 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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Version Number	Publication date	Effective date	version tracking
00.	08.11.2023	08.11.2023, it being understood that the new admission requirements shall be applied in the 2024A admission procedure and in a phasing-in system thereafter.	Publication Resolution No SZ-5/2023/2024 (7 November 2023)




 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
Admission Regulation		

Table of Contents

SCOPE OF THE REGULATION.....	5
RELATED REGULATORY DOCUMENTS.....	5
DEFINITIONS.....	7
PRINCIPLES	8
BODIES AND PERSONS INVOLVED	8
ADMISSION COMMITTEE	10
ANNOUNCING PROGRAMMES, MAXIMUM NUMBER OF STUDENTS, PROSPECTUS ON ADMISSION TO HIGHER EDUCATION, DATA REPORTING ON PROGRAMMES, PROVIDING INFORMATION TO APPLICANTS.....	11
DATA REPORTING ON PROGRAMMES LAUNCHED AND ON STUDENTS ADMITTED...13	
TYPES AND SCHEDULING OF ADMISSION PROCEDURES.....	14
PROCEDURES RELATED TO THE ADMISSION PROCEDURE.....	15
THE ADMISSION PROCEDURE.....	15
APPLICANTS	15
GENERAL RULES APPLICABLE TO THE ADMISSION PROCEDURE	16
DATA REPORTING RELATED TO THE ADMISSION PROCEDURES	17
APPLICATION	18
ADMINISTRATIVE FEES ASSOCIATED WITH ADMISSION.....	18
ADMISSION REQUIREMENTS	20
GENERAL RULES	20
BACHELOR PROGRAMMES, SINGLE-CYCLE PROGRAMMES.....	20
ADMISSION CRITERIA, METHOD OF CALCULATING POINTS, SYSTEM OF EXTRA POINTS, EQUAL OPPORTUNITY RULES.....	20
MASTER PROGRAMMES	23
Admission criteria and method of calculating points in Master programmes	23
Credit recognition procedure	29
SPECIALIST POSTGRADUATE PROGRAMMES	31
ASSESSMENT OF OCCUPATIONAL FITNESS, CAREER APTITUDE ASSESSMENT, LANGUAGE APTITUDE TEST, RULES ON ORGANISING AND CONDUCTING WRITTEN AND ORAL ADMISSION EXAMINATIONS IN BACHELOR, MASTER AND SPECIALIST POSTGRADUATE PROGRAMMES.....	32
Common rules	33

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

Method, scheduling and organisation of admission examinations, notice to appear for the examination.....	33
Conducting the admission examination	35
Preferential treatment given to applicants with disabilities	37
Specific rules of the written admission examinations	37
Specific rules of the oral admission examinations.....	41
Special rules applicable to career aptitude assessments.....	43
Evaluation of the exams	43
Treating irregularities	46
RULES WITH REGARD TO SPECIAL HIGHER EDUCATION ADMISSION EXAMINATIONS	48
Persons eligible for the special admission examinations.....	48
Organising the special higher education admission examination	49
Conducting the special higher education admission examination	50
DUAL PROGRAMMES	53
TRAINING FOR THE PURPOSES OF ACQUIRING SPECIALISED KNOWLEDGE.....	54
RULES ON COURSES TAKEN AT ANOTHER HIGHER EDUCATION INSTITUTION.....	55
RULES ON PREPARATORY COURSES	56
RULES ON PROGRAMMES LEADING TO THE AWARD OF A JOINT DIPLOMA, AS WELL AS ON DOUBLE DEGREE AND MULTIPLE DEGREE PROGRAMMES.....	57
SPECIAL RULES OF THE ADMISSION PROCEDURE RELATED TO PROGRAMMES IN COMPUTER SCIENCE AND INFORMATION TECHNOLOGY.....	57
ESTABLISHMENT OF THE FINAL CUT-OFF SCORE IN THE ADMISSION PROCEDURE, CLASSIFICATION AND ADMISSION DECISIONS.....	58
TERMINATING THE HIGHER EDUCATION ADMISSION PROCEDURE AND THE INSTITUTIONAL ADMISSION PROCEDURE	60
LEGAL REMEDY, EQUITY.....	60
DATA PROCESSING.....	61
RECORDING THE APPLICANTS IN THE CENTRAL REGISTER.....	62
CLOSING PROVISIONS	62
Annex 1	63
Admission procedure for off-site bachelor programmes beyond the borders of Hungary.....	73
Annex 2.....	87

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


Admission requirements for applicants for bachelor and/or single-cycle programmes in the central admission procedure..... 87

The fifth subjects required for the calculation of study points, taking into account the provisions of the Fkr: 87

Taking into account the provisions of the Fkr., the range of fifth subjects included in the secondary school-leaving certificate: 87

Taking into account the provisions of the Fkr., the calculation of the secondary school leaving examination points is made as follows: 88

Calculating institutional points..... 92

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

SCOPE OF THE REGULATION


1.§

- (1) The personal scope of the Admission Regulation (hereinafter: Regulation)
 - a) applicants submitting an application for admission to the Corvinus University of Budapest (hereinafter:
 - b) persons, organisational units and bodies involved in admission matters.
- (2) The material scope of the Regulation 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 material scope of the Regulation.
- (4) Within the legislative framework it is possible to deviate from the provisions of the present Regulation 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 Regulation shall apply to doctoral programmes unless otherwise provided for in the Doctoral (PhD) Regulation.
- (6) Participation in courses taken at a higher education institution abroad is governed by the Regulation on Study Abroad.
- (7) The scope of the present Regulation 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 present Regulation: 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 under the Hungarian abbreviation:), 'Nftv'),

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


- b) Government Decree No 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: ‘Vhr.’),
 - 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 (hereinafter: 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) Regulation on the Conditions Ensuring Equal Academic Opportunity for Students with Disabilities,
 - m) Study and Examination Regulations (hereinafter: SER),
 - n) Regulation 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) Provisions issued by the Vice-Rector for Education on the type of certificates required for the calculation of institutional points in bachelor and single-cycle programmes, and for the calculation of extra points in master programmes as well as the method and form of their submission,
 - u) 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 paragraphs q) to t).

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

DEFINITIONS

3.§

- (1) According to the present Regulation:
- a) accredited higher education diploma: a diploma attesting to a higher education qualification and professional qualification obtained at an AACSB/EQUIS accredited university or a CEMS member university in the context of admission to a master programme.
 - b) 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 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;
 - c) freemover (hereinafter: FM): guest students who do not participate in a programme under a cooperation agreement/contract with another university or partner, in an exchange programme or other contractual arrangement, but who apply to the University on their own and pay the programme cost;
 - d) 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;
 - e) international test: an internationally accepted English-language entry competence assessment that measures quantitative and qualitative analytical skills, reasoning and language skills. The international tests accepted under the present Regulation for master programmes: NMIMS Management Aptitude Test (hereinafter: NMAT), Graduate Management Admission Test (hereinafter: GMAT), Graduate Record Exam (hereinafter: GRE), Graduate Management Admission Test Focus Edition (hereinafter: GMAT FE).
 - f) old-type secondary school leaving certificate: School leaving certificate issued in the Hungarian system before 1 January 2006.
 - g) Study Abroad (hereinafter: SA): guest students who take part in the programme under the terms stipulated in a cooperation agreement/contract between the University and another university or partner (against a mutually agreed fee) and not in the framework of an exchange programme. In these cases, as a general rule the programme costs are paid by the partner on behalf of the student;
 - h) assessment of occupational fitness: a form of assessment defined by the higher education institution which focuses on the abilities necessary for the selected professional qualification and the individual abilities the optimal development of which will ensure the successful completion of studies (preparation for the pursuit of an occupation);
- (2) Further terms used in the present Regulation shall be understood as defined in the SER, Nftv and Fkr.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

PRINCIPLES


4.§

- (1) In applying the present Regulation, 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 Regulation, 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 Regulation, 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 Regulation in such a way that aims to circumvent the rules of the Regulation.
- (3) If the applicant violates obligations or abuses rights under the present Regulation, he/she may be held liable in accordance with the relevant legislation or university regulations, in particular the Student Disciplinary and Compensation Regulations or the Code of Ethics.
- (4) If the lecturer violates obligations or abuses rights under the present Regulation, 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 present Regulation 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 Regulation, 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 Regulation:
 - 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,

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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 (hereinafter: Head of SS),
 - j) the Head of Study Matters at Student Services with decision-making powers (person authorised to enter into commitments) and powers of representation (hereinafter: Head of Study Matters at SS),
 - k) the SS administrator/coordinator designated by the Head of Study Matters at SS with powers of representation,
 - l) the Director of International Relations and Accreditations (hereinafter: Director of International Relations) with decision-making powers (person authorised to enter into commitments) and powers of representation,
 - m) the Director of International Programmes (hereinafter: Director of International Programmes) with decision-making powers (person authorised to enter into commitments) and powers of representation,
 - n) the administrator/coordinator of IRA designated by the Head of International Relations with powers of representation,
 - o) the Head of the Foreign Language Teaching and Research Centre with powers of representation (hereinafter (Head of FLTRC)
 - p) the administrator/coordinator of FLTRC designated by the Director of International Relations with powers of representation,
 - q) the institutional coordinator of special higher education admission exams,
 - r) the lecturers conducting exams and evaluating written exams,
 - s) the study coordinators involved in the relevant admission procedure or the designated staff member of the organisational units involved in the admission procedure, with preparatory and implementing duties,
 - t) 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 Regulation:
- a) Student Services (hereinafter: “SS”),
 - b) Education Management (hereinafter: EM),
 - c) Legal, Administrative and Regulatory Services (hereinafter: “LARS”),


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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 of the admission procedure and its administrative support shall be the responsibility of IRA in the case of foreign language programmes announced for foreign nationals, of EM in the case of FM and SA programmes, of the FLTRC in the case of preparatory courses, and of SS in all other cases.

ADMISSION COMMITTEE

6.§

- (1) Admission committees (referred to hereinafter as: Committee) shall be set up to conduct the oral admission examinations.
- (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/IRA/FLTRC/EM from his/her official university e-mail address, with the relevant files being kept by SS/IRA/FLTRC/EM. 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 indication and at the request of SS/IRA, 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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/EM as specified in subsection (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 SS/IRA/EM administrator/coordinator designated by the Head of Study Matters at SS, in the case of programmes offered only to foreign nationals in a foreign language, by the Head of International Relations, in the case of SA and FM-type programmes, by the Head of International Programmes. The minutes shall be signed by the Chairperson of the Committee, but shall be certified by the SS/IRA/FLTRC/EM administrator/coordinator designated by the Head of Study Matters at SS on behalf of the Chairperson, in the case of programmes offered only to foreign nationals in a foreign language, by the Head of International Relations, in the case of SA and FM-type programmes, by the Head of International Programmes, and in the case of preparatory courses, by the Head of FLTRC. The minutes shall contain the decisions of the committee, taking into account the provisions of 24(26) and 25(17). The minutes shall be handed over on paper or forwarded to SS/IRA/FLTRC/EM within five (5) working days of the admission examination, in the manner indicated in the present subsection.
- 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

foreign nationals, IRA shall also be consulted. For courses taken at another higher education institution offered to foreign nationals, EM shall be consulted. The Vice Rector for Education shall give an opinion on the Dean's proposal and shall submit it to the Presidential Committee. Upon approval by the Maintainer, 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. Upon the Maintainer's approval, the Presidential Committee shall decide on the number of places 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, the Head of International Programmes 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 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 subsections (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 subsections (2)-(4). The programmes to be announced

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


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 provisions of subsection (7) shall apply mutatis mutandis for the compilation and publication of the prospectuses.
- (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 subsections (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, with the exception of SA and FM programmes, which shall be the duty of the Head of International Programmes. 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.
- (13) SS/IRA/FLTRC/EM 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 only by the Head of International Relations, in the case of SA and FM programmes by the Head of International Programmes, 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.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

TYPES AND SCHEDULING OF ADMISSION PROCEDURES

9.§

- (1) Admission to the University takes place under central and non-central admission procedures as follows:
 - a) central admission procedure, and
 - 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 courses taken at another higher education institution, training for the purposes 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.
- (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 and of the Head of International Programmes 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

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

shall be published on the University's website dedicated to applicants. SS/IRA/FLTRC/EM 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 subsection (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 subsection (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.
- (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 for preparatory courses as well as for SA and FM programmes.
- (7) Foreign languages programmes announced for foreign nationals are open to those who are nationals of a foreign state or hold a non-Hungarian school-leaving certificate, i.e.:
 - a) a person who is a national 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


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- b) a person who is a national 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 national 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 national of a foreign state, 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 national 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 paragraphs (7)c)to(7)e) of subsection (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 Regulation does 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 Regulation provides 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/EM 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 non-central, institutional 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 Regulation, 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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, EM 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 Regulation does 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/EM within eight (8) working days of the change and submit an electronic copy of the document affected by the change.
- (10) The date of sending electronically uploaded documents is the date of upload.
- (11) If, on the last day of a deadline for the higher education admission procedure, there is a malfunction in the IT system operated by the Educational Authority or the University for more than 3 consecutive hours or continuously for more than one hour within four hours before the expiry of the deadline, the deadline shall expire on the following day.

DATA REPORTING RELATED TO THE ADMISSION PROCEDURES

13.8

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

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

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 Regulation shall be defined and published on the University's website by SS/IRA/FLTRC/EM under the professional guidance of the study programme leader, except in the case of SA and FM programmes.
- (3) The application for admission may be submitted electronically through the application interface defined by SS/IRA/FLTRC/EM.
- (4) Applications and the annexes shall be accepted and processed by SS/IRA/FLTRC/EM.
- (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.
- (6) 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 included in the rules of procedure for scheduling the admission procedure for the given academic year issued by the Vice-Rector for Education after having consulted IRA, in the case of specialist postgraduate programmes by the competent dean after having consulted SS.
- (7) An applicant can be admitted to one single programme under one admission procedure.


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.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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/EM 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:
- 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.
- (5) The request for refund under subsection (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 section. The relevant request shall be sent to Finance in the form of an electronic letter, along with the invoice request form.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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 Regulation and its annexes.
- (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 (2) 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) If the relevant information does not come from the official public register, the applicant who gained admission must present his/her secondary school leaving certificate and/or diploma taken into account for the purposes of admission 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 subsection (3), 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

calculating points and extra points, and/or the rules for ensuring equal opportunities are laid down in paragraphs (2) and (3) of Article 40 of Nftv and in Sections 15-24 of Fkr.

- (2) Admission to bachelor and single-cycle programmes
- 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 the successful completion of an entrance examination.
- (3) In the case of applications for bachelor and single-cycle programmes, the applicant's performance shall be assessed by the total number of admission points calculated as follows, with the derogations laid down in the Fkr:
- a) by adding up the study points and the points included in the secondary school-leaving certificate, or
 - b) by doubling the number of points included in the secondary school-leaving certificate, in both cases by adding institutional points and other extra points.
- (4) By way of derogation from subsection (3), the overall admission score of a candidate with a diploma attesting to a secondary vocational qualification who is pursuing further studies in the field of his/her specialisation shall be calculated, in one of the following ways, whichever is more favourable to the candidate:
- a) by adding up the study points and the points included in the secondary school-leaving certificate,
 - b) by doubling the number of points included in the secondary school-leaving certificate,
 - c) only on the basis of the mark awarded for the professional examination,
- and in all three cases with the addition of the additional points provided for in the Fkr.
- (5) Admission points for bachelor and single-cycle programmes are calculated on the basis of Sections 15-18 of the Fkr, with the additions contained in sections (6) to (11) below.
- (6) The old-type of secondary school leaving examination taken before the introduction of the two-level secondary school leaving examination is considered as an intermediate-level examination since 2005. The grades correspond to the following percentages:
- a) exemplary (5) 67%
 - b) good (4) 53%
 - c) satisfactory (3) 39%
 - d) pass (2) 26%
- (7) For applications for bachelor programmes and single-cycle master programmes, in case the applicant is in possession of a diploma certifying a higher education qualification and


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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.

- (8) 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, summa cum laude grade (5) 400 points,
 - b) good, cum laude grade (4) 360 points,
 - c) satisfactory, rite grade (3) 320 points,
 - d) sufficient grade (2) 280 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
D	2	Sufficient
E	2	Sufficient

- (10) If the grading of the foreign diploma does not correspond to the ECTS scale specified in subsection (8), 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 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) For the purposes of calculating admission points for bachelor and single-cycle programmes, it is necessary to define a fifth subject and a fifth secondary school leaving examination subject. Institutional points/extra points are calculated on the basis of Sections 19-21 of the Fkr, with the additions contained in Annex 2.
- (13) Only applicants meeting the admission requirements laid down in (2) (2)a) and the other admission requirements prescribed by the University in Annex 1 to the present Regulation may be admitted to foreign-language bachelor study programmes announced for foreign nationals.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (14) Admission requirements applicable to the given admission procedure in bachelor programmes and single-cycle master programmes shall be defined and published at least two (2) years prior to the admission procedure in question.
- (15) Under the centralised admission procedure, if the University specifies a minimum score in the PAHE, that minimum score cannot be modified for a lower score when determining the cut-off score.

MASTER PROGRAMMES

Admission criteria and method of calculating points in Master programmes


18.§

- (1) Rules with regard to master programmes set out in paragraphs (4) and (7) of Article 40 of Nftv and in Sections 3-31 of Fkr shall be applied with the derogations included in Sections 32-35 of the Fkr, it being understood that the provisions of Sections 14-23 of the Fkr cannot be applied to applications to master programmes.
- (2) Only persons who obtained at least a degree in a bachelor programme or a professional qualification attested by a diploma may be admitted to a master programme, provided that they meet the other institutional admission criteria specified in Annex 1 to the present Regulation.
- (3) Additional admission requirements for master programmes:
- a) in the English-language Master in Management and Leadership study programme, applicants must have at least one of the following complex language skills in English:


	TOEFL iBT	IELTS	CPE	CAE	C1 Business Higher (BEC Higher)	Corvinus	TOEFL iBT Special Home Edition
Advanced level	100	7.0	C	B	B	Business English C1	100, plus 20 in each section

Language proficiency pursuant to the present paragraph may be offset with a higher education diploma acquired in a bachelor-level study programme taught entirely in English at either a university operating in an English-speaking region or a university accredited by AACSB/EQUIS or a university 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 subsection, 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 system at the time of uploading the application. By submitting a declaration, the applicant offsets the requirement specified in this paragraph.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


- (4) Further admission requirements for master programmes under the central admission procedure are as follows:
- a) an accredited higher education diploma graded at least good/B (ECTS), or
 - b) a valid international test score of at least GMAT 500 or GRE 300 or NMAT 165 or GMAT FE 485 and
 - c) if the applicant obtains at least 65 admission points on the basis of paragraph b) and -if there is an oral examination in the given study programme- at least 50% of the maximum number of admission points for the oral examination.
i.e. achieves at least 65 admission points on the basis of a) and/or b) - and, where relevant, in the case of c) at least 50% of the admission points for the oral examination and meets all the admission requirements.
- (5) An applicant to master programmes under the central admission procedure may be admitted to a place financed by the Corvinus scholarship if they meet one of the following criteria and the conditions set out in the RSFB:
- a) an accredited higher education diploma graded at least good/B(ECTS), or
 - b) a GMAT score of at least 590 or a GRE score of at least 311 or an NMAT score of at least 189 or a GMAT FE score of at least 565 as attested by the result of a valid international test, or
 - c) if he/she obtains at least 65 admission points on the basis of paragraphs b) and c) of subsection (4), and in the oral admission examination, if there is such an exam in the study programme in question, obtains points enable him/her to reach the cut-off score with the combined total of the admission points (a többletpontokkal együtt) for the international test and the oral exam,
i.e. the applicant reaches (a többletpontokkal együtt) the cut-off score on the basis of a) and/or b) and/or c) and meets all admission requirements.
- (6) A maximum of 100 admission points may be obtained under the central admission procedure. The detailed rules for calculating points are set out in the present Regulation and in Annex 1.
- (7) Under the centralised admission procedure, if the applicant uploads more than one of the documents required for the calculation of the admission points, the points will be calculated on the basis of the document producing the best result.
- (8) In the case of centralised admission procedures, candidates must upload their application to the University's electronic admission system:
- a) where relevant, the request for preliminary credit recognition in accordance with the rules under Section 19, and
 - b) a document proving language proficiency in accordance with subsection (2) (for the English-language Master in Management and Leadership no later than the deadline set by the Educational Authority for correcting deficiencies, and

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- c) the accredited higher education diploma and the international test results, as a general rule by 15 April (or by the closing date for applications in the clearing process), except as provided for in this section,
- (9) Under the central admission procedure, if the applicant does not upload the accredited higher education diploma - in the absence of an accredited higher education diploma, the certificate on the issue of the diploma - and/or the document certifying the result of the international test to the electronic admission system of the University by the deadline specified in (8) c), and therefore neither the result of the accredited higher education diploma nor the result of the international test can be established by this deadline, the University shall invite the applicant to an oral entrance examination, if this is required by the given study programme. The applicant may choose:
- a) to take an oral admission examination -if required by the given study programme - in accordance with the relevant rules, it being understood that once the document certifying the result of the diploma and/or the international test is uploaded to the University's electronic admission system by the deadline specified by the Educational Authority for modifying the order of preference, in this case he/she may be awarded the points specified in Annex 1 to the present Regulation, thereby altering the points obtained at the admission examination. If he/she uploads an international test/accredited diploma result worth more than 74 admission points, the points obtained at the oral examination do not count towards the admission score (except in the Management and Leadership master-level study programme) or
 - b) not to take an entrance examination - even if it is required by the give study programme- and runs the risk of not being able to upload to the University's electronic admission system the document certifying the accredited higher education diploma and/or the international test result by the deadline specified by the Educational Authority for modifying the order of preference and/or of having an inadequate accredited diploma grading and/or international test result and not having taken an entrance examination, and therefore having an invalid admission examination.
- (10) Under the central admission procedure, an applicant with an accredited higher education diploma and/or an international test result - if the applicant is entitled to at least 75 admission points on the basis of the document(s) - who uploads to the University's electronic admission system by 15 April in the case of a general admission procedure (by the application deadline in the case of a clearing process) - is not required to take an oral entrance examination -if there is one in the relevant study programme (except for the English-language Management and Leadership master-level study programme where applicants must always take an oral entrance examination).
- (11) If an applicant applying under the central admission procedure uploads the documents certifying the result of the international test worth 65-74 admission points to the electronic admission system of the University by the deadline defined in paragraph c) of subsection (8), the University
- a) invites the applicant for an oral entrance exam, if there is one in the given study programme. The applicant may choose:

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- aa) to take an oral entrance examination -if there is one in the given study programme -in accordance with the relevant admission rules, it being understood that once the document certifying the result of the accredited higher education diploma and/or the result of the international test worth more than 74 admission points -in the case of study programmes where there is an oral admission examination, the document certifying a result that is higher than the result of a previously uploaded international test (with a result worth 65-74 admission points) is uploaded to the University's electronic admission system by the deadline specified by the Educational Authority for modifying the order of preference. In this case the admission points are calculated on the basis of the document that is worth more admission points in accordance with the present Section and Annex 1 and the admission points will thereby be modified, taking into account that he/she uploads an international test/accredited diploma result worth more than 74 admission points, the points obtained at the oral examination do not count towards the admission score (except in the Management and Leadership master-level study programme) or
- ab) not to take an oral entrance examination - if there is one in the given study programme- and runs the risk of not being able to upload to the University's electronic admission system the document certifying the accredited higher education diploma worth at least 75 admission points and/or the international test result worth at least 74 admission points by the deadline specified by the Educational Authority for modifying the order of preference and of not having taken an oral entrance examination, and therefore having an invalid admission examination,
- b) if there is no oral entrance examination in the given study programme and the applicant achieves a better result after obtaining the accredited higher education degree and/or the test result previously uploaded by the deadline set in subsection (8)
- c), the document proving this shall be uploaded to the University's electronic admission system by the deadline set by the Education Office for modifying the order of preference. In this case the admission points are calculated on the basis of the document that is worth more admission points in accordance with the present Section and Annex 1 and the admission points will thereby be modified.
- (12) If an applicant applying under the central admission procedure fails to upload the documents referred to in subsections (4) to (5) to the University's electronic admission system by the deadline set out in subsections (8) to (10), he/she shall not be awarded any admission points and shall be excluded from the admission procedure.
- (13) Under the central and non-central, institutional admission procedure, the grading of the accredited diploma upon which the admission is conditional pursuant to paragraph a) of subsection (4) and paragraph a) of subsection (5) shall correspond to admission points according to the following scale:
- a) if the grade is excellent, very good, with distinction (5) /A(ECTS) and summa cum laude, 90 points (60 points for English-language the Master in Management and Leadership study programme) under the central admission procedure and 100 points


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

(70 points for English-language the Master in Management and Leadership study programme) under the non-central, institutional admission procedure,


- b) if the grade is good (4)/B(ECTS) and cum laude, 75 points (50 points for the for English-language the Master in Management and Leadership study programme) under both the central and non-central, institutional admission procedures,
 - c) no admission points will be awarded for a satisfactory (3), a pass (2) or a rite grade, in which case the applicant will not be admitted on the basis of a diploma referred to in (4)a) and (5)a).
- (14) If the applicant holds an accredited 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
D	2	Sufficient
E	2	Sufficient

- (15) If the grading of the foreign accredited diploma does not correspond to the ECTS scale specified in subsection (14), the conversion rules for determining the admission points shall be defined by the relevant Credit Transfer Committee at its own discretion.
- (16) If the grading of the foreign accredited diploma is not featured on the foreign accredited 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 credit-weighted average academic performance calculated from the data of the transcript or diploma supplement, using rounding rules (rounded to two decimal places).
- (17) Under the central admission procedure, a maximum of 10 extra points may be awarded across all study programmes:
- a) equal opportunities maximum 10 points, disability 5 points, childcare 5 points, disadvantaged student 5 points,
 - b) National Conference of Students' Scientific Associations (OTDK) 1st to 3rd place 5 points,
 - c) sporting achievement (within 8 years, in a sport recognised by the National Olympic Committee): 1st-3rd place in national championships 3 points, 1st-3rd place in world and European championships 5 points.
 - d) The detailed rules on the type of certificates required for the calculation of the available extra points, the method and form of their submission are set out in the relevant provisions issued by the Vice-Rector for Education, which is published by SS on the University's website dedicated to applicants to the University.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (18) Further admission requirements for master programmes under the non-central, institutional admission procedure:
- a) an accredited higher education diploma graded at least good/B(ECTS), or
 - b) a valid international test score of at least GMAT 500 or GRE 300 or NMAT 165 or GMAT FE 485 and
 - c) if the applicant obtains at least 65 points based on b), he/she will get at least 50% of the maximum number of points available admission points for the oral entrance examination, if there is one in the given study programme.
i.e. he/she has at least 65 admission points as set out in paragraphs a) and/or b) and, where relevant, c) and meets all the admission requirements.
- (19) Under the non-central, 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 and the criteria set out in the RSFB shall also be fulfilled:
- a) an accredited higher education diploma graded at least good/B(ECTS), or
 - b) the applicant reaches a GMAT score of at least 590 or a GRE score of at least 311 or an NMAT score of at least 189 or a GMAT FE score of at least 565 as attested by the result of a valid international test, or
 - c) the applicant obtains at least 65 admission points in accordance with paragraphs b)-c) of subsection (4) and, in the oral admission examination, if there is one in the relevant study programme, he/she obtains enough points to reach the cut-off score calculated by combining the admission points for the international test and the admission points for the oral examination.
i.e. the applicant reaches the cut-off score on the basis of a) and/or b) and/or c) and meets all admission requirements and falls within the maximum number of students to be admitted as advertised in the call for applications according to the ranking based on the admission points.
- (20) A maximum of 100 admission points may be obtained under a non- central, institutional admission procedure. The detailed rules for calculating points are set out in the present Regulation and in Annex 1.
- (21) The rules set out in subsections (7) to (12) shall also apply to non-central, institutional admission procedures, except that where these subsections refer to 15 April and/or the deadline for modifying the order of preference set by the Educational Authority, the deadlines shall be those set out in the annual schedule of the admission procedure for the given year issued by the Vice-Rector for Education and the documents shall be uploaded to the University's admission system.
- (22) The admission requirements for in-house admission exams for the purposes of admission to master-level study programmes as well as the rules for converting the result of the international test to admission points are set out in Annex 1 to the present Regulation.
- (23) 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (24) The method for calculating admission points for the Master of Business Administration (MBA) study programme is set out in Annex 1 to the present Regulation, by way of derogation from subsections (4)(4)-(5), (8) and (20), (18)-(19), (25)-(26). The documents specified in Annex 1 should be uploaded to the University's electronic admission system by the deadline provided on the University's website.
- (25) In teacher training programmes, a compulsory occupational fitness assessment and an oral entrance exam are required. The method for calculating admission points is set out in Annex 1 to the present Regulation, by way of derogation from subsections (3)-(5), (8)-(20), (18)-(22), (24), (26).
- (26) The provisions of the present Section along with the rules set out in Annex 1 shall be applied for calculating admission points for the English-language Management and Leadership master-level programme in the case of both the central and non-central, institutional admission procedure due to the fact that weighting is different here for the purposes of calculating admission points.:
- (27) Admission to the Master of Business Administration (MBA) study programme and to the teacher training programme is subject to
- a) reaching at least 65 admission points, and
 - b) under the central admission procedure (or in a non-central, institutional admission procedure if places funded through the Corvinus Scholarship are advertised here as well), reaching at least 75 admission points is a condition for being admitted to a place funded through the Corvinus Scholarship, and
 - c) in the case of both a) and b), meeting all the admission requirements set out in the present Regulation.

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 paragraph (2) of subsection a) may apply without undergoing a preliminary credit recognition procedure by submitting the

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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 paragraph (2) or b) of subsection 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 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 subsections (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 subsection (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 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 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,


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- b) Certified Hungarian or English-language subject syllabus 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 specified in subsection (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 system 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

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

have uploaded their application as well as the required documents to the electronic admission system 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 Regulation and Annex 1 hereto may be admitted to a specialist postgraduate study programme.

- (3) A maximum of 100 points may be obtained in specialised postgraduate programmes. The scoring system to be used in the admission procedure is determined by the subject leader and approved by the Dean. SS shall be in charge of publishing the scoring system for specialist postgraduate programmes on the university's website by the working day preceding the first day of the relevant admission procedure.
- (4) The admission requirements for applicants applying to specialist postgraduate study programmes are set out in detail in Annex 1 to the present Regulation.
- (5) For specialist postgraduate programmes the detailed admission criteria to be applied to the given admission procedure -as defined in the present Regulation- shall be defined by the latest by the working day preceding the first day of the relevant admission procedure.
- (6) The University shall apply identical admission requirements, irrespective of the higher education institution in which the applicant obtained his/her diploma.
- (7) The admission examination for specialist postgraduate programmes shall be conducted pursuant to the Dean's decision, as published by SS on the website in one of the manners specified below:
 - a) on an ongoing basis from the very first application, or
 - b) after the closing date for applications.
- (8) After the closing date for applications, the ranking of applicants for specialist postgraduate programmes is based on the ratio between the number of admission points and the minimum and maximum number of places set in the admission procedure. The Dean may authorise a reduction in the minimum number of places on the recommendation of the subject leader. The ranking shall be established by the study programme leader and approved by the competent Dean.
- (9) In the case referred to in (7), no oral admission examination will be held due to the fact that the study programme may not be launched.
- (10) The institutional administration fee associated with the admission procedure to specialist postgraduate programmes is set out in Annex 3 of the RSFB.
- (11) An admission decision with respect to specialist postgraduate programmes should be adopted pursuant to the provisions of 38.§ .

**ASSESSMENT OF OCCUPATIONAL FITNESS, CAREER APTITUDE
ASSESSMENT, LANGUAGE APTITUDE TEST, RULES ON ORGANISING AND**

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


CONDUCTING WRITTEN AND ORAL ADMISSION EXAMINATIONS IN BACHELOR, MASTER AND 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/or oral admission examinations to master programmes, specialist postgraduate programmes (hereinafter jointly referred to as examinations) as well as determining the method of the examination.
- (2) 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.
- (5) The study programme leader shall be responsible for defining the content requirements set out in the present Regulation, 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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:
 - 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,


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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 subsections (1)-(14) shall apply to admission examinations monitored with special IT tools in addition to the provisions of subsections (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.


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.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

- (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 subsection 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.
- (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 Regulation. 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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. a written and an oral part) should he/she fail to appear at any of the exam parts, including if he /she does not take an international test or does not upload its result by the deadline referred to in Section 18, the admission exam is invalid and the University shall not invite the applicant to take any other examination part, if relevant.
- (17) In master programmes, the oral entrance examination of candidates who do not obtain 50% of the available admission points in the oral entrance examination is invalid, except for the entrance examination for the Actuarial and Financial Mathematics, the Master of Business Administration and the Teacher (Reacher of Economics) master-level study programmes.

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,
 - d) The modification of the method of the exam.
- (3) No special exam option other than the ones described above shall be provided.
- (4) Subsections (6)-(11) of Section 40 shall govern legal remedies against the decision of the Disability Committee.
- (5) Where the Regulation requires a language examination as a condition for admission and the Dean decides on the exemption from the entrance examination on the basis of a request from a disabled applicant. No appeal shall lie against the decision.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


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 Regulation and within the content framework provided in Annex 1 to the present Regulation.
- (2) The duration of written examinations is set out in Annex 1 to the present Regulation.
- (3) For written examinations 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.
- (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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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,
 - h) the name of the examinees and their admission ID.
- (27) In the case of online written examinations, the minutes referred to in subsection (26) are also required, except that they don't not 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) Paragraph 6.§ (3) of subsection 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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.
- (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 Regulation and within the content framework provided in Annex 1 hereto.
- (2) The duration of oral examinations is set out in Annex 1 to the present Regulation.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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.
- (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,

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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, including the result of the international test and the associated admission point,
- 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) Paragraph 6.§ (3) of subsection 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 subsection (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: 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


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 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 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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 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 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.


 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

- (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.

Treating irregularities


28.§

- (1) Should the room supervisor detect an irregularity (using an unauthorised aid, disturbing others, indicating personal identity, etc.), he/she 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, 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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 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, he 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).

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


- (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) Under the central admission procedure, the applicant may also meet the requirement of the advanced level secondary school leaving examination in a given subject defined by the University for the purposes of calculating points by achieving a minimum result of 25% 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) a Hungarian school leaving certificate obtained more than five years before the application deadline for higher education admission,
 - b) a secondary school leaving certificate issued by a foreign EEA member state or a secondary school leaving examination certificate 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 fulfils the conditions for the examination for the baccalaureate at the advanced level according to (1), he/she is entitled to the institutional point as defined in Annex 2.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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.
- (7) For the purposes of calculating the admission score, the result of the special higher education admission examinations must be taken into account even if the applicant has a secondary school-leaving certificate in the given subject.
- (8) The special higher education admission examination must be taken only once, at the institution and study programme ranked higher in the order of preference upon application. In these cases, the results of the examination must be accepted by the other institutions and study programmes.

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 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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 pursuant to the Regulation 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 subsection (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 (1) 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.
- (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


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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,
 - 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,

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- 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,
 - 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


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.
- (4) Application to dual programmes consists of two parallel phases: the general higher education admission procedure set out in the present Regulation 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


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 subsection (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.
- (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.


 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

- (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 Annex 1 to the present Regulation, 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 the rules on previous studies. In the case of SA and FM programmes, the decision shall be taken by the Head of International Programmes.
- (3) The competent dean, in the case of SA and FM programmes, the Head of International Programmes 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.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (4) The requirements, rules of procedure and deadlines with respect to admission shall be published on the University's website. SS, in the case of SA and FM programmes, EM shall be tasked with the publication. The requirements, rules of procedure and deadlines with respect to admission to SA programmes shall be published on the University's website.
- (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 the 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 (3) b) 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 Annex 1 to the present Regulation.
- (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.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

- (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 details of 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 set out 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 Regulation.
- (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 subsection (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,


 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

- 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 (4) (4)b) above shall be governed mutatis mutandis by the rules defined in subsection (19) of the present Regulation.
- (6) The deadlines, requirements and information with respect to application for the programmes referred to under subsection (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.§ .


**ESTABLISHMENT OF THE FINAL CUT-OFF SCORE IN THE ADMISSION
PROCEDURE, CLASSIFICATION AND ADMISSION DECISIONS**

38.§

- (1) The final thresholds for the admission procedure are set by the Rector at the "cut-off" meeting organised by the Education Management at the proposal of the Vice-Rector for Education and the Deans, after consulting the President and the Chancellor. Under the central admission procedure, the cut-off score must be set taking into account the requirements of the Fkr and the deadlines set by the Educational Authority. Under the institutional admission procedure the deadlines are set by provisions issued by the Vice-Rector for Education.
- (2) 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.
- (3) 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 the Fkr.
- (4) 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, or that he/she was not admitted to any of the places.
- (5) Within the same application procedure, the applicant may only be classified to one place.
- (6) 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.
- (7) If the objection is upheld by the Educational Authority, it shall amend or revoke its decision, or repeat certain procedural steps.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (8) Anyone who meets the admission requirements and is identified by the contracting party in the agreement concluded with the University in accordance with Article 83(5) 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.
- (9) 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.
- (10) The resolution referred to in subsection (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, 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, in case of SA and FM programmes, by the Head of International Programmes or the person designated by him/her in writing.
- (11) 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.
- (12) 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, SA and FM programmes 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.
- (13) Persons admitted to foreign-language programmes announced for foreign nationals shall be notified of the admission decision under this section by IRA, those admitted to preparatory courses by FLTRC, those admitted to SA and FM programmes by EM by means of a notification sent via the electronic admission interface.
- (14) Under non-centralised admission procedures, persons not admitted to foreign-language programmes announced for foreign nationals shall be notified of the decision by IRA, those not admitted to preparatory courses by FLTRC, those not admitted to SA and FM programmes by EM by means of a notification sent to their electronic address and at the same time a message sent via the electronic admission system.
- (15) 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.
- (16) If upon enrolment the Head of Study Matters at SS, in the case of SA and FM programmes, the Head of International Programmes establishes 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.
- (17) 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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

this case the verification under subsection (15) 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 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 subsection (3), SS/IRA/FLTRC/EM 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 Regulation.
- (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 Authority may amend or revoke its decision in accordance with subsections (1) and (2) of Section 115 of Ákr. If the Educational Authority does not agree with the content of the application, it shall refer the application to the competent court.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


The University intervenes in the appeal procedure against the classification decision at the request of the Educational Authority.

- (5) If the decision pursuant to subsection (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 subsection (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/EM 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) In the case of central admission procedure, the legal remedy proceedings shall be closed until the date set by the Educational Authority.
- (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) 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 subsections (6)-(8) shall apply. The legal remedy proceedings shall be completed by the Student Appeals Committee within fifteen (30) days of receiving the appeal.
- (12) Rules on the composition of the Student Appeals Committee and on legal remedy are set out in the regulations on request submitted with regard to the student status and on the rules of appeal proceedings.
- (13) During the admission procedure equity may only be exercised in cases where this is expressly allowed by the present Regulation, more specifically in the cases referred to in 21.§ (10) and 22.§ (2).

DATA PROCESSING

41.§

- (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 this Regulation 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.

 BUDAPESTI CORVINUS EGYETEM	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

RECORDING THE APPLICANTS IN THE CENTRAL REGISTER


42.§

- (1) Pursuant to Sections 12 and 13 of the 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.

CLOSING PROVISIONS

43.§

- (1) The present Regulation was adopted by the Senate at its meeting of 7 November 2023.
- (2) The present Regulation shall enter into force on 8 November 2023, it being understood that the new admission requirements shall be applied in the 2024A admission procedure and in a phasing-in system thereafter. At the same time, the Admission Regulation and its annexes adopted by the Senate under Resolution No. SZ-4/2023/2024 (18 October 2023) shall be repealed.
- (3) The present Regulation shall constitute Part 1 of the Student Requirements.
- (4) Annexes to the Admission Regulation:
 1. Annex: Admission requirements (for master, executive and specialist postgraduate programmes, in non-centrally organised institutional admission procedure for bachelor programmes, courses taken at another higher education institution, training with the purpose of acquiring specialised knowledge and preparatory training)
 2. Annex: Admission requirements for applicants for bachelor and/or single-cycle programmes under the central admission procedure

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Annex 1


Admission requirements

1.§

MASTER PROGRAMMES


- (1) Admission requirements with regard to master programmes under the central and non-central, institutional admission procedures

Name of study programme	Type of admission exam		
			Oral examination Professional and motivational interview (value expressed in points)
Health Policy, Planning and Financing	international test		
Communication and Media Studies	international test		
Public Policy and Management	international test		
Political Economy	international test		
Regional and Environmental Economic Studies	international test		
Sociology	international test		
International Economy and Business	international test		
Marketing	international test		

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Name of study programme	Type of admission exam			
			Oral examination Professional and motivational interview (value expressed in points)	
Business Development	international test			none
Business Informatics	international test			none
Finance	international test			10 topic: solving corporate financial problems, professional knowledge (including motivation and fitness)
International Relations	international test			none
Actuarial and Financial Mathematics ¹				
Economic Analysis	international test			none
Teacher (Teacher of Economics, 2 semesters)	none			motivation and fitness, oral 90 career aptitude assessment as a criterion
Management and Leadership (in Hungarian)	international test			none
Management and Leadership (in English)	under the central admission procedure: international test (6/9ths of the admission points obtained on the basis of the test, up to a maximum of 60 points rounded up to the nearest integer) under the non-central, institutional admission procedure: international test (6/9ths of the admission points obtained on the basis of the test - if it is worth between 65 and 90 admission points, the result of the international test or the admission point awarded on the basis of the international test, less 30 points. If it is worth between 91 and 100 admission points, the result of the international test (but			30 topic: intellectual potential, critical thinking, international openness and intercultural competence, interpersonal skills, performance orientation, integrity

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.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

	not more than 70 points), rounded up to the nearest integer)	
Public Governance	international test	10 topic: basics of Public Policy (including motivation and fitness)
Advanced Supply Chain Management	international test	none
Marketing Strategy and Innovation	international test	10 topic: the basics of Marketing (including motivation and fitness)
Economic Behaviour Analysis	international test	10 Exam topic list, recommended literature (including motivation and fitness)
International Accounting and Auditing	international test	none

(2) 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

International test: not specified by the University.

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

(3) Rules for the conversion of admission points available on the basis of an international test (GMAT, GREE, NMAT, GMAT FE) in master programmes:

a) NMAT:

NMAT test score	Admission points converted in a non-central, institutional admission procedure	Admission points converted in the central admission procedure
249-360	100	90
248	99	90
247	99	90
246	98	90
245	98	90


Admission Regulation

244	98	90
243	97	90
242	97	90
241	96	90
240	96	90
239	95	90
238	95	90
237	95	90
236	94	90
235	94	90
234	93	90
233	93	90
232	93	90
231	92	90
230	92	90
229	91	90
228	91	90
227	91	90
226	90	90
225	90	90
224	89	89
223	89	89
222	88	88
221	88	88
220	88	88
219	87	87
218	87	87
217	86	86
216	86	86
215	86	86
214	85	85
213	85	85
212	84	84
211	84	84
210	84	84
209	83	83
208	83	83
207	82	82
206	82	82



Admission Regulation

205	81	81
204	81	81
203	81	81
202	80	80
201	80	80
200	79	79
199	79	79
198	79	79
197	78	78
196	78	78
195	77	77
194	77	77
193	77	77
192	76	76
191	76	76
190	75	75
189	75	75
188	74	74
187	74	74
186	74	74
185	73	73
184	73	73
183	72	72
182	72	72
181	72	72
180	71	71
179	71	71
178	70	70
177	70	70
176	70	70
175	69	69
174	69	69
173	68	68
172	68	68
171	67	67
170	67	67
169	67	67
168	66	66
167	66	66


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
---	--	--

Admission Regulation

166	65	65
165	65	65
164 - 0	0	0

b) GMAT:

GMAT test score	Admission points converted in non-central, institutional admission procedures	Admission points converted in the central admission procedure
800	100	90
790	99	90
780	98	90
770	97	90
760	95	90
750	94	90
740	93	90
730	92	90
720	91	90
710	90	90
700	88	88
690	87	87
680	86	86
670	85	85
660	84	84
650	82	82
640	81	81
630	80	80
620	79	79
610	78	78
600	77	77
590	75	75
580	74	74
570	73	73
560	72	72
550	71	71
540	70	70
530	68	68
520	67	67


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
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Admission Regulation

510	66	66
500	65	65
490 - 0	0	0

c) GRE:

GRE test score	Admission points converted in non-central, institutional admission procedures	Admission points converted in the central admission procedure
340	100	90
339	99	90
338	98	90
337	97	90
336	97	90
335	96	90
334	95	90
333	94	90
332	93	90
331	92	90
330	91	90
329	90	90
328	90	90
327	89	89
326	88	88
325	87	87
324	86	86
323	85	85
322	84	84
321	83	83
320	83	83
319	82	82
318	81	81
317	80	80
316	79	79
315	78	78


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
---	--	--

Admission Regulation

314	77	77
313	76	76
312	76	76
311	75	75
310	74	74
309	73	73
308	72	72
307	71	71
306	70	70
305	69	69
304	69	69
303	68	68
302	67	67
301	66	66
300	65	65
290 - 0	0	0

d) GMAT FE:

GMAT FE test score	Admission points converted in non-central, institutional admission procedures	Admission points converted in the central admission procedure
805 - 755	100	90
745	99	90
735	97	90
725	96	90
715	95	90
705	94	90
695	92	90
685	91	90
675	90	90
665	88	88
655	87	87
645	86	86
635	84	84
625	83	83
615	82	82
605	81	81

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	Version number: 00.
		File number: JISZ-SZ/24/2023
Admission Regulation		

595	79	79
585	78	78
575	77	77
565	75	75
555	74	74
545	73	73
535	71	71
525	70	70
515	69	69
505	68	68
495	66	66
485	65	65
484 - 0	0	0

2.§ Section

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 complex 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:

	CEFR	Cambridge	IELTS	TOEFL	TOEFL iBT	TOEIC	Duolingo
intermediate level	B2	FCE	6.0	65	72	785	min. score 100 points

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

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

(e.g: INTO, Study Group, Kaplan, Navitas or the Corvinus University 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 system at the time of submitting his/her application for admission.

