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Admission Regulations		

Persons responsible for the various professional aspects:	Andrea Bágyi Péter Fehér Magdolna Gyenge Helga Habis Richárd Szántó Zoltán Oszkár Szántó	Higher Education Expert Dean Head of Neptun and Student Finances Dean Dean Head of International Relations
Professional aspects checked by:	Réka Franciska Vas	Vice-Rector for Education
Checked legally by:	Barbara Bíró	Head of Legal Affairs
Decision-making body:	Senate	
Person responsible for editing and publishing the text	Anikó Erős	<signature>
		Higher Education Expert

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Annex to the Admission Regulations 62

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SCOPE OF THE REGULATIONS


1.§

- (1) Personal scope of the Admission Regulations (hereinafter: Regulations) covers
 - a) persons submitting an application for admission to the Corvinus University of Budapest (hereinafter: University) Applicants,
 - 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,
 - b) Admission procedures to joint programmes leading to the award of a joint diploma issued with another higher education institution,
 - 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 courses taken at another higher education institution (hereinafter: courses taken at another higher education institution), to training for the purpose of acquiring specialised knowledge
- (3) Admission procedures to preparatory courses falling within the scope of the Regulations.
- (4) 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.
- (5) The Regulations shall apply to doctoral programmes unless otherwise provided for in the Doctoral (PhD) Regulations.
- (6) Participation in partial training abroad is governed by the Regulations on Partial Training Abroad.
- (7) The scope of the present Regulations does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013.

RELATED REGULATORY DOCUMENTS

2.§

- (1) Enabling legislation for formulating the Regulations: Act CCIV of 2011 on National Higher Education (hereinafter Nftv)
- (2) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to as 'Nftv'),
 - b) Govt. Decree No. 87/2015 on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (9 April) (hereinafter referred to under the Hungarian abbreviation: 'Vhr.'),


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- c) Government Decree 423/2012 (29 December) on the admission procedure to higher education (Fkr.)
 - d) Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.),
 - e) Act LXXX of 2019 on Vocational Education and Training (hereinafter: Sztv.),
 - f) Ministerial publication on the programme and outcome requirements for tertiary vocational programmes, bachelor and master programmes as well as programmes in religious studies (hereinafter: 'KKK'),
 - g) Decree No 8/2013 (30 January) of the Minister of Human Capacities on the Common Requirements for Teacher Training and the specific programme and outcomes requirements of teacher training programmes
 - h) Act C of 2001 on the recognition of foreign certificates and degrees, Etv.),
 - i) cooperation agreements with regards to double or multiple degree programmes, joint programmes leading to the award of a joint diploma,
 - j) Rules of procedure on recognising foreign certificates and diplomas,
 - k) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP'),
 - l) Regulations on the Conditions Ensuring Equal Academic Opportunity for Students with Disabilities,
 - m) Study and Examination Regulations (hereinafter: SER),
 - n) Regulations on Student Fees and Benefits (hereinafter: RSFB),
 - o) Student Disciplinary and Compensation Regulations (hereinafter: SDCR),
 - p) Code of Ethics,
 - q) Procedural rules for announcing programmes (provisions issued by the Vice-Rector for Education).
 - r) Procedural rules for providing information on admissions,
 - s) Procedural rules on scheduling the procedure (provisions issued by the Vice-Rector for Education),
 - t) Procedural rules on applying to dual programmes and to handling applications.
- (3) The Vice-Rector for Education and Student Services may issue executive summaries and implementation guidelines with respect to the documents listed under subparagraphs q) to t).

DEFINITIONS

3.§

- (1) According to the present Regulations:
- a) preparatory course: training under a student status in the Hungarian language, lasting for a maximum of two semesters, organised for foreign nationals claiming to be of Hungarian nationality, but not domiciled in Hungary - prior to the

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commencement of their higher education studies, as well as training in the framework of a student status lasting for a maximum of two semesters organised for non-Hungarian nationals prior to the commencement of their higher education studies;

- b) applicant: a person who submits an application to a programme (programmes) announced by the University with the purpose of taking part in the indicated programme;
 - 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);
 - e) validation: a procedure initiated by an applicant for a master-level study programme in accordance with the provisions of the KKK, and carried out in parallel with the admission procedure, in which the previously acquired knowledge, as evidenced by documents or direct knowledge verification, is compared by the Credit Transfer Committee with the curriculum requirements and, in case of conformity, is recognised with credits, and as a result of which the duration of the four-semester master-level study programme may be reduced to two semesters.
- (2) Further terms used in the present Regulations shall be understood as defined in the SER, Nftv and Fkr.

PRINCIPLES

4.§

- (1) In applying the present Regulations, the University ensures that lecturers, researchers, teachers and other staff involved in study administration (hereinafter 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 present 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 present 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.


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- (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 present Regulations, the competent dean is entitled to adopt a first instance decision. Copies may be certified by the Head of Study Matters at Student Services, by the staff member designated by the Head of International Relations and Accreditations for programmes in foreign languages offered for foreign nationals only, and by the Head of the Foreign Language Teaching and Research Centre (FLTRC) for preparatory courses.

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) the Senate and the Presidential Committee with regulatory powers,
 - b) The Education Committee with right of consultation with regard to the regulations,
 - c) the Vice-Rector for Education with regulatory powers,
 - d) the Maintainer with decision-making and powers of approval,
 - e) the Vice-Rector for Education with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
 - f) the deans with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
 - g) the study programme leaders with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
 - h) the Heads of Institute with decision-making powers and/or powers of approval
 - i) the Head of Student Services (hereinafter: Head of SS) with decision-making powers (person authorised to enter into commitments) and powers of representation,
 - j) the Head of Study Matters at Student Services (hereinafter: Head of Study Matters at SS) with decision-making powers (person authorised to enter into commitments), powers of representation,
 - k) the SS administrator/coordinator designated by the Head of Study Matters at SS with powers of representation,
 - l) the Head of International Relations and Accreditations (Head of International Relations) with decision-making powers (person authorised to enter into commitments) and powers of representation,


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- m) the administrator/coordinator of IRA designated by the Head of International Relations with powers of representation,
 - n) the Head of the Foreign Language Teaching and Research Centre with powers of representation (hereinafter (Head of FLTRC)
 - o) the administrator/coordinator of FLTRC designated by the Head of International Relations with powers of representation,
 - p) the institutional coordinator of special higher education admission exams,
 - q) the lecturers conducting exams and evaluating written exams,
 - r) the study coordinators involved in the relevant admission procedure or the designated staff member of the organisational units involved in the admission procedure.
 - s) the Head of Legal, Administrative and Regulatory Services (hereinafter “Head of LARS”) with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval.
- (3) Organisational units and bodies acting under the provisions of the Admission Regulations:
- a) Student Services (hereinafter: “SS”),
 - b) Education Management (hereinafter: EM),
 - c) Legal, Administrative and Regulatory Services (hereinafter: “LARS”),
 - d) International Relations and Accreditations (hereinafter: “IRA”),
 - e) Centre for Educational Quality Enhancement and Methodology (hereinafter: CEQEM),
 - f) Foreign Language Teaching and Research Centre (hereinafter: “FLTRC”),
 - g) institutes,
 - h) the credit transfer committee of the given programme portfolio (hereinafter: ‘competent CTC’),
 - i) competent admission committees,
 - j) Student Appeals Committee,
 - k) Disability Committee.
- (4) The administrative preparation and support of the admission procedure shall be the responsibility of International Relations and Accreditations (IRA) only in the case of foreign language programmes and double degree courses for foreign nationals only, of the FLTRC in the case of preparatory courses, and in all other cases shall be the responsibility of SS.


ADMISSION COMMITTEE

6.§

- (1) Admission committees (referred to hereinafter as: Committee) shall be set up to conduct the oral admission examinations.

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- (2) The members of the admission committees shall be 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 study programme leader (in the case of preparatory courses and training with the purpose of acquiring specialised knowledge, by the person designated by the competent dean). The study programme leader shall send aggregated data on the composition of the Committee to SS from his/her official university e-mail address, with the relevant files being kept by SS/IRA/FLTRC. A Committee has at least two (2) 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 (1) student pursuing studies in a master programme to each of the Committees at the competent study programme leader's request, but the oral examination may be validly arranged without the delegate of the Student Union. The administrative tasks of the Committee shall be performed by the member designated by the chairperson.
- (3) The rules of operation of the 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 competent dean shall designate a new member and shall notify SS/IRA/FLTRC as specified in paragraph (2) above.
 - 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) Minutes of the Committee's sessions shall be drafted. The minutes may be prepared as paper-based or electronic documents. The chairperson shall be responsible for preparing the minutes. The chairperson shall send the minutes from his/her official university e-mail to the official university e-mail address of the administrator/coordinator designated by the Head of Study Matters at SS, in the case of programmes offered to foreign nationals only in a foreign language, to the official university e-mail address of the SS/IRA administrator/coordinator designated by the Head of International Relations. The minutes shall be signed by the Chairperson of the Committee, but shall be certified by the administrator/coordinator designated by the Head of Study Matters at SS on behalf of the Chairperson, in the case of programmes offered to foreign nationals only in a foreign language, by the SS/IRA/FLTRC administrator/coordinator designated by the Head of International Relations, and in the case of preparatory courses, by the SS/IRA/FLTRC administrator/coordinator designated by the Head of FLTRC. The minutes shall contain the decisions of the committee, taking into account the provisions of 24(6) and 25(7). The minutes shall be handed over on paper or forwarded to SS/IRA/FLTRC

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within five (5) working days of the admission examination, in the manner indicated in the present paragraph.

- 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 courses, as well as courses taken at another higher education institution and training with the purpose of acquiring specialised knowledge 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 courses taken at another higher education institution 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. The Presidential Committee shall decide on the programmes to be announced at the latest by 15 July of the academic year in the case of specialist postgraduate programmes, and by 10 September of the previous academic year in all other cases, and in case a specialist postgraduate study programme is announced by the University in the Higher Education Admission Guide. The Vice-Rector for Education shall inform the Deans, the Vice-Rectors, SS/IRA and Communication about the consensual decision.
- (3) Deans shall make a proposal with regard to the number of places, languages and funding forms that can be used in a given admission procedure. The number of students shall be determined in consultation with the relevant study programme leaders and institutes. The maximum number of students to be admitted under the given admission procedure shall be calculated to ensure that the numbers correspond to the capacity of the programmes announced under both the central and non-central admission procedures. The Presidential Committee shall decide on the programmes to be announced by 15 July at the latest of the academic year in the case of specialist postgraduate programmes, and by 10 September of the previous academic year in all other cases, and in case a specialist postgraduate study programme is announced by the University in the Higher Education Admission Guide. The necessary coordination shall be carried out by EM upon the decision of the Presidential Committee. EM shall inform the Vice-Rectors, Deans, SS/IRA 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, it

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may request them to be announced in accordance with Fkr. under the clearing process as soon as the cut-off scores are established. The rules set forth in paragraphs (1)-(3) shall be applied to the clearing process.

- (5) 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 to be announced in the Prospectus on Admission to Higher Education at the request of EM. OM 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). The programmes to be announced shall also be published on the website of the University. The competent dean shall be responsible for the professional content, and EM for publication.
- (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, courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge, as well as preparatory courses. 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, SS shall be in charge of the publication.
- (10) The procedural rules for announcing programmes shall be defined by the Vice-Rector for Education.
- (11) The compilation of information materials 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 interstate agreements, on joint international programmes.

