established if an entrance examination with an oral part or with open tasks that cannot be evaluated automatically is held; the members of the admission board are appointed by the Rector. The admission board evaluates the course of the entrance examination at a closed session, which may also be held via the videoconferencing system of VŠTE in Prešov, and records the results of the evaluation in the information system; the decision on the outcome of the PK is then issued under point 4a. If no entrance examination is held or it consists only of an online test with automatic evaluation, no admission board is established. The Rector decides on admission or non-admission (Section 70(5) of the Act). The decision on the outcome of the PK is drawn up in writing within 30 days of verification of fulfilment of the conditions of admission (Section 70(6) of the Act); it contains the operative part, the reasoning and the instruction on the possibility of filing a request for review and is delivered to the applicant in the manner

stated in the PK conditions (Section 69(6)(e) of the Act), namely electronically under point 4a. Upon notification of the decision on admission the applicant acquires the right to enrol within the enrolment period set in the PK conditions (Section 72(1) of the Act).

4a) After verification of the conditions of admission and evaluation of the entrance examination, if held, the information system compiles the ranking of applicants in an automated manner according to the criterion set in the PK conditions and issues for each applicant a separate decision on admission, on conditional admission or on non-admission, including reasoning stating the verified facts on which the decision is based (in particular fulfilment or non-fulfilment of a specific condition, the result of the entrance examination and the position in the ranking). The decision is issued on behalf of the Rector according to the decision rules (point 4b) and contains the name and function of the Rector with a clause that the decision was issued by the information system according to the decision rules approved by the Rector, stating the date of their approval and the version. A decision on non-admission is issued only after the expiry of a suspensive period set in the decision rules (normally 24 hours from the finding of the reason for non-admission), during which a member of the Study Department or the Vice-Rector authorised under point 8 may stop its issue and assess the matter; only facts verifiable from documents, deadlines, the result of the entrance examination and the ranking may be grounds for non-admission. The decision is drawn up in electronic form and authorised by the qualified electronic seal with a qualified electronic time stamp, which the information system attaches automatically; the applicant may verify the authenticity of the decision in the information system or in any application for validating qualified electronic seals. The decision is delivered by being made available in the information system and the applicant is notified of this at the e-mail address given in the application; the decision is delivered on the day the applicant logs in after it has been made available, but no later than upon expiry of 10 days from the day it was made available (Section 95(2) of the Act); it is not delivered in any other way (Section 95(3) of the Act). If electronic delivery cannot be carried out for reasons on the part of VŠTE in Prešov, the decision is delivered by post (Section 95(1) of the Act). Other documents in the PK (confirmation of receipt of the application, request to supplement, notice of lapse of the application or of the right to enrol, notice of enrolment, confirmation of enrolment) are issued and delivered in the same way; documents which are not decisions may be issued without the qualified electronic seal, their authenticity being verified in the information system.

4b) The decision rules are approved by the Rector before publication of the PK conditions for the given period and are published together with them; they contain in particular the method of verifying each admission condition, the ranking criterion and the procedure in the event of a tie, the wording of the operative parts and reasoning for the individual grounds of decision, the length of the suspensive period for a decision on non-admission and the version of the texts used. Each change of the decision rules has a new version; the decision states the version under which it was issued. For each decision the information system records a complete verification record (input data, verified documents, the result for each condition, the ranking, the time of issue and delivery), which forms part of the applicant's file and is accessible to the applicant in the information system.

5) An applicant who does not prove fulfilment of the basic and, where set, the further conditions of admission at the time of verification may be admitted conditionally, but is obliged to prove fulfilment of all conditions of admission no later than on the day of enrolment (Section 70(1) of the Act). The condition and

the period for its fulfilment are stated in the operative part of the decision; the applicant proves fulfilment of the condition electronically under point 2b and the information system automatically reminds the applicant of unfulfilled conditions before the enrolment date. If the applicant does not prove fulfilment of the conditions of admission no later than on the day of enrolment, the right to enrol lapses (Section 72(4) of the Act); the information system notifies the applicant accordingly.

6) An applicant who fulfils the conditions of admission and ranks within the planned number of admitted applicants will be admitted. The admitted applicant notifies VŠTE in Prešov electronically through the information system whether they will enrol, no later than within the enrolment period set in the PK conditions (Section 70(8) of the Act); if they fail to do so, declare that they will not enrol, or do not enrol within the period, the right to enrol lapses (Section 70(8) and Section 72(4) of the Act). A vacated place within the planned number is offered to the next applicant in the ranking: the information system annuls that applicant's decision on non-admission and issues a new decision on admission under point 4a (Section 70(8) of the Act), without a request by the applicant.

