



M O B I L I T Y   G U I D E

**SLOVAK REPUBLIC**





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## Part I: General country information

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| <b>Official name:</b>      | Slovenská Republika  |
| <b>Capital:</b>            | Bratislava   |
| <b>Flag:</b>               |   |
| <b>Language:</b>           | Slovak (official language), regionally: Czech, Hungarian, Romani   |
| <b>Government:</b>         | Parliamentary democracy with a one chamber parliament (150 seats) – elections: every 4 years.<br><br>Head of state: President Ivan Gasparovic (since June 2004)<br><br>Head of government: Minister President Robert Fico (since July 2006)<br><br>The state was created in 1993; before it formed part of Czechoslovakia.<br><br>The republic is divided in 8 regions and 79 districts. |
| <b>Inhabitants:</b>        | 5,385 million inhabitants (427.000 of those live in Bratislava)  |
| <b>Unemployment quota:</b> | 11,1 % (August 2007)   |
| <b>EU-Membership:</b>      | Accession on 1st of May 2004   |
| <b>National holiday:</b>   | 1st of September (ratification of the 1992 constitution)<br><br>1st of January (Day of the foundation of the Slovak state in 1993)   |
| <b>Currency:</b>           | 1 Slovak Crown (Sk) = 100 Hellers  |
| <b>Time:</b>               | MEZ 0  |
| <b>Prefix:</b>             | ++421  |
| <b>Internet:</b>           | .sk  |

## Part II: General information to prepare for mobility

In preparation for a working stay in the Slovak Republic it is important to look into the country, its people and its customs. This will help you – especially in the beginning of your stay – to find your way in your new living and working environment.

### Labour market information

Anyone looking for a job as a skilled worker in Slovakia stands a good chance of finding a position. An investment boom at the present time is leading to a considerable shortage of skilled workers on all areas of Slovakia – even in are-



as where the unemployment rate is well above the average (e.g. in Eastern Slovakia).

The need for skilled workers in Slovakia has, in addition, been made more acute due to the fact that large numbers of qualified Slovak workers (more than 200,000) have left the country in the past few years to work in other EU member states.

### **Money earning and living costs**

A full-time employee in Slovakia earns, on average, a gross wage which, when converted, works out at approx. 340 euros. From this, as a rule, 13.4 % is deducted for health insurance, sickness benefit insurance, incapacity insurance and unemployment insurance. Social security contributions are paid by the employer and the employee.

In the Republic of Slovakia there is, at present, only one tax rate for all types of income, profits and for all taxable property. This stands at 19 %. The tax allowance stands at 7,568 SKK per month. The following taxes are raised in Slovakia: value-added tax/excise duty, income tax, property transfer tax, road tax as well as various local taxes which a community can raise according to law.

Compared to other European countries, people in Slovakia live relatively cheaply. The cost of living in the Slovakian capital, Bratislava, may be up to 50 % lower than that in other European cities. In the country areas of Slovakia the cost of living is even lower than in Bratislava.

Average prices for products are:

- ▶ One liter of petrol (95 octan): 37,46 SKK
- ▶ One liter of petrol (98 octan): 40,02 SKK
- ▶ One kilo rice: 31,31 SKK
- ▶ One kilo wheat flour: 8,87 SKK
- ▶ One kilo of sugar: 31,48 SKK
- ▶ Milk: 19,33 SKK

- ▶ One liter of edible oil: 45,90 SKK
- ▶ 0,5 liter of beer: 15,48 SKK
- ▶ 20 cigarets: 57,00 SKK
- ▶ Detergent, 600 g: 53,42 SKK
- ▶ Leather shoes, 1 pair. ca. 1.700 SKK
- ▶ Train journey, 2nd class, 91–100 km: 126,00 SKK
- ▶ Bus journey, 91–100 km: 128,17 SKK

(Source: <http://europa.eu.int/eures/>)

Official exchange rate of Slovak crowns to Euro: 35,4424 SKK (March 2007)

(Source: <http://www.euro-anwaerter.de/slowakei.htm>)

### **Looking for a job: where to start?**

You would like to start your job search? Then simply start with the Slovakian Employment Service „Narodny Urad Prace“ (Department for Work, Social Affairs and the Family). You can have a look at what the Employment Service has to offer online at [www.upsvar.sk](http://www.upsvar.sk) as well as make use of the on-the-spot service of the local agencies.

Address:

Generálne riaditeľstvo

Centrum profesijných informácií

Zupné nám. 5–6

SK-812 67 Bratislava

Phone: +412 2 5933050-1, -2

Fax: +412 2 54410 440

You will find online-job exchange databases and private job agencies on the internet i.e. at

▶ <http://www.profesia.sk/>

▶ <http://kariera.zoznam.sk/>



- ▶ <http://www.jobpilot.sk/>
- ▶ <http://www.job.sk/>
- ▶ <http://www.ponuky.sk/>
- ▶ <http://www.praca.sk/>
- ▶ <http://sk.3wjobs.com/>
- ▶ <http://jobmost.org/>
- ▶ <http://www.emka.sk/>
- ▶ <http://www.jenewein.sk/>
- ▶ <http://www.randstad.sk/>

Moreover you may search the Eures-Portal <http://ec.europa.eu/eures> for jobs in Slovakia.

With some Slovakian companies it is worthwhile applying on spec. Take a look in the Slovakian Yellow Pages „Zlaté stránky online“ at <http://www.yellowpages.sk/> (there is even a version in English) when looking for companies worth contacting, or at [www.infobank.sk](http://www.infobank.sk) (this also has versions in English, German and French). Some companies have their own home page on which they advertise their job offers.

Anyone who wishes to include daily and weekly newspapers in their search for job offers should take a look at the online job offers of the following publications:

#### Daily publications:

- ▶ SME: <http://www.sme.sk/>
- ▶ NOVÝ CAS: <http://www.novycas.sk/>
- ▶ Pravda: <http://www.pravda.sk/>
- ▶ Hospodarske Noviny: <http://www.hnonline.sk/>
- ▶ Avizo: <http://www.avizo.sk/>

#### Weekly publications:

- ▶ Trend: <http://www.etrend.sk/>
- ▶ Fakty: <http://www.fakty.sk/>

## Application

When you have found a job that you would like to apply for, take as much care with your application as possible. Sometimes you can apply for a job by telephone but usually it will be by sending a completed application form or CV by email or by post. All the information you give in your application must be accurate. An employer can dismiss someone who deliberately gives false information. Make sure that your letter of application and CV are typed, rather than written by hand. You can create your own Europass CV on the CV-Search part of the European Job Mobility Portal once you have registered for a 'My EURES' account. In Slovakia, an application consists of

- ▶ a covering letter
- ▶ a curriculum vitae
- ▶ copies of educational and vocational qualifications
- ▶ proof of further qualifications (e.g. languages, courses in specific trades)
- ▶ a photograph

If you want to send off your application by e-mail, please enquire beforehand whether the company wishes this kind of application.

Make it clear in your letter of application exactly why you would like to work in Slovakia and exactly why you have chosen to apply to this company.

In Slovakia, there is no preference as to whether a curriculum vitae is arranged in chronological or non-chronological order. Highlight, in particular, your professional experience and explain what exactly lies behind your vocational title. It may be a good idea to enclose explanations of your certificates as well as recognition of your educational qualifications.

You can obtain information with regard to the recognition of certificates from the ENIC Network (European Net-



work of Information Centres) at <http://www.enic-naric.net/> and also from the Institute for Information and Education, Stare Grunty 52, SK-84244 Bratislava.

## Working conditions

As a rule, people in Slovakia work eight hours per day and 40 hours per week. Overtime of up to four hours per day and eight hours per week is allowed. So the maximum working time per week is 48 hours. In total, employees in Slovakia must not do more than 150 hours overtime a year.

If you are working in Slovakia, you are entitled to a statutory, guaranteed minimum of 20 working days' holiday a year. In addition, you are entitled to a daily rest period of 12 hours as well as two consecutive rest days during the week.

## Social security system

As an EU citizen, you are subject to the Slovakian social security system as soon as you sign a contract of employment with a Slovakian company. In Slovakia you will receive, essentially, insurance cover in the event of old age, illness, health care, disability, pregnancy/maternity protection and unemployment.

If you should become unemployed in Slovakia, you should apply to the Department for Work, Social Affairs and the Family. The latter is responsible for the recording and for the social care of people who are unemployed.

As an EU citizen, you have the right to all social security contributions that you have paid in various countries of the EU in the course of your gainful employment. You can find information on social security in Europe on the websites of the European Commission at <http://ec.europa.eu> (search word „EUlisses“).

As an employee, you are compulsorily insured within the Slovakian social security system. Your new employer must

register you with the health insurance company of your choice within 8 days. You will subsequently receive a type of social security card (ID card).

With this card you can claim medical services from doctors and in hospitals. However, medicines must often be paid for by the person him/herself.

## Looking for accommodation

Depending on the length of your stay and your financial resources, you have different possibilities to find accommodation.

### 1. Rooms/Flats

Search through the local small ads, go to estate agents' offices, and enquire in cafés or supermarkets. Or ask your employer in advance if he has any tips. Perhaps he or a colleague has a room for the duration of your stay. Staying in private accommodation has the advantage that you have a so-called “family connection”, settle in more quickly and are able to learn the language more quickly.

### 2. Youth hostels

With an international youth hostel card you will have the opportunity of finding cheap accommodation for the first time or for a short time stay (8–20 Euros). In doubt, ask how long you will be able to stay, often time is restricted to around 3–6 days. Information and online-reservation is available at: <http://www.hihostels.com/dba/continent-EU.de.htm>

Anyone who would like to rent a flat in Slovakia must, as a rule, expect to have to pay a deposit of between one and two months' rent, which he must deposit with the landlord. Making rental payments in advance is also normal in Slovakia. In the smaller towns of Slovakia and in the country, rents are cheaper compared to the capital, Bratislava.



## To be checked before leaving or after arriving

Will be inserted one for all

Before moving to your new country of residence make sure you have:

- ▶ (Temporary) accommodation.
- ▶ Sufficient financial resources for the first month.
- ▶ The right documents:
  - A valid EU passport/ID card;
  - A European Health Insurance Card;
  - An E301 or 303 form.
- ▶ General knowledge of your new country of residence.

As soon as you arrive in Slovakia:

Anyone who, as an EU citizen, would like to enter the Republic of Slovakia, merely requires a valid identity card or passport and may subsequently stay for up to three months without having to register with the authorities.

If you would like to work in the Republic of Slovakia,

- ▶ you, as an EU citizen, do not require a work permit and can enjoy unrestricted freedom of movement as an employee.
- ▶ you must report to the local police station for foreigners within ten days of arriving in the country. (To do this you require your identity card or passport as well as a certificate from your new employer.)
- ▶ you will receive a residence permit, initially for one year, once you have presented all the documents required at the police station for foreigners.
- ▶ apply to the tax office which is responsible for you once you have taken up your new job, since the income you have made is liable for tax.

If you require support or assistance when looking for a job, or if you become unemployed, the nearest office of the Department for Work, Social Affairs and the Family can be of further assistance to you.

## Part III: Golden rules for intercultural understanding

A society's hidden rules form the basis for smooth everyday interaction – at home as well as abroad.

Any host will certainly be lenient towards a guest who – despite good manners – behaves differently from a fellow countryman. For instance, think of a guest smoking at table, something quite natural in that person's home country, but unthinkable in others, and this not only for legal reasons. Or think of the visitor from Paris, who barely knowing you, gives you a kiss on the cheek.

There is no written law on how to behave correctly in another country, and even within a country, rules will vary from one region to another. Any foreign visitor may therefore unconsciously drop a clanger.

Only living in a country for some time and being attentive will help you to learn the unwritten rules and see the clangers. However, if you as a guest stick to some basic rules, your stay will run smoothly.

- ▶ Don't be afraid of the unknown. Remember that in your home country you also meet strangers and usually you manage the situation without problems.
- ▶ Let situations sink in. Note the common ground as well as differences, and try to not immediately assess everything in terms of good and bad, better and worse. Things are just different!
- ▶ Confronted with new situations: wait and observe. You may be surrounded by cooperative people, however, be



aware that they might never have thought about why things are done this or that way.

- ▶ **Get into contact!** Nobody expects you to be perfect in the foreign language. So make an effort. Even a few words can open doors.
- ▶ For conversation at your workplace, reflect on your job, your future plans and train the relevant vocabulary before

you leave. Also: Read about your home as well as about your target country and region. A country guide of your home region in the hosts' language might make a nice present.

## Part IV: Everyday-life

### Getting into contact

In Slovakia, people usually shake the other person's hand to greet them. If several people are present, you should take care that your hands do not cross when greeting people. Female friends like to embrace each other when saying hello or goodbye, or they give each other a peck on the cheek. Sometimes men also behave like towards women. Among themselves, men only shake hands.

To greet someone you say "dobrý deň" (Good day) or "vel'mi ma tesí" (Pleased to meet you). If you would like to address someone in a formal way, you say "pán" (Mr.) or "pani" (Ms./Mrs.) and call the person opposite you by their surname. In addition, when meeting someone formally, it is normal to place the professional title (doctor, engineer, professor, for example) before the surname.

Friends and young people often greet one another only using their first name. In so doing, they say "ahoj" or "čau" (Hi) and, when taking their leave, "servus" (See you).

In the country, some people still greet one another using the cry " Zbohom " ("God be with you").

### Language

The official language is, of course – also in business life – Slovak. The older generation, in particular, have problems

speaking English, since some of them have never learnt it. It is a different picture when it comes to young Slovaks. You are more likely to find someone among them to whom you can make yourself understood in English.

Generally speaking, it is advantageous in business life in Slovakia to be able to understand and speak at least some Slovak.

Hello ▶ Dobrý deň

Good evening ▶ Dobrý večer

Good night ▶ Dobrú noc

Goodbye ▶ dovidenia

Hello/Bye ▶ ahoj/čau/servus

My name is ... ▶ Ja sa volám ...

Thank you ▶ D'akujem

Please ▶ Prosím

You're welcome ▶ Nech sa pači

Sorry ▶ Prepáčte (when addressing someone formally)/

Prepáč (when addressing someone informally)

Yes ▶ Áno

No ▶ Nie

### Working environment

Hierarchical structures are still very widespread in business life in Slovakia. As a rule, management is structured from





the top downwards. The boss is informed about everything that happens in the company at all times and makes all the decisions. It is rather rare to find a cooperative style of management in companies in Slovakia. Employees expect precise operating instructions from their boss and, as a rule, do not question these.

Despite the often strictly hierarchical structures, people in companies in Slovakia often use the familiar form of address – sometimes also across the hierarchical structures.

If you get into conversation with someone in a business context, you express the title of the person opposite when addressing them directly out of politeness. This also applies in the case of professional titles such as “(graduate) engineer”.

Punctuality is felt to be polite and is gaining increasing acceptance as good form. However, it is still not the most important thing in business life in Slovakia. Time arrangements are often flexible. There is an attitude in Slovakia that you cannot predict, in any case, what will happen on the day and, therefore, an exact allocation of time is regarded as being less important. In addition, some things in Slovakia, such as obtaining government approvals, simply take longer.

If time is pressing, people in Slovakian companies sometimes work on several tasks at the same time, or jump from one task to the other. This is where the Slovaks demonstrate the art of improvisation.

In contrast to many Southern countries, in everyday business life in Slovakia negotiations do not go on for as long. Therefore, an offer at the start of negotiations should be realistically meant.

In addition, the hospitality of the Slovaks is also reflected in business life. As a result, business and private life sometimes blend into each other.

Informal channels of communication are of great importance in business life in Slovakia. People exchange information about things that are important during the lunch breaks spent together or after work.

## **Manners/Etiquette**

In Slovakia, they are particularly respectful towards older people. This also applies to business life. The opinion of older people is often regarded as pointing the way ahead. To question an older person in a critical way is regarded as showing a lack of respect towards them.

Generally speaking, criticism in Slovakia is felt to be rather impolite and, sometimes, it is quickly taken personally.

Great store is set by the expression of the title and the academic degree when addressing people in formal situations. This also applies in the case of engineers and teachers, for example. You also find the academic and professional title of a person on business cards.

A couple more sentences on table manners: If you are invited for a meal, you normally keep your hands above the table and do not lean on your elbows. It is not the done thing to lay the serviette or your hands on your lap.

## **Invitations**

Private relationships play an important role in business life in Slovakia. Private invitations and business lunches or dinners, at which you can talk about business matters in a pleasant atmosphere, are normal.

If, when invited out, you do not want something to drink immediately, just decline. This is regarded as polite. The host will always fill up empty glasses and cups. If you would not like anything more to drink, just leave a small amount behind.

If you are invited to someone's house, take along a little “minding” (e.g. a bottle of wine or flowers – however,



an uneven number of the latter. The little present is usually handed over unwrapped. Even at a business lunch or dinner small presents for your host, such as wine, flowers or chocolates, are normal.

If you are staying as a guest with Slovakian friends in the country, then you will, perhaps, be served *slanina* (home-smoked ham) with bread and home-distilled *slivovica* (brandy made from plums) or platters with ham, cheese, eggs, vegetables or sweets. Slovaks often take off their shoes if they are a guest at someone's home. Slippers are, as a rule, made available by the host.

### Topics for conversation

If you want to get into conversation with someone in Slovakia, then topics such as the family, travel or hobbies are suitable. Football, ice hockey, skiing and tennis are popular types of sport in Slovakia. People also like talking about work.

Slovaks like asking the reason why you are staying in Slovakia, what you have already seen and which travel destinations you have your sights set on and still want to see.

You can also tell a good joke to get into conversation with the person opposite you. Slovaks like this type of humour and like to tell one another jokes.

The Slovaks are very proud of their folk art and often give this as presents to their hosts.

You should avoid critical topics at the start of a conversation. This includes, for example, internal minority politics or comparisons between Slovakia and the Czech Republic.

The weather is not touched upon all that often, since, in conversations, it gives the impression that you are becoming bored or that you could not talk about anything better.

### Spare time

In addition to the types of sport mentioned above, many Slovaks also like, for example, hiking, camping, swimming,

festivals and cultural events, going to the cinema etc. Folk music is very popular. The Slovaks like singing together and are proud of their folk songs.

The High Tatra (“*Vysoké Tatry*” in Slovakian) serve as a popular weekend or holiday destination for Slovaks. It forms part of the Tatra mountain range and is the highest section of the Carpathians. It belongs two thirds to Slovakia and one third to Poland.

In addition, Slovaks like staying in spa resorts at home, or in the country. More and more Slovaks are travelling abroad on holiday.

### Public holidays

Differences in habits in European countries exist where you wouldn't expect them. The way people celebrate holidays tells us a lot about the countries' culture. Therefore, to inform yourself about holiday traditions is a good way to get to know more about the country.

#### Official holidays in Slovakia:

- ▶ 1st January: State foundation day
- ▶ 1st of May: Labour day
- ▶ 8 of May: Day of victory over facism
- ▶ 5 of July: Day of Kyrill and Methodius
- ▶ 29 of August: Day of slovak national riot
- ▶ 1st of September: Constitution day
- ▶ 17 of November: Day of struggle for liberty and democracy

#### Religious holidays:

- ▶ 6 of January: Epiphany
- ▶ March/April: Eastern
- ▶ 15 of September: Holy Mary's day
- ▶ 1st of November: All saints
- ▶ 25 and 26 of December: Christmas



***Here, by way of an example, is some information***

*On New Year's Day the Slovaks were formerly superstitious as regards the following year. A red sky in the morning meant a bad harvest. If the weather was stormy and rainy, on the other hand, they expected a good harvest. They would say of someone who overslept on New Year's Day that he would be late for work for the whole year. In order not to throw away good luck on New Year's Day, people did not put out rubbish. In addition, the table was spread with ample food. After all, people did not want to have to starve in the coming year. On Easter Monday – just as in Hungary and the Czech Republic – young girls and women are sprinkled with water or perfume by young boys and men. The reason for this is that they should remain healthy and fresh and not “wilt”. As a thank you, the men receive a glass of schnapps or brightly-coloured eggs. Children mostly receive a small some of money.*

## **Eating & drinking**

Slovakian cuisine consists of many specialities which are native to the country, some of which consist of influences from the Czech Republic, Poland, Hungary, the Ukraine and Austria. Slovakian national dishes are, above all, bryndzové halušky (small dumplings with sheep's cheese and ham) and pirohy (spicy ravioli).

In addition to pork (this is the most popular type of meat) and beef, Slovaks also eat chicken and turkey. In autumn the time for eating ducks and geese begins. In most cases, dumplings, pancakes (with sweet or savoury fillings) and boiled sauerkraut are served along with the roast meat.

One of the most popular Slovakian foods is vyprazany bravcovy rezen (pork cutlet pan-fried in breadcrumbs).

The Hungarian influence has brought goulash to Slovakia. The Slovakian szegedinsky goulash consists of pork, sauerkraut, spices and sour cream.

Accompaniments such dumplings, potatoes, rice, mushrooms, various types of pasta as well as numerous variations of goat's cheese are served along with the meat dishes which are often highly spiced. Freshly-baked bread is often on the table as a starter.

When presenting Slovakian cuisine, you must not forget the pancake. Potato scones (zemiakove placke) are very rich and highly spiced. They are often eaten with pork.

Even sweet foods such as apricot or plum dumplings are popularly served as a main meal.

Trout and carp are farmed in Slovakia. The latter must not fail to be there at Christmas and are popularly served grilled, pan-fried in breadcrumbs or in a beer batter.

After a meal, desserts such as koláč (walnut bread rolls or bread rolls sprinkled with poppy seeds) and torta (cake) are offered.

Beer is a popular drink in Slovakia (there are numerous good brands of beer) or wine. After a meal, there is sometimes a glass of slivovica, borovicka or vodka. The toast in Slovakian is “Na zdravie” (“Here's to your health”).

Up until not too long ago breakfast in Slovakia still consisted of filling and hot foods, since the majority of the population had to gather strength in the early morning for working in the fields. On account of the early working hours, in most cases people ate two breakfasts. At about 4 or 5 o'clock in the morning, in most cases, some bread along with bacon and cheese was eaten. Later on there was something hot.



Nowadays breakfast in Slovakia has a pronounced continental flavour. There is bread or bread rolls, cold sliced sausage and cheese. Anyone who likes things sweet, eats jam along with this.

The main meal of the day is traditionally eaten at midday. It mostly consists of a plate of soup to start with, followed by

meat, dumplings or potatoes and vegetables. “Dobru Chut” means “Enjoy your meal”, and is traditionally said first by the head of the family. Then the remaining members of the family reply using the same saying.

## Part V: Vocational education & training

People working abroad obviously speak often about their profession and everyday working life in their home country. It is therefore important to realise that school, vocational education and ways to learn a trade vary distinctively between States. The educational system in Slovakia comprises of the following stages:

1. primary/middle-school sector
2. secondary sector (schools offering a general education, schools offering vocational training and conservatories)
3. university education

### First level of education

In Slovakia, there is a general obligation to attend school between the ages of 6 and 16.

Parents can put their children into kindergarten from the age of three where they can enjoy pre-school education.

### Primary/middle-school sector

- ▶ primary/middle schools: education lasts, in most cases, eight to nine years.
- ▶ grammar schools: in some cases, they take children as early as year five up until year twelve (school-leaving certificate)

After year four in the primary school, pupils can switch over to the middle school, which lasts for four to five years, or to the grammar school. As a rule, the middle school is attended up until year eight. Then they transfer to a secondary school within the upper-secondary stage. For those pupils who do not switch to a secondary school following middle school, attending the year five class at the middle school is compulsory.

### Continuing education

In Slovakia, lower secondary education is not an educational stage in its own right but appears as the second stage of the primary school (middle school).

Types of school in the upper-secondary sector

- ▶ grammar schools (can be attended as early as the middle school sector)
- ▶ middle technical colleges
- ▶ vocational schools (two to three years leading to a vocational leaving certificate)

A special kind of secondary school is the “konzervatórium” (conservatory). Here pupils are instructed in artistic subjects. After six years, the pupils come out with an “absolutórium” (a type of school-leaving similar to A-levels).



## University Education

In Slovakia, at the moment, there are 19 public and four state as well as one private university.

## Basics (Leaving Certificates)

- ▶ grammar schools (four to five years and, in some cases, eight years): maturitná skúška (similar to A-levels)
- ▶ middle vocational schools
  - four years: vocational leaving certificate plus maturitná skúška
  - two to three years: vocational leaving certificate

- ▶ vocational schools (two to three years): vocational leaving certificate

The “maturitná skúška” gives entitlement to study at a university.

You can find further information on the school system in Slovakia at <http://www.eurydice.org/>

## Part VI: Selected trades

**A**fter eight to nine years of general education, young people can embark on vocational training.

Training takes place on a full-time basis at the relevant vocational schools. In any case, the schools work closely with supra-trade training centres and training establishments. Thus there are, for example, so-called practical weeks, during which the practical connection with the training is ensured.

As a rule, training at a vocational school lasts three years. At the end comes the leaving-certificate examination in relation to specialist activities. This applies, in particular, to craft trades.

In the case of vocational courses that last four years, young people can obtain not only a vocational qualification but also, following the successful completion of the examination, they obtain the right of access to university. This applies, above all, to trades within industry, commerce and the public health service.

