

STUDENT REQUIREMENT SYSTEM (Rules for Organisation and Operation (SZMSZ) VOLUME III) PART 1

Admission Regulations

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Amended by

Resolution No. 40/2020 (01 October)

Resolution No. 49/2020. (17 November) of the Board of Trustees

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SCOPE OF THE REGULATIONS

1.§

- (1) The personal scope of the Admission Regulations (hereinafter: Regulations) covers
 - a) applicants submitting an application for admission to the Corvinus University of Budapest (hereinafter: University),
 - b) persons, organisational units and bodies involved in admission matters.
- (2) The material scope of the Regulations covers admissions to Hungarian and foreign-language bachelor programmes, two-cycle or single-cycle master programmes, specialist postgraduate programmes (hereinafter jointly: programmes), including:
 - a) Admission procedures to double degree and multiple degree programmes, unless otherwise specified in the agreement on the programme,
 - b) Admission procedures to joint programmes leading to the award of a joint diploma issued with another higher education institution, unless otherwise specified in the agreement on the programme,
 - c) Admission procedures to off-site programmes beyond the borders of Hungary,
 - d) Admission procedures under an intergovernmental or state scholarship scheme, unless otherwise specified in the regulations, convention on the programme,
 - e) Admission procedures to part-time programmes (hereinafter: part-time programmes), specialisation programmes at the University not offered under a student mobility scheme,
 - f) Admission procedures to preparatory programmes.
- (3) Within the legislative framework it is possible to deviate from the provisions of the present Regulations in double degree, multiple degree programmes, joint programmes leading to the award of a joint diploma. The deviating rules shall be defined in the cooperation agreement for the programme.
- (4) Admissions to doctoral programmes are governed by the Doctoral Regulations.
- (5) Participation in partial training abroad is governed by the Regulations on Partial Training Abroad.

RELATED REGULATORY DOCUMENTS

2.§

- (1) ¹ Related legislation and regulations:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.),
 - b) Government Decree 423/2012 (29 December) on the admission procedure to higher education (hereinafter: Fkr.),
 - c) Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.),
 - d) Act LXXX of 2019 on Vocational Education and Training (hereinafter: Sztv.),
 - e) Decree of the Ministry of Human Capacities 18/2016 (5 August) on the Learning Outcomes of Higher Educational Vocational Trainings, BA and MA Programmes and

¹ Amended by: Resolution No 49/2020 (17 November) of the Board of Trustees

on the Modification of the Decree of the Ministry of Human Capacities 8/2013 (30 January) on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme (hereinafter: 'KKK') (KKK),

- f) Decree of the Minister of Human Capacities 8/2013 (30 January) on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme,
 - g) cooperation agreements with regard to double degree and multiple degree programmes, joint programmes leading to the award of a joint diploma,
 - h) Regulations on recognising foreign certificates and diplomas,
 - i) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP'),
 - j) Regulations ensuring equal opportunities for students with disabilities,
 - k) Regulations on Student Fees and Benefits (hereinafter: 'RSFB'),
 - l) Student Disciplinary and Compensation Regulations (hereinafter: 'SDCR').
- (2) Provisions related to the Regulations:
- a) Procedural rules for announcing programmes
 - b) Provisions setting out the detailed rules of the admission requirements
 - c) Procedural rules for providing information on admissions
 - d) Procedural rules for scheduling the admission procedure
 - e) Procedural rules applicable to dual programmes and to handling applications.

DEFINITIONS

3.§

- (1) According to the present Regulations:
- a) *applicant*: a person who intends to participate in the programme indicated in the application form. In the absence of evidence to the contrary, it shall be presumed that the application has been submitted by the applicant.
 - b) *Summer university*: special programme offered as part-time training, specialisation training,
 - c) *Old-type secondary school leaving examination*: school leaving certificate issued in the Hungarian system before 1 January 2006.
 - d) *Assessment of occupational fitness*: a form of assessment defined by the higher education institution which focuses on the abilities necessary for the selected professional qualification and the individual abilities the optimal development of which will ensure the successful completion of studies (preparation for the pursuit of an occupation);
- (2) Further terms used in the present Regulations shall be understood as defined in Nftv and Fkr.

PRINCIPLES

4.§

- (1) In applying the Regulations, the University ensures that lecturers, researchers, teachers and other staff involved in study administration (referred to as 'lecturers' in the present section) respect the requirements of equal treatment and equal access, and act in accordance with the requirements of good faith and fairness, in cooperation with applicants.
- (2) In exercising the rights and fulfilling the obligations provided in the Regulations, the applicant is obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the lecturers. In exercising the rights and fulfilling the obligations provided for in the Regulations, the lecturer is obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the students. Neither the student, nor the lecturer may exercise the rights provided in the Regulations in such a way that aims to circumvent the rules of the Regulations.
- (3) If the applicant violates obligations or abuses rights under the Regulations, he/she may be held liable in accordance with the relevant legislation or university regulations, in particular the Student Disciplinary and Compensation Regulations or the Code of Ethics.
- (4) If the lecturer violates obligations or abuses rights under the Regulations, he/she may be held liable in accordance with the relevant legal regulations or university regulations, in particular the Employment Regulations or the Code of Ethics.
- (5) If the provisions of the Regulations contradict each other, or a provision can be interpreted in several ways, the interpretation that is more favourable to the applicant must be applied.
- (6) If the person competent to adopt a decision is not specified in the Regulations, the competent dean is entitled to adopt a first instance decision. The copy may be certified by the Student Services officer designated by the Dean.

BODIES AND PERSONS INVOLVED

5.§

- (1) The person responsible for admission procedures at the institutional level is the Vice-Rector for Education.
- (2) Persons acting under the provisions of the Admission Regulations:
 - a) Vice-Rector for Education,
 - b) Head of Student Services (hereinafter: Head of SS),
 - c) The competent dean,
 - d) Head of Student Affairs at Student Services (hereinafter: Head of Student Services of SS),
 - e) ² Head of Legal, Administrative and Regulatory Services (hereinafter. Head of LARS),
 - f) Institutional coordinator of special higher education admission exams,
 - g) Study programme coordinator,
 - h) Lecturers conducting exams and evaluating written exams,
 - i) Study coordinators involved in the relevant admission procedure or the designated staff member of the organisational units involved in the admission procedure.
- (3) Organisational units and bodies acting under the provisions of the Admission Regulations:
 - a) maintainer,
 - b) Presidential Committee,
 - c) Programme Management (hereinafter: PM),
 - d) Student Services (hereinafter: SS),
 - e) International Relations and Accreditations (hereinafter: IRA),
 - f) Teacher Training and Digital Learning Centre (hereinafter: TTDL),

² Amended by: Resolution No 49/2020. (17 November) of the Board of Trustees

- g) ³ Legal, Administrative and Regulatory Services (hereinafter. LAR),
- h) Foreign Language Teaching and Research Centre (hereinafter: FLTRC)
- i) credit transfer committee of the relevant training portfolio,
- j) competent admission committees,
- k) Appeals Committee,
- l) Disability Committee.

ADMISSION COMMITTEE

6.§

- (1) Admission committees shall be set up to conduct the oral admission examinations.
- (2) The members of the admission committees entrusted by study programme, or if relevant, by examination subject. The chairperson and the members of the admission committees shall be entrusted by the competent dean at the proposal of the study programme coordinator. The entrustment letters are paper-based or electronic documents signed by the competent dean and filed by SS. An admission committee has at least two members including the chairperson, its chairperson shall be a staff member of the University employed as a lecturer/researcher/teacher. External lecturers and doctoral students may be entrusted as members. The Student Union may delegate one student pursuing studies in a Master programme to each of the admission committees at the competent dean's request, but the oral examination may be validly arranged without the delegate of the Student Union. The administrative tasks of the admission committee shall be performed by the member designated by the chairperson.
- (3) The rules of operation of the admission committee shall be defined by the chairperson, taking into account that:
 - a) The examination is conducted in the language of the programme.
 - b) The sessions are convened and chaired by the chairperson.
 - c) Members may not be replaced at the session. If a member is not able to take part in the admission examination, the dean shall designate a new member.
 - d) A quorum shall exist if every member is present, the absence of the delegate of the Student Union shall not corrupt the validity of the admission procedure.
 - e) The committees shall take decisions by simple majority, in the event of a tie the chairperson's vote shall be decisive.
 - f) Electronic minutes signed by the chairperson shall be drawn up of each session of the committees. The minutes shall contain the decisions of the committee.
 - g) The chairperson of the committee shall be responsible for the legality and professionalism of the committee's work.

ANNOUNCING PROGRAMMES, MAXIMUM NUMBER OF STUDENTS, PROSPECTUS ON ADMISSION TO HIGHER EDUCATION, DATA REPORTING ON PROGRAMMES, PROVIDING INFORMATION TO APPLICANTS

7.§

- (1) The Vice-Rector for Education shall be responsible for defining the scope of programmes to be announced.
- (2) A proposal with regard to the programmes to be announced including programmes to be announced in the framework of the central admission procedure, specialist postgraduate programmes, foreign-language programmes announced for foreign nationals, off-site programmes beyond the borders of Hungary, preparatory programmes, as well as part-time

³ Amended by: Resolution No 49/2020. (17 November) of the Board of Trustees

and specialisation programmes not offered under a student mobility scheme at the University shall be made by the competent dean at the request of the Vice-Rector after hearing the opinion of the study programme coordinators. For foreign-language programmes announced for foreign nationals, including part-time programmes offered to foreigners, IRA shall also be consulted. The Vice Rector for Education shall give an opinion on the Dean's proposal and shall submit it to the Presidential Committee and then to the maintainer. The Presidential Committee and the Board of Trustees shall take a consensual decision on the programmes to be announced. The Vice-Rector for Educations shall inform the Deans, the Vice-Rectors, SS and Communication about the consensual decision.

- (3) A proposal with regard to the maximum number of students to be admitted under the given admission procedure shall be made by the competent dean. The number shall be determined in consultation with the relevant study programme coordinators and institutes. The maximum number of students to be admitted shall be allocated to the various fields of study in the given admission procedure in such a way that the numbers correspond to the student capacity of the study programmes announced among the programmes under the both central and non-central admission procedures. The decision on the maximum number of students shall be taken by the Presidential Committee. The necessary coordination shall be carried out by the PM under the professional guidance of the competent dean. The competent dean shall notify the Vice-Rectors as well as SS and Communication about the decision.
- (4) If under the central admission procedure (including general procedures and procedures for the February intake) the University has unused capacities in the given programme, the Fkr. may request them to be announced in the clearing process as soon as the cutoff scores are established. The rules set forth in points (1)-(3) shall be applied to the clearing process.
- (5) ⁴ The University shall offer its programmes in self-funded form.
- (6) The University may offer the applicants a Corvinus Scholarship to assume all or part of the fee (cost) payable by the student each semester in accordance with the provisions of the RSFB.
- (7) The Vice-Rector for Education shall be responsible for compiling the Prospectus on Admission to Higher Education. The competent dean shall provide information on the programmes announced in the Prospectus on Admission to Higher Education at the request of PM. PM shall be tasked with compiling the contents of the Prospectus on Admission to Higher Education, in this respect the Vice-Rector for Education shall be in charge of data reporting to the Educational Authority for the purpose of compiling the Prospectus on Admission to Higher Education in accordance with Fkr. It shall be within the competence of the Vice-Rector for Education to approve the Prospectus on Admission to Higher Education, taking into account the competence of the Presidential Committee and the maintainer as set out in paragraphs (2)-(4). Programmes to be announced shall also be published on the website of the University. The competent dean shall be responsible for the professional content, the publication shall be the task of PM.
- (8) The Vice-Rector for Education shall be in charge of compiling admission prospectuses with regard to programmes not advertised in the Prospectus on Admission to Higher Education, such as certain specialist postgraduate programmes, double degree or multiple degree programmes, joint programmes, foreign-language programmes announced for foreign nationals, off-site programmes beyond the borders of Hungary, part-time programmes and specialisation programmes as well as preparatory programmes. The prospectuses shall be compiled and published in accordance with the provisions of paragraph (7).
- (9) Information material on study programmes offered as dual programmes and on corporate partners shall be published on the website of the University. The competent dean shall be responsible for the professional content, the publication shall be the task of SS.

⁴ Amended by Resolution No 49/2020 (17 November) of the Board of Trustees

- (10) The procedural rules for announcing programmes shall be defined by the Vice-Rector for Education.
- (11) The compilation of information material in addition to the ones specified in paragraphs (7) and (8) and their promotion in the media and elsewhere shall be the task of Communication, their presentation on the international higher education market that of IRA. The relevant professional content shall be defined by the competent dean.
- (12) The Vice-Rector for Education shall be in charge of reporting data to the maintainer, the Educational Authority and other authorities on the programmes to be announced, in particular foreign-language programmes announced for foreign students as well as programmes announced for third-country nationals on the basis of intergovernmental agreements, on joint international programmes.
- (13) SS shall be in charge of informing prospective students and applicants on all general and individual issues related to the admission procedure– in matters related to content, under the guidance of the study programme coordinator. The procedural rules for providing information shall be defined by the Head of SS in agreement with the competent dean.