7) An applicant who has received a decision on non-admission:

- may file a request for review of this decision; the request is filed with the body that issued the decision within 8 days of its delivery (Section 70(6) of the Act), electronically through the information system (via the "Request for review" button in the e-application) or from the e-mail address given in the application to the Rector's address published in the PK conditions; the information system shows the applicant the last day of the period and automatically confirms receipt of the request,
- has the right, no later than 30 days after delivery of the decision, to inspect the documentation of their admission procedure (Section 70(9) of the Act); the documentation is made available to the applicant in the information system (the application with attachments, the verification record under point 4b, the result of the entrance examination, the ranking and the documents issued) and a record of the inspection is drawn up and forms part of the file; at the applicant's request, inspection is also allowed at the seat of VŠTE in Prešov in the presence of persons authorised by the Rector or via the videoconferencing system of VŠTE in Prešov.

8) A request for review is decided by the Rector of VŠTE in Prešov as the body that issued the decision, or by a Vice-Rector whom the Rector has authorised in writing to decide on requests for review; the authorisation is published together with the PK conditions. The request is always assessed by a person, not by the information system; only the supporting materials (the verification record under point 4b and an overview of the course of the applicant's PK) are prepared in an automated manner. The request may be granted and the decision changed, or annulled and returned for new verification of the conditions, only if it is found that the decision was issued contrary to the Act, the internal regulations of VŠTE in Prešov or the PK conditions; otherwise the request is dismissed and the decision confirmed. The decision on the request is drawn up in electronic form, signed with the qualified electronic signature of the deciding person (a remote qualified electronic signature may be used) and authorised by the qualified electronic seal; it is sent to the applicant within 30 days of receipt of the request (Section 70(6) of the Act) and delivered electronically under point 4a. If the decision on the request admits the applicant, the information system sets an enrolment date for the applicant if the original period has expired.

8a) An application for which the applicant has not paid the fee for the material support of the PK even after two electronic reminders within the due period set by the PK conditions is not included in the PK and is recorded as lapsed; the same applies if the applicant withdraws the application. In such a case fulfilment of the conditions of admission is not verified and no decision on the outcome of the PK is issued; the information system delivers to the applicant a notice of lapse of the application, which is not a decision and against which no request for review may be filed. The applicant may submit a new application by the end of the application period. The fee for the material support of the PK is not refunded, except where the study programme, its language version or method of study for which the applicant applies has not been entered in the register of study programmes by the time decisions are issued (Section 67(4) of the Act); in that case the information system offers the applicant admission to the registered programme, language version or method and, if the applicant does not accept the offer, the fee is refunded in full at the applicant's request.

9) VŠTE in Prešov notifies the admitted applicant of the date and manner of enrolment in the decision on admission and by a notice of enrolment issued by the information system (Section 72(1) of the Act). Enrolment is carried out electronically through the information system without the personal presence of the applicant (Section 72(1) and (3) of the Act); electronic enrolment comprises the notification under point 6, identity verification under Directive VŠTE No. 27/2026 if the applicant's identity has not been verified otherwise, presentation of the documents under point 2b, for the English language version fulfilment of the enrolment conditions set in the PK conditions, registration of courses and settlement of payments under Directive VŠTE No. 24/2026 or No. 25/2026. Once all requisites are fulfilled the information system carries out the enrolment automatically and issues a confirmation of enrolment; at the applicant's request enrolment may also be carried out in person at the seat of VŠTE in Prešov. The applicant becomes a student on the day of enrolment (Section 90(1) of the Act); an applicant enrolled before the start of the academic year becomes a student on the first day of the academic year unless, by 1 August, they notify VŠTE in Prešov electronically through the information system that they cancel their enrolment (Section 90(2) of the Act). Details of enrolment are governed by Directive VŠTE No. 21/2026 Study Rules.

5.3 Resources

The following standard resources and information systems are required for this process: the information system (e-application, e-learning environment, AiS2) including the connection to the central system, the videoconferencing system of VŠTE in Prešov, the payment gateway, the qualified electronic seal with a qualified electronic time stamp and the means for creating the qualified electronic signature of the Rector and authorised Vice-Rectors (including remotely).

5.4 Monitoring and measurement of processes

The process is continuously updated on the basis of suggestions from stakeholders. The Vice-Rector for Studies informs the relevant collegium of changes without delay. The electronic PK documentation is retained for at least 25 years after completion of studies (Section 18(1)(j) of the Act) in accordance with the Records Management Rules of VŠTE. The automated steps of the PK (verification of requisites, matching of payments, evaluation of tests, compilation of the ranking, issue and delivery of documents and decisions) and the actions of persons in the information system are recorded so that it is possible to establish retrospectively which version of the decision rules was used and who performed, stopped or reviewed an

action and when. Electronic copies of documents and the documentation of non-admitted applicants and of applicants whose application lapsed are retained for five years after the end of the academic year in which the PK took place and are then anonymised, unless the Records Management Rules of VŠTE set a longer period; recordings of the online entrance examination are retained and disposed of under Directive VŠTE No. 27/2026. After the end of each PK the Vice-Rector for Studies evaluates the functioning of automated decision-making, in particular the number of applications assessed by a member of the Study Department, the number of decisions on non-admission stopped during the suspensive period and the number and outcome of requests for review, and proposes amendments to the decision rules to the Rector.