Trainees in Slovakia do not have any right to receive payment whilst training, since they are pupils. Attending school is, in any case, free of charge.

You can also find information on vocational training in the Republic of Slovakia on the internet on the site of the Slovakian Ministry of Education [www.education.sk](http://www.education.sk).

## Profession Joiner

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Stolár  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.



### Profession Electronic technician

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Elektronik  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.

### Profession Motor mechanic

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Automechanik  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.

### Profession Painter/Varnisher

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Maliar/Lakovač  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.

### Profession Baker/Confectioner

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Pekár/Cukrár  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.



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## Profession Hairdresser

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Kaderník/Holič  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.

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## Profession Bricklayer

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Murár   |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.

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## Profession Carpenter

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Tesár   |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.

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## Profession Tiler

|                            |   |
|----------------------------|---|
| <b>Title:</b>              | Obkladač  |
| <b>Training:</b>           | 3 years   |
| <b>Entry Requirements:</b> | Successful completion of basic education (9 years) is required for vocational education in any skilled trade. |

**Possible Leaving Certificate:** Upon passing the final examination (including a theoretical as well as a practical test) apprentices receive a certificate consisting of two components: an „indenture“ („výučný list“) for the practical test and credentials (vysvedčenie) for the theoretical part of the examination.



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## Part VII: Links

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### EURES

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- ▶ European Job Mobility Portal (EURES): <http://europa.eu.int/eures/main.jsp?countryId=UK&acro=living&lang=en&parentId=0>

### European guidance

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- ▶ Euroguidance centres in all EU-member and accession states and Switzerland inform on the advisory systems in your home country, if you intend to work or study in another EU-member state. <http://www.euroguidance.net>
- ▶ <http://www.fitforeurope.info>
- ▶ If you have difficulties regarding the recognition of diplomas you can turn to the EU directory service for citizens, which gives advice free of charge. <http://ec.europa.eu/citizensrights/>

### Business etiquette

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- ▶ Further information on countries and their (business) etiquette is available on <http://www.executiveplanet.com>

### Free online translation:

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- ▶ <http://babel.altavista.com/tr> (All languages)

### EUROPASS

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- ▶ <http://www.europass-info.de>

### Newspapers online

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Slovak newspapers/press:

- ▶ <http://www.savba.sk/logos/news/list.html> and
- ▶ [www.matica.sk/hypertext/noviny.html](http://www.matica.sk/hypertext/noviny.html)
- ▶ Listing of slovak newspapers at <http://www.best.sk/www/Denniky.htm>
- ▶ <http://www.pravda.sk>
- ▶ <http://www.sme.sk/>
- ▶ <http://hnonline.sk/>

Daily News:

- ▶ Daily news from Slovakia in english language at [centraleurop.com](http://centraleurop.com) and [slovensko.com](http://slovensko.com)

### Further Links:

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- ▶ Slovak republic: <http://www.nrsr.sk>
- ▶ <http://www.government.gov.sk>





- ▶ Statistics on Slovakia: <http://www.statistics.sk/>
- ▶ <http://www.statistics.sk/>
- ▶ Staying in Slovakia for foreigners: <http://www.minv.sk/en/>
- ▶ Ministry of Labour, social security and families: <http://www.employment.gov.sk/>
- ▶ Social security: <http://www.socpoist.sk/index/>
- ▶ Health service: <http://www.health.gov.sk>
- ▶ <http://www.business-slovakia.sk>
- ▶ General health care service: <http://www.vszp.sk/>
- ▶ Tax: <http://www.finance.gov.sk/>
- ▶ Education: <http://www.education.gov.sk>
- ▶ Database School-education: <http://www.education.sk>
- ▶ <http://www.skoly-info.sk/>
- ▶ Database higher education institutions/universities: <http://www.vysokaskola.sk/>
- ▶ Living: <http://reality3.sme.sk/>
- ▶ <http://www.inzeraty.sk>
- ▶ Short-term accommodation: <http://www.ubytujsa.sk>
- ▶ Tourism agency: <http://www.slovakia.travel/>

### Online job databases:

- ▶ <http://www.job.sk>
- ▶ <http://www.profesia.sk>
- ▶ <http://www.ponuky.sk>
- ▶ <http://www.praca.sk>
- ▶ <http://www.emka.sk>
- ▶ <http://www.jenewein.sk>

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