DATA REPORTING ON PROGRAMMES LAUNCHED AND ON STUDENTS ADMITTED

8.§

- (1) By 15 October of the year in which the programme commences, the Vice-Rector for Education shall provide statistical data on the launched programmes and the number of admitted students to the Educational Authority in the form specified by the latter.

TYPES AND SCHEDULING OF ADMISSION PROCEDURES, FORMS TO BE USED

9.§

- (1) Admission to the University takes place under the following procedures:
 - a) Central admission procedure,
 - b) Admission procedure for off-site programmes beyond the borders of Hungary,
 - c) Admission procedure for specialist postgraduate programmes,
 - d) Admission procedure for foreign language programmes offered to foreign students only (institutional admission procedure),
 - e) Admission procedures for double degree and multiple degree programmes,
 - f) Admission procedure for specialisation programmes,
 - g) Admission procedure for preparatory programmes.
- (2) Under the central higher education admission procedure the following procedures may be announced each year:
 - a) Application for programmes starting in February (hereinafter: procedure for the February intake),
 - b) Application for programmes starting in September (hereinafter: general admission procedure)
 - c) Clearing process following the general admission procedure on the basis of the outcome of the admission procedure, subject to ministerial authorisation.
- (3) The scheduling, deadlines and other rules with regard to the central higher education admission procedure are set out in Section 8 of Fkr.
- (4) Off-site programmes beyond the borders of Hungary shall be announced in parallel with the general procedure and/or clearing process, as stipulated in the instructions issued by the ministry in charge of higher education.

- (5) In the case of specialist postgraduate programmes, dual or multiple degree programmes, joint programmes, foreign-language programmes announced for foreign nationals, part-time programmes, specialisation programmes as well as preparatory programmes the schedule of the admission procedure shall be defined by the University at its own discretion. This shall be within the competence of the dean, SS shall also be consulted. The items of the schedule affecting the candidates shall be published on the University's website dedicated to applicants. SS shall be tasked with the publication.

PROCEDURES RELATED TO THE ADMISSION PROCEDURE

10.§

- (1) Applicants who under the admission procedure submit a certificate of secondary school studies/diploma certifying higher education qualification that was obtained abroad or in a foreign educational institution authorised to operate in Hungary, shall be obliged to request, in addition to the admission procedure, the recognition of such certificate of secondary school studies/diploma certifying higher education qualification (hereinafter: recognition procedure) for the purposes of continuing studies.
- m) During the recognition procedure the University shall declare the legal force of the foreign certificate or degree equivalent with that of a certificate or degree obtainable in Hungary in accordance with the provisions of Etv. The rules of recognition are set out in the Regulations on recognising foreign certificates and degrees.

THE ADMISSION PROCEDURE

APPLICANTS

11.§

- (1) Hungarian citizens may only apply to programmes that are subject to the central admission procedure under the central admission procedure. Hungarian citizens who also citizens of another country may not submit an application for foreign-language programmes announced exclusively for foreign nationals. Students of non-Hungarian nationality may apply both under the central and the institutional admission procedure. Only persons eligible pursuant to the rules of the given programme may apply for programmes offered under intergovernmental or state scholarship schemes. Only persons eligible according to the rules of the relevant agreement may apply for double degree and multiple degree programmes leading to the award of a joint diploma. Only non-Hungarian national may apply to preparatory programmes.

GENERAL RULES APPLICABLE TO THE ADMISSION PROCEDURE

12.§

- (1) The admission procedures shall be administered in accordance with the schedule issued by the Vice-Rector for Education by SS under the professional guidance of the competent dean, as well as the institutes and admission committees under the professional guidance of the competent dean and the professional supervision of the study programme coordinator.
- (2) Pursuant to the present Regulations, the study programme coordinator shall be responsible for defining the requirements for content, the Head of the Institute shall be responsible for designing the content of the admission examination, the admission committees shall be responsible for conducting the admission examinations, SS shall be responsible for performing the administrative tasks related to the admission procedure as a whole.

- (3) ⁵ Compiling the forms and information materials (e.g. notice to appear for the examination, minutes, declarations by applicants) shall be the task of SS, involving LAR. The use of any form or information material is subject to legal approval.
- (4) The provisions on electronic administration to be applied during the admission procedures are set out in Sections 28/A-31 of Fkr.
- (5) During the central application procedure the University shall keep in touch with the applicants via the electronic mailing address provided by the applicant and featured in the register of the Educational Authority.
- (6) In the case of applications for specialist postgraduate programmes, off-site programmes beyond the borders of Hungary, foreign-language programmes announced for foreign nationals, dual or multiple degree programmes, joint programmes, part-time programmes, specialisation programmes, preparatory programmes the University shall keep in touch with the applicants via the electronic mailing address provided upon application.
- (7) Any information materials published by, any decisions made by the University during the admission procedure may be issued in the form of an electronic document unless the present Regulations do not require the use of a paper-based document.

DATA REPORTING RELATED TO THE ADMISSION PROCEDURES

13.§

- (1) All data reporting related to admission procedures shall be carried out by SS.
- (2) SS shall provide data to the Vice-Rector for Education on the specialist postgraduate programmes, off-site programmes beyond the borders of Hungary, foreign-language programmes announced for foreign nationals, dual or multiple degree programmes, joint programmes, part-time programmes, specialisation programmes, preparatory programmes as defined by the Vice-Rector for Education, but such data provision shall at least cover the set of data reported under the central application procedure.

APPLICATION REQUEST

14.§

- (1) Information and rules on submitting the application forms under the central higher education admission procedure, their content, as well as on correcting deficiencies are set out in Sections 9-11 of Fkr.
- (2) Applications for specialist postgraduate programmes, off-site programmes beyond the borders of Hungary, foreign-language programmes announced exclusively for foreign nationals, dual or multiple degree programmes, joint programmes, part-time programmes, specialisation programmes and preparatory programmes may only be submitted with the use of an application request form. The scope of annexes to be attached to the application request in order to certify the fulfilment of admission requirements as well as the manner of submission shall be defined and published on the University's website by SS under the professional guidance of the competent dean.
- (3) The application request may be submitted electronically through the application interface defined by SS.
- (4) Application requests and the annexes shall be accepted and processed by SS.

ADMINISTRATION FEES ASSOCIATED WITH THE ADMISSION PROCEDURE

15.§

- (1) During the admission procedure an administration fee shall be payable upon application.

⁵ Amended by: Resolution 49/2020 (17 November) of the Board of Trustees

- (2) Administration fees under the central higher education admission procedure are set out in Sections 42-44 of Fkr. The special procedural fees and the institutional fees related to admission procedures are set out in Annex 3 of RSFB.
- (3) The administration fees shall be published in the Prospectus on Admission to Higher Education and the website of the University dedicate to applicants. SS shall inform applicants on the rules of paying the administration fees through the website.
- (4) Applicants may request the fee paid to the University to be retransferred if:
 - a) They paid the administration fee for the specialist postgraduate programme, but did not submit an application request, within ten days of the submission deadline of the application request,
 - b) They paid the special procedural fee associated with the credit recognition procedure for a Master programme, but did not submit a request for credit recognition, within ten days of the submission deadline of the request for credit recognition,
 - c) They paid the special procedural fee for a career aptitude assessment, a language aptitude test or paid the special procedural fee required for the admission examination to a Master programme, but did not take part in the exam, within ten days of the date of the exam. If the applicant participated in one part of an examination consisting of several modules, the special procedural fee may not be reclaimed,
 - d) They paid the institutional administration fee associated with application for a foreign-language programme announced exclusively for foreign nationals, but did not submit an application request, within ten days of the submission deadline of the application request.
- (5) The request for refund under paragraph (4) may be submitted by the applicant to SS in the form of an electronic request.
- (6) The Head of Student Affairs at SS shall decide on the legitimacy of the refund. In the case of a legitimate request, it shall forward it to the Finance unit within 15 days.
- (7) If the programme is not launched due to a reason attributable to the University, the University shall refund the special procedural fee, the institutional fee to the applicant. The Head of Student Affairs at SS shall contact the Finance unit in order to have the fee refunded.
- (8) If the applicant requests an invoice of the items paid to the University under the present paragraph, the relevant request shall be sent to SS in the form of an electronic request. SS shall forward the request to the Finance unit within 15 days.
- (9) The Head of Finance shall ensure that the receipt/invoice is issued at least within 30 working days of the receipt of the request by the University and that the retransfer is launched.

ADMISSION REQUIREMENTS

GENERAL RULES

16.§

- (1) The requirements to be met by applicants in each of the admission procedures are set out in Nftv, in Fkr. and against that background, the present Regulations and their annex.
- (2) The admission requirements shall be defined by the competent dean, involving the study programme coordinator. The University may impose further requirements on applicants to double degree and multiple degree programmes, joint programmes leading to the award of a joint degree. The specific rules shall be set out in the cooperation agreement for the programme.

BACHELOR PROGRAMMES, SINGLE-CYCLE PROGRAMMES

ADMISSION CRITERIA, METHOD OF CALCULATING POINTS, SYSTEM OF EXTRA POINTS, EQUAL OPPORTUNITY RULES

17.§

- (1) The admission criteria for Bachelor programmes and single-cycle programmes in the central higher education admission procedure the schemes for calculating points and of extra points, the rules ensuring equal opportunities are set out in paragraphs (2) and (3) of Article 40 of Nftv as well as Sections 15- 24 of Fkr.
- (2) Admission to Bachelor programmes and single-cycle programmes
 - a) ⁶ shall be conditional upon a certificate proving the successful completion of the secondary school leaving exam, a degree obtained in higher education vocational programme or a degree certifying a higher education qualification,
 - b) May be conditional upon the possession of a specified level of language proficiency,
 - c) May be conditional upon conditional upon an assessment of medical or occupational fitness or a career aptitude assessment,
 - d) May be conditional upon the successful completion of practical exams,
 - e) May be conditional upon completing the oral aptitude assessment,
 - f) May be conditional upon completing the language aptitude test.
- (3) The old-type of secondary school leaving examination taken before the introduction of the two-level secondary school leaving examination is considered as an intermediate-level examination since 2005. The grades correspond to the following results expressed as percentages:
 - a) excellent (5) 100%
 - b) good (4) 79%
 - c) average (3) 59%
 - d) pass (2) 39%
- (4) ⁷ For applications for Bachelor programmes and single-cycle Master programmes, in case the applicant is in possession of a diploma certifying a higher education qualification and if admission is conditional upon an intermediate-level or an advanced level secondary school leaving examination, the University shall rank the applicant on the basis of his diploma certifying an earlier higher education qualification, waiving the requirement of an advanced-level secondary school leaving exam. Points can also be calculated if the grade is feature on the diploma or if the applicant attaches a document certifying the average grade/qualification of the diploma (transcript or diploma supplement) to the application.

The grading of the diploma certifying a higher education qualification shall correspond to admission points according to the following scale:

- a) Excellent, very good, with distinction, grade (5) 400 points,
 - b) good, grade (4) 360 points,
 - c) average, grade (3) 320 points,
 - d) pass, grade (2) 280 points.
- (5) In case of foreign-language Bachelor or single-cycle programmes announced for holders of a foreign higher education diploma, if the applicant holds a diploma issued by a foreign higher education institution, the University shall calculate the admission points in accordance with the previous paragraph by the following conversion rules :

⁶ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

⁷ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

ECTS grading scale		Local grading scale	
A	Excellent / Very good	5	Jeles (excellent)
B	Good	4	Jó (good)
C	Satisfactory	3	Közepes (average)
D	Sufficient	2	Elégséges (pass)
E	Sufficient	2	Elégséges (pass)

- (6) If the grading of the foreign diploma does not correspond to the ECTS scale specified in paragraph (5), the grade shall be determined by the relevant Credit Transfer Committee at its own discretion.
- (7) In case of applications for Bachelor programmes, single-cycle programmes, extra points may only be awarded for an advanced level secondary school leaving exam if the secondary school leaving scores are partly calculated on the basis of the results thereof.
- (8) If a given study programme requires an advanced level secondary school leaving exam in both subjects, if the applicant takes two advanced secondary school leaving exams and achieves a 45% result in both subjects, the maximum awardable 100 extra points shall be exhausted and no extra points may be gained on other grounds.
- (9) Only applicants meeting the statutory admission requirements of the given programme as well as the other admission requirements prescribed by the University may be admitted to foreign-language Bachelor study programmes announced for foreign nationals.
- (10) Admission requirements for the various study programmes are set out in the Annex to the present Regulations.
- (11) Admission requirements applicable to a given admission procedure for Bachelor programmes and single-cycle Master programmes shall be defined by 31 July of the preceding year.

MASTER PROGRAMMES

Admission criteria and method of calculating points in Master programmes

18.§

- (1) Rules with regard to Master programmes are set out in paragraphs (4) and (7) of Article. 40 of Nftv. The provisions of paragraphs 3-31 of Fkr shall be applied, unless paragraphs 14-23 of Fkr provide otherwise. Paragraphs 14-23 Fkr may not be applied to applications to Master programmes.
- (2) Only persons who obtained at least a degree in a Bachelor programme or a professional qualification attested by a diploma may be admitted to a Master programme, provided that they meet other institutional admission specified in the present Regulations.
- (3) ⁸ An additional admission requirement for Master programmes is English language proficiency of at least intermediate level. If the student does not hold a language examination of the required level, language proficiency shall be assessed online by FLTRC. The assessment is not obligatory for students who completed their Bachelor study programme in English. FLTRC accepts at least the following level of exams:

	CEFR	Cambridge	IELTS	TOEFL	TOEFL iBT	TOEIC
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⁸ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

Intermediate level	B2	FCE	6.0	65	72	785
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- (4) ⁹ Further admission requirements for Master programmes under the central application procedure
- At least a grade C (ECTS) higher education diploma obtained at an AACSB/EQUIS or a CEMS member university or an EAPAA/EPAS accredited study programme, or
 - A GMAT score of at least 500 or a GRE score of at least 151, or
 - At least 65 admission points as set out in Paragraph (6).
- (5) ¹⁰ Applicants to Master programmes under the central application procedure are eligible for a Corvinus scholarship status if they meet one of the following criteria:
- At least a grade B (ECTS) higher education diploma obtained at an AACSB/EQUIS or a CEMS member university or an EAPAA/EPAS accredited study programme, or
 - A GMAT score of at least 550 or a GRE score of at least 155, or
 - At least 75 admission points as set out in Paragraph (6).
- (6) ¹¹ A maximum of 100 admission points may be obtained in the central application procedure. The detailed rules for calculating points are set out in the Annex to the present Regulations.
- (7) If an applicant applying under the central application procedure uploads the documents defined in subparagraphs a) and/or b) of paragraphs (4) and (5) to the electronic admission system – until 15 November in procedures for the February intake, until 15 April in the general admission procedure and until the deadline specified for the given clearing process under a clearing process–, he/she may be awarded 70 points as in-house admission exam. In this case he/she is not required to take an in-house admission exam.
- (8) ¹² Under the central application procedure the grading of the diploma upon which the admission is conditional shall correspond to admission points according to the following scale:
- Excellent, very good, with distinction, grade (5), 20 points,
 - Good, grade (4), 15 points,
 - Average, grade (3), 10 points,
 - Pass, grade (2), 5 points.
- (9) In case of applicants holding a foreign diploma, the grading of the diploma upon which the admission is conditional shall correspond to the admission points set out in Paragraph 8 according to the following scale:

ECTS grading scale		Local grading scale	
A	Excellent / Very good	5	Jeles (Excellent)
B	Good	4	Jó (Good)
C	Satisfactory	3	Közepes (Average)
D	Sufficient	2	Elégséges (Pass)
E	Sufficient	2	Elégséges (Pass)

⁹ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹⁰ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹¹ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹² Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

- (10) If the grading of the foreign diploma does not correspond to the ECTS scale specified in paragraph (9), the grade shall be determined by the relevant Credit Transfer Committee at its own discretion.
- (11) Under the central application procedure a maximum of 10 extra points may be awarded across all study programmes. Maximum points awardable on the grounds of equal opportunity: 10 points, disability: 5 points, childcare: 5 points, disadvantaged background: 5 points, National Conference of Students' Scientific Associations (OTDK) 1st-3rd place: 5 points, achievements in sports: national championships 1st-3rd place: 3 points, achievement in sports: World and European Championships 1st-3rd place: 5 points.
- (12) ¹³ Further admission requirements for Master programmes under the institutional admission procedure:
- a) At least a grade C (ECTS) higher education diploma obtained at a AACSB/EQUIS or a CEMS member university or an EAPAA/EPAS accredited study programme, or
 - b) A GMAT score of at least 500 or a GRE score of at least 151, or
 - c) A performance of over 65% at the in-house oral admission exam.
- (13) ¹⁴ Under the institutional admission procedure – if the University also offers places with Corvinus scholarship for the students of the programme – one of the following requirements shall be met apply to a place with Corvinus scholarship
- a) At least a grade B (ECTS) higher education diploma obtained at a AACSB/EQUIS or a CEMS member university or an EAPAA/EPAS accredited study programme, or
 - b) A GMAT score of at least 550 or a GRE score of at least 155, or
 - c) Based on the ranking established from the admission points obtained during the in-house oral admission exam, the applicant is within the maximum number of students to be admitted as advertised in the call for applications, but performs over 75%.
- (14) ¹⁵
- (15) ¹⁶ Under the institutional admission procedure the points are calculated in accordance with the provisions of paragraphs (12)-(13). A maximum of 100 points may be obtained.
- (16) ¹⁷ If the applicant applying under the institutional admission procedure is in possession of the documents set out in subparagraphs a) and/or b) of Paragraph (12), or in subparagraphs a) and/or b) of Paragraph (13) and submits them until the application deadline, he/she may be awarded 100 points as in-house oral admission exam, taking into account the document that is more favourable for the applicant. In this case he/she is not required to take an in-house oral admission exam.
- (17) ¹⁸ Under the institutional admission procedure a maximum of 100 points may be awarded for in-house oral admission exams set out in subparagraph c) of Paragraph (12) and subparagraph c) of Paragraph a) (13).
- (18) The admission requirements for the various study programmes relevant to admissions to Master programmes are set out in the Annex to the present Regulations.
- (19) Admission requirements applicable to a given admission procedure for separate Master programmes shall be defined by 31 July of the preceding year

¹³ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹⁴ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹⁵ Deleted by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹⁶ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹⁷ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

¹⁸ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

Credit recognition procedure

19.§

- (1) For applicants applying to a Master-level study programme a preliminary credit recognition procedure shall be conducted if there is a relevant requirement in the legislation containing the programme and outcome requirements.
- (2) The legislation on programme and outcome requirements specifies the Bachelor-level study programmes that may be accepted as previous studies upon entry to a given Master programme. The study programmes accepted as previous studies may be divided into three groups:
 - a) Study programmes for which the full credit value is recognised,
 - b) Study programmes to be primarily acknowledged as meeting the credit requirement of the study programme for which the application is made,
 - c) all other study programmes.
- (3) The preliminary credit recognition procedure shall be conducted for diplomas acquired both in Hungarian and foreign higher education institutions.
- (4) Any applicant to a Master-level study programme who obtained a diploma certifying a Bachelor degree in a study programme specified in subparagraph a) of Paragraph (2) may apply without undergoing a preliminary credit recognition procedure by submitting the diploma and other documents required for application, that is, in his/her case the preliminary credit recognition procedure is not necessary. Thus, such an applicant does not need to submit a credit recognition request.
- (5) Any applicant to a Master-level study programme who obtained a diploma certifying a Bachelor degree in a study programme specified in subparagraph b) or c) of Paragraph (2) shall be subject to a preliminary credit recognition procedure. The competent Credit Transfer Committee shall examine, at the applicant's request, how many of the credits previously obtained may be recognised for the relevant Master-level study programme, as well as may require the completion of additional credits, as may be necessary. The required additional credits must be obtained in parallel with the programme leading to a Master degree, within two (active) semesters of admission, as set out in the Study and Examination Regulations.
- (6) The preliminary credit recognition procedure shall be launched at the request of the applicant.
- (7) The applicant shall pay an administrative fee for the performance of the preliminary credit recognition procedure in accordance with Paragraph 15.
- (8) The request shall be submitted electronically (via e-mail) on the dedicated form along with the annexes. The following shall be annexed:
 - a) The excerpt of the transcript or the diploma supplement certified by the issuing higher education institution,
 - b) Certified Hungarian or English-language course outline in case of subjects completed aboard as well as
 - c) The debit note certifying the payment of the administration fee.
- (9) If the applicant applies to more than one study programmes of the University, one request should be submitted along with a separate annex for each study programme.
- (10) The request shall be sent to SS not later than 14 working days prior to the final deadline set for correcting deficiencies in the admission procedure.
- (11) The detailed rules on preliminary credit recognition shall be defined by the competent dean and shall be published on the University's website. The competent dean shall be responsible for the professional content, PM shall be in charge of the publication.
- (12) The preliminary credit recognition shall be carried out by the competent credit transfer committee. The powers of the committee may be conferred upon its Chairperson. The Credit

Transfer Committee shall perform its work in accordance with the Study and Examination Regulations and its rules of procedure.

- (13) During the preliminary credit recognition procedure the competent credit transfer committee shall establish the conditions and the credit value that the University takes into account when assessing diplomas issued in accordance with the provisions of Act LXXX of 1993 on higher education for the purposes of programmes launched in a multi-cycle system of programmes. The preliminary credit recognition procedure shall be carried out irrespective of whether the applicant had taken part in a programme based on a credit system in order to obtain his/her previous diploma.
- (14) The competent credit transfer committee shall take a decision with regard to the preliminary credit recognition not later than two weeks prior to the deadline for uploading documents set in the Prospectus with regard to admission procedures of the relevant year.
- (15) The decision may be used by the student for the purposes of admission procedures conducted in the calendar year in which the decision was adopted. Any admission procedure beyond the calendar year in which the decision was adopted shall be subject to a new request and a new decision.
- (16) The decision on the preliminary credit recognition shall be submitted by the applicant along with the application form, or by the deadline in the year of the admission procedure and to the address specified in the Prospectus.
- (17) No appeal shall lie against the decision with regard to credit recognition, but it may be challenged by the applicant in the appeal against the admission decision.

SPECIALIST POSTGRADUATE PROGRAMMES

20.§

- (1) For specialist postgraduate programmes the provisions of paragraphs 3-31 of Fkr shall be applied, unless paragraphs 36-37 of Fkr provide otherwise.
- (2) Only persons who have obtained a higher education diploma defined in the programme and outcome requirements of the given specialist postgraduate programme study and meet the other admission requirements defined in the annex to the present Regulations may be admitted to a specialist postgraduate study programme.
- (3) The system of calculating points for applicants applying for specialist postgraduate programme studies are set out in detail in the annex to the present Regulations.
- (4) The University shall apply identical admission criteria irrespective of the higher education institution in which the applicant obtained his/her diploma.
- (5) The ranking of applicants applying for specialist postgraduate programmes shall be established as follows: applicants receiving a pass grade shall be ranked on a first-come, first-served basis, in the order of filling the quotas as defined in the admission procedure.
- (6) The admission criteria to be applied in the given admission procedure for specialist postgraduate programmes shall be defined by the working day preceding the first day of the relevant admission procedure.
- (7) The administration fee associated with the admission procedure to the specialist postgraduate programme is set out in Annex 3 of RSFB.

ASSESSMENT OF OCCUPATIONAL FITNESS, CAREER APTITUDE ASSESSMENT, LANGUAGE APTITUDE TEST, RULES ON ORGANISING AND CONDUCTING WRITTEN AND ORAL ADMISSION EXAMINATIONS FOR BACHELOR AND MASTER PROGRAMMES, SPECIALIST POSTGRADUATE PROGRAMMES

Common rules

Method, scheduling and organisation of admission examinations, notice to appear for the examination

21.§

- (1) As a general rule, the University shall be in charge of organising assessments of occupational fitness, career aptitude assessments, language aptitude tests, written and oral admission examinations to Master programmes, specialist postgraduate programmes (hereinafter jointly referred to as examinations) as well as determining the method of the examination.
- (2) For programmes organised in cooperation with other higher education institutions, the University may decide to organise the examinations jointly with the cooperating higher education institution. In this case if the University and the cooperating higher education institution wish to depart from the rules laid down in the present paragraph, they shall include the relevant provisions in a separate agreement. The departing rules shall be disclosed to the applicants in accordance with the general rules.
- (3) If the examination in question is linked to an admission examination in given topics, SS shall publish on the University's website information on the topics of the admission subjects as well as preferential treatment available for persons with a disability, as well as notify the applicant in a message sent to the e-mail address provided for the purposes of the admission procedure.
- (4) The examination is conducted by SS in accordance with the schedule established by the Vice-Rector for Education under the professional guidance of the competent dean, as well as the institutes and admission committees under the professional guidance of the competent dean and the professional supervision of the study programme coordinator.
- (5) The study programme coordinator shall be responsible for defining the content requirements set out in the present Regulations, the Head of Institute shall be in charge of designing the content of the examination, the admission committees shall be tasked with conducting the admission examinations, the SS shall be tasked with performing the administrative tasks related to the exam.
- (6) In case of assessing knowledge linked to more than one study programme the dean, in case of one study programme the study programme coordinator shall invite the Head of the competent institute to compile, correct and check the questions of the written exam within the given institute.
- (7) The exam may be:
 - a) written:
 - aa) written, requiring personal presence
 - ab) written, computer-based
 - ac) written, online
 - b) oral:
 - ba) oral, requiring personal appearance
 - bb) oral, online
- (8) As a general rule online exams shall be conducted by using the application in place at the University, but in case of programmes organised together with other higher education institutions or in other justified cases the dean may establish different rules.

- (9) The method of the examination shall be defined by the competent dean.
- (10) If the applicant is unable to meet the requirements of completing the oral examination in the given form due to childbirth, accident, illness or any other unexpected cause without any fault on his/her part, he/she may request the method of the examination to be changed from an exam requiring personal present to an online exam or vice versa, as well as the use of a different application. The decision with regard to the application for equity shall be taken by the dean.
- (11) The applicant shall be notified of the date of the exam in a notice to appear for the examination. The notice shall be issued by the Head of Student Affairs at SS.
- (12) SS shall send the applicant the notice to appear for the examination not later than two weeks ahead of the date of the exam to the electronic mailing address provided by the applicant for the purposes of the application. In case of a special higher education admission examination, the applicant shall confirm the receipt of the notice to appear for the examination in a reply message. By confirming its receipt, the applicant acknowledges the contents of the notice.
- (13) The notice to appear for the examination shall include:
 - a) The name of the study programme indicated in the application for admission, in case of a special higher education admission examination the name of the exam subject,
 - b) The examination's:
 - ba) Method, which can be written and/or oral,
 - bb) Day, start time,
 - bc) venue,
 - bd) rules of conducting the exam,
 - be) technical conditions required for the exam and list of aids that may be used (to be taken along by the applicant),
 - bf) manner of publishing and granting access to the result, as well as
 - bg) in the case of written exams, the manner of granting access to the exam papers,
 - bh) the details on legal remedy, as well as
 - c) in case of special higher education admission exams the name, address and admission ID of the applicant.
- (14) For specialist postgraduate programmes, it is not necessary to send a notice to appear for the examination. In this case SS shall agree on a date with the applicant who may choose one of the offered dates.

Conducting the admission examination

22.§

- (1) If the applicant wishes to take an admission examination in another higher education institution in addition to the University, he/she shall be responsible for setting up his/her own exam schedule. Should there be a scheduling conflict, the University does not offer any other dates in addition to the designated ones even upon request.
- (2) If the applicant is unable to appear at the exam due to childbirth, accident, illness or any other unexpected cause without any fault on his/her part, he/she may request the date of the examination to be changed. The decision with regard to the application for equity shall be taken by the dean.
- (3) Should any unavoidable technical or other problem arise on the part of the University, which prevents the exam from taking place, the University may change the predetermined

- date if it sends the relevant notification to the applicant's electronic mailing address. SS shall inform the applicant of the modified date not later than one week prior to the exam.
- (4) For an examination requiring personal appearance, applicants shall arrive at the designated venue not later than 30 minutes before the start of the exam. For online exams the time of arrival shall be specified in the information provided. For specialist postgraduate study programmes rules departing from the ones set out in the present paragraph may be applied, of which SS shall notify the applicants electronically.
 - (5) Personal identity shall be checked at the examinations. The student shall make a separate declaration thereof prior to the exam.
 - (6) When the applicant's personal identity is checked, the room supervisor/chairperson of the admission committee shall indicate the rules, the consequences of any breach thereof, in case of a written exam, the manner of granting access to the exam papers, as well as the legal remedies, then asks the examinee to declare that he/she was acquainted with what has been said. For written examinations the declaration shall be made in writing.
 - (7) ¹⁹ The chairperson of the admission committee shall determine the manner of the examination for each exam, including for instance the aids that may be used by the examinee.
 - (8) During the examination the examinees may not request help from anyone, during the exam they may not communicate with other persons in any manner, they may not replace another person or be replaced by another person during the exam, they may not use any unauthorised aids.
 - (9) They may only leave the premises in which the exam is taken in cases of absolute necessity, but the time available for the exam is not extended by the time lost.
 - (10) If the examination is disrupted by any extraordinary event (technical problem, force majeure) on the part of the University, the exam shall be suspended and the time available should be extended by the time lost or the exam shall be retaken. If the examination is disrupted by any extraordinary event (technical problem, force majeure) on the part of the applicant, the University is not obliged to repeat the exam.
 - (11) Leaving the exam venue of one's own free will shall not result in any extension of the time available.
 - (12) An objection may only be raised with regard to the rules of the examination in the event of law infringement or the breach of the present Regulations. The objection may be put forward in writing by sending it from the e-mail address provided by the applicant upon application. The decision with regard to the objection shall be taken by the dean.
 - (13) The University shall provide electronic IT assistance (helpdesk) to ensure the smooth running of the online exam.
 - (14) For online exams, it shall be the responsibility of the examinee to enter the interface of the online examination 30 minutes prior to the start time of the exam as well as to read the exam rules and declare to have been acquainted with the exam rules and to accept them.

Preferential treatment given to students with disabilities

23.§

- (1) Applicants with disabilities may submit a request in which they may ask to have recourse to a special exam option, justified by the disability in question. The request shall be submitted not later than by the 10th day preceding the relevant examination along with the medical report certifying the disability.
- (2) The decision with regard to the request shall be taken by the Disability Committee, which may authorise:

¹⁹ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

- a) The extension of the duration of the exam by maximum 30%,
 - b) The use of an aid,
 - c) The allocation of a separate exam room to the applicant,
 - d) The modification of the method of the exam.
- (3) No special exam option other than the one described above shall not be provided.
- (4) Paragraphs (6)-(12) of Article 39 shall apply to legal remedies against the decision of the Disability Committee.

Specific rules of the written admission examination (requiring personal presence)

24.§

- (1) The content requirements of written examinations shall be defined by the study programme coordinator on the basis of Articles 12(2), 21 (5) of the present Regulations and within the content framework provided in the annex to the present Regulations.
- (2) The duration of written examinations is set out in the annex to the present Regulations.
- (3) For written examination requiring personal presence, a room supervisor shall be provided. The relevant institute shall be in charge of ensuring the room supervisor. The room supervisor shall be designated by the Head of the Institute at the request of the competent dean. If necessary, SS shall provide administrative assistance. The room supervisor shall be tasked with making sure that the rules or the exam are observed, that irregularities are recorded, with performing the required administrative tasks at the venue, if necessary with letting applicants in and out of the room as well as with providing the necessary guidance to applicants.
- (4) For written examination requiring personal presence, it shall be the duty of the University to provide an exam venue. This shall be arranged by SS.
- (5) For the purposes of conducting written computer-based examinations requiring personal presence, the venue and the IT conditions shall be ensured by SS. The competent institute shall be responsible for making available the questions at the request of the competent dean.
- (6) The IT conditions for conducting the online written examinations shall be predefined by the University and communicated to the applicant in the notice to appear for the examination. The necessary personal assistance shall be ensured by TTDL.
- (7) The applicant shall ensure the technical conditions on his/her own responsibility and costs.
- (8) In the case of examinations requiring personal presence, the applicant shall wait in the designated area and may enter the room at the when requested to do so by the room supervisor with the purpose of establishing the seating order and starting to take the exam..
- (9) The seating order shall be established in such a manner that prevents examinees from helping or disturbing each other. The seating order shall be defined by SS and shall be acknowledged by the applicant.
- (10) In the case of examinations requiring personal presence, the applicant shall certify his/her personal identity by presenting his/her ID card, driving licence or passport at the request of the room supervisor.
- (11) In case of an online written examination, the applicant shall be required to make himself/herself available at the time specified in the notice to appear for the examination and report for the exam in the manner and at the time defined by the University in the notice.
- (12) The University shall require the applicant to enter the admission ID number for the purpose of identification, which is a prerequisite of starting the online examination. The exam may only start after successful identification.

- (13) In the case of written examinations requiring personal presence, an ID sheet featuring the applicant's name and admission ID shall be prepared before starting the exam.
- (14) In the case of written examinations requiring personal presence, during the distribution of the worksheets and the examination itself no-one may be present in the room apart from the room supervisor/room supervisors and any representative of official authorities who arrive to monitor the exam. If the safe running of the examination so requires, a person ensuring the technical conditions on a constant basis may also be present with the approval of the room supervisor. In the case of online examinations, no other person apart from the examinee may be present in the room where the exam is taken by the applicant.
- (15) In case of examinations requiring personal presence, the applicants may start to solve the exam questions when the room supervisor so indicates. The start time of the exam shall be recorded in the minutes by the room supervisor. The time available for addressing the questions shall be counted from this point in time. In the case of online examinations, the exam may be started at the time specified in the notice to appear for the examination, and may be completed and submitted in the time window made available. This shall be recorded by the system and may not be modified, the paper may not be submitted once the time window closes.
- (16) The time available to the examinee for the exam shall be specified in the information sheet.
- (17) During the online examination, examinees may only work on exam papers that are provided through the application used by the University.
- (18) The exam worksheets, exam questions may not be recorded, recorded documents may not be passed on or stored.
- (19) In case of written examinations requiring personal presence, the worksheets printed by the University and the continuation forms featuring the imprint of the stamp of the University may be used. Any drafts or notes may only be made on these forms. Computer-based examinations requiring personal presence may be taken on university interfaces, following proper personal identification (login) in the manner specified in the information sheet.
- (20) At written examinations requiring personal presence, the written work shall be completed in blue ink. The examinees shall be responsible for ensuring writing instruments and aids, which may not exchange them among each other. Computer-based exams requiring personal presence may only be taken in the room indicated in the notice to appear for the examination, exclusively on the computers available in the room.
- (21) Examinees may not be left unattended during examinations requiring personal presence, furthermore examinees may only leave the room in justified cases, one by one. Any examinee leaving the room shall hand in the exam paper to the room supervisor who shall record the exact time of leaving and returning in the minutes. The examinees may not leave the venue of the examination during online exams, either.
- (22) The examinees may not be given any instructions, help for completing the questions. During the exam the examinees may not seek assistance from each other or from anyone else, they may not use any unauthorised aid. In the event of a technical problem (photocopying error, missing page, system error, etc.), the room supervisor shall take care of the necessary correction at the examinee's signal.
- (23) During examinations requiring personal presence, the room supervisor shall signal when the time available for completing the questions expired. Work shall then be ceased. The examination venue may only be left with the authorisation of the room supervisor when the time available for the exam expired, the exam papers were submitted.
- (24) During written examinations requiring personal presence, once the exam is completed, the examinee shall hand over to the room supervisor the sealed envelope containing the exam paper, into which he/she has also placed in a separate envelope the identification sheet containing the name and the admission ID of the applicant for the purpose of encrypting and subsequently identifying the paper. The room supervisor shall collect the envelopes.

In case of computer-based exams requiring personal presence, the papers shall be saved to the location and in the manner specified in the information sheet. In case of online exams, the exam shall be closed by submitting the exam paper via the exam paper application.

- (25) During written examinations requiring personal presence, unused worksheets shall be handed over by the room supervisor to the Head of Student Affairs of SS or the person designated by him/her in writing, who shall be in charge of destroying them.
- (26) Minutes shall be taken during written examinations requiring personal presence. The minutes shall include:
 - a) The specification of the admission procedure,
 - b) The venue of the examination,
 - c) The date, duration of the examination,
 - d) The names of the exam subject and the study programme,
 - e) The name, signature of the room supervisors, the duration of supervision,
 - f) The general seating order,
 - g) The description of any extraordinary event occurring during the examination,
 - h) The name of the examinees and their admission ID.
- (27) The declarations on having been acquainted with information on the exam, signed by the examinees and the submitted exam papers shall constitute the annexes of the minutes.
- (28) In case of examinations requiring personal presence, when the correction of the anonymous papers is completed after the exam, the designated staff member of Student Affairs of SS shall record the name of the examinee on the exam paper on the basis of the examinee's admission ID or shall inseparably attach to it the ID sheet featuring among others the name of the examinee, and annexes them to the minutes. The minutes and their annexes shall be kept for one year by SS.
- (29) In case of written examinations requiring personal presence, the room supervisor shall sign the minutes and then shall hand it over to the Head of Student Affairs of SS or the person designated by him/her in writing. In case of written examinations requiring personal presence, the envelopes containing the exam papers awaiting correction shall also be handed over to the Head of Student Affairs of SS or the person designated by him/her in writing. In case of written examinations requiring personal presence, the Head of Student Affairs of SS or the person designated by him/her in writing shall ensure that the sealed envelopes are counted. The minutes shall also be signed by the Head of Student Affairs of SS or the person designated by him/her in writing.
- (30) Should any technical problem occur at the time of registering for the exam, during the examination or in the commenting period which does not arise on the part of the University, the University does not assume responsibility for the technical problem.

Oral admission examinations

25.§

- (1) The content requirements of oral examinations shall be defined by the study programme coordinator on the basis of Articles 11(2), 20 (5) of the present Regulations and within the content framework provided in the annex to the present Regulations.
- (2) The duration of oral examinations is set out in the annex to the present Regulations.
- (3) For oral examinations requiring personal presence, it shall be the duty of the University to provide an exam venue. This shall be arranged by SS.
- (4) For online oral examinations the IT conditions necessary for taking the exam shall be predefined by the University and communicated to the applicant in the notice to appear for the examination.

- (5) The applicant shall ensure the technical conditions on his/her own responsibility and costs.
- (6) In the case of oral examinations requiring personal presence, the applicant shall wait in the designated area and may enter the room when requested to do so by the admission committee with the purpose of starting the exam.
- (7) In the case of oral examinations requiring personal presence, the admission committee shall hear one applicant at a time in the designated room.
- (8) In the case of examinations requiring personal presence, the applicant shall present his/her ID card, driving licence or passport to certify his/her identity at the request of the chairperson of the admission committee.
- (9) In the case of online oral examinations, the applicant enters the exam featured in the notice within the given time window, waits in the virtual lobby and is called to join the conversation by the committee when the exam starts. To have his/her personal identity verified, the examinee shall show to the camera his/her valid ID document with picture in such a manner that it is suitable for identification. The admission exam may only start upon successfully entering the application and personal identification.
- (10) In case of an online oral examination, the examiner may at any time ask the examinee to pan the surroundings with the camera of the device used by him/her and to close up on objects. The examinee shall meet the request without delay.
- (11) The chairperson of the admission committee ensure that the exam is run smoothly.
- (12) The time available to the examinee for the exam shall be specified in the information sheet.
- (13) Apart from the members of the admission committee and the persons taking the admission exam, no-one may be present in the room during the oral examination.
- (14) The oral admission exam may not be recorded, recordings may not be passed on or stored.
- (15) In case of oral examinations, once the exam is over, the designated member of the admission committee shall record the score received at the exam on the minutes of the exam.
- (16) Should the online oral exam be interrupted due to a technical problem occurring on either end, the examiner shall attempt to recall the examinee not more than twice successively.
- (17) Minutes shall be taken at oral examinations requiring personal presence. The minutes shall include:
 - a) The specification of the admission procedure,
 - b) The venue of the examination,
 - c) The date and time of the examination,
 - d) In case of special examinations, the specification of the exam subject, in case of admission, career aptitude assessments, language aptitude tests the specification of the study programme,
 - e) The score/result attained at the admission exam, for multi-part admission exams the scores attributed to each of the exam parts,
 - f) In case of oral exams, the name of the chairperson/members of the admission committee and their signatures,
 - g) He description of any extraordinary event that occurred during the exam,
 - h) The name and admission ID of examinees.
- (18) The Chairperson of the Admission Committee shall sign the minutes and shall hand them over to the Head of Student Affairs of SS or the person designated by him/her in writing.

Special rules applicable to career aptitude assessments

26.§

- (1) Anyone applying for a teacher training programme shall undergo a career aptitude assessment.

- (2) A teacher already pursuing his/her career may be exempted if he/she can certify that he/she is employed as a teacher.
- (3) Career aptitude assessments take place at the same venue, in the institution where the application is made for the first single-cycle teacher training programme (hereinafter: institution giving the notice), its result being valid for all applications to further single-cycle teacher training programmes.

Evaluation of the exams

27.§

- (1) In case of written examinations requiring personal presence, the Head of Student Affairs at SS or the person designated by him/her in writing shall hand over the envelopes containing the papers to be corrected to the exam paper marker.
- (2) In case of written examinations requiring personal presence, the correction of the exam papers may only start when the applicant data have been encrypted. In case of computer-based exams and online written exams, the applicant enters the exam with his/her admission ID, there is no need for additional encryption.
- (3) In case of written examinations, the exam papers shall be corrected – in case of computer based exams the corrected papers shall be displayed - within 5 working days, except when the written computer-based exam is made up of a series of test questions, as in this case the exam paper is marked automatically upon submission.
- (4) The answers given to the exam questions shall be corrected and evaluated on the basis of the correction and evaluation guide provided by the study programme coordinator.
- (5) The person(s) designated by the study programme coordinator shall be in charge of the following tasks with regard to the exam papers
 - a) In case of written examinations requiring personal presence, he/she/they shall correct the mistakes, errors and highlight them in red ink that is clearly distinguishable from the ink used by the applicant,
 - b) In case of computer-based written examinations and online written examinations
 - ba) If the exam task is test-based, it shall be automatically corrected upon submission on the basis of the pre-generated test questions and the associated correction key,
 - bb) If the exam task is essay-based or is a combination of test questions and an essay, correction shall be carried out on the basis of the guide issued by the study programme coordinator, with the assistance of the system running the exam
 - c) When correcting the exam papers, if he/she/they come to the assumption that the examinee used unauthorised aids or assistance, this shall be noted on the exam paper, or in the case of a computer-based or online written exam, a memo shall be drawn up to that effect;
 - d) He/she/they shall record the suggested score, the date of the correction on the corrected exam paper, sign it and hand it over to the Head of Student Affairs at SS, in case of computer-based exams or online written exams he/she/they shall hand over the scores and the information on the correction matching the individual admission ID generated from the examination database on both paper and in electronic form.
 - e) In case of written examinations requiring personal presence, the Head of Student Affairs at SS or the person designated by him/her in writing shall make sure that the identification sheets are attached to the corrected exam papers or the name of the examinee is recorded on the exam paper.

- (6) In case of oral examinations, the exam shall be evaluated by the Admission Committee in closed session.
- (7) For both written and oral examinations, the achieved score, result shall be communicated to the applicant by SS within 7 working days.
- (8) In the case of written examinations requiring personal presence, the University shall designate a working day for access to the corrected exam papers by the examinees. The examinee shall be informed of the time and location of such access in the notice to appear for the examination as well as in the declaration made prior to starting the exam. Only the examinee shall have access right, representation is not allowed. The examinee may submit his/her remarks to the Head of Student Affairs at SS or the person designated by him/her in writing by the end of business on the day following access in the form set out in the notice to appear for the examination. The exam paper may not be handed over to any third party, no copy can be taken thereof, the examinee may take notes when accessing the exam paper. For online written examinations the interface of submitting remarks is identical with the interface of the online examination. It may be accessed by the applicant at a pre-published date and time window, but if required, personal access may also be requested with the institute organising the examination on the working day designated by the institute. He/she may raise objections with regard to the correction of certain examination parts, questions and the result by completing and submitting the commenting form. The submitted comments shall be reviewed by the lecturer designated by the institute in charge of the exam paper. The lecturer shall check whether the comments are justified and re-evaluates the paper. Remarks may only be made in case of unclear correction or evaluation that differs from the one set out in the correction-evaluation guide, as well as may concern the investigation of any identified correction, scoring error. The remark shall be forwarded to the competent dean by the Head of Student Affairs at SS or the person designated by him/her in writing on the first working day of its receipt. The dean shall take a decision with regard to the remark by the end of the 5th working day of its receipt. The decision shall be communicated to the examinee electronically by the Head of Student Affairs of SS or the person designated by him/her in writing. The designated staff member of SS shall record the decision on both the minutes and a separate commenting form. The commenting form shall be attached to the exam paper. The decision with regard to the remark may only be challenged in an appeal against the admission decision. In the event of failure to comply with the deadline for submitting remarks, the examinee may file an application for continuation. The decision with regard to the application for continuation shall be taken by the competent dean. The rejection of the application for continuation may only be challenged in an appeal against the classification decision and only if the modification of the result of the written paper would make the applicant eligible for admission.
- (9) In case of computer-based examinations requiring personal presence or online computer-based examinations,
 - a) If the exam is test-based, the exam paper gets corrected automatically upon its submission and is immediately accessible to the examinee,
 - b) If the exam task is essay-based or is a combination of test questions and an essay, the applicant may access the answers provided for the evaluation of the given question, in the case of test questions, the correct answer and the score on the 6th working day following the examination when the exam paper has been displayed.
- (10) Any remarks, objections with regard to the evaluation of the oral admission examination may only be made by the examinee by submitting an appeal against the admission decision.
- (11) Within the central application procedure, the competent staff member of SS shall record the admission results in the GÓLYA programme by the deadline set by the Authority.

- (12) No exam result may be transferred to another admission procedure, in such case a new examination shall be taken.

Treating irregularities

28.§

- (1) Should the room supervisor detect an irregularity (using an unauthorised aid, disturbing others, indicating personal identity, etc.), he/shall take the exam paper away from the examinee, shall record the fact and the manner of the irregularity on it as well as the exact time of removal, shall sign the exam paper and return it to the examinee, who may go on with the examination. After the examination, the room supervisor shall draw up a detailed memo setting out the irregularity, shall validate it with his/her signature, then shall promptly notify the Head of Student Affairs at SS or the person designated by him/her and shall hand over the memo. Should the chairperson or the members of the Admission Committee or any other supervising person detect an irregularity during an online exam, he/she/they shall promptly draw up a memo thereof. If an irregularity occurs during an oral examination, the applicant may go on with the exam, but will have previously signed a declaration applicable in the event of an irregularity, and such declaration shall be included in the memo. If during the correction, the person correcting the exam paper establishes that the examinee is suspected of having committed an irregularity, he/she shall record such statement on the exam paper, shall draw up a detailed memo of the irregularity, shall validate it with his/her signature, then shall promptly notify the Head of Student Affairs at SS or the person designated by him/her in writing and shall over the memo..
- (2) Should an irregularity be suspected, the competent dean may order the presumed irregularity to be investigated ex officio in the absence of the notification, memo of the room supervisor/Admission Committee/other person supervising the examination.
- (3) ²⁰ The competent dean, in cooperation with the Head of Student Affairs at SS or the person designated by him/her in writing and with the Head of LARS shall investigate the notification promptly after the conclusion of the examination.
- (4) If the dean establishes that an irregularity has occurred, the admission examination shall be declared to be invalid and the applicant shall be regarded as not have chosen to take part in the examination.
- (5) Should the examinee detect an irregularity on the side of the University, he/she may indicate it from the e-mail address provided to SS upon application or in writing. The Head of Student Affairs at SS or the person designated by him/her in writing shall promptly investigate the notification in cooperation with the competent dean and the legal counsel of the University.
- (6) The dean shall take a decision on whether an irregularity has occurred and on its consequences in the form of a resolution. If the applicant so requests, the resolution shall also be handed over to the applicant as a paper-based document.
- (7) If any irregularity committed on the side of the University is detected by a university staff member, he/she shall notify the dean of the irregularity. The suspected irregularity shall be promptly investigated by the competent dean with the Head of Student Services at SS or the person designated by him/her in writing and the legal counsel of the University. If it is possible to put the applicant in a situation as he/she would have been if the irregularity had not occurred, in other cases an opportunity shall be given to him/her within the existing legal framework – in particular within the given timeframe – to retake the examination, this time in a regular way. If there is no possibility to retake the exam or the dean does not consider it to be justified, the dean may decide on the appropriate revision

²⁰ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

of the exam evaluation at his/her own discretion. In this case the irregularity shall be recorded in a memo and should the applicant not be admitted to the University even despite the dean's decision, the applicant shall be notified about the irregularity by sending him/her a copy of the memo. Based on the notification, the applicant may request a reinvestigation in accordance with Paragraph (5).

- (8) The resolution shall be sent to the e-mail address provided by the applicant at the time of application, a paper-based copy shall be sent by post with acknowledgement of receipt.
- (9) An appeal against the decision taken by the dean with regard to the irregularity may be made within 5 days of receiving the resolution. The legal remedy request shall be sent or shall be delivered in person to the Head of Student Affairs or the person designated by the latter in writing, who shall promptly forward it to the Student Appeals Committee. The Student Appeals Committee shall decide with regard to the remedy within 5 working days of the receipt of the legal remedy request. It shall notify the examinee, the dean and the Head of Student Affairs at SS or the person designated by the latter in writing of the outcome.