- (2) In the field of economic sciences further requirements in addition to those defined in subsection (1) shall be the fulfilment of the admission requirements in Mathematics:
- a) The admission requirements in Mathematics shall be fulfilled according to the following procedure:
 - aa) Advanced Placement test (Mathematics AB or BC) with a minimum score of 3, or
 - ab) an SAT Subject Test in Mathematics Level 2 test with a minimum score of 680 or
 - ac) an ACT test with a minimum score of 27, or
 - ad) Mathematics International Baccalaureate, Standard Level 5 or Higher Level 4 or higher, or
 - ae) Advanced level secondary school leaving exam in Mathematics in Hungary, minimum 45%, or
 - af) Mathematics GCSE (or IGCE), grade 6 (or B) or higher, or
 - ag) Mathematics A-Level (or International A-Level) with a minimum grade of B, or
 - ah) in the absence of the above, the admission examination organised by the University.
 - b) Any applicant who is in possession of one of the requirements defined in aa) to ag) will receive 100 admission points.
 - c) Under subparagraph ah), the minimum number of points to be obtained at the admission examination shall be 56 and the maximum 100.
 - d) Any applicant whose language proficiency is adequate in accordance with subsection (1), but fails to obtain 56 points at the Mathematics admission examination, may not gain admission.
- (3) In the field of social sciences, the admission requirements in addition to the ones specified under subsection (1) are as follows:
- a) A minimum of 56 and a maximum of 100 points may be obtained at the oral admission examination.
 - b) Any applicant whose language proficiency is adequate in accordance with subsection (1), but fails to obtain 56 points at the oral admission examination, may not gain admission.
- (4) For the bachelor-level study programme in Philosophy, Politics, Economy, the admission requirements set out in subsections (2) to (3) shall apply, except that candidates shall also meet the Mathematics admission requirements set out in the field of economics and the

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


oral admission requirements set out in the field of social sciences, it being understood that the admission points shall be weighted 50-50% at the admission examinations.

- a)
- (5) In addition to the requirements set out in this section, applicants must also submit a curriculum vitae and a motivation letter upon application, but no later than the deadline for correcting deficiencies, failing which their application will be invalid.
- (6) 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 subsection (1) and the fulfilment of the admission requirements under subsection(2) in the field of economic sciences, subsection (3) in the field of social sciences and subsections (2)-(4) in the Philosophy, Politics, Economy bachelor-level study programme as well as subject to having uploaded the documents specified in subsection (4) by the required deadline. The relevant decision shall be taken by the Dean.
- (7) 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.

3.§

Admission procedure for off-site bachelor programmes beyond the borders of Hungary

- (1) 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/institutional points as defined in the Fkr and Section 17 of the present Regulation and Annex 2 hereto, maximum 100 points.
- b) In lieu of the points specified in *aa)* of paragraph *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.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

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.

4.§

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,
 - 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 complex English language proficiency which may be certified, or 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 if the applicant can provide a certificate certified by the higher education institution issuing the diploma that he/she has English language skills certified by one 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 100 points

- c) 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 system at the time of submitting his/her application for admission.
- (2) In the case of SA programmes, paragraphs b) to c) of subsection (1) may be deviated from in the cooperation agreement.

5.§

Preparatory courses


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

- (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:
 - 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.


6.§

Executive programmes and specialist postgraduate programmes


- (1) The admission requirements for each study programmes defined for executive programmes and specialist postgraduate programmes – except for the Master of Business Administration master programme – are included in the following table:

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


Delivery mode	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 understanding descriptive statistics
Correspondence	Engineer-economist university-level	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
Correspondence	Medical economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
Correspondence	Pharmaceutical economist	Hungarian	as per the programme and outcome requirements	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
Correspondence	Lawyer-economist	Hungarian	as per the programme and	X	X					Professional motivation, familiarity with methodology and

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


			outcome requirements							understanding 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: 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 relevant professional experience after obtaining at least a BSc level higher education diploma	X	X	A 1.5 pages essay on a current professional challenge, dilemma that occupies you, on the related progress you expect to make during the programme				Relevance of HR- and/or management experience, professionalism

	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


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	English	as per the programme and outcome requirements	X		proof of language proficiency (language exam, language proficiency assessment)			Language proficiency assessment (in the absence of a language exam)	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

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


Correspondence	Political marketing and communication adviser	Hungarian	as per the programme and outcome requirements	X	X		X			Qualification, professional experience and professional motivation matching the study programme
Correspondence	Management of higher education, research & development and innovation institutions	Hungarian	as per the programme and outcome requirements, as well as 2 years of experience higher education institution/institution of higher education	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

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


Correspondence	Real estate manager/ real estate manager economist	Hungarian	as per the programme and outcome requirements	X	X					Qualification, professional experience and professional motivation matching the study programme
Correspondence	Procurement management / procurement management economist	Hungarian	as per the programme and outcome requirements, or 2 years of work experience in the field of procurement	X	X	Motivation letter including the presentation of tasks performed in the procurement area				Qualification matching the study programme or professional experience
Correspondence	Public procurement management/ public procurement management economist	Hungarian	as per the programme and outcome requirements	X	X		X	X		Qualification matching the study programme 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 understanding the basics of Economics
Evening	Business data analyst	Hungarian	as per the programme and outcome requirements	X			X			Qualification matching the study programme and professional experience

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


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
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	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			Qualification matching the study programme and professional experience (relevance of previous coaching, mentoring and/or management experience), professionalism Language proficiency assessment (in the absence of a language exam)

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		


						programme, as well as proof of language proficiency (language examination, language proficiency assessment)				
Correspondence	Corporate Internal and Executive Coach	Hungary	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	Hungary	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

Correspondence	Preparatory course for the pedagogical professional examination of mentor teachers coordinating traineeships	Hungarian	as per the programme and outcome requirements, as well 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
Correspondence	International project management/international project	English	as per the programme and outcome	X		proof of language proficiency (language	X	X	Language proficiency	Professional experience, professional motivation, language proficiency

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: right;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

	management-economist		requirements			exam, language proficiency assessment)			assessment (in the absence of a language exam)	
Correspondence	data-driven supply chain management/data-driven supply chain management economist	Hungary	as per the programme and outcome requirements	X	X		X			Qualification matching the study programme, professional experience and motivation
Correspondence	large investment project management/ large investment project management specialist economist	Hungary	as per the programme and outcome requirements	X	X		X			Qualification matching the study programme, professional experience and motivation
Correspondence	Specialised teacher examination in the complex application of the principle of sustainability	Hungary	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience
Correspondence	bank manager	Hungary	as per the programme and outcome requirements	X	X					Qualification matching the study programme and professional experience

	<p style="text-align: center;">STUDENT REQUIREMENTS PART 1</p>	<p style="text-align: center;">Version number: 00. File number: JISZ-SZ/24/2023</p>
<p>Admission Regulation</p>		

(2) The admission requirements in the Master of Business Administration programme are set out in the following table in accordance with Section 18 of the Regulation:

2.§

Delivery mode	Name of study programme	Language of programme	Precondition	Documents to be requested			Oral admission examination	Ranking criteria	
				CV	Motivational letter	Other		Professional and motivational interview	
Daytime	Master of Business Administration (MBA)	English	as per the programme and outcome requirements	X	X	essay, proof of professional experience, (previous diploma and diploma supplements (transcript) – English version or English translation)	X	Interview to test language proficiency	<p>The professional and motivational interviews in English will be held on 1 occasion before the Admission Committee. The total admission score is composed of the following in the central admission procedure (max. 100 points):</p> <ul style="list-style-type: none"> - Professional and motivational interview max. 90 points <ul style="list-style-type: none"> • max. 25 points for professional knowledge • max. 25 points for skills, • max. 40 points for motivation, and - max 10 extra points according to Section 18. <p>The total admission score is composed of the following in the non-central, institutional admission procedure:</p> <ul style="list-style-type: none"> - Professional and motivational interview max. 100 points:



BUDAPESTI
CORVINUS
EGYETEM


STUDENT REQUIREMENTS
PART 1

Version number: 00.