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- (13) SS/IRA/FLTRC 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, in the case of foreign-language programmes announced for foreign nationals by the the Head of International Relations, in the case of preparatory courses by the Head of FLTRC.

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

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 training for the purpose of acquiring specialised knowledge,
 - g) Admission procedure for preparatory courses.
 - h) Admission procedure to bachelor and master-level study programmes in the field of Computer Science and Information Technology may be submitted without being subject to the central higher education admission procedure.
- (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.

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- (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, courses taken at another higher education institution, training for the purpose of acquiring specialised knowledge as well as preparatory courses, the schedule of the admission procedure shall be defined by the University at its own discretion. This shall be the responsibility of the competent dean, it being understood that the opinion of SS/IRA/FLTRC should be sought. The rules of procedure for scheduling the admission procedure shall be issued by the Vice-Rector for Education in the form of provisions. The parts of the schedule affecting the candidates shall be published on the University's website dedicated to applicants. SS/IRA/FLTRC 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, along with 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.
- (2) Under the recognition procedure, the University shall declare that the legal force of the foreign certificate or degree is equivalent with that of a certificate or degree obtainable in Hungary in accordance with the provisions of Etv.
- (3) The rules for submitting the request are set out in the Rules of procedure on recognising foreign certificates and diplomas.

THE ADMISSION PROCEDURE

APPLICANTS

11.§

- (1) Hungarian nationals may only apply to programmes that are subject to the central admission procedure under the central admission procedure, with the exceptions specified in Paragraph (7).
- (2) A Hungarian national who is also a citizen of another country may not submit an application for foreign-language programmes announced exclusively for foreign nationals, with the exceptions specified in Paragraph (7).
- (3) Students of non-Hungarian nationality may apply both under the central and the institutional admission procedure.
- (4) Only persons eligible pursuant to the rules of the given programme may apply for programmes offered under interstate or state scholarship schemes.


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- (5) Only persons eligible according to the rules of the relevant agreement may apply for double degree, multiple degree and programmes leading to the award of a joint diploma.
- (6) Only non-Hungarian nationals may apply to preparatory courses.
- (7) Foreign languages programmes announced for foreign nationals are open to those who are citizens of a foreign country or hold a non-Hungarian school-leaving certificate, i.e:
 - a) a person who is a citizen of a foreign state, if he or she is a citizen of one or more foreign states, if he or she has obtained a school leaving certificate abroad (either abroad or in Hungary but in a non-resident or international secondary school), or
 - b) a person who is a citizen of a foreign state, if he or she is a citizen of one or more foreign states, if he or she has obtained a school leaving certificate in Hungary, or
 - c) a person who is a citizen of a foreign state, if he/she is also a Hungarian citizen, if he/she has obtained a school leaving certificate abroad (either abroad or in Hungary but in a non-resident or international secondary school), or
 - d) a person who is a citizen of a foreign country, if he/she is also a Hungarian citizen, if he/she has obtained a school leaving certificate in Hungary
 - e) a person who is a Hungarian citizen only, if he/she has obtained a school leaving certificate abroad (either abroad or in Hungary but in a non-resident or international secondary school).
- (8) In the case referred to in subparagraphs (c) to (e) of paragraph (7), if the applicant is admitted under both the central admission procedure and the institutional admission procedure for a foreign language programmes/foreign language programmes announced for foreign nationals, he/she may choose under which of the two admission procedures he/she wishes to follow and in which of the two programmes types he/she wishes to enrol.
- (9) The applicant is on the whole expected to take care of his/her admission matters personally, if however the present Regulations do not rule out this option, an authorised representative may also act on behalf of the applicant.
- (10) Neither the legal representative nor an authorised representative may act on behalf of the applicant in fulfilling the obligations laid down in the admission requirements.
- (11) If the present Regulations provide that a minor student may not act independently on his/her own, his/her legal representative may act on his/her behalf.
- (12) A minor who has fulfilled the admission requirements may be admitted only with the consent of his/her legal representative.

GENERAL RULES APPLICABLE TO THE ADMISSION PROCEDURE

12.§

- (1) The admission procedures shall be administered by SS/IRA/FLTRS in accordance with the schedule issued for the given academic year 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 leader. The scheduling of the institutional admission

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procedure taking place besides the central admission procedure shall be issued by the Vice-Rector for Education after having consulted IRA, it being understood that such schedule shall be adjusted to the schedule of the central admission procedure.

- (2) The study programme leader shall be responsible for defining the content requirements set out in the present Regulations, as well as designing the content of the admission examination. The admission committees shall be tasked with conducting the admission examinations, SS/IRA/FLTRC shall be tasked with performing the administrative tasks related to the entire admission procedure.
- (3) 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 IRA, FLTRC and LARS.
- (4) The provisions on the electronic administration of the admission procedures are set out in Sections 28/A- 31 of Fkr.
- (5) During the central admission 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, courses taken at another higher education institution, training for the purposes of acquiring specialised knowledge and preparatory courses, the University shall keep in touch with the applicants via the electronic interface and/or electronic mailing address provided by the applicant upon application.
- (7) Any information materials published or any decisions taken by the University during the admission procedure may be issued in the form of an electronic document unless the present Regulations do require the use of a paper-based document.
- (8) If during the admission procedure the applicant presents a document in which his/her personal data have changed after the document was issued, he/she is obliged to prove the change under the central admission procedure as specified in the Prospectus on Admission to Higher Education.
- (9) Under admission procedures other than the central admission procedure, if there is a change in the document submitted at the time of application, the applicant must notify the change by electronic mail to SS/IRA/FLTRC within eight (8) working days of the change and submit an electronic copy of the document affected by the change.

DATA REPORTING RELATED TO THE ADMISSION PROCEDURES

13.§

- (1) All data reporting related to the admission procedure is ensured by EM with the involvement of the organisational units concerned.

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APPLICATION


14.§

- (1) The information and regulations on the submission and content of applications for admission under the central higher education admission procedures, as well as the information related to the correcting deficiencies are set out in Sections 9-11 of Fkr.
- (2) Applications to specialist postgraduate programmes, off-site programmes beyond the borders of Hungary, foreign-language programmes offered exclusively for foreign nationals, double degree and multiple degree programmes, joint programmes leading to the award of a joint degree, courses taken at another higher education institution, training for the purposes of acquiring specialised knowledge and preparatory courses may be filed using the relevant application for admission standard forms. The scope of annexes to be attached to the application in order to certify the fulfilment of admission requirements in the framework of the present Regulations shall be defined and published on the University's website by SS/IRA/FLTRC under the professional guidance of the study programme leader.
- (3) The application may be submitted electronically through the application interface defined by SS/IRA/FLTRC.
- (4) Applications and the annexes shall be accepted and processed by SS/IRA/FLTRC.
- (5) If an applicant submits his/her application for more than one study programmes under the central admission procedure, he/she shall define the order of preference and shall be entitled to modify that order according to the schedule issued by the Educational Authority. If an applicant submits his/her application request for more than one study programmes outside the central admission procedure, under the institutional admission procedure, he/she shall specify in the application form the first and further preferences. The applicant shall be entitled to modify the order of preference in accordance with the schedule issued by the Vice-Rector for Education for the given academic year after having consulted IRA.


ADMINISTRATIVE FEES ASSOCIATED WITH ADMISSION

15.§

- (1) The fees of the central higher education and admission procedures other than central higher education procedure are set out in Sections 42-44 of Fkr, it being understood that the special procedural fees and the institutional fees as well as the fees associated with the non-central admission procedures are set out in Annex 3 of RSFB.
- (2) Applicants who fail to pay the fees specified in the admission procedure by the deadline will not be admitted to the given programme in the given admission procedure.
- (3) The fees shall be published in the Prospectus on Admission to Higher Education and on the website of the University dedicated to applicants. SS/IRA/FLTRC 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 reimbursed if:

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- a) They paid the administration fee for a specialist postgraduate programme, but did not submit an application, within ten (10) days of the submission deadline of the application,
 - b) They paid the special procedure fee associated with the credit recognition procedure for a master programme, but did not submit a request for credit recognition, within ten (10) days of the submission deadline of the request for credit recognition,
 - c) They paid the special procedure 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 (10) 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 (10) days of the submission deadline of the application request.
 - e) They paid the administration fee associated with the validation procedure, but did not submit a request for validation, within ten (10) days of the submission deadline of the request for validation,
- (5) The request for refund under paragraph (4) may be submitted by the applicant to SS/IRA/FLTRC in the form of an electronic request. IRA and FLTRC will forward the applications they received to the SS within three (3) working days.
 - (6) The Head of Study Matters at SS or the person designated by him/her shall decide on eligibility for a refund. In the case of a justified request, he/she shall forward it to Finance within fifteen (15) days.
 - (7) If the programme is not launched due to a reason attributable to the University, the University shall refund the administration fee to the applicant paid for the given programme under the given admission procedure. The Head of Study Matters at SS or the person designated by him/her shall contact Finance in order to have the fee refunded.
 - (8) The Head of Finance shall ensure that the refund is launched within thirty (30) working days of the receipt of the request by the University.
 - (9) If a third party may assume the payment of the fee(s) associated with the admission procedure on behalf of the applicant, the applicant shall request an invoice of the items paid to the University under the present paragraph. The relevant request shall be sent to Finance in the form of an electronic letter, along with the invoice request form.

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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 leader. The University may impose further requirements on applicants to specialist postgraduate programmes, off-site programmes beyond the borders of Hungary, foreign-language programmes offered exclusively for foreign nationals, double degree and multiple degree programmes, joint programmes leading to the award of a joint degree, courses taken at another higher education institution, training for the purposes of acquiring specialised knowledge and preparatory courses as well as special training programme in the field of Computer Science and Information Technology.. The deviating rules shall be defined in the cooperation agreement for the programme.
- (3) In accordance with paragraph (1), subparagraph a) of paragraph (4) and paragraph (4) of Article 40 of Nftv, the fulfilment of admission requirements with regard to the secondary school leaving examination and/or the diploma attesting to the higher education qualification may be certified by a document issued by a state-recognised foreign educational institution outside the territory of Hungary, attesting to the completed studies of the applicant, provided that it confers the same rights as the secondary school leaving certificate and/or the higher education diploma under the legal system of the country concerned.
- (4) An applicant who gained admission must present his/her secondary school leaving certificate and/or diploma to SS no later than the date of enrolment.
- (5) If the successful candidate has a document with the same legal effect as the secondary school-leaving certificate and/or diploma in accordance with paragraph (14), he/she shall present this document to SS when enrolling at the University. However, if the validity of this document is limited in time, after the expiry date, the student may enrol for the next academic term if he/she presents his/her school-leaving certificate and/or diploma by the time of signing in.

BACHELOR PROGRAMMES, SINGLE-CYCLE PROGRAMMES

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


17.§

- (1) The conditions for admission and the calculation of points under the central higher education admission procedure for bachelor and single-cycle programmes, the system of calculating points and extra points, and/or the rules for ensuring equal opportunities are laid down in paragraphs (2) and (3) of Article 400 of Nftv and in Sections 15-24 of Fkr.
- (2) Admission to bachelor and single-cycle programmes

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- a) shall be conditional upon a certificate proving the successful completion of the secondary school leaving exam, a diploma obtained in a tertiary vocational programme or a diploma attesting to a higher education qualification,
- b) may be conditional upon a specified level of language proficiency,
- c) may be 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
- a) exemplary (5) 100%
- b) good (4) 79%
- c) satisfactory (3) 59%
- d) pass (2) 39%
- (4) 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 also rank the applicant on the basis of his/her diploma certifying an earlier higher education qualification, waiving the requirement of an advanced-level secondary school leaving exam. Points can be calculated if the grade is featured 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.
- (5) 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) satisfactory, grade (3) 320 points,
- d) sufficient, grade (2) 280 points.
- (6) If the applicant holds a diploma issued by a foreign higher education institution, the University shall calculate the admission points in accordance with the following conversion rules:

ECTS grading scale	Local grading scale	
A	5	Excellent
B	4	Good

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C	3	Satisfactory
D	2	Sufficient
E	2	Sufficient


- (7) If the grading of the foreign diploma does not correspond to the ECTS scale specified in Paragraph (6), the conversion rules for the purposes of determining the admission points shall be decided by the relevant Credit Transfer Committee at its own discretion.
- (8) If the grading of the diploma is not featured on the foreign diploma, the grade shall be determined by the competent dean on the basis of the average grade of the diploma or in the absence thereof, on the basis of the transcript or diploma supplement, using rounding rules.
- (9) 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.
- (10) 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 granted on other grounds.
- (11) 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.
- (12) Requirements of foreign-language bachelor study programmes announced for foreign nationals are set out in the Annex to the present Regulations.
- (13) Admission requirements applicable to the given admission procedure in 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) The rules on master programmes set out in paragraphs (4) and (7) of Article 40 of Nftv and/or the provisions of Sections 3-31 of Fkr shall be applied with the differences specified in Sections 32-35 of Fkr, it being understood that the provisions of Sections 14-23 of Fkr may not be applied to applications for admission to master programmes.
- (2) 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. 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

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master programme, provided that they meet the other institutional admission criteria specified in the present Regulations.

(3) Additional admission requirements for master programmes:

- a) possession of at least an intermediate level English language examination or an equivalent school leaving certificate or diploma, or a certificate issued and certified by the higher education institution issuing the school leaving certificate or diploma that the applicant has English language skills certified by the following language examinations. As a minimum requirement, the University accepts the following levels of exams or an equivalent secondary school leaving certificate or diploma or a certified certificate attesting the relevant level of language proficiency:

	CEFR	Cambridge	IELTS	TOEFL	TOEFL iBT	TOEIC	Duolingo
intermediate level	B2	FCE	6.0	65	72	785	min. score 95

In addition to the above, the University accepts the following as proof of intermediate English language proficiency:


- A-Level (or International A-Level) in English with a minimum grade of B, or
- International Baccalaureate, Standard Level 5 or Higher Level 4, or a higher grade in English, or
- Advanced level secondary school leaving examination 45% or above, or
- GCSE (or IGCE) in English with a grade 6 (or B) or higher, or
- For applicants who have completed an internationally recognised preparatory programme, a certificate from the organiser attesting that they have level B2 (e.g: INTO, Study Group, Kaplan, Navitas or the Corvinus University's Preparatory Programme)

Any applicant whose mother tongue is English does not need to certify the requirement specified in the present paragraph, but he/she must make a declaration stating that his/her mother tongue is English and must upload such declaration to the University's electronic admission interface at the time of uploading the application. By submitting a declaration, the applicant offsets the requirement specified in this paragraph.

If an applicant does not hold a language examination of the required level or an equivalent secondary school leaving examination/diploma or a certified certificate attesting to the relevant language proficiency, or the document is not in compliance with the present paragraph, he/she may not be admitted to a master programme.

- b) By way of derogation from subparagraph a), the University accepts the following level of language proficiency for the English-language Master in Management and Leadership programme:

	TOEFL iBT	IELTS	CPE	CAE	C1 Business Higher (BEC Higher)	Corvinus	TOEFL iBT Special Home Edition


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Advanced level	100	7.0	C	B	B	Business English C1	100, plus 20 in each section
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Language proficiency pursuant to the present subparagraph may be offset with a higher education diploma acquired in a bachelor-level study programme taught entirely in English at a university operating in an English-speaking region and accredited by AACSB/EQUIS or enjoying CEMS membership. If an applicant does not hold a language examination of the required level or an equivalent secondary school leaving examination/diploma or the document is not in compliance with the present paragraph, he/she may not be admitted to a master programme.


Any applicant whose mother tongue is English does not need to certify the requirement specified in the present paragraph, but he/she must make a declaration stating that his/her mother tongue is English and must upload such declaration to the University's electronic admission interface at the time of uploading the application. By submitting a declaration, the applicant offsets the requirement specified in this paragraph.

- c) Applicants are required to take part in an entry competence survey (preparedness profile assessment) (hereinafter referred to as entry competence survey), except those applying for teacher training master-level programmes and Master of Business Administration (MBA) study programmes. Failure to take part in the entry competence survey shall entail exclusion from the admission procedure. Candidates must also take an entry competence survey in the cases referred to in paragraph (7) a) and b). The survey shall only be used in the case of applications for double degree and multiple degree programmes if it is included in the relevant cooperation agreement.
- (4) Further admission requirements for master programmes under the central admission procedure:
- a) At least B (ECTS), obtained at an AACSB/EQUIS accredited or a CEMS member university or in an EAPAA/EPAS accredited study programme, and a higher education diploma graded good or
 - b) a GMAT score of at least 500 or a GRE score of at least 151 (average score of verbal and quantitative sections), or
 - c) At least 65 admission points as set out in Paragraph (7).
- (5) Applicants to master programmes under the central admission procedure are eligible for a Corvinus scholarship status if they meet one of the following criteria:
- a) At least B (ECTS), obtained at an AACSB/EQUIS accredited or a CEMS member university or in an EAPAA/EPAS accredited study programme, and a higher education diploma graded good or
 - b) a GMAT score of at least 550 or a GRE score of at least 155 (average score of verbal and quantitative sections), or
 - c) at least 75 admission points as set out in Paragraph (7).

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- (6) A maximum of 100 admission points may be obtained in the central admission 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 admission procedure uploads the documents defined in subparagraphs a) and/or b) of paragraphs (4) and (5) to the electronic admission interface of the University
- a) if the applicant is already in possession of a diploma, 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 the points specified in the annex to the present Regulations as the score of the in-house admission exam. In this case he/she is not required to take an in-house admission exam.
 - b) if the applicant is not in possession of a diploma at the date specified in subparagraph a), but uploads the certificate on the issuance of the diploma, at the latest until the deadline for modifying the order of preference as defined by the Educational Authority, he/she may choose one of the following options:
 - ba) he/she takes an admission examination in accordance with the relevant rules, it being understood that once the diploma is acquired and uploaded, he/she may be awarded the points specified in the annex to the present Regulations as the score of the in-house admission exam, thereby altering the points obtained at the admission examination.
 - bb) he/she does not take an entrance examination and runs the risk of not being able to upload the diploma by the deadline and/or of having an inadequate diploma and not having taken an entrance examination, and therefore having an invalid entrance examination.
- (8) Under the central admission procedure, the grading of the diploma upon which the admission is conditional shall correspond to admission points according to the following scale:
- a) Excellent, very good, with distinction, grade (5), 20 points,
 - b) Good, grade (4), 16 points,
 - c) Satisfactory, grade (3), 12 points,
 - d) Sufficient, grade (2), 8 points.
- (9) If the applicant holds a diploma issued by a foreign higher education institution, the University shall calculate the admission points in accordance with the following conversion rules:

ECTS grading scale	Local grading scale	
A	5	Excellent
B	4	Good
C	3	Satisfactory

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D	2	Sufficient
E	2	Sufficient

- (10) If the grading of the foreign diploma does not correspond to the ECTS scale specified in Paragraph (9), the conversion rules for determining the admission points shall be defined by the relevant Credit Transfer Committee at its own discretion.
- (11) If the grading of the foreign diploma is not featured on the foreign diploma, the grade shall be determined by the competent dean on the basis of the average grade of the diploma or in the absence thereof, on the basis of the transcript or diploma supplement, using rounding rules.
- (12) Under the central admission procedure, a maximum of 10 extra points may be awarded across all study programmes. Equal opportunities maximum 10 points, disability 5 points, childcare 5 points, disadvantaged student 5 points, OTDK 1-3rd place 5 points, sports result in national championship(s) 1-3rd place 3 points, sports result in world and European championship(s) 1-3rd place 5 points.
- (13) Further admission requirements for master programmes under the institutional admission procedure:
- a) At least B (ECTS), obtained at an AACSB/EQUIS accredited or a CEMS member university or in an EAPAA/EPAS accredited study programme, and a higher education diploma graded good or
 - b) a GMAT score of at least 500 or a GRE score of at least 151 (average score of verbal and quantitative sections), or
 - c) a performance of over 65% at the in-house admission exam.
- (14) Under the institutional admission procedure – if the University offers places funded through the Corvinus scholarship for the students of the programme – one of the following requirements shall be met to be able to apply to a place funded through the Corvinus scholarship:
- a) At least B (ECTS), obtained at an AACSB/EQUIS accredited or a CEMS member university or in an EAPAA/EPAS accredited study programme, and a higher education diploma graded good or
 - b) a GMAT score of at least 550 or a GRE score of at least 155 (average score of verbal and quantitative sections), or
 - c) Based on the ranking established from the admission points obtained during the in-house admission exam, the applicant falls within the maximum number of students to be admitted as advertised in the call for applications, and performs over 75%.
- (15) Under the institutional admission procedure, the points are calculated in accordance with the provisions of paragraphs (13)-(14), it being understood that a total of 100 points may be obtained. If the applicant applying under the institutional admission procedure is in possession of the documents specified in subparagraphs **Hiba! A hivatkozási forrás nem található.** and/or a) of paragraph (13) or subparagraphs a) and/or b) of paragraph(14) and submits them until the application deadline, 100 points may be

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calculated as in-house admission score, by 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 or written exam or a written and oral admission exam, depending on the number of the exam parts.


- (16) Under the institutional admission procedure, a maximum of 100 points may be awarded for the in-house admission exam in accordance with the provisions of subparagraph (13) of paragraph c) and subparagraph c) of paragraph (14).
- (17) The admission requirements for in-house exams for the purposes of admission to master-level study programmes are set out in the Annex to the present Regulations.
- (18) Admission requirements applicable to a given admission procedure with regard to two-cycle master programmes shall be defined by 31 July of the preceding year.
- (19) The method for calculating admission points for the Master of Business Administration (MBA) master programme is set out in the Annex to the present Regulations, by way of derogation from paragraphs (4)-(5), (7) and (13)-(15).
- (20) The rules for calculating admission points for the English-language Management and Leadership master-level programme shall be applied with the following derogations from the present paragraph in the case of both the central and non-central admission procedure:
- a) in the case of the English-language Management and Leadership master-level programme, point calculation according to paragraphs (7) and (15) is only applicable to the written part of the in-house admission exam. The oral part of the in-house admission exam may not be waived, therefore its results shall be calculated towards the total admission score. Applicants must take part in the oral part of the in-house admission exam pursuant the relevant rules on admission examinations.
 - b) in the case of the English-language Management and Leadership master-level study programme , by derogation from the provisions of (4)-(5) and (13)-(14) above, the admission requirement with regard to the written and oral admission exam is to achieve at least 65 points under the central admission procedure in a self-funded programme, to achieve 75 points under the central admission procedure in programme funded through the Corvinus scholarship and to achieve at least 65% under the institutional admission procedure. A maximum of achievable points for the written part of the admission exam may be awarded for he written exam as follows:
 - ba) on the basis of at least B (ECTS) obtained at an AACSB/EQUIS accredited or a CEMS member university or an EPAA/EPAS accredited study programme, and a higher education diploma graded good.
 - bb) on the basis of a GMAT score of at least 600 or a GRE score of at least 155 (average score of verbal and quantitative sections),

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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 official publication containing the programme and outcome requirements.
- (2) The official publication 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 may be recognised,
 - b) Study programmes that may be primarily acknowledged as meeting the credit requirement of the study programme for which the application is made,
 - c) Other study programmes that may to be acknowledged as meeting the credit requirement of the study programme for which the application is made,
- (3) Any applicant to a master-level study programme who obtained a diploma certifying a bachelor's degree in a study programme specified in subparagraph (2) of Paragraph a) 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.
- (4) Any applicant to a master-level study programme who obtained a diploma certifying a bachelor's degree in a study programme specified in subparagraph (2) or b) of Paragraph c) shall be subject to a preliminary credit recognition procedure. At the applicant's request, the competent Credit Transfer Committee, with the assistance of the study programme leader, shall examine 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 i as set out in the SER, the deadline of which shall be communicated to the student in the decision on preliminary credit recognition.
- (5) for applicants applying for admission to programmes starting in September 2022 or thereafter, if the programme and outcome requirements of the study programme do not specify the number of credits to be completed as a condition for entry/admission to the master programme, the provisions of paragraphs (2)-(4) shall apply with the following derogation:
 - a) the decision of the competent credit transfer committee will state the number of credits it requires from the knowledge and competences previously acquired in each area of study for the purposes of competing the studies, based on the comparison of knowledge used to establish the credits,
 - b) unlike the three groups set out in paragraph (2), the programme and outcome requirements divide the study programmes into two groups: study programmes accepted as previous studies and study programmes to be examined on the basis of a

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comparison of the knowledge on which the credit is based. The provisions of (3) shall apply to courses accepted as a prerequisite, while the provisions of (4) shall apply to courses to be examined on the basis of a comparison of knowledge on which the credit is based.

- (6) The preliminary credit recognition procedure shall be conducted for diplomas acquired both in Hungarian and foreign higher education institutions. Admission procedures to double degree and multiple degree programmes credit recognition may also be subject to an automatic decision.
- (7) The preliminary credit recognition procedure shall be launched at the request of the applicant.
- (8) The applicant shall pay a fee for the conduct of the preliminary credit recognition procedure according to 15.§ , it being understood that if the applicant applies for more than one study study programme, the fee is due only once.
- (9) The application, together with the annexes, must be submitted on the electronic interface defined by SS. The following documents shall be attached to the application:
 - a) The excerpt of the transcript or the diploma supplement certified by the issuing higher education institution,
 - b) Certified Hungarian or English-language subject datasheet in case of subjects completed aboard as well as
 - c) The debit note certifying the payment of the administration fee.
- (10) If the applicant applies to more than one study programmes of the University, a separate request should be submitted for each study programme, along with the relevant annex.
- (11) The application shall be sent to SS/IRA until the date defined by SS/IRA, not later than fourteen (14) working days prior to the final deadline set for correcting deficiencies in the admission procedure.
- (12) 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, the publication shall be the task of SS/IRA.
- (13) The preliminary credit recognition shall be carried out by the competent credit transfer committee in consultation with the study programme leader, it being understood that the powers of the committee may be conferred upon its Chairperson. The Credit Transfer Committee shall operate in accordance with the SER and its own rules of procedure.
- (14) 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.
- (15) The competent credit transfer committee shall take a decision with regard to the preliminary credit recognition not later than ten (10) working days of the deadline

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specified in paragraph (11). The decision set out in the form of a resolution shall be forwarded to SS/IRA, which shall in turn send the resolution to the e-mail address of the applicant.

- (16) The decision may be used by the student for the purposes of admission procedures conducted for the same study programme within five (5) calendar years of the date of the decision. In such cases, there is no need to file a new request, but the applicant is required to upload to the University's electronic admission interface the resolution on the credit recognition received earlier with respect to the same study programme.
- (17) There is no separate appeal against the decision on preliminary credit recognition, which may be challenged by the applicant in an appeal against the admission decision.

SPECIALIST POSTGRADUATE PROGRAMMES

20.§

- (1) In specialist postgraduate programmes, the provisions of Sections 3-31 of the Fkr shall apply with the derogations set out in Sections 36-37 of the Fkr.
- (2) Only persons who have obtained a higher education diploma defined in the programme and outcome requirements of the given specialist postgraduate study programme, who have uploaded their application as well as the required documents to the electronic admission interface of the University by the required deadline, who have paid the institutional administration fee with respect to the admission procedure and who meet the other admission requirements defined in the present Regulations and the Annex thereto may be admitted to a specialist postgraduate study programme.
- (3) The system of calculating points for applicants applying for specialist postgraduate study programme are set out in detail in the Annex to the present Regulations.
- (4) The University shall apply identical admission requirements, irrespective of the higher education institution in which the applicant obtained his/her diploma.
- (5) The admission examination for specialist postgraduate programmes may as determined by the Dean, as published by SS on the website in one of the manners specified below:
 - a) may be held on an ongoing basis from the very first application, or
 - b) shall start after the closing date for applications.
- (6) As soon as the application deadline expires, 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. In the case of oversubscription, the ranking criteria specified in the Annex shall be taken into account. The ranking shall be established by the study programme leader and approved by the competent Dean.
- (7) In the case referred to in subparagraph (5) of Paragraph b), if the number of applicants does not reach the minimum number of candidates specified in the admission procedure, no oral admission examination will be held due to the fact that the study programme may not be launched.

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- (8) For specialist postgraduate programmes the detailed admission criteria -as defined in the present Regulations- shall be applied in the given admission procedure shall be defined by the latest by the working day preceding the first day of the relevant admission procedure.
- (9) The institutional administration fee associated with the admission procedure to specialist postgraduate programmes is set out in Annex 3 of the RSFB.
- (10) The admission decision with respect to specialist postgraduate programmes shall be adopted pursuant to the provisions of 38.§ .


ASSESSMENT OF OCCUPATIONAL FITNESS, CAREER APTITUDE ASSESSMENT, LANGUAGE APTITUDE TEST, RULES ON ORGANISING AND CONDUCTING WRITTEN AND ORAL ADMISSION EXAMINATIONS, MEASURING ENTRY COMPETENCE SURVEY (PREPAREDNESS PROFILE ASSESSMENT) 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 as well as entry competences surveys to master programmes (hereinafter jointly referred to as examinations) as well as determining the method of the examination.
- (2) In the case of programmes offered in cooperation with other higher education institutions, the University may decide to organise the examinations jointly with the cooperating higher education institution. In such cases if the University and the cooperating higher education institution wish to depart from the rules laid down in the present section, 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 specific topics, information on the topics of the examination subjects, as well as preferential treatment available for persons with a disability, the modalities of accessing it shall be communicated to the applicant by SS/IRA/FLTRC in a message sent to the e-mail address provided for the purposes of the admission procedure. SS/IRA/FLTRC shall also be in charge of publication on the University's website.
- (4) The examination is conducted by SS/IRA/FLTRC in accordance with the schedule established by the Vice-Rector for Education and under the professional guidance of the competent dean, as well as by the institutes and admission committees under the professional guidance of the competent dean and the professional supervision of the study programme leader.

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- (5) The study programme leader 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, SS/IRA/FLTRC 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 competent dean, in case of one study programme, the study programme leader shall invite the head of the competent institute to have the questions of the written exam compiled, corrected and checked within the given institute.
- (7) The exam may be:
- a) written:
 - aa) written, requiring personal presence
 - ab) written, computer-based, requiring personal presence
 - ac) written, online
 - b) oral:
 - ba) oral, requiring personal presence
 - 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 with the given method 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 presence to an online exam or the other way round. The application for equity may be submitted by sending a message from the candidate's e-mail address to the e-mail address of SS/IRA/FLTRC no later than ten (10) working days before the examination. The decision with regard to the application for equity shall be taken by the dean within five (5) working days of receiving the application.
- (11) The applicant shall be notified of the date of the exam in a notice to appear for the examination. The notice to appear for the examination shall be issued by the SS/IRA/FLTRC administrator/coordinator.
- (12) SS/IRA/FLTRC shall send the applicant the notice to appear for the examination not later than one (1), in the case of a special higher education admission examination, not later than two (2) 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:

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- 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) It shall also include the examination's:
 - ba) method, which may be written and/or oral,
 - bb) date, 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. The dates that can be offered will be agreed in advance by the SS with the study programme leader.
- (15) The provisions of paragraphs (1) to (14) shall apply to admission examinations monitored with special IT tools in addition to the provisions of paragraphs (16) to (22).
- (16) If the Dean provides so, the admission exams shall be conducted in the form of examinations monitored with special IT tools.
- (17) In case of admission examinations monitored with special IT tools, special attention shall be paid to the strict compliance with data protection rules, the admission exam may only be arranged and conducted in compliance with such rules.
- (18) The applicant shall furnish the technical conditions required by the exam system. In the absence of this, an examination monitored with special IT tools may not be taken.
- (19) The identification of the examinee shall take place before starting the admission examination. Should the identification fail, the examinee may not start the admission examination monitored with special IT tools and shall take the exam in the form of a traditional exam, provided that a traditional exam is organised in the given admission exam part.
- (20) Tracking the exam venue with the camera is a precondition for starting the exam.
- (21) During the examination monitored with special IT tools, the room invigilator continuously monitors the work of the student, the suitability of connection with the devices, and may verify identity as required.
- (22) The details of examination monitored with special IT tools are set out in the provisions issued by the Vice-Rector for Education.

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Conducting the admission examination

22.§

- (1) If the applicant wishes to take an admission examination at 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 application for equity may be submitted by sending a message from the applicant's e-mail address to the e-mail address of SS/IRA/FLTRC no later than ten (10) working days before the examination. The decision with regard to the application for equity shall be taken by the dean within five (5) working days of receiving the application.
- (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/IRA/FLTRC shall inform the applicant of the modified date not later than seven (7) working days prior to the exam.
- (4) For an examination requiring personal presence, applicants shall arrive at the designated venue not later than thirty (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) Identity verification is mandatory at examinations. The student shall make a separate declaration thereof prior to the exam.
- (6) Once the applicant's personal identity has been 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 the shared information. For written examinations the declaration shall be made in writing.
- (7) 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.


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- (10) If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the University, the examination shall be suspended and the time available shall be increased by the lost time or the examination shall be repeated. If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) on the part of the applicant, the University is not obliged to repeat the exam.
- (11) If the examinee leaves the exam venue of his/her own will, that will not result in the extension of the available time.
- (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.
- (15) The detailed rules of the admission examinations shall be issued by the Vice-Rector for Education in the form of provisions.
- (16) Should the applicant fail to appear at the admission examination, or in the case of a multi-part examination (consisting of e.g. an entry competence survey, a written and an oral section) should he/she fail to appear at any of the exam parts, the admission exam is invalid and the University shall not invite the applicant to take any other examination part.
- (17) In the case of a multi-part admission examination to a master programme, applicants who do not achieve 50% of the points available for the written part of the examination, excluding the entry competence survey and the written entrance examination for the Actuarial and Financial Mathematics master-level study programme, may not take the oral part of the examination and their entrance examination shall be invalid, except in the case referred to in 18.§ (7) REF_Ref106882022 \n \h b).

Preferential treatment given to applicants 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:
 - 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,


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- d) The modification of the method of the exam.
- (3) No special exam option other than the ones described above shall be provided.
- (4) Paragraphs 40.§ (6)(12)(12)Section 40 shall govern legal remedies against the decision of the Disability Committee.
- (5) Where the Regulations require a language examination as a condition for admission, the Dean shall decide on the exemption on the basis of a request from a disabled applicant. No appeal shall lie against the decision.


Specific rules of the written admission examinations

24.§

- (1) The content requirements of written examinations shall be defined by the study programme leader on the basis of 12.§ (2), 21.§ (4)- (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/IRA/FLTRC 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/IRA/FLTRC.
- (5) For the purposes of conducting written computer-based examinations requiring personal presence, the venue and the IT conditions shall be ensured by the University. The competent institute shall be responsible for making available the questions at the request of the competent dean.
- (6) The IT conditions for conducting 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 the Centre for Educational Quality Enhancement and Methodology (CEQEM).
- (7) The applicant shall ensure the technical conditions on his/her own responsibility and at his/her own expense.
- (8) In the case of examinations requiring personal presence, the applicant shall wait in the designated area and may enter the room 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 the examinees from helping or disturbing each other. The seating order shall be defined by SS/IRA/FLTRC and shall be acknowledged by the applicant.


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- (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 log in as and when specified 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 for 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 in the course of the examination itself no-one may be present in the room apart from the room supervisor/room supervisors and any representatives of the official authorities who come to monitor the exam. If the safe running of the examination so requires, a person ensuring the technical conditions on a continuous 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. If there is a possibility to use other aids, this shall be communicated to the applicant before starting the examination.
- (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 or black ink. The examinees shall be responsible for ensuring writing instruments and aids, and may not exchange them among each other. Computer-based exams


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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 over 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 and 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 Study Matters of SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, to the Head of International Relations or the person designated by him/her in writing in the case of preparatory courses to the Head of FLTRC 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,

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- h) The name of the examinees and their admission ID.
- (27) In the case of online written examinations, the minutes referred to in paragraph (26) are also required, except that they don't need to contain the items included in e)-f) and the venue of the examination referred to in paragraph b) shall be the name of the platform used.
- (28) Subparagraph 6.§ (3) of Section f) above shall govern the rules on certifying and handing over the minutes.
- (29) 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.
- (30) In case of written examinations requiring personal presence, when the correction of the anonymous papers is completed after the exam, the designated staff member of Study Matters at SS, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the staff member designated by him/her, in the case of preparatory courses, the Head of FLTRC or the staff member designated by him/her 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/IRA/FLTRC.
- (31) During written examinations requiring personal presence, the room invigilator signs the minutes and hands them over to the Head of Study Matters of SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, to the Head of International Relations or the person designated by him/her in writing in the case of preparatory courses to the Head of FLTRC or the person designated by him/her in writing. During written examinations requiring personal presence, the envelopes containing the exam papers awaiting correction shall be handed over to the Head of Study Matters of SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, to the Head of International Relations or the person designated by him/her in writing in the case of preparatory courses to the Head of FLTRC or the person designated by him/her in writing. In case of written examinations requiring personal presence, the Head of Study Matters at SS or the person designated by him/her in writing shall ensure that the sealed envelopes are counted. The minutes shall be signed by the Head of Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, also by the Head of International Relations or the person designated by him/her in writing in the case of preparatory courses by the Head of FLTRC or the person designated by him/her in writing.
- (32) In the case of online written examinations, the minutes shall be certified on the basis of the data received from the CEQEM by SS/IRA/FLTRC and the Head of Study Matters at SS, by the Head of International Relations or a person designated by him/her in writing in the case of foreign language programmes announced for foreign nationals only, and by the Head of FLTRC or a person designated by him/her in writing in the case of preparatory courses.


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- (33) 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.

Specific rules of the oral admission examinations

25.§

- (1) The content requirements of oral examinations shall be defined by the study programme leader on the basis of 12.§ (2), 21.§ (4)- (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/IRA/FLTRC, in case of preparatory courses by FLTRC.
- (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 by SS.
- (5) The applicant shall ensure the technical conditions on his/her own responsibility and at his/her own expense.
- (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 shall enter the exam featured in the notice within the given time window, shall wait in the virtual lobby and shall be called to join the conversation by the committee when the exam starts. This provision shall not apply if the examinee reserved an appointment for the exam. 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 logging in to 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 shall 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.


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- (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, or the examination committee is not able to call the examinee at the given time, 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 name of the admission procedure,
 - b) the venue of the examination,
 - c) the date and time of the examination,
 - d) in case of special admission examinations, the specification of the exam subject, in case of admission examinations, 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,
 - g) the description of any extraordinary event occurring during the examination,
 - h) the name of the examinees and their admission ID.
- (18) Subparagraph 6.§ (3) of Section f) above shall govern the rules on certifying and handing over the minutes.

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) A request for exemption from assessment under paragraph (2), along with the certification, may be filed by sending an e-mail to Student Services no later than five (5) working days prior to the date of the career aptitude assessment. A decision on the request shall be made by the study programme leader within five (5) working days, of which he/she shall notify Student Services. Student Services shall send the decision to the student within two (2) working days in the form of an electronic mail message and shall record the decision in the admission system. Applicants who have not been granted an exemption must take the career aptitude assessment.
- (4) Career aptitude assessments take place at the same venue, at the institution where the application is made for the first single-cycle teacher training programme (hereinafter:


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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 Study Matters at SS or the person designated by him/her in, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC 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 five (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 person(s) designated in 21(6) shall
 - a) In case of written examinations requiring personal presence, correct(s) 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 leader, with the assistance of the system running the exam
 - c) When correcting the exam papers, if he/she/they come(s) 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 Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing, in the case of computer-based exams or online written exams he/she/they shall also hand over, on both paper and in electronic form, the scores and the information on the

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correction associated with the individual admission ID generated from the examination database to the Head of Study Matters at SS, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations, in the case of preparatory courses the Head of FLTRC,

- e) In case of written examinations requiring personal presence, the Head of Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC 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.
- (5) In case of oral examinations, the exam shall be evaluated by the Admission Committee in closed session.
- (6) For both written and oral examinations, the achieved score, result shall be communicated to the applicant by SS/IRA/FLTRC within seven (7) working days of the date of the examination: under the central admission procedure in the e-admission system, in all other cases on the dedicated interface of the University's website.
- (7) 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 is entitled to access the paper, access through a representative is not possible. The examinee may hand over his/her remarks in the form specified in the the notice to appear for the examination by the end of business of the first working day following access to the Head of Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, to the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses by the Head of FLTRC or the person designated by him/her in writing. 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 for submitting remarks is identical with the interface used in the case of the online examination. It may be accessed by the applicant at a pre-published date and time window. 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 Study Matters 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 fifth (5th) working day of its receipt. The decision shall be communicated to the examinee

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electronically by the Head of Study Matters at 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.

- (8) 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 sixth (6th) working day following the examination of the date on which the exam paper has been displayed.
- (9) 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.
- (10) Within the central admission procedure, the competent staff member of SS shall record the admission results in the GÓLYA programme by the deadline set by the Educational Authority.
- (11) No exam result may be transferred to another admission procedure, in such case a new examination shall be taken.
- (12) The entry competence survey is a criterion to be met prior to the admission examination (examination parts), participation being compulsory. Unless the Dean sets more stringent conditions, the entrance examination of an examinee who fails to achieve a minimum of 20% is invalid.

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 Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only,

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the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing, and shall hand over the memo to him/her. 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 to first 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 Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing, and shall over the memo to him/her.

- (2) Should an irregularity be suspected, the competent dean may order the presumed irregularity to be investigated ex officio in the absence of any notification, memo of the room supervisor/Admission Committee/other person supervising the examination.
- (3) The competent dean shall, in cooperation with the Head of Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing and with the Head of LARS, promptly investigate the notification after the conclusion of the examination.
- (4) If the competent dean establishes that an irregularity has occurred, the admission examination shall be declared to be invalid and the applicant shall be regarded as if the applicant had chosen not 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/IRA/FLTRC upon application. The Head of Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing, shall promptly investigate the notification in cooperation with the competent dean and the Head of LARS.
- (6) The competent 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 Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes

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announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing, and the Head of LARS. If it is possible, the applicant shall be placed in a situation in which 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 competent dean does not consider this to be justified, the competent dean may decide on the appropriate revision 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 competent 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 Study Matters at SS or the person designated by the latter in writing, in the case of foreign-language programmes announced for foreign nationals only, the Head of International Relations or the person designated by him/her in writing, in the case of preparatory courses the Head of FLTRC or the person designated by him/her in writing, who shall promptly forward it to the Student Appeals Committee. The Student Appeals Committee shall decide on the remedy within five (5) working days of the receipt of the legal remedy request. The outcome shall be communicated to the examinee, the competent dean and the Head of Study Matters at SS or the person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, also by the Head of International Relations or the person designated by him/her in writing in the case of preparatory courses by the Head of FLTRC or the person designated by him/her in writing.

RULES WITH REGARD TO SPECIAL HIGHER EDUCATION ADMISSION EXAMINATIONS

Persons eligible for the special admission 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 admission procedure by achieving a minimum result of 45% at the special higher education admission examination (hereinafter referred to in this section 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,


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- b) An examination result in a secondary school leaving certificate issued by a foreign EEA member state and/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 candidate is eligible to extra points for the secondary school leaving exam under paragraph (1), he/she is entitled to fifty (50) extra points for each subject in which he/she completed the advanced level 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) Under the general central admission procedure the applicant may register for the special higher education admission examination pursuant to the provisions of Fkr, under the clearing process at the time of applying for admission, he/she 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 has entered a secondary school leaving examination result. During the admission procedure, an applicant may register for a maximum of three special higher education admission examinations, only in general admission subjects, it being understood that the result obtained in the general central higher education admission examination can also be taken into account in the central clearing process.
- (5) As regards the applicants under the central admission 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 of 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 at 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 special higher education 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

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Head of SS shall appoint an institutional coordinator to coordinate the special exams. The institutional coordinator shall be tasked with coordinating the special exam, he/she shall liaise with the Educational Authority, with the appointee conducting the exam, with the room supervisors and the teachers in charge of correction.

- (2) As a general rule, the University conducts the special exam, including the special exam of applicants applying under the admission procedure to 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 on its own. In such cases it shall act in accordance with the provisions laid down in Sections 21.§ -24.§ , 26.§ -29.§ , 31.§ as well as the present Section.


Conducting the special higher education admission examination

31.§


- (1) The exact date of the special exams is 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 by the competent dean within the framework of the schedule published by the Vice-Rector for Education.
- (2) The Educational 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 leader as well as the correction and evaluation guide shall be approved by the study programme leader.
- (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 in the course of the examination itself, no-one may be present in the room apart from the room supervisor, the institutional coordinator and any representatives of the official authorities who come to monitor the exam. If the safe running of the examination so requires, a person ensuring the technical conditions on a continuous basis may also be present with the approval of 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.

