

Information on the Admission Process to the PhD Program: Field 3.3.16 Economics and Business Administration, Study program: Business Administration

Academic year 2016/ 2017

Applicants for the PhD Program in **Business Administration** must meet the following requirements:

- A university degree,
- Good English language proficiency,
- Entrance exam,
- Payment of administrative and tuition fees.

Applicants are free to choose between full-time (internal form) and part-time (external form) study.

Submission of Application Form: August 17, 2016

Admission exams: September 6, 2016

Start of the PhD. program: October 2016

Applicants submit the following documents:

- **Completed Application Form for the Doctoral Study** (a form issued by the SR Ministry of Education "Application Form for University Study – doctoral study – level 3" – is obtainable from our websites online).

The following materials are to be found on the page 3 of Application Form for the Doctoral Study:

- **Curriculum Vitae**
- **Official copies of previous education and training** (a university diploma, a state examination certificate, official transcripts for all courses)
- **Dissertation proposal**

In addition, a student might choose to submit further official documents of their education and research activities (language studies, certificates, letters of recommendation, participation in research and other projects).

Page 1 of the Application Form for the Doctoral Study shall include the theme chosen by the applicant and the Advisor's approval (either with only a signature or in more written detail). Lists of Advisors with contact is to be found under the heading "Themes of Doctoral Studies".

Note: Official Transcript of Previous Education and Training (page 2) is available from the Study Office of your university; an applicant university credit book and examination (Index)

might be an option (or other similar official document). An applicant must have documents duly certified and submitted for review by the Admissions Commission.

The School of Management shall acknowledge the receipt of the Application Form, replying to the applicant with information and an invitation no later than 10 days before the day of Admission exam.

The Admission exam before the Examination Board appointed by Rector`s of the School of Management consist of two parts:

- Exam in a study subject
- English language exam

At the exam, an applicant shall for their choice of the dissertation theme and their idea of how they are going to proceed in order to reach their study goal. An applicant shall demonstrate academic qualities needed for independent research in his or her respective field. Further requirements include the applicant`s preparedness for research, familiarity with the basics of methodology in their chosen field and reasonably solide orientation in the relevant specialist literature. Previous specialist practice and publication activity are welcome. The language admission exam is designed to check the applicant`s ability to communicate, study, work with scholarly literature and present relevant topics in English.

The decision on applicant`s admission to the Doctoral Program will be made in writting by the Admission Commision within 30 days of the exam. The Admission Commision will propose for doctoral study those applicants who rank highest in the selection process. Unsuccessful applicants may appeal the decision by applying for its inspection review. Such appeal will be addressed to School of Management (VSM) Rector within 8 days of the receipt of the decision on non-admission.

Tuition fees for the upcoming academic year for part-time doctoral program in English (external study) stands at **3000,- EUR**. The Applicant`s administrative fees total **50,00 EUR** needs to be made by bank draft at account number: **SK 85 7500 0000 0002 0286 1503**, variable symbol: applicant`s birth date or student number, in the box for the receiver, remember to enter your first and second names as well as with qualifier "doktorand ENG".

Further Information:

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