6 REFERENCES AND NOTES

This Directive is directly linked to the following documents:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll. (in particular Section 8, Section 17, Section 23(1)(b), Sections 67 to 70, Section 72, Section 90(2), Section 95, Section 99, Section 132, Section 139, Section 140 and Section 145(8)),
- Decree No. 205/2026 Coll. of the Ministry of Education, Research, Development and Youth of the Slovak Republic implementing certain provisions of the Higher Education Act (Section 1 information on study opportunities, Section 3 application),
- Act No. 422/2015 Coll. on the Recognition of Documents on Education and on the Recognition of Professional Qualifications and on Amendments to Certain Acts, as amended,
- Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (in particular Articles 5, 13 and 22) and Act No. 18/2018 Coll. on Personal Data Protection, as amended,
- Act No. 305/2013 Coll. on the Electronic Form of the Exercise of Powers of Public Authorities and on Amendments to Certain Acts (e-Government Act), as amended (guaranteed conversion),
- Regulation (EU) No 910/2014 of the European Parliament and of the Council on electronic identification and trust services for electronic transactions in the internal market (eIDAS) as amended by Regulation (EU) 2024/1183 (Articles 25, 35 and 42) and Act No. 272/2016 Coll. on Trust Services for Electronic Transactions in the Internal Market, as amended,
- Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Certain Acts, as amended (Section 3(3)(c)),
- Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-cycle Study Programmes (effective from 1 September 2026) of SAAVŠ (Article 5 Admission procedure, course of studies, recognition of education and award of academic degrees; Article 8 Collection and processing of information),
- Standards for the Study Programme of SAAVŠ (Article 5 Admission procedure, course of studies, recognition of education and award of academic degrees),
- Statute of VŠTE in Prešov,

- Directive of VŠTE No. 21/2026 Study Rules,
- Directive of VŠTE No. 1/2025 Study Rules for Doctoral Studies (Smernica VŠTE č. 1/2025 Študijný poriadok doktorandského štúdia),
- Directive of VŠTE No. 13/2026 on Information Management for the Governance and Delivery of Study Programmes (Smernica VŠTE č. 13/2026),
- Directive of VŠTE No. 15/2026 on the Publication of Information on Study and Educational Programmes (Smernica VŠTE č. 15/2026),
- Directive of VŠTE No. 19/2026 on Support for Students with Special Needs,
- Directive of VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff,
- Directive of VŠTE No. 24/2026 Determination of Tuition Fees and Fees Associated with Studies and Directive of VŠTE No. 25/2026 Determination of Tuition Fees and Fees Associated with Studies for Foreign Students,
- Directive of VŠTE No. 26/2026 on the Distance Method and E-Learning,
- Directive of VŠTE No. 27/2026 on Online Examinations and Identity Verification,
- Records Management Rules of VŠTE.

7 DOCUMENTATION

Management of the SVŠ:

The Vice-Rector for Studies is responsible for the management of this SVŠ.

Related records: The records within the meaning of point 5.4 are kept by the Vice-Rector for Studies.

8 AMENDMENT AND REPEAL PROCEDURE

The Vice-Rector for Studies is responsible for the amendment procedure of this SVŠ. Proposals for the amendment procedure are generated during the monitoring of the rationality of the course of the given process. Every employee of VŠTE in Prešov has the right to submit a proposal for amendment. The Vice-Rector for Studies is responsible for its incorporation. If a proposal for amendment is not accepted, the Vice-Rector for Studies is obliged to notify the proposer of the reason for rejecting the proposal.

9 DISTRIBUTION LIST

This SVŠ is made in three originals, which are kept:

- at the Rectorate (Rector's Office),
- at the Chancellor's Office,
- by the Vice-Rector for Studies.

The SVŠ is published on the website of VŠTE in Prešov (www.vste.sk), so this document is accessible to all stakeholders.

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10 ANNEXES

None. The decision rules and the authorisation of the Vice-Rector under point 8 are published together with the PK conditions. The current templates of the application, the applicant's declarations (truthfulness of data, authenticity of electronic copies of documents, electronic delivery, automated decision-making), the information on the processing of personal data under Article 13 GDPR, the application of an applicant with special needs, the request for review of a decision and the templates of documents issued by the information system form part of the information system as electronic forms and templates with a version designation; VŠTE in Prešov publishes them on the EUVERSA website and on its own website.

11 REPEALING PROVISIONS

The original wording of this internal regulation (approved on 20 April 2026) repealed Rector's Directive No. 16/2022 on the Admission Procedure at the ISM Slovakia College of International Business in Prešov of 1 April 2022. No other internal regulation is repealed by this wording.

12 VALIDITY

The Senate expressed a favourable opinion on the original wording of this internal regulation on 17 April 2026.

The original wording of this internal regulation was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

The original wording of this internal regulation entered into force and effect on 20 April 2026.

The Academic Senate of VŠTE in Prešov expressed its opinion on this version on 03.11.2026. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 05.11.2026. Effective from 05.11.2026.

Prešov, 03.11.2026

PhDr. ThLic. Ing. Jozef Polačko, PhD., MBA, University Associate Professor

Chair of the Academic Senate of VŠTE in Prešov

Prešov, 05.11.2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov