

Name of the School:

School of Economics and Management in Public Administration in Bratislava (SEMPA)

**Rector's office, Study Department:**

Železničná 14, 821 07 Bratislava
Slovak Republic

Characteristics of the school:

Private School, higher educational establishment
Without faculties
Nation-wide scope

Education programs provide theoretical, economic and business knowledge both in internal (full-time) and external (part-time) form. A central aspect of education at our school, as at other economics schools, is learning to make a proper performance in the field of economics and management in public administration.

The school graduate programs belong to the Slovakia highly regarded ones. The Bachelor study program in economics and management is our regular three year graduate economic degree. It is also a qualifying degree for the purpose of practice as a public administration officer. It is one of the regarded graduate economical degrees, and those who do well in it are in high demand both in public and local government administration. Many school graduates go on to rewarding careers in their professions. Graduate of the School of Economics and Management in Public Administration in Bratislava are in demand for their thoughtfulness, adaptability and clarity of thought and expression.

Academic Dignitaries:

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Rector



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Most significant school institutions:

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Director



Economics and Management Institute

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Director



School's Function and Mission:

School of Economics and Management in Public Administration in Bratislava was established on 4 December 2003. The school was bestowed a competency on education of economics and management in bachelor degree.

The idea of bringing the relevant study program into the school was conceived here in the beginning of the century and realized in 2004 when Mrs. Viera Cibáková became the first

Rector of the School. The study of economics and management, including its interaction with modern legislation and regulation, remains central to its pursuits. However, our work has also been enriched over last four years by strengths in business knowledge, regional development, foreign languages, and most recently skills in information technologies. The school has wide connections and collaborations with similar Central European colleges and universities. Since there is a diverse student population in Slovakia the school system encourages collaborative learning and teamwork, as well as bringing students of many disciplines into daily contact with each other. This is why the graduate degrees are so highly prized by employers in public administration professions.

Objectives of the School of Economics and Management in Public Administration in Bratislava are:

- to act as an independent and free higher level education institution active in study programs on a nation-wide comparable level
- to educate professionals in public administration and regional development by providing higher education in the study field Public Administration and Regional Development in compliance with current European trends in education
- to educate professionals in small and medium-sized enterprises by providing higher education in the study field Company Economy and Management in compliance with current European trends in education
- to intermediate up to date information about development trends in understanding and attitude to particular fields of economy and management in public administration and small and medium-sized enterprises
- to contribute to higher participation of Slovak enterprises in competitive environment by making full advantage of benefits of globalization in the world
- to build an educational and scientific-research institution in compliance with strategic aims of the school management
- to equip students with skills to conduct research and enquiry within the field of education and consequently to enable them to pursue postgraduate study in education

Modalities and procedures:

In compliance with the Act No. 131/2002 Collection of Law about higher education, § 60, School of Economics and Management in Public Administration in Bratislava provides study programs in both internal (full-time) and external (part-time) forms of studies.

Study programs in compliance with the above mentioned Act, section 4) are provided by:

- method of presentations (full-time, internal studies)
- combined method (part-time, external studies)

School of Economics and Management in Public Administration in Bratislava provides pedagogical process in bachelor degree study programs and in a master degree study program.

Organisation of both degrees and forms of higher education at School of Economics and Management in Public Administration in Bratislava is based on credit system. Credit study system is based on collecting and transferring credits. Credits enable to evaluate students work load together with passing units of study program in accordance with rules included in the study program.

Credits are numerical values allocated to units of the study program, expressing amount of work needed for its successful completion. Standard workload of a student in an academic year is expressed by the amount of 60 credits. For successful graduation at bachelor studies it is required to gain 180 credits (3 years x 60 credits).

Study program: Public Administration

Study field: 3.3.5 Public Administration and Regional Development

Study degree: first - bachelor degree study program
second - master degree study program

Acquired title: bachelor - abbr."Bc.", master (magister) – abbr."Mgr."

Profile of a graduate:

Graduate of the first degree of study program Public Administration is able to analyze current problems in public administration, has gained basic knowledge on public administration legislation, and has learned methods and techniques of problem analysis and methods of management in public administration. Furthermore, the graduate is able to work as a specialist at all levels in public administration, in many relevant bodies in regional and local development and in other statutory corporations and non-profit organizations. Additionally, the graduate becomes a candidate for a professional team work in public administration institutions in SR and EU and is able to develop his theoretical knowledge and practical experience in further professional development and can specialize in the process of further education.

Study program: Management of Small and Medium-Sized Enterprises in Regions

Study field: 3.3.16 Company Economy and Management

Study degree: first – bachelor degree study program

Acquired title: bachelor – abbr."Bc."

Profile of a graduate:

The degree prepares graduates to enter a wide range of careers related to education, including administration in both local and national government. Graduates of above mentioned study program are able to analyze simple economical processes in an

enterprise and accept managerial decisions on first level. Graduates can work both in small and medium-sized enterprises in private and public sector and in international environment.

Study Program: **Public Administration (French Language Program and Russian Language Program)**
Study field: 3.3.5 Public Administration and Regional Development
Study degree: first – bachelor degree study program
Acquired title: bachelor – abbr.”Bc.”

French Language Program has only been provided for internal form of studies (full-time students).

French Language Program consists of:

1. Extended study in French language in all semesters under French lecturer leading
2. Subjects taught in French language are : General Economic Theory, Marketing, International Trade
3. Other subjects in the study program Public Administration are lectured in Slovak language
4. Students are allowed to attend a part of their studies at Ecole Européenne de Gestion in Paris
5. During school holidays students are allowed to gain working experience in French companies in Slovakia
6. Students are allowed to gain working experience in companies in French language regions
7. Students are allowed to attend an optional excursion to France and Belgium
8. Graduates also obtain a Certificate on French Language Program within the Public Administration Study Program.
9. Graduates obtain Bachelor degree diploma and Certificate on French language study within the Public Administration Program.

Regional Development Centre

Providing required level of the pedagogical process at the School of Economics and Management in Public Administration in Bratislava requires a tight link between pedagogical and research and scientific work.

Core activities of the Centre for Regional Development and Applied Research at school are:

- Research and scientific activities of departments, students and the centre
- Preparation and presentation of structural funds projects of EU and Cohesion Fund for particular Slovak Republic regions
- Active integration of students in all activities of the centre – administration, organisation and expert performances. The aim of their activities is to help them to recognize their own efficiency and potential, provide them assistance and guide while tackling different problems, gain first practical experience, teach them skills for

finding the most optimal employment according to their abilities, talent and life objectives.

The most important activities of the centre include providing:

- Information on subjects of all its activities to the public administration and regional development bodies
- Information about employment market in EU countries and SR
- Help to acquire skills and techniques in order to find a proper job
- Assistance at EU and Cohesion Fund projects proposals

Further priority of the centre is to develop mutual communication between the school and companies and organizations with the purpose to join theoretical study and practical experience. The intention of the activity is to ensure confrontation with particular problems occurred in real environment and obtain as much knowledge on environment relevant to study process as possible.