RULES WITH REGARD TO SPECIAL HIGHER EDUCATION ADMISSION EXAMINATIONS

Persons eligible for the special examinations

29.§

- (1) The applicant may meet the application requirement of the advanced level secondary school leaving examination in a given subject defined in the central application procedure by achieving a minimum result of 45% at the special higher education admission examination (hereinafter referred to in this Article as special examination) organised by the University as part of the admission procedure if in the given subject he/she possesses:
 - a) An examination result in the Hungarian secondary school leaving certificate obtained before the introduction of the two-tier secondary school leaving exam,
 - b) An examination result in a secondary school leaving certificate issued by a foreign EEA member state or a secondary school leaving examination result completed in Ukraine or Serbia.,
 - c) An international secondary school leaving examination certificate (Diploma of the International Baccalaureate), or
 - d) An examination result in a European baccalaureate certificate defined in Government Decree 322/2004 (6 December) on the proclamation of the Convention defining the Statute of the European Schools, signed in Luxembourg on 21 June 1994.
- (2) If the applicant is eligible for extra points for the secondary school leaving exam under (1), he/she is eligible for 50 extra points for each subject in which he/she completed the secondary school leaving examination.
- (3) Subject to the University's decision, an applicant applying under the admission procedure for off-site programmes beyond the borders of Hungary shall also be entitled to take a special examination.
- (4) Along with the application for admission, the applicant shall also declare in which subject(s) he/she wishes to take a special examination. A special examination may only be taken in subjects for which the applicant records a secondary school leaving examination result.
- (5) As regards the applicants under the central application procedure, the Educational Authority shall send the University the list of applicants for the special examination, from which the University may not depart. The applicant may be served with a notice to appear for the examination in a given subject by the first such institution in his/her list of

preference where the advanced-level secondary school leaving examination is required. (If the applicant applied in two or more subjects, he/she shall be served with a notice by the first institution.) For applicants under the admission procedure with regard to applicants for off-site programmes beyond the borders of Hungary, the list of applicants to the special examination shall be drawn up by SS. The SS shall send the list to the competent dean for information.

- (6) If the applicant wishes to take an examination in another higher education institution as well, he/she shall be responsible for organising his/her exam schedule. Should a scheduling conflict occur, the University does not offer another date even upon request.

Organising the higher education special admission examination

30.§

- (1) It shall be the duty of SS to organise, run the special examinations as well as record the results in the GÓLYA programme by the deadline set by the Educational Authority. The Head of SS shall appoint an institutional coordinator to coordinate the special exams. The institutional coordinator shall be tasked with coordinating the special exam, with liaising with the Educational Authority, the representative conducting the exam, room supervisors and the teachers in charge of correction in this matter.
- (2) As a general rule, the University conducts the special exam, including the special exam of applicants applying under the admission procedure of off-site programmes beyond the borders of Hungary, via another higher education institution in accordance with a cooperation agreement concluded with that institution. In this case the examination is conducted on the basis of the regulations of the organising higher education institution up to the point when the exam papers are handed over to the institutional coordinator. After the receipt of the exam papers the provisions of the present regulations shall apply.
- (3) Notwithstanding Paragraph (2), the University may choose to organise the special exam itself. In such a case it shall act in accordance with the provisions laid down in Articles 21-24, 26-29, 31 as well as the present Article.

Conducting the special higher education examination

31.§

- (1) The exact date of the special exams are published by the Educational Authority on its website. Such dates may not be departed from and there is no resit possibility. The exam dates for each subject are determined by the Educational Authority, of which it shall inform the University. The exam dates and any resits with respect to applicants applying under the admission procedure for off-site programmes beyond the borders of Hungary shall be decided upon the competent dean within the framework of the schedule published by the Vice-Rector for Education.
- (2) The Authority, assisted by the Hungarian Rectors' Conference shall select the exam questions by lot and shall send them to the institutional coordinator, along with the correction guide, one week before the special exam. The exam questions shall be kept in secret storage in a locked place until the beginning of the exam. With respect to the special exam of applicants applying under the admission procedure for off-site programmes beyond the borders of Hungary, the exam question compiled by the lecturer designated by the study programme coordinator as well as the correction and evaluation guide shall be approved by the study programme coordinator.
- (3) The special exams shall be held in a separate room for each study programme, or if relevant, in each subject.

- (4) During the special exams during the distribution of the worksheets and the examination itself no-one may be present in the room apart from the room supervisor, the institutional coordinator and any representative of official authorities who arrive to monitor the exam. If the safe running of the examination so requires, a person ensuring the technical conditions on a constant basis may also be present with the approval of the room supervisor. If the safe running of the examination so requires, a person ensuring the technical conditions on a constant basis may also be present with the approval of the institutional coordinator or the room supervisor.
- (5) During the special exam the worksheets that were handed over to the room supervisor by the institutional coordinator shall be distributed by the room supervisor.
- (6) During the examination only worksheets received from the Educational Authority may be used, during the special examination of applicants applying under the admission procedure for off-site programmes beyond the borders of Hungary, only worksheets compiled by the University may be used, along with the continuation forms featuring the imprint of the stamp of the University.
- (7) The examinees shall indicate on every worksheet, continuation form they receive the admission ID associated with the admission procedure for Corvinus' off-site programmes beyond the borders of Hungary, along with indicating the date of the exam day and the name of the exam subject on the continuation forms. Any drafts or forms may only be made on these forms.
- (8) Written works shall be completed in blue or black in. The examinees shall be in charge of the writing instruments and aids, which they cannot exchange among each other.
- (9) Examinees may not be left unattended, furthermore examinees may only leave the room in justified cases, one by one. Any examinee leaving the room shall hand in the exam paper to the room supervisor who shall record the exact time of leaving and returning in the minutes.
- (10) The examinees may not be given any instructions, help for completing the questions. During the exam the examinees may not seek assistance from each other or from anyone else, they may not use any unauthorised aids.
- (11) The room supervisor shall signal when the time available for completing the questions expired. Work shall then be ceased. The papers shall be collected by the room supervisor and shall be placed in a separate envelope for each examinee. The envelope shall and may feature the applicant's admission ID associated with the admission procedure for Corvinus' off-site programmes beyond the borders of Hungary, along with the name of the subject in which the exam is taken.
- (12) Worksheets not distributed at the written examination shall be handed over by the room supervisor to the institutional coordinator, who shall in turn take care of invalidating them.
- (13) When the exam is completed:
 - a) The examinee shall write the number of continuation forms that he/she used on the front page of the exam paper,
 - b) The exam paper, along with the continuation forms, rough copies shall be handed over by the examinee to the room supervisor, who in turn shall record the time of submission in the minutes,
 - c) The examinee and the room supervisor shall check the exam papers included in the envelope, the IDs featured on them and on the envelopes,
 - d) The room supervisor shall check the number of continuation forms in the presence of the examinee, he/she shall also check whether the blank parts of the exam paper and the rough copies have been crossed out, then the room supervisor shall seal the envelope in the presence of the examinee,
 - e) The examinee and the room supervisor shall certify by placing their signature on the envelope that the checking was performed and the consistency verified,

- f) When the envelope has been sealed, the examinee shall leave the designated exam room,
 - g) The correction of the papers may only begin when the applicant data have been encrypted.
- (14) The room supervisor shall hand over the minutes, the blank worksheets and the envelope containing the exam papers awaiting correction to the institutional coordinator. The institutional coordinator shall count the sealed envelopes and finalise the minutes with his/her signature.
- (15) The institutional coordinator shall hand over the envelopes containing the papers to be corrected as well as the list of papers awaiting correction to the person performing the correction.
- (16) The answers given to the exam questions shall be corrected and evaluated on the basis of the correction and evaluation guide provided by the Educational Authority, in the case of the special examination of applicants applying under the admission procedure for off-site programmes beyond the borders of study programmes, on the basis of the correction and evaluation guide approved by the study programme coordinator.
- (17) Exam papers completed in the framework of the special examination shall be corrected within 3 working days of the exam.
- (18) The person(s) designated by the study programme coordinator shall be in charge of the following tasks with regard to the exam papers of the special examination
- a) correct the mistakes, errors and highlight them in (red or green-) coloured ink that is clearly distinguishable from the ink used by the applicant,
 - b) When correcting the exam papers, if they come to the assumption that the examinee used unauthorised aid or assistance, this shall be noted on the exam paper,
 - c) shall record the suggested score, the date of the correction on the corrected exam paper, sign it and hand it over to the institutional coordinator. Shall also record the suggested score on the list received from the institutional coordinator and shall validate it with their signature,
 - d) the institutional coordinator shall record the examinee's name on the corrected exam papers.
- (19) The grade of the special higher education admission examination may be „pass” or „failed”. The special higher education admission examination shall be passed if 45% is attained. In this case it shall offer a substitute to the advanced-level secondary school leaving certificate and the applicant shall receive the 50 extra points.
- (20) The result of the special examination:
- a) Does not alter the result of the school leaving examination expressed as a percentage,
 - b) Shall be taken into account for all applications requiring an advanced level school leaving examination in the given subject,
 - c) If the given study programme requires an advanced level school leaving certificate in one subject, but the applicant passed the examination in more than one subject, the person calculating the scores shall take into account the subject in which the highest score was achieved at the secondary school leaving exam. Extra points may only be added for one subject.
 - d) If the applicant took a foreign language examination and passed it, this shall not be equivalent to a language examination.
- (21) General rules shall be applied to minutes on special examinations. The declarations on having been acquainted with the information on the examination, signed by the examinees, the submitted exam papers as well as the worksheet of each subject in which the higher education admission special exam was taken shall constitute the annex of the minutes.

- (22) The applicant may appeal against the evaluation of the special examination or the decision taken with regard to his/her remark in accordance with general rules.
- (23) Any fact related to the special examination that is notified to the room supervisor or the Head of Student Affairs at SS shall also be notified to the institutional coordinator, in particular:
- a) The decision by the dean with regard to the remark shall be communicated to the institutional coordinator, and
 - b) The institutional coordinator shall record the decision in the minutes,
 - c) Should an irregularity occur, the institutional coordinator shall be notified thereof and the institutional coordinator shall be involved in investigating the irregularity,
 - d) Any legal remedy request shall be sent or delivered in person to the institutional coordinator.
 - e) At the conclusion of the examination, the institutional coordinator shall record the examinee's name on the exam papers on the basis of his/her admission ID.

DUAL PROGRAMMES

32.§

- (1) In the case of study programmes that are also offered as dual programmes by the University, the applicant may submit a request to pursue his/her studies in a dual programme once a favourable admission decision is taken.
- (2) SS shall publish a prospectus on the University's website on the study programmes that are organised as dual programmes, the corporate partners as well as information on admissions.
- (3) If the applicant wishes to continue his/her studies in a dual programme, during the admission procedure he/she shall also apply to the programme that is indicated as dual in the footnote of the Prospectus on Admission to Higher Education.
- (4) Application to dual programmes consists of two parallel phases. The general higher education admission procedure set out in the present Regulations and the corporate selection phase.
- (5) The corporate selection phase shall be defined jointly on the basis of the cooperation agreement between the University and the corporate partner on the delivery of the dual programme. The companies shall define the admission criteria and the selection procedure themselves.
- (6) The applicant may apply for a dual programme, but may only take part in the corporate selection phase after a favourable admission decision.
- (7) The applicant may only submit an application to a partner who takes part in dual cooperation.
- (8) In order to take part in the dual programme, the admitted person shall signal his/her intention in the form of a request submitted in Neptun before commencing the academic year for which he/she was admitted, at the latest by 15th September. A decision with regard to the request shall be taken by the Head of Student Affairs at SS within 5 working days of its receipt by SS, the outcome of which shall be communicated to the requesting party via Neptun.
- (9) Companies involved in dual programmes shall notify their applicants about the outcome of the selection by the deadline for reordering preferences at the latest. With this in mind, applicants may still modify their order of preference of higher education institutions in the application for admission.
- (10) If the applicant is found to be suitable in the selection procedure, he/she shall be admitted to the dual programme of the University.
- (11) After being successful at the corporate selection, if the applicant:

- a) Wishes to pursue studies in a dual programme, he/she shall indicate that upon enrolment,
 - b) Does not wish to commence studies in a dual programme, he/she may decide to commence studies in a traditional (non-dual) programme,
 - c) Fails to achieve the cutoff score required for admission to the given programme, he/she will not gain admission to the University.
- (12) In case of being unsuccessful at the corporate selection, the applicant may commence studies in a traditional programme provided that he/she reached the cutoff score required for admission.
- (13) Application to dual programmes, the procedure of handling requests shall be defined by SS under the professional guidance of the competent dean.

SPECIALISATION PROGRAMMES

33.§

- (1) The University may admit persons with a higher education qualification who do not who have a student status at the University to any of its the courses, modules without carrying out an admission procedure for the purposes of pursuing a self-funded specialisation programme in the framework of a student status. The University shall issue a certificate on academic performance. Any completed course, module may be credited towards higher education studies in accordance with the rules on credit transfer.
- (2) Only persons who have a higher education qualification and meet the other admission requirements defined by the University may be admitted to specialisation programmes.
- (3) The admission score shall be established by the study programme coordinator by evaluating and ranking the applications on the basis of the ranking criteria published on the website. In case there is a cooperation agreement in place with regard to the specialisation programme, the admission requirements and scores shall be stipulated in the agreement.
- (4) The University shall apply identical admission requirements irrespective of the higher education institution in which the applicant obtained his/her diploma.
- (5) Admission shall be subject to submitting the application form by the deadline. The copy of the diploma certifying a higher education qualification and if required, the certificate of student status shall constitute the annexes of the application form.
- (6) ²¹ The application shall be invalid if the application form is not sent (along with its annexes) by the deadline and the institutional administration fee published on the website or defined in the relevant cooperation agreement is not paid by the due date and the proof of payment thereof is not provided.
- (7) The application form along with its annexes shall be sent to SS.
- (8) An admission decision with regard to admission to specialisation programmes shall be taken in accordance with the provisions of Article 37.

RULES ON PART-TIME PROGRAMMES

34.§

- (1) For the purposes of pursuing part-time studies related to their studies, the students may establish a guest student status at another higher education institution.
- (2) The University does not conduct a separate admission procedure for part-time programmes, the dean shall decide in the matter of admission requests subject to available capacities and previous studies.

²¹ Amended by Resolution No. 49/2020 (11 November) of the Board of Trustees

RULES ON PREPARATORY PROGRAMMES

35.§

- (1) The provisions of Nftv shall apply to the studies in Hungary of non-Hungarian nationals who may pursue preparatory studies at the University and may be granted student status for a maximum of two semesters before commencing their higher education studies.
- (2) Information on application to preparatory programmes shall be published on the University's website. The FLTRC shall be in charge of such publication. The dean shall be responsible for such publication.
- (3) Only persons complying with the following conditions may be admitted to preparatory programmes:
 - a) Holds a secondary school leaving certificate, and
 - b) Meets the requirements of the language level assessment defined by the University, and
 - c) Submitted the application form along with the copy of the certificate attesting to the completion of secondary school by the deadline, and
 - d) Paid the administration fee by the due date.
- (4) The language level assessment stipulated in subparagraph b) of Paragraph (3) shall be carry out by FLTRC in the form of an online interview. The applicant shall receive a pass or a failed grade of which he/she shall be notified electronically within 1 working day of the assessment.
- (5) FLTRC shall carry out the assessment of applications on an ongoing basis until the application deadline. The evaluation of applications shall occur on an ongoing basis between the date of the announcement of the preparatory programme and the application deadline, admission shall be granted on a first-come, first-served basis.
- (6) In the case of oversubscription any applicant who is not able to gain admission to the preparatory programme due to the quota shall be placed on a waiting list and may be admitted to the places vacated by persons who withdrew their application.
- (7) The administration fee associated with the admission procedure for preparatory programmes is set out in Annex 3 of SFBR.
- (8) An admission decision with regard to admission to preparatory programmes shall be taken in accordance with the provisions of Article 37.
- (9) FLTRC shall provide data on the admitted students to SS.

RULES ON PROGRAMMES LEADING TO THE AWARD OF A JOINT DIPLOMA, AS WELL AS DOUBLE DEGREE AND MULTIPLE DEGREE PROGRAMMES

36.§

- (1) The provisions of the present regulation on programmes leading to the award of a joint diploma, as well as double and multiple degree programmes may be departed from in the relevant cooperation agreement.
- (2) The admission requirements, the rules of the admission procedure, the deadlines with regard to the admission procedure are set out in the relevant cooperation agreement. The requirements, rules of procedure and deadlines shall be published on the University's website. SS shall be in charge of such publication.
- (3) Applications to programmes leading to the award of a joint diploma with another Hungarian higher education institution shall be submitted and the relevant admission procedure shall be carried out under the central application procedure in the manner advertised in the line-up of subjects offered by the higher education institution that is

specified in the cooperation agreement. The admission procedure and the administrative tasks shall be carried out by the study administration of the higher education institution which is specified in the relevant cooperation agreement.

- (4) Any matters not regulated by the cooperation agreement shall be governed by the provisions of the present Regulations.

CLASSIFICATION AND ADMISSION DECISIONS

37.§

- (1) The rules on the classification and admission decisions are set out in Articles 41/D-41/E of Nftv and Articles 25-28 of Fkr.
- (2) Under the central application procedure the Educational Authority shall issue its classification decisions in the form of resolutions, and all other decisions in the form of rulings. The decisions shall be communicated in the manner set out in Fkr.
- (3) Under the central application procedure the classification decision shall establish whether the applicant can be admitted to any of the programmes indicated in the admission request, and if yes, to which programme.
- (4) Within the same application procedure the applicant may only be classified to one place.
- (5) If the applicant becomes aware of the fact that the Educational Authority deems the document sent to him/her to have been served in accordance with Fkr, he/she may raise an objection with the Educational Authority within five days of becoming aware thereof, but not later than within a thirty-day limitation period of the notification.
- (6) If the objection is upheld by the Educational Authority, it shall amend or revoke its decision, or repeat certain procedural steps.
- (7) Anyone who meets the admission requirements and is identified by the contracting party in the agreement concluded with the University in accordance with Article 83(5), provided that the University launches the given study programme and has sufficient capacity in the given field of study. The agreement shall stipulate the number of students admitted to the given programme each academic year, which may not be less than 5 persons.
- (8) The University shall take a decision on the admission in the form of a resolution
- (9) The resolution of the University on admission shall be issued by the competent dean. The copy may be certified by the Head of Student Affairs at SS.
- (10) Under the central application procedure admission decisions shall be taken by the date defined in Fkr at the latest, in all other cases until the 10th day preceding the first day of the semester.
- (11) The admission decision stipulated in this Article shall be recorded by SS in Neptun, of which the admitted persons receive a notification in the form of a message. The original admission decision should be handed over to the admitted person upon enrolment and a paper-based copy shall be included in the student's personal file.
- (12) Under the central application procedure the admission decision is taken by the University in the Hungarian language, under other admission procedures in the language of the programme.
- (13) If upon enrolment the Head of Student Affairs of SS establishes when checking the originals of the simple copies submitted for the purposes of application that misrepresentation occurred regarding data influencing the admission result, the competent dean, exercising the powers delegated to him by the Rector, shall annul the admission decision.
- (14) ²² By way of derogation from Article 13, should the student commence his/her studies in distance education, he/she shall present original documents when he/she pursues studies in the form of in-presence education. In this case the verification under Article (13) shall be carried out on the basis of the copies submitted for the purposes of application.

²² Introduced by Resolution No 49/2020. (17 November) of the Board of Trustees

TERMINATING THE ADMISSION PROCEDURE TO HIGHER EDUCATION

38.§

- (1) The provisions on the termination of the admission procedure to higher education are set out in Articles 41/F-41/H of Nftv and Article 11 of Fkr.
- (2) In case of the submission of an incomplete application under the central application procedure, the Authority shall on the applicant to correct deficiencies in accordance with Fkr. Should such correction fail or be insufficient, the admission procedure shall be conducted on the basis of the available data. In the case of insufficient data the admission procedure shall be terminated, the total score does not need to be calculated for the applicant and the places to which he/she has applied shall be excluded.
- (3) In the case of application to specialist postgraduate programmes, off-site programmes beyond the borders of Hungary, foreign-language programmes announced for foreign nationals, double or multiple programmes, joint programmes, part-time programmes, specialisation programmes as well as preparatory programmes, the provisions on terminating the admission procedure pursuant to in Paragraph (1) shall be applied mutatis mutandis. The admission procedure shall be terminated by the competent dean.
- (4) In the case of programmes referred to in Paragraph (3), SS shall call on applicants to correct deficiencies related to the application for admission by sending a message to their electronic mailing address in accordance with the schedule defined for the admission procedure.

LEGAL REMEDY, EQUITY

39.§

- (1) In the case of in-house (written and oral) admission examinations, assessment of professional fitness, career aptitude assessments, language aptitude tests the evaluation of the exam or the relevant exam part may only be challenged in a legal remedy request against the admission decision. This does not preclude the possibility to file a comment with regard to the written examination as provided in Article 27 (8) of the present Regulations.
- (2) The classification decision of the Educational Authority shall become final upon its communication.
- (3) During the procedure it is not possible to file an application for continuation.
- (4) The applicant may bring an administrative appeal against the decision on the grounds of violation of law within 15 days of the notification of the decision. Following the application, the Authority may amend or revoke its decision in accordance with Paragraphs (1) and (2) of Article 115 of Ákr.
- (5) If the decision pursuant to Paragraph (4) gives rise to the amendment of the admission decision, the competent dean shall revoke the resolution on admission issued prior to the decision pursuant to Paragraph (2), then shall issue the amended admission decision in conformity with the decision. The copy shall be certified by the Head of Student Affairs at SS.
- (6) An appeal against the resolution on admission issued by the dean may only be lodged by the applicant in the event of a breach of legislation on admission, the appeal shall clearly specify the law that was breached.
- (7) The appeal addressed to the Student Appeals Committee shall be submitted to SS within 15 days of the notification of the negative resolution or in the absence thereof, the date of becoming aware of the resolution.
- (8) The appeal shall be assessed by the Student Appeals Committee.
- (9) The appeal proceedings shall be closed until the date set by the Educational Authority.
- (10) Legal remedy requests with regard to the higher education admission special examination shall be submitted within 10 working days of the date of the exam, in other matters the

provisions of Paragraphs (6)-(8) shall apply The Student Appeals Committee shall complete the appeal proceedings until the date set by the Educational Authority.

- (11) In the case of application to specialist postgraduate programmes, foreign-language programmes announced for foreign nationals, off-site programmes beyond the borders of Hungary, preparatory programmes, joint programmes, double or multiple programmes, specialisation programmes the provisions of Paragraphs (6)-(8) shall apply. The appeal proceedings shall be completed by the Student Appeals Committee within 15 days of receiving the appeal.
- (12) Rules on the composition of the Student Appeals Committee and on legal remedy are set out in the regulations on request submitted with regard to the student status and on the rules of appeal proceedings.
- (13) During the admission procedure equity may only be exercised in cases where it is expressly allowed by the present Regulations.

RECORDING THE APPLICANTS IN THE CENTRAL REGISTER

40.§

- (1) Pursuant to Articles 12 and 13 of Fkr, the recording of applicants taking part in the central higher education admission procedure is carried out by the Educational Authority. The SS shall be the contact point in this respect.
- (2) The in-house recording of applicants taking part in any admission procedure other than specified in paragraph (1) shall be carried out by SS.

CLOSING PROVISIONS

41.§

- (1) The present Regulations were adopted by the Board of Trustees at its meeting of 18 August 2020.
- (2) The present Regulations entered into force on 1 September 2020, at the same time the Admission Regulations and its annexes adopted by the Senate at its meeting of 27 June 2017 as Resolution No. SZ-137.c/2016/2017. (27 June 2017) and its subsequent amendments are repealed.
- (3) The present Regulations shall constitute Part 1 of the Study Requirements.
- (4) The detailed admission requirements to be applied during the 2021/2022 admission procedure for Bachelor programmes, two-cycle and single-cycle Master programmes as well as specialist postgraduate programmes shall be elaborated by 15 September 2020.
- (5) The present Regulations were amended by the Board of Trustees at its meeting of 1 October 2020. The amendments entered into force as of 15 October 2020.
- (6) The present Regulations were amended by the Board of Trustees at its meeting of 17 November 2020. The amendments entered into force as of 1 December 2020.

Drafted by:	Andrea Bágyi Barbara Bíró Péter Fehér Helga Habis Cecília Marcalekné Kormos Richárd Szántó	
Checked by:	Beáta Farkas Lajos György Szabó	
Commented by:	Senate	On behalf of the Senate, András Láncki Chair of the Senate:

	Educational Committee	
Body that decided to submit the Regulations:	Presidential Committee	
Approved by:	Maintainer	On behalf of the Maintainer, Zsolt Hernádi President of the Board of Trustees:
Issued by:	Marica Sárközi-Kerecsi	

Admission requirements

Admission requirements with regard to Master programmes applicable from the 2021 admission procedures

Name of study programme	Written examination			Oral examination Professional and motivational interview
	Mathematics	Business Economics	Other (subject and value in points)	
Economics of Family Policy and Public Policies for Human Development		None		70 topic: basics of Social Sciences and Public Policy (including motivation and fitness)
Health Policy, Planning and Financing		none		70 topic: health economics (including motivation and fitness)
Communication and Media Studies		none		70 specialist knowledge in Communication and Media Science (including motivation and fitness)
Public Policy and management		none		70 topic: basics of Public Policy (including motivation and fitness)
International Taxation		none		70
International Economy and Business		none		70 topic: International Trade and International Finances (including motivation and fitness)
Political Science		none		70 topic: specialist knowledge in Political Science (including motivation and fitness)
Regional and Environmental Economic Studies		none		70 topic: Economic Geography and Environmental Economics (including motivation and fitness)
Sociology		none		70 specialist knowledge in Sociology (including motivation and fitness)
Supply Chain Management		30		40 Exam topic list, recommended literature

²³ Incorporated by: Resolution No 40/2020. (10. 01.) of the Board of Trustees. Entry into force: 15 October 2020

²⁴ Amended by: Resolution No 49/2020 (17 November) of the Board of Trustees

Name of study programme	Written examination			Oral examination Professional and motivational interview
	Mathematics	Business Economics	Other (subject and value in points)	
Marketing		30		40
Sports Economics		30		40 topic: basics of General Business and Sports Economics (including motivation and fitness)
Accounting		30		40 topic: solving accounting problems, familiarity with specialist questions, /motivation/mindset (including motivation and fitness)
Business Development		30		40
Management and Leadership		30		40 topic: management and leadership (including motivation and fitness)
Business Informatics			30 Information Management, System Development	40
Finance			30 Corporate Finance	40
International Relations			70 Current international issues	none
Actuarial and Financial Mathematics ²⁵	25		25	20 (motivation)
	or			
	50			
Economic Analysis	45		25 Economic thinking	none
Teacher	none			70 (assessment of fitness)
Teacher of Economics (Entrepreneurial Studies)	none			70 (assessment of fitness)

2. Duration of the exams:

Duration of written examinations: 30-60 minutes

Duration of oral examinations: 10-30 minutes

Higher education admissions examination: as specified by the Educational Authority

²⁵ The details of the admission examination are set out in the cooperation agreement concluded with ELTE.