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- (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 the date of the exam day and the name of the exam subject on the continuation forms. Any drafts or notes may only be made on these forms.
- (8) Written works shall be completed in blue or black ink. 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 over 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,

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- e) The examinee and the room supervisor shall certify by placing their signature on the envelope that the verification was performed and conformity was confirmed,
 - 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 Hungary, on the basis of the correction and evaluation guide approved by the study programme leader.
- (17) Exam papers completed in the framework of the special examination shall be corrected within three (3) working days of the exam.
- (18) The person(s) designated by the study programme leader shall be in charge of the following tasks with regard to the exam papers of the special examination
- a) to 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) to record the suggested score, the date of the correction on the corrected exam paper, to sign it and hand it over to the institutional coordinator, They 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” of „fail”, it being understood that it 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,


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- c) If the given study programme requires an advanced level secondary 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 the examination in a foreign language subject and passed it, this shall not qualify as a language examination.
- (21) General rules shall be applied to drawing up the minutes of 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 worksheets of each subject in which the special higher education admission 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 Study Matters 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 he/she 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 has been taken.
- (2) SS shall publish a prospectus on the University's website on the study programmes that are offered as dual programmes, on the corporate partners as well as information on admissions.
- (3) If the applicant wishes to pursue his/her studies in a dual programme, during the admission procedure he/she shall apply to the programme that is marked as dual in the footnote of the Prospectus on Admission to Higher Education.


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- (4) Application to dual programmes consists of two parallel phases: the general higher education admission procedure set out in the present Regulations and the company selection phase.
- (5) The company selection phase shall be defined jointly in accordance with 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 only submit an application to a partner who takes part in dual cooperation.
- (7) Companies involved in dual programmes shall notify their applicants about the outcome of the selection by the deadline for modifying the order of 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.
- (8) In order to take part in the dual programme, the admitted person shall signal his/her intention to do so 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 Study Matters at SS within five (5) working days of its receipt by SS, the outcome of which shall be communicated to the requesting party via Neptun. The rules of procedure for applying to dual programmes as well as for handling the relevant requests shall be defined by SS under the professional guidance of the competent dean.
- (9) If the applicant is found to be suitable in the selection procedure, gets admitted to the University and files the request specified in Paragraph (8), he/she shall be admitted to the dual programme by the University.
- (10) After being successful at the company 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 cut-off score required for admission to the given programme, he/she will not gain admission to the University.
- (11) In case of being unsuccessful at the company selection, the applicant may commence studies in a traditional programme provided that he/she reached the cut-off score required for admission.

TRAINING FOR THE PURPOSES OF ACQUIRING SPECIALISED KNOWLEDGE

33.§

- (1) The University may admit persons who do not have a student status at the University to any of its courses, modules without carrying out an admission procedure for the purposes of offering specialised knowledge in a self-funded form in the framework of a student status.


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- (2) The competent dean shall decide on the minimum number of credits to be completed in training for the purposes of acquiring specialised knowledge, it being understood that not more than thirty (30) credits may be taken.
- (3) 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.
- (4) Only persons who meet other admission requirements defined by the University may be admitted to training for the purposes of acquiring specialised knowledge.
- (5) Information on the admission requirements is included in the Annex to the present Regulations, and is also published on the University's website. SS shall be tasked with the publication.
- (6) The admission score shall be established by the competent dean or the person designated by him/her 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 training for the purposes of acquiring specialised knowledge, the admission requirements and scores shall be stipulated in the agreement.
- (7) The University shall apply identical admission requirements, irrespective of the higher education institution in which the applicant obtained his/her diploma.
- (8) Admission shall be subject to submitting the application for admission (along with its annexes), as well as if relevant, to paying the fee published on the website or defined in the cooperation agreement and providing a proof of payment thereof by the required deadline.
- (9) Applications may be submitted via the electronic interface defined by SS or on the application form published by SS on the website. The application form along with its annexes shall be sent to SS.
- (10) An admission decision with regard to training for the purposes of acquiring specialised knowledge shall be taken in accordance with the provisions of Section 38.§ .

RULES ON COURSES TAKEN AT ANOTHER HIGHER EDUCATION INSTITUTION

34.§

- (1) Students may establish a guest student status at another higher education institution for the purposes of pursuing courses at another higher education institution,
- (2) The University does not conduct a separate admission procedure for courses taken at another higher education institution, the dean shall decide in the matter of admission requests subject to available capacities and previous- studies on the whole.
- (3) The competent dean shall decide on the minimum number of credits to be taken in the framework of courses taken at another higher education institution, it being understood that not more than thirty (30) credits may be completed. This requirement may be waived in the case of courses taken at another higher education institution under a cooperation agreement with a partner university.


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- (4) The requirements, rules of procedure and deadlines with respect to admission shall be published on the University's website. SS shall be tasked with the publication.
- (5) The fee of the institutional procedure for applying to a course taken at another higher education institution, if any, shall be published on the website or included in the relevant cooperation agreement.

RULES ON PREPARATORY COURSES

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 courses shall be published on the University's website. The FLTRC shall be responsible for such publication. The competent dean shall be responsible for the professional content.
- (3) Only persons complying with the following conditions may be admitted to preparatory courses:
 - a) Holds a secondary school leaving certificate, and
 - b) Is in possession of the required language examination and/or meets the requirements of the language proficiency assessment defined by the University, and
 - c) Has gained at least sixty (60) admission points out of the one hundred (100) maximum achievable points, and
 - d) Submitted the application form along with the copy of the certificate attesting to the completion of secondary school studies by the relevant deadline, and
 - e) Paid the institutional administration fee by the due date.
- (4) The language proficiency assessment stipulated in subparagraph b) of Paragraph (3) shall be carried out by the FLTRC in the form of an online interview. The applicant shall receive a pass or a fail grade of which he/she shall be notified electronically within one (1) working day of the assessment.
- (5) The method of calculating admission points is set out in the Annex to the present Regulations.
- (6) The 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 course and the application deadline, admission shall be granted on a first-come, first-served basis.
- (7) In the case of oversubscription, any applicant who is not able to gain admission to the preparatory course 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.
- (8) The institutional administration fee associated with the admission procedure for preparatory courses is set out in Annex 3 of the RSFB.

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- (9) An admission decision with regard to a preparatory course shall be taken in accordance with the provisions of Section 38.§ .
- (10) The FLTRC shall provide data on the admitted students to SS.

**RULES ON PROGRAMMES LEADING TO THE AWARD OF A JOINT DIPLOMA,
AS WELL AS ON 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 on 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/IRA shall be tasked with the publication.
- (3) Applications to programmes leading to the award of a joint diploma offered with another Hungarian higher education institution shall be submitted and the relevant admission procedure shall be carried out under the central admission 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.
- (5) In the case of double and multiple degree programmes offered under a cooperation agreement, the cooperation partner nominates the candidates on the basis of the cooperation agreement, in which case no admission fee is payable.

**SPECIAL RULES OF THE ADMISSION PROCEDURE RELATED TO
PROGRAMMES IN COMPUTER SCIENCE AND INFORMATION TECHNOLOGY**

37.§

- (1) An application for admission to self-funded bachelor and master-level study programmes in the field of computer science and information technology may be submitted without being subject to the central higher education admission procedure.
- (2) The application request specified in Paragraph (1) above, along with the required documents, shall be uploaded to the electronic admission platform of the University.
- (3) Application is open to students with a student status and former students.
- (4) Admission shall be subject to:
 - a) submitting the application request along with the preliminary credit recognition request and the required documents by the relevant deadline,


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- b) being in possession of at least thirty (30) credits eligible for the given study programme in accordance with the rules on credit transfer,
 - c) having a student status or a former student status,
 - d) being in compliance with the relevant legislation and other admission criteria stipulated by the University,
 - e) paying the institutional administration fee specified in the RSFB until the due date.
- (5) Credit recognition referred to in Subparagraph b) of Paragraph (4) above shall be governed mutatis mutandis by the rules defined in Paragraph (19) of the present Regulations.
- (6) The deadlines, requirements and information with respect to application for the programmes referred to under Paragraph (1) above shall be published on the University's website. SS shall be tasked with the publication. The competent dean shall be responsible for the professional content.
- (7) An admission decision shall be taken in accordance with the provisions of Section 38.§ .

THE CLASSIFICATION AND ADMISSION DECISIONS

38.§

- (1) The rules on the classification and admission decisions are set out in Articles 41/D-41/E of Nftv and Sections 25-28 of Fkr.
- (2) Under the central admission 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 admission procedure, the classification decision shall establish whether the applicant may 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 (5) days of becoming aware thereof, but not later than within a thirty (30) -day limitation period of the notification.
- (6) If the objection is upheld by the Educational Authority, it shall amend or revoke its decision, and/or repeat certain procedural steps.
- (7) An applicant 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) of Nftv shall be admitted to a self-funded programme, 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 lower than five (5) persons.
- (8) The University shall take a decision on the admission in the form of a resolution. If admission is rejected, the relevant decision shall be issued in the form of a resolution under all non-central, institutional admission procedures organised by the University.


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- (9) The resolution referred to in Paragraph (8) shall be issued by the competent dean. A copy may be certified by the Head of Study Matters at SS or a person designated by him/her in writing, in the case of foreign-language programmes announced for foreign nationals only, to the Head of International Relations or the person designated by him/her in writing in the case of preparatory courses to the Head of FLTRC the person designated by him/her in writing.
- (10) Under the central admission procedure, admission decisions shall be taken by the date defined in Fkr at the latest, in all other cases until the tenth (10th) day preceding the first day of the semester.
- (11) The admission decision pursuant to the present Section shall be recorded by SS in Neptun - with the exception of foreign – language programmes announced for foreign nationals and preparatory courses – of which the admitted person shall receive a notification in the form of a Neptun message or a message sent to his/her electronic mailing address.
- (12) Person admitted to foreign-language programmes announced for foreign nationals shall be notified by SS, those admitted to preparatory courses by the Head of offshore FLTRC, by means of a notification sent via the electronic admission interface.
- (13) Under the central admission procedure, the admission decision is taken by the University in the Hungarian language, under other admission procedures in the language of the programme.
- (14) If upon enrolment the Head of Study Matters at 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/her by the Rector, shall annul the admission decision.
- (15) 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 Paragraph (14) shall be carried out on the basis of the copies submitted for the purposes of application.

TERMINATING THE HIGHER EDUCATION ADMISSION PROCEDURE AND THE INSTITUTIONAL ADMISSION PROCEDURE

39.§

- (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 Section 11 of Fkr.
- (2) In case an incomplete application is submitted under the central admission procedure, the Educational Authority shall call on the applicant to correct deficiencies in accordance with Fkr. Should such correction fail or be incomplete, the admission procedure shall be conducted on the basis of the available data. When there is 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 foreclosed.
- (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 degree programmes, joint programmes, courses taken at

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another higher education institution, training for the purposes of acquiring specialised knowledge as well as preparatory courses, the provisions on terminating the admission procedure pursuant to 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/IRA/FLTRC shall call on applicants to correct any 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

40.§

- (1) In the case of in-house (written and oral) admission examinations, assessments 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 referred to in Section 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 justification.
- (4) The applicant may bring an administrative appeal against the decision on the grounds of violation of law within fifteen (15) days of the notification of the decision. Following the application, the Educational Authority may amend or revoke its decision in accordance with Paragraphs (1) and (2) of Section 115 of Ákr. If the Education Authority does not agree with the content of the application, it shall refer the application to the competent court. The University intervenes in the appeal procedure against the classification decision at the request of the Educational Authority.
- (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 resolution on admission in conformity with the decision. The copy shall be certified by the Head of Study Matter 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/IRA/FLTRC within fifteen (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.


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- (10) Legal remedy requests with regard to the special higher education admission examination shall be submitted within ten (10) working days of the date of the exam and the Student Appeals Committee shall complete the appeal proceedings until the date set by the Educational Authority. In all other matters the provisions of Paragraphs (6)-(8) shall apply
- (11) Under a validation procedure, the appeal addressed to the Student Appeals Committee shall be submitted to SS/IRA/FLTRC within fifteen (15) days of the notification of the negative resolution or in the absence thereof, the date of becoming aware of the resolution.
- (12) 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 courses, joint programmes, double or multiple degree programmes, training for the purposes of acquiring specialised knowledge, the provisions of Paragraphs (6)-(8) shall apply. The appeal proceedings shall be completed by the Student Appeals Committee within fifteen (15) days of receiving the appeal.
- (13) 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.
- (14) During the admission procedure equity may only be exercised in cases where this is expressly allowed by the present Regulations, more specifically in the cases referred to in 21.§ (10) and 22.§ (2).


VALIDATION PROCEDURE IN MASTER PROGRAMMES

41.§

- (1) For applicants applying for admission to programmes starting in September 2023 or thereafter, if it is allowed by the programme and outcome requirements, the duration of the programme in certain master-level study programmes may be two (2) semesters, as defined in the present section.
- (2) The provisions of paragraph (1) may be applied by comparing the previously acquired knowledge in a validation procedure, provided that 60 credits are recognised by the University in the validation procedure. The maximum number of credits recognised on the basis of informal knowledge, work experience may differ from 30 credits in the context of a validation procedure. The student shall earn at least 1/3 of the credits associated with the programme at the given programme of the University.
- (3) The rules for the recognition of credits and the comparison of previously acquired knowledge are set out in the Study and Examinations Regulations, which shall apply with the exceptions provided for in the present section.
- (4) The validation procedure for the study programmes referred to in paragraph (1) is launched at the request of the applicant applying under the admission procedure concerned.
- (5) The applicant is subject to fee set out in Annex 3 to the RSFB for the conduct of the validation procedure, in the proportion of the recognised credits

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- (6) The application must be submitted together with the annexes via the electronic interface specified by SS/IRA. The following documents shall be attached to the application:
- a) The excerpt of the transcript or the diploma supplement or credit certificate certified by the issuing higher education institution,
 - b) Certified subject datasheet, in case of subjects completed aboard in Hungarian or in English, if available
 - c) documents proving informal knowledge, work experience (e.g. employer's certificate, job description, etc.), if available
 - d) knowledge acquired during studies leading to the award of a vocational or professional qualification, if available
 - e) other documentary evidence of previously acquired competence(s) (e.g. TDK paper, course at college for advanced studies, etc.), and
 - f) proof of payment of the fee.
- (7) Applicants must send their application to SS/IRA from the date specified in the rules of procedure for scheduling the admission procedure, but no later than five (5) working days after receipt of the admission decision.
- (8) For some study programmes, the educational programme including the competences (knowledge, skills) to be acquired, must be published on the University's website. The competent dean shall be responsible for the professional content, the publication shall be the task of SS/IRA.
- (9) The detailed rules on the validation procedure shall be defined by the competent dean, taking into account the proposal of the CEQEM, and shall be posted on the University's website at the time of publishing the admission requirements. The competent dean shall be responsible for the professional content, the publication shall be the task of SS/IRA.
- (10) The validation procedure shall be carried out by the competent credit transfer committee in consultation with the study programme leader, it being understood that the powers of the committee may be conferred upon its Chairperson. The Credit Transfer Committee shall operate in accordance with the SER and its own rules of procedure.
- (11) The validation 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.
- (12) The competent credit transfer committee shall decide on the validation request within ten (10) working days after 15 July for requests received by 15 July, and by the first day of the enrolment period associated with the given admission procedure for requests received after 15 July. The decision set out in the form of an electronic resolution shall be forwarded to SS/IRA, which shall in turn send the resolution to the electronic mailing address of the applicant.
- (13) The timing of the call to correct deficiencies shall be determined by the CTC, but applicants shall not have more than five (5) working days from the date of the call to remedy deficiencies to respond to such call.

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- (14) If the request is accepted, the student can continue his/her studies according to the sample curriculum of the study programme, but according to an individual curriculum and the duration of the programme shall be reduced to 2 semesters in the given study programme.
- (15) If the request is rejected, the student may continue his/her studies in the programme in question according to the normal timetable of the programme, based on the sample curriculum of the study programme, with a duration of 4 semesters. Credits that have not been accepted by the competent CTC must be completed in accordance with the provisions of the Study and Examination Regulations as set out in the curriculum. Credits that have been accepted by the competent CTC but rejected because the 60 credits were not reached, do not need to submit a separate request after the student status has been established, the decision is automatically recorded in Neptun by SS on the basis of the decision of the CTC in the validation procedure.
- (16) The student may appeal against the decision on validation in accordance with Section 40 (11)40.§ (11).

DATA PROCESSING


42.§

- (1) The data processing notice of the University as data controller setting out the detailed conditions of its data processing activities within the scope of these Regulations pursuant to Articles 13 and 14 of the GDPR, is available on the application interface/website. By submitting an application/application form, the applicant acknowledges the contents of the information notice.

RECORDING THE APPLICANTS IN THE CENTRAL REGISTER

43.§


- (1) Pursuant to Sections 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) Recording of applicants taking part in any non-central admission procedure other than the one specified in Paragraph (1) shall be carried out by SS/IRA/FLTRC.

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FINAL PROVISIONS

44.§

- (1) The present Regulations were adopted by the Senate at its meeting of 21 June 2022.
- (2) The present Regulations shall enter into force on 1 September 2022, it being understood that the rules of the validation procedure shall be applied in the 2023A admission procedure and thereafter in a phasing-in system, the rules of the preliminary credit recognition procedure shall be applied from the 2022A admission procedure, the other new admission requirements shall be applied from the 2023K admission procedure and thereafter in a phasing-in system, at the same time the Admission Regulations and their Annexes adopted under Resolution No. SZ-75/2020/2021 (22 June 2021) by the Senate and the amendments thereof shall be repealed.
- (3) The present Regulation shall constitute Part 1 of the Student Requirements.

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Annex to the Admission Regulations

Admission requirements

I. Master programmes

- (1) Admission requirements with regard to master programmes under the central admission procedure


Name of study programme	Written examination			Oral examination
	Mathematics (value expressed in points)	Business Economics (value expressed in points)	Other (subject and value expressed in points)	Professional and motivational interview (value expressed in points)
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)
Political Science	none			70 topic: specialist knowledge in Political Science (including motivation and fitness)
Political Economy	none			70 Topic: specialist knowledge in Political and Economic Sciences (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)



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Name of study programme	Written examination			Oral examination
	Mathematics (value expressed in points)	Business Economics (value expressed in points)	Other (subject and value expressed in points)	Professional and motivational interview (value expressed in points)
International Economy and Business		none		70 topic: International Trade and International Finance (including motivation and fitness)
Supply Chain Management		30		40 Exam topic list, recommended literature (including motivation and fitness)
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/ exploring the mindset (including motivation and fitness)
Business Development		30		40
Business Informatics			30 Information Management, System Development	40
Finance			30 Corporate Finance	40
International Relations			70 Current international issues	none
Actuarial and Financial Mathematics ¹				


¹ The details of the admission examination are set out in the cooperation agreement concluded with ELTE, to be published on the University's website.

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Name of study programme	Written examination			Oral examination
	Mathematics (value expressed in points)	Business Economics (value expressed in points)	Other (subject and value expressed in points)	Professional and motivational interview (value expressed in points)
Economic Analysis	70			none
Teacher	none			motivation and fitness, oral 70 career aptitude assessment as a criterion
Teacher of Economics (Entrepreneurial Studies)	none			motivation and fitness, oral 70 career aptitude assessment as a criterion
Management and Leadership (in Hungarian)		30		40 topic: management and leadership (including motivation and fitness)
Management and Leadership (in English)		30		40 topic: intellectual potential, critical thinking, international openness and intercultural competence, interpersonal skills, performance orientation, integrity

(2) Admission requirements with regard to master programmes under non-central admission procedures

Name of study programme	Written examination			Oral examination
	Mathematics (value expressed in points)	Business Economics (value expressed in points)	Other (subject and value expressed in points)	Professional and motivational interview (value expressed in points)
Management and Leadership (in English)		60		40 topic: intellectual potential, critical thinking, international openness and intercultural competence, interpersonal skills, performance orientation, integrity

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Name of study programme	Written examination			Oral examination
	Mathematics (value expressed in points)	Business Economics (value expressed in points)	Other (subject and value expressed in points)	Professional and motivational interview (value expressed in points)
Health Policy, Planning and Financing	none			100 topic: health economics (including motivation and fitness)
Communication and Media Studies	none			100 specialist knowledge in communication and media science (including motivation and fitness)
Regional and Environmental Economic Studies	none			100 topic: Economic Geography and Environmental Economics (including motivation and fitness)
Sociology	none			100 specialist knowledge in Sociology (including motivation and fitness)
Public Policy and Management	none			100 topic: basics of Public Policy (including motivation and fitness)
International Economy and Business	none			100 topic: International commerce and international finance (including motivation and fitness)
Marketing		30		70 topic: basics of Marketing (including motivation and fitness)
Business Informatics			30 Information Management, System Development	70 topic: Information Management, System Development (including motivation and fitness)

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Name of study programme	Written examination			Oral examination
	Mathematics (value expressed in points)	Business Economics (value expressed in points)	Other (subject and value expressed in points)	Professional and motivational interview (value expressed in points)
Finance			30 Corporate Finance	70
Political Economy		none		100 Topic: specialist knowledge in Political and Economic Sciences (including motivation and fitness)
International Relations			70 Current international issues	30 current international issues (including motivation and fitness)
Economic Analysis	70			30 Topic: economic thinking (including motivation and fitness)
Supply Chain Management		30		70 Exam topic list, recommended literature (including motivation and fitness)

(3) Duration of the exams as published on the University's website:


Duration of written examinations: 30-60 minutes

Duration of oral examinations: 10-30 minutes

Special higher education admissions examination: as specified by the Educational Authority

(4) 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 "A" (Excellent)	70	GMAT score of 550+	70
				GRE score of 155+	
		Diploma graded "B" (Good)	60	GMAT score of 500-549	55

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				GRE score of 151-154.5	
Grade of the diploma	max. 20	Grade of the diploma	max. 20	Grade of the diploma	max. 20
Extra points	max. 10	Extra points	max. 10	Extra points	max. 10
Maximum total score:	100	Maximum total score:	100	Maximum total score:	100

II. Bachelor programmes

(1) Admission requirements for foreign-language bachelor study programmes announced for foreign nationals:


- a) Further requirement for admission to bachelor programmes: intermediate-level language exam or an equivalent secondary school leaving certificate or diploma or a certificate issued and certified by the higher education institution issuing the school leaving certificate or diploma that the applicant has English language skills certified by the following language examinations. The University shall accept the following level of language exams as a minimum requirement:

	gCEFR	Cambridge	IELTS	TOEFL	TOEFL iBT	TOEIC	Duolingo
Inter-mediate level	B2	FCE	6.0	65	72	785	min. score 95


In addition to the above language examinations, the University also accepts the following examinations as proof of intermediate English language proficiency:

- A-Level (or International A-Level) in English with a minimum grade of B, or
- International Baccalaureate, Standard Level 5 or Higher Level 4, or a higher grade in English, or
- Advanced level secondary school leaving examination 45% or above, or
- GCSE (or IGCE) in English with a grade 6 (or B) or higher, or
- For candidates who have completed an internationally recognised preparation programme, a certificate from the organiser attesting that they have level B2 (e.g: INTO, Study Group, Kaplan, Navitas or the Corvinus University's Preparatory Programme)

Any applicant whose language certificate or the equivalent secondary school leaving certificate/ diploma is not adequate under this section, or not possess any of these, may not be admitted. If the applicant's mother tongue is English, he/she is required to make a declaration thereof and upload it to the University's electronic admission interface at the time of submitting his/her application for admission.

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- 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:
- baa) Advanced Placement test (Mathematics AB or BC) with a minimum score of 3, or
 - bab) an SAT Subject Test in Mathematics Level 2 test with a minimum score of 680 or
 - bac) an ACT test with a minimum score of 27, or
 - bad) Mathematics International Baccalaureate, Standard Level 5 or Higher Level 4 or higher, or
 - bae) Advanced level secondary school leaving exam in Mathematics in Hungary, minimum 45%, or
 - baf) Mathematics GCSE (or IGCE), grade 6 (or B) or higher, or
 - bag) Mathematics A-Level (or International A-Level) with a minimum grade of B, or
 - bah) in the absence of the above, the admission examination organised by the University.
- c) Any applicant who is in possession of one of the requirements defined in baa) to bac) will receive 100 admission points.
- d) Under bad), the minimum number of points to be obtained at the admission examination shall be 56 and the maximum 100.
- e) Any applicant whose language proficiency is adequate in accordance with subparagraph a) but fails to obtain 56 points at the Mathematics admission examination, may not gain admission.
- f) In the field of social sciences, the admission requirements in addition to the ones specified under subparagraph a) are as follows:
- fa) A minimum of 40 and a maximum of 100 points may be obtained at the oral admission examination.
- g) Any applicant whose language proficiency is adequate in accordance with subparagraph a) but fails to obtain 40 points at the oral admission examination, may not gain admission.
- h) In addition to the requirements set out in this paragraph, applicants must also submit a curriculum vitae and a motivation letter at the same time as their application, but no later than the deadline for correcting deficiencies, failing which their application will be invalid.
- i) The study programme leader shall draw up a ranking of applicants based on the admission points of applicants who fulfil the admission requirements based on the language proficiency specified in subparagraph a) and the fulfilment of the admission requirements under subparagraph b) in the field of economic sciences, subparagraph c) in the field of social sciences as well as subject to having uploaded the documents specified in subparagraph h) by the required deadline. The relevant decision shall be taken by the Dean.

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- j) Each study programme leader 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. IRA shall be tasked with publication on the website of the University.
- (2) Admission requirements defined for off-site bachelor programmes beyond the borders of Hungary:
- a) 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 subjects 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, as well as
- ac) Extra points as defined in Fkr and Section 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 attested 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 grade of the obtained higher education diploma:
- -if the grade is 5 (excellent, very good, with distinction), 200 points;
 - -if the grade is 4 (good), 180 points;
 - -if the grade is 3 (satisfactory), 160 points;
 - -if the grade is 2 (sufficient), 140 points.
- Points may be recognised if the diploma features the grade or the applicant 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 cut-off score established for state scholarship beneficiaries in the given admission procedure as well as meeting the criteria set out in the Regulations on Student Fees and Benefits may gain admission to a programme funded by the Corvinus Scholarship.
- d) The study programme leader shall draw up the ranking of applicants who fulfilled the requirements of the admission examination on the basis of their scores. The ranking shall be approved by the dean.

III. Training for the purposes of acquiring specialised knowledge, courses taken at another higher education institution

- (1) Admission requirements defined for training for the purposes of obtaining specialised knowledge, courses taken at another higher education institution:
- a) The applicant is required to submit a certificate of student status as well as the transcript relevant for verifying previous studies,

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- b) A further admission requirement for foreign nationals to courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge shall be intermediate English language proficiency, which may be certified if the applicant has graduated from an English-language bachelor-level or master-level study programme or if he/she completed all the subjects included in the secondary school leaving certificate in English or certificate issued and certified by the higher education institution issuing the school leaving certificate or diploma that the applicant has English language skills certified by the following language examinations: The following language tests are accepted as proof of English language proficiency:

	CEFR	Cambridge	IELTS	TOEFL	TOEFL iBT	TOEIC	Duolingo
Intermediate level	B2	FCE	6.0	65	72	785	min. score 95

- (2) Any applicant whose language certificate or the equivalent secondary school leaving certificate/ diploma is not adequate under this section, or not possess any of these, may not be admitted. If the applicant's mother tongue is English, he/she is required to make a declaration thereof and upload it to the University's electronic admission interface at the time of submitting his/her application for admission.

IV. Preparatory courses

- (1) Admission criteria for foreign nationals to programmes offered for pursuing preparatory studies:
- a) Documents to be submitted:
 - aa) secondary school results of the last two semesters (original English version or certified English translation)
 - ab) secondary school leaving certificate (original English version or certified English translation).
 - b) Method of calculating admission points:
 - ba) The points shall be calculated on the basis of the average result achieved in Mathematics and English language in the last two semesters of secondary school studies, based on the submitted documents:
 - 60-70% - 15 points/subject
 - 70-80% - 20 points/subject
 - 80-100% - 25 points/subject
 - Maximum score: 50 points
 - bb) English language examination (not compulsory)
 - IELTS score 5.0 or equivalent – 10 points
 - IELTS score 5.5 or equivalent – 15 points
 - IELTS score higher than 5.5 – 20 points
 - Maximum score: 20 points
 - bc) Language proficiency assessment interview (ca. 15 minutes)
 - Conversation with the interviewer about a few randomly selected questions related to the following topics:

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- School background and study plan
- How well does the applicant know the Corvinus University of Budapest
- How well does the applicant know Hungary
- Personal questions on motivation, hobbies, etc.

c) Evaluation

Familiarity with the topic of the interview – max. 15 points

Vocabulary used during the interview – max. 10 points

Grammar and pronunciation – max. 5 points

Maximum score: 30 points

- d) The total score achievable at the admission examination shall be 100 points.
Admission is subject to collecting at least 60 points.

V. Executive programmes and specialist postgraduate programmes

- (1) The admission requirements for each study programmes defined for for executive programmes and specialist postgraduate programmes are included in the following table:

a)



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Mode of study	Name of study programme	Language of programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
				CV	Motivati onal letter	Other	Motivati onal interview	Professi onal interview	Other	
Evening	Engineer-economist university-level	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	Engineer-economist university-level	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	Medical economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	Pharmaceutical economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and descriptive statistics
Correspondence	Lawyer-economist	Hungarian	as per the programme and	X	X					Professional motivation, familiarity with



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			outcome requirements							methodology and descriptive statistics
Correspondence	Executive MBA manager/ Executive MBA economist	English	as per the programme and outcome requirements as well as 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 equivalent GRE score) or completing bridging-the-gap courses; 2 recommendation letters	X			Admission interview in English (personal interview): mapping the career path, management experience (strengths and areas to be improved), motivation;
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, as well as 3 years of	X	X	A 1.5 page essay on a current professional challenge, dilemma				Relevance of HR- and/or management experience, professionalism




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			relevant professional experience after obtaining at least a BSc level higher education diploma			that occupies you, on the related progress you expect to make during the programme				
Correspondence	Agrobusiness-management	Hungarian	as per the programme and outcome requirements	X						Qualification matching the study programme and professional experience
Correspondence	Energy management specialist/ energy management economist	Hungarian	as per the programme and outcome requirements	X						Qualification matching the study programme and professional experience
Correspondence	Tourism development manager / tourism development economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience
Correspondence	Cultural tourism manager / cultural tourism economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience
Correspondence	Political marketing and communication adviser	Hungarian	as per the programme and outcome	X	X		X			Qualification, professional experience and professional

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			requirements							motivation matching the study programme
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 and professional experience
Correspondence	Actuarial expert /actuarial economist	Hungarian	as per the programme and outcome requirements	X	X	Transcript of previous studies				Mathematical and methodological knowledge (as per 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


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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 and 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 and 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 and 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 and professional experience
Correspondence	Research and innovation manager / Research and innovation economist	Hungarian	as per the programme and outcome requirements	X	X		X			Qualification matching the study programme and professional experience




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Correspondence	Entrepreneurial and Economic Psychology	Hungarian	as per the programme and outcome requirements, and qualification equivalent to a master degree in the field of Economy	X	X					Qualification matching the study programme and professional experience
Correspondence	Customs logistics/ custom logistics economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience
Correspondence	Corporate internal and executive coach	Hungarian/English	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 and professional experience (relevance of previous coaching, mentoring and/or management experience), professionalism
Correspondence	Human management/ Human management economist	Hungarian	as per the programme and	X	X					Qualification matching the study programme and professional experience

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			outcome requirements							
Correspondence	Preparatory course for the pedagogical professional examination of mentor teachers coordinating traineeships	Hungarian	as per the programme and outcome requirements, as well as as a qualification obtained in a master-level teacher training study programme (earlier at a college or university), at least 3 years of teaching experience	X	X					Qualification matching the study programme and professional experience
Correspondence	Public education leader and pedagogical professional examination	Hungarian	as per the programme and outcome requirements, as well as 3 years of experience as a teacher	X	X					Qualification matching the study programme and 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

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Correspondence	International project management/international project management-economist	English	as per the programme and outcome requirements	X		proof of language proficiency (language exam, language proficiency assessment)	X	X	Language proficiency assessment (in the absence of a language exam)	Professional experience, professional motivation, language proficiency
Correspondence	data-driven supply chain management/data-driven supply chain management economist	Hungarian	as per the programme and outcome requirements	X	X		X			Qualification matching the study programme, professional experience and motivation
Correspondence	Industrial business engineering manager/industrial business engineering economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme, professional experience and motivation
Correspondence	large investment project management/ large investment project management specialist economist	Hungarian	as per the programme and outcome requirements	X	X		X			Qualification matching the study programme, professional experience and motivation
Correspondence	Teacher qualification in the complex application of the principle of sustainability	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience

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Correspondence	bank manager	Hungarian	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience
Correspondence	Political marketing and communication	Hungarian	As per the programme and outcome requirements	X	X	Certifying qualification	X			Professional experience and professional motivation


b) 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 requested			Oral admission examination			Ranking criteria	
				CV	Motivation letter	Other	Motivational interview	Professional interview	Other		
Daytime	Master in Business Administration (Full-time MBA)	English	as per the programme and outcome requirements	X	X	essay, proof of professional experience, (previous diploma and diploma supplements)		X	X	Interview to test language proficiency	The 3 types of oral interview take place on the same occasion before a committee of 2 members 25 points for professional knowledge 25 points for competence 50 points for motivation



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						(transcript) – English version or English translation)					
Correspondence	Master in Business Administration (Fudan-Corvinus DD MBA)	English	as per the programme and outcomes	X	X (minimum 1000 English words)	Proof of work experience , previous diploma and its supplements (transcript) - English version or English translation passport (valid at least until October of the year of commencement of the programme), 2 letters of recommendation, language test certificate (TOEFL or IELTS certificate)	X	X	Testing of English language proficiency	The 3 types of oral interview (motivational, professional, English language) 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: § Ebert-Griffin: Business essentials, 10th edition, Pearson, 2015	

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											<p>§ 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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