File number:
JISZ-SZ/24/2023

Admission Regulation

									<ul style="list-style-type: none">• max. 25 points for professional knowledge• max. 25 points for skills,• max. 50 points for motivation
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 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Annex 2

Admission requirements for applicants for bachelor and/or single-cycle programmes in the central admission procedure

1.§


The fifth subjects required for the calculation of study points, taking into account the provisions of the Fkr:

Name of subject	Field of study of Economic Sciences	Field of study of Computer Science And Information Technology	Field of Study of Social Sciences
Foreign language (second or third)	X	X	X
Biology	X	X	X
Physics	X	X	X
Chemistry	X	X	X
Geography	X	X	X
Information Technology	X	X	X
Digital culture	X	X	X
Philosophy	X	X	X
Understanding the basics of Economics and Finance	X	X	X

2.§

Taking into account the provisions of the Fkr., the range of fifth subjects included in the secondary school-leaving certificate:

Name of the secondary school leaving examination subjects	Field of study of Economic Sciences	Field of study of Computer Science and Information Technology	Field of Study of Social Sciences
Foreign language - 2nd or 3rd language	X	X	X
Latin Language	X	X	X
Physics	X	X	X
Chemistry	X	X	X


	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Biology	X	X	X
Geography	X	X	X
Philosophy	X	X	X
Science	X	X	X
Understanding Business	X	X	X
Digital culture	X	X	X
Information Technology	X	X	X
Social studies			X
Understanding the European Union	X	X	X
Understanding IT	X	X	X
Understanding Economics	X	X	X
Understanding Trade	X	X	X
Understanding Hospitality	X	X	X
Understanding Tourism	X	X	X
Understanding IT	X	X	X
Understanding Economics	X	X	X
Understanding Trade	X	X	X
Understanding Hospitality	X	X	X
Understanding Tourism	X	X	X
Understanding the basics of IT	X	X	X
Understanding the basics of Economics (Business Economics)	X	X	X
Understanding the basics of Economics (Theoretical Economics)	X	X	X
Understanding the basics of Economic Marketing	X	X	X
Understanding the basics of Hospitality and Tourism	X	X	X


3.8

Taking into account the provisions of the Fkr., the calculation of the secondary school leaving examination points is made as follows:

Field of study of Economic Science		
Name of study programme	Secondary school leaving examination point 1 (subject)	Secondary school leaving examination point 2 (subject)


	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Applied Economics; Data Science in Business; Economic and Financial Mathematical Analysis	Mathematics (E)	intermediate or advanced-level secondary school leaving examination in one subject: Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism
Business Administration and Management	foreign language (E) or Hungarian Language and Literature (E) or Mathematics (E) or History (E) or Geography (E) or Philosophy (E) or Business Economics (E)	intermediate or advanced-level secondary school leaving examination in one subject: Mathematics, Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism

	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


Finance and Accounting	advanced-level secondary school-leaving examination in Mathematics	intermediate or advanced-level secondary school leaving examination in one subject: Mathematics, Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism
International Business Economics	intermediate or advanced-level secondary school leaving examination in one subject: Mathematics, Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism	intermediate or advanced-level secondary school leaving examination in one subject: Mathematics, Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism

Field of study of Social Sciences		
Name of study programme	Secondary school leaving examination point 1 (subject)	Secondary school leaving examination point 2 (subject)

	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Political Science; Sociology; International Relations; Communication and Media Studies	one subject at intermediate or advanced level: Mathematics, Hungarian, foreign language, History, Social Studies, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism	one subject at intermediate or advanced level: Mathematics, Hungarian, foreign language, History, Social Studies, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism
Philosophy, Politics, Economy	foreign language (E) or Hungarian Language and Literature (E) or Mathematics (E) or History (E) or Geography (E) or Philosophy (E) or Business Economics (E)	one subject at intermediate or advanced level: Mathematics, Hungarian, foreign language, History, Social Studies, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism, Human Studies and Ethics, Human and Social Studies, Ethics

Field of study of Computer Science and Information Technology		
Name of study programme	Secondary school leaving examination point 1 (subject)	Secondary school leaving examination point 2 (subject)

	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		


Business Informatics	intermediate or advanced-level secondary school leaving examination in one subject: Mathematics, Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism	intermediate or advanced-level secondary school leaving examination in one subject: Mathematics, Hungarian, foreign language, History, Latin Language, Physics, Chemistry, Biology, Geography, Philosophy, Science, Digital Culture, IT, Understanding IT, Understanding the European Union, Understanding Economics, Understanding Business, Understanding Trade, Understanding Hospitality, Understanding Tourism, Understanding Basic Economics (Business Economics), Understanding Basic Economics (Theoretical Economics), Understanding Basic Economic Marketing, Understanding Basic Hospitality and Tourism
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Calculating institutional points

- (1) Institutional points are calculated in the same way for all bachelor and single-cycle study programmes.
- (2) A maximum of 100 institutional points can be awarded and earned.
- (3) Institutional points can be awarded on the following grounds and under the following conditions:


Grounds	Levels/rankings	Score	Maximum number of points per ground, if any
language proficiency per language	B2 (intermediate) complex	30	a maximum of 70 points can be awarded on this ground, only one level per language can be accepted
	C1 (advanced) complex	40	

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

1 advanced-level secondary school-leaving examination (institutional points are awarded only if the applicant passes an advanced-level secondary-school leaving examination in both admission subjects)	advanced-level secondary school-leaving examination	50	100
International Baccalaureate (IB) diploma		50	
equal opportunities	is disadvantaged	50	100
	has a disability	50	
	childcare	50	
Achievement in the National Secondary School Academic Competition (OKTV) or in the Professional Preparatory Graduation Subjects Competition (SZÉTV), or in the Competition of Sectoral and Extra-Sectoral Professional School Leaving Examination Subjects or in the Competition of Sectoral and Intra-Sectoral Specialised School Leaving Examination Subjects (ÁSZÉV)	1st-10th place	100	100
	11th-20th place	50	
	21st-30th place	25	
Achievement in the National Secondary School Academic Competition (OKTV) (if the achievement is not in a subject included in the secondary school leaving examination)	1st-10th place	20	20
Achievement at the National Conference of Secondary School Students' Scientific Associations (TUDOK)	grand prize winner	30	
	first place	20	
Sporting achievement (within 8 years, in a sport recognised by the National Olympic Committee)	Participation in the Olympic Games organised by the International Olympic Committee (IOC), from 1984 onwards in the Paralympic Games or the Deaflympics, the Chess Olympiad organised by the World Chess Federation (FIDE)	50	

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

	at least 3rd place at the World and European Championships	30	
	at least 3rd place in the World or European Championships, in the Universiade, in the World University Championship organised by the International University Sports Federation (FISU), at the Youth Olympics	20	
	at least 3rd place in a national championship	15	
	At least 3rd place in the national finals of the Olympiad	10	
Achievement in the National Art Studies Competition	1st-3rd place (as an individual)	20	
Achievement in the National Youth Science and Innovation Talent Competition	1st to 3rd place	100	
Achievement in national professional study competition		30	
Achievement in a competition organised by the Students' Scientific Associations (TDK) or by the National Conference of Students' Scientific Associations (OTDK)	1st to 3rd place	20	
Achievement in the "Young Scientists" secondary school science competition	1st place	100	
	2nd place	50	
	3rd place	25	
Achievement at the International Science Olympiad	1st-3rd place as an individual	100	

	STUDENT REQUIREMENTS PART 1	Version number: 00. File number: JISZ-SZ/24/2023
Admission Regulation		

Achievement at the V4 Olympiad in Economics	1st to 3rd place	30	
National Military Tournament		15	
Participation in the Illyés Gyula programme		100	
Participation in university talent fostering programmes Kálmán Szabó Talent Programme, Luca Pacioli Award for Excellence		40	

- (4) SS will record the institutional score awarded per applicant and per application in the GÓLYA system by the date specified by the Educational Authority.
- (5) The type of certificates required for the calculation of institutional points, the method and form of their submission are specified in provisions issued by the Vice-Rector for Education.
- (6) The documents required for the establishment of institutional points are examined by SS, it being understood that SS shall also seek the opinion of the relevant field of expertise where necessary.