3. Detailed rules on calculating scores for admissions to Master programmes under the central admission procedure:

On the basis of an entrance exam		On the basis of an accredited diploma		On the basis of an international test	
Admission examination	70	Diploma graded with "A" (Excellent)	70	GMAT score of 550+	70
		Diploma graded with "B" (Good)	60	GRE score of 155+	
		Diploma graded with "C" (Average)	55	GMAT score of 500-549	55
				GRE score of 151-154.5	
Grade of the diploma	20	Grade of the diploma	20	Grade of diploma	20
Extra points	10	Extra points	10	Extra points	10
Maximum total score:	100	Maximum total score:	100	Maximum total score:	100

Admission requirements applicable for Bachelor programmes from the 2021 admission procedures

1. Admission requirements for foreign-language Bachelor study programmes announced for foreign nationals:

a) Intermediate English language proficiency level is a further requirement for admission to Bachelor programmes. If the student is not in possession of a language exam of the required level, the assessment of language proficiency is carried out online by the FLTRC. Those who have completed a Bachelor/Master study programme in English or have completed all subjects featured in the secondary school leaving certificate in English are not required to have their language proficiency assessed. FLTRC shall accept the following exams as a minimum requirement:

	CEFR	Cambridge	IELTS	TOEFL	TOEFL iBT	TOEIC
Intermediate level	B2	FCE	6.0	65	72	785

Any applicant whose language proficiency is not adequate under this subparagraph, may not be admitted.

b) In the field of economic sciences further requirements in addition to those defined in subparagraph a) shall be the fulfilment of the admission requirements in Mathematics:

ba) The admission requirements in Mathematics shall be fulfilled according to the following procedure

- i. Advanced Placement test (Mathematics AB or BC) with a minimum score of 3, or
- ii. a SAT Subject Test Mathematics Level II test with a minimum score of 680 or
- iii. ACT test with a minimum score of 27, or
- iv. in the absence of the above, the admission examination organised by the University.

Any applicant is in possession of one of the requirements defined in i)-iii) will receive 100 admission points.

Under iv) the minimum number of points obtainable at the admission examination shall be 40 and the maximum 100.

Any applicant whose language proficiency is adequate in accordance with subparagraph a) but fails to obtain 40 points at the Mathematics admission examination, may not gain admission.

c) In the field of social sciences, the admission requirements in addition to the ones specified under paragraph a) are as follows

- ca) A minimum of 40 and a maximum of 100 points may be obtained at the oral admission examination.

Any applicant whose language proficiency is adequate in accordance with paragraph a) but fails to obtain 40 points at the oral admission examination, may not gain admission.

d) The study programme coordinator shall draw up a ranking of applicants who fulfil the admission requirements on the basis of the language proficiency specified in subparagraph a) as well as the fulfilment of the admission requirements under subparagraph b) in the field of economic sciences and subparagraph c) in the field of social sciences. The relevant decision shall be taken by the Dean

e) Each study programme coordinator shall define the manner and duration of the admission examination for the given study programme. The candidate shall be informed thereof in the notice to appear for the examination and it shall also be posted on the website of the University by SS.

2. Admission requirements defined for off-site Bachelor programmes beyond the borders of Hungary:

a) A maximum of 500 points may be obtained during the admission procedure for off-site Bachelor programmes beyond the borders of Hungary, which shall consist of the following:

- aa) Two chosen subject featured in the secondary school leaving certificate (one of which should be of advanced level), maximum 100 points each, and
- ab) Oral admission examination, maximum 200 points, or
- ac) Extra points as defined in Fkr and Article 17 of the present Regulations, maximum 100 points.

b) In lieu of the points specified in *aa)* of subparagraph a), the University recognises admission points corresponding to a total score of 200 points on the basis of a higher education qualification certified by a diploma that was acquired in any field of study at the level of the given study programme or at a higher level. The points are calculated on the basis of the obtained higher education diploma:

- if the grade is 5 (exemplary, excellent, with distinction), 200 points;
- if the grade is 4 (good), 180 points;
- if the grading is 3 (average), 160 points,
- if the grading is 2 (pass), 140 points.

Points may be recognised if the diploma features the grade or the applicant also attaches a document certifying the average grade/qualification of the diploma (transcript or diploma supplement) to the application.

c) If the University offers Corvinus Scholarships, only applicants reaching the cutoff score established for state scholarship beneficiaries in the given admission procedure as well as meets

the criteria set out in the Regulations on Student Fees and Benefits may gain admission to a programme funded by the Corvinus Scholarship.

d) A ranking shall be drawn up by the study programme coordinator of applicants who fulfilled the requirements of the admission examination on the basis of their scores. The ranking shall be approved by the dean.

Admission requirements applicable for Executive programmes and specialist postgraduate programmes from the 2021 admission procedures

1. Other admission requirements for Executive programmes and specialist postgraduate programmes

a) Once the admission requirements for the executive and specialist programmes are fulfilled, the study programme coordinator shall draw up a ranking, to be approved by the dean.

b) The admission criteria for each study programme of the specialist postgraduate programmes are set out in the following table:

Mode of study	Name of study programme	Language of programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
				CV	Motivation letter	Other	Motivational interview	Professional interview	Other	
Evening	MOJ engineer-economist university	Hungarian	As per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	MOJ engineer-economist university	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	MOJ medical economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	MOJ pharmaceutical economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	MOJ lawyer-economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	Executive MBA manager/ Executive MBA economist	English	as per the programme and outcome requirements, or 5 years of relevant professional experience	X	X	Proof of qualification ; English-language exam (IELTS, TOEFL, TOEIC, Pearson, Cambridge); GMAT (score of min. 600 or corresponding scores) or completing bridging-the-	X			Admission interview in English (personal interview): mapping the career path, management experience (strengths and areas to be improved), motivation;

						gap courses; 2 recommend ation letters				
Evening	IT management / IT management economist	Hungarian	as per the programme and outcome requirements	X	X					Relevance of professional experience, basic digital literacy, management experience
Correspondence	HR-Business Partner/ HR-Business Partner economist	Hungarian	as per the programme and outcome requirements, or 3 years of relevant professional experience after obtaining at least a BSc level higher education diploma	X	X	A 1.5 wpage essay on a current professional challenge, dilemma that occupies you, on the related progress you expect to make during the programme				Relevance of HR- and/or management experience, professionalism
Correspondence	Agrobusiness-management	Hungarian	as per the programme and outcome requirements	X						Qualification matching the study programme or professional experience
Correspondence	Energy management specialist/ energy management economist	Hungarian	as per the programme and outcome requirements	X						Qualification matching the study programme or professional experience
Correspondence	Tourism development manager / tourism development economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme or professional experience
Correspondence	Cultural tourism manager / cultural tourism economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme or professional experience
Correspondence	Political marketing and communication adviser	Hungarian	as per the programme and outcome requirements	X	X		X			Qualification, professional experience and professional motivation matching the study programme

Correspondence	Bank management economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme or professional experience
Correspondence	Management of higher education, research & development and innovation institutions	Hungarian	as per the programme and outcome requirements, or 2 years of experience in higher education	X	X		X			Qualification matching the study programme or professional experience
Correspondence	Actuarial expert /actuarial economist	Hungarian	as per the programme and outcome requirements	X	X	Previous studies, transcript				Mathematical and methodological knowledge (on the basis of a CV and the transcript)
Correspondence	Insurance specialist/insurance economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification, professional experience and professional motivation matching the study programme
Correspondence	FINTECH management specialist / FINTECH management economist	Hungarian	as per the programme and outcome requirements	X	X		X			Qualification, professional experience and professional motivation matching the study programme
Correspondence	Real estate manager/ real estate manager economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification, professional experience and professional motivation matching the study programme
Correspondence	Procurement management / procurement management economist	Hungarian	as per the programme and outcome requirements, or 2 years of work experience in the field of procurement	X	X	Motivation letter including the presentation of tasks performed in the procurement area				Qualification matching the study programme or professional experience
Correspondence	Public procurement management/ public procurement management economist	Hungarian	as per the programme and outcome requirements	X	X		X	X		Qualification matching the study programme or professional experience, interpretation of a legal provision during a professional and motivational interview.

Correspondence	Project management (main contractor) specialist/ project management (main contractor) economist	Hungarian	as per the programme and outcome requirements	X	X		X	X		Qualification matching the study programme or professional experience, assessment of basic knowledge in Economics
Evening	Business data analyst	Hungarian	as per the programme and outcome requirements	X			X			Qualification matching the study programme or professional experience
Correspondence	Research and innovation manager / Research and innovation economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme or professional experience
Correspondence	Entrepreneurial and economic psychology	Hungarian	as per the programme and outcome requirements, or qualification equivalent to a Master's degree in the area of Economy	X	X					Qualification matching the study programme or professional experience
Correspondence	Customs logistics/ custom logistics economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme or professional experience
Correspondence	Corporate internal and executive coach	Hungarian	as per the programme and outcome requirements	X	X	A 1.5 page essay on a current professional challenge, dilemma that occupies you, on the related progress you expect to make during the programme				Qualification matching the study programme or professional experience (relevance of previous coaching, mentoring and/or management experience), professionalism

Correspondence	Human management/ Human management economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme or professional experience
Correspondence	Preparatory course for the pedagogical professional examination of mentor teachers coordinating traineeships	Hungarian	as per the programme and outcome requirements, or Master's degree obtained in Teaching (earlier in a high school or university Teacher study programme), at least 3 years of teaching experience	X	X					Qualification matching the study programme or professional experience
Correspondence	Public education leader and pedagogical professional examination	Hungarian	as per the programme and outcome requirements, or 3 years of experience as a teacher	X	X					Qualification matching the study programme or professional experience
Correspondence	Business language trainer	Hungarian	as per the programme and outcome requirements	X	X		X		Language proficiency assessment	Level of language proficiency, professional motivation

c) The admission requirements in the Master of Business Administration programmes are set out in the following table:

Delivery mode	Name of study programme	Language of programme	Precondition	Documents to be submitted			Oral admission examination			Ranking criteria	
				CV	Motivational letter	Other	Motivational interview	Professional interview	Other		
Full-time	Master in Business Administration (Full-time MBA)	English	as per the programme and outcome requirements, or 3 years of relevant work experience after obtaining a BSc diploma	X	X	essay (how will you make an impact after graduation)		X	X	foreign language interview	The 3 types of oral interview take place on the same occasion before a committee of 2 members
Correspondence	Master in Business Administration (Fudan-Corvinus DD MBA)	English	as per the programme and outcome requirements, or 3 years of relevant work experience after BA or 2 years after MA graduation (only experience obtained after graduation counts, experience gathered during the programme is not taken into account)	X	X	Proof of work experience (it is sufficient to certify the minimum requirement) previous diploma and its annexes (transcript) - English version or English translation scanned in colour, proof of payment of application fee		X	X	Testing of proficiency in English	The 3 types of oral interview (motivational, language, professional) take place on the same occasion, committee: 3 members from Corvinus, 3 members from Fudan, 1 member from MNB, 1 student representative. Topics of the professional part of the oral examination: § Business Ethics and Social Responsibility § Managing the Business § Organizing the Business § Motivation § Leadership § Decision Making § Human Resource Management § Marketing Process and Consumer Behaviour § Pricing, Distributing and Promoting Products § Managing Business Finances § Corporate Finance Recommended literature:

												<p>§ Ebert-Griffin: Business essentials, 10th edition, Pearson, 2015 § David Hillier, Iain Clacher, Stephen Ross, Randolph Westerfield, Bradford Jordan: Fundamentals of Corporate Finance, Second European Edition, McGraw-Hill Education, 2014</p>
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