



MONDO INTERNATIONAL ACADEMY

Mondo International Academy, s.r.o.
Záhradnícka 60
Bratislava 821 08

IČO: 48 082 295
DIČ: 2120044916
IČ DPH: SK2120044916

STUDENT STUDY ENROLLMENT REGULATION

INTRODUCTORY

The study regulations of Mondo International Academy (hereinafter referred to as "MIA") govern the study of students admitted to study programs by MIA. Required abilities and prerequisites of the candidate. The requirements for candidates and the method of their selection are codified and updated annually in the Admission Principles, which are approved by the management of the academy. The admission procedure for studies takes place continuously throughout the calendar year.

Basic provisions

All academic rights and freedoms are guaranteed at MIA. In connection with the study, it is especially the student's right to learn while maintaining the free choice of study within accredited study programs and the freedom of teaching consisting mainly in openness to various scientific opinions, research methods and the possibility of expressing one's own opinions.

ADMISSION PROCEDURE AND CONDITIONS FOR ADMISSION TO STUDY

1. Application for study

- 1.1. Students will receive information about applying on the Mondo International Academy website.
- 1.2. The application is submitted online by filling out the form, which can be found on the website of Mondo International Academy - "Application".
- 1.3. The application contains all the essential information necessary for the registration of the applicant.
- 1.4. After verifying all the information, the applicant is contacted and invited for a personal interview.
- 1.5. The personal interview is a verification of the information already submitted as well as the preconditions of the applicant for admission to study.



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In addition to the ID, the applicant will also bring to the interview the following documents for the admission procedure:

- Diploma of the last completed study
- List of subject evaluations
- Excerpt from the final exam
- High school Graduation certificate
- Grading of subjects from the last year of high school.
- Curriculum vitae
- Photography

The *Introductory interview* process is as follows:

- Emphasis is placed on: language skills (English, German or French),
- economic reality and general intelligence;
- examinations of motivation to study,
- the applicant's perspective,
- the ability to present oneself independently
- the ability to argue in defending one's own opinion.

The admission process will be interrupted if the applicant commits fraud, misrepresentation, misconduct, or conduct contrary to good morals.

The results of this candidate's interrupted entrance examination will not be evaluated, he is not given an alternative date for the entrance examination and his entrance examination is considered to have failed.



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2. Decision on the outcome of the admission procedure

- 2.1. The course of the entrance examination, including the evaluation, is carried out anonymously by the Academic Director of MIA.
- 2.2. The Academic Director decides on admission to the study program
- 2.3. The decision on the result of the admission procedure must be made in writing within 30 days from the verification of the fulfilment of the conditions for admission to study.
It must contain a statement, justification, instructions on the possibility to apply for a review of the decision and the signature of the Academic Director or the President of the academy.
- 2.4. Decision must be delivered to the tenderer in his own hands. An applicant whose whereabouts are unknown is served by posting the decision on the official notice board for 15 days. Last the day of this period shall be deemed to be the day of delivery.
- 2.5. A copy of the decision on the result of the admission procedure is a part of the file on the admission procedure.

3. Inspection of the applicant in the documentation on the admission procedure

- 3.1. The applicant has the right to inspect the documentation of his / her admission procedure, no later than 10 days from the delivery of the decision of the Academic Director. Insight means that the tenderer can read the documentation and make copies or extracts from it.
- 3.2. Only the tenderer or a person authorized by him in writing may inspect the materials. The documentation of the admission procedure can be inspected in the reserved areas academy in the presence of authorized persons.
- 3.3. Appropriate conditions and a reasonable time must be established for inspection of the documentation.
- 3.4. If the candidate finds that his interview has been incorrectly evaluated or misinterpreted, he shall notify this fact to the person who is present at the inspection in accordance with paragraph 2 and shall also state it in the application for review of the decision not to accept.



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4. Review of the non - acceptance decision

- 4.1. An applicant who has received a decision on non-admission to study may submit an application for review of this decision. The request shall be submitted to the authority which issued the decision within eight days of its receipt.
- 4.2. The Academic Director may comply with the application himself if he finds that the decision was issued in violation of the law or the explanations provided by the applicant are relevant and have changed the essence of the initial information.
- 4.3. Otherwise, it shall forward the application by 15 days from the date of its delivery to the President of MIA together with the attached file material and the written opinion of the Academic Director on the statements and objections of the applicant.
- 4.4. The President of the MIA shall amend the decision if it has been issued in violation of the law. Otherwise, it will reject the application and confirm the original decision.
- 4.5. The decision of the President of the MIA pursuant to paragraph 3 must contain a statement, justification and instructions that it is not possible to file a request for review against him.
- 4.6. The answer to the applicant for the review of the decision must be sent within 30 days from the delivery of the request for the review of the decision on non-admission to the study.
- 4.7. The Academic Director shall examine the applicant's objections raised during the inspection of the materials or stated in the application for review of the decision. If it is proven that the tenderer was damaged by an error on the part of the Academic Director is obliged to eliminate the deficiency and include the applicant in the advisory board according to the corrected number of achieved points.
- 4.8. Changes in the documentation of the admission procedure made pursuant to paragraph 6 must be made on a commission basis and a record must be prepared and signed by the President of the MIA.
- 4.9. If, after a change made pursuant to paragraph 6, the applicant is included among those who meet the conditions for admission to the relevant study program, the Academic Director shall change his / her decision and admit the applicant to study.



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5. The applicant's right to enrol in the study and its termination

- 5.1. By notifying the decision on admission to study, the applicant acquires the right to enrol in study. The date, place and method of registration will be determined and notified to the accepted applicant by the MIA.
- 5.2. The MIA has the right to request information from the accepted applicant whether he / she will be enrolled in the study. The applicant is obliged to provide such information to the MIA no later than the beginning of the academic year.
- 5.3. The applicant's right to enrol in studies on the basis of the decision on admission to studies expires if he / she answers the question of the academy in the negative or does not answer within the specified deadline.
- 5.4. If the applicant's right to enrol in studies expires, the MIA shall revoke the decision on non-admission in the order of another applicant according to the results of the admission procedure to study and issue a new decision on its admission to study.

6. Admission procedure when changing the study program of a student from another university or academy

- 6.1. A student may request a change in the study program within the same field of study or a related field of study. The Academic Director decides on the approval of the change with the consent of the MIA President.
- 6.2. To the application for a change in the study program, the applicant shall enclose an extract of the study results from the study completed so far and a syllabus of subjects which he / she has successfully completed.



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7. Additional conditions for admission to study

The basic condition for admission of an applicant to the admission procedure is the completion of secondary school studies with a high school diploma. If the applicant is unable to prove this degree of baccalaureate on the day of the entrance exam, but meets the condition by the beginning of the winter semester, mastery may be conditionally admitted to study.

8. Accreditation of prior achievement

Opportunity to apply for recognition of previous certified achievements or experiences.

Claims can only be made for whole modules and evidence of the result achieved must be provided, which includes:

- at least 60% of module content,
- at the same level
- confirmation of attainment by sufficiently rigorous formal assessment or by
- verified portfolio of experience.

The limit that can be requested is 50% of the program credit (in exceptional circumstances two-thirds). In case of recognition of results from previous studies, students will no longer have to be examined from recognized subjects and will not be evaluated. Recognized subjects are excluded from the classification process.