

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	<b>PROVISIONS OF THE EXECUTIVE COMMITTEE</b>	<b>4/2025.</b> Version number: <b>00.</b>
<b>ON THE RECOGNITION OF FOREIGN CERTIFICATES AND DIPLOMAS FOR THE PURPOSE OF FURTHER STUDIES</b>		

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## Preamble

### 1. §

- (1) On the basis of the authorisation granted in Section 11 of the Organisational and Operational Procedures, the Executive Committee has defined the following procedure for the recognition of foreign diplomas and certificates for the purpose of further studies at the Corvinus University of Budapest (hereinafter: the University).

## Scope of the Rules of Procedure

### 2. §

- (1) The scope of these Rules of Procedure shall extend to the recognition of the level of qualification of the foreign certificates and diplomas for the purpose of further studies, i.e. to cases when a person wishing to study at the University obtained a certificate and/or diploma from a public education or higher education institution under foreign jurisdiction, whether operating abroad or in Hungary, and applies for admission to the University on the basis of such a certificate and/or diploma (hereinafter: the recognition procedure”).
- (2) The scope of these rules of procedure does not cover the recognition of foreign certificates and diplomas with full legal effect, as this is the responsibility of the Hungarian Equivalence and Information Centre of the Educational Authority (hereinafter: MEIK).
- (3) The scope hereof shall not extend to the recognition procedure to be conducted under Section 4(4a) of the Recognition Act, i.e. when the applicant requests his/her foreign diploma to be recognised as a Hungarian master’s degree for the purposes of employment as lecturer or scientific researcher. In this case, the foreign diploma is examined during the process of establishing the employment relationship.
- (4) The scope of the present provisions does not cover the recognition of a professional qualification associated with a tertiary degree, the rules thereof are set out in the Admission Regulation.
- (5) The scope of these provisions does not cover the nostrification of academic degrees, the rules thereof are set out in the Doctoral Regulation.
- (6) The scope of these provisions covers all applicants, irrespective of their nationality or the type of the admission procedure (central admission procedure, international institutional admission procedure, including preparatory courses, admission procedure for applicants under the Stipendium Hungaricum or Diaspora Higher Education Scholarship Programme, admission procedure for applicants for double degree or multiple degree programmes, Hungarian institutional admission procedure (specialist postgraduate study programmes, doctoral programmes, summer/winter university programmes etc.), who have obtained a certificate and/or diploma from a public education or higher education institution under foreign jurisdiction, operating either abroad or in Hungary, and who apply for admission to the University on the basis of such certificate and/or diploma.

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- (7) The scope of these provisions covers the Legal and Procurement Services organisational unit, which is responsible for conducting the recognition procedure, and to all other organisational units involved in the recognition procedure, in particular Study Administration Services, the University Doctoral Office, the Centre for Talent Management and their staff members involved in the student admission procedure.
- (8) These provisions shall be applied, unless otherwise specified in an international agreement. Should any international agreement provide otherwise, the recognition procedure shall be conducted according to such other contract. The decision on whether the procedure shall be conducted based on an international agreement or these provisions shall be the competence of the Head of Legal and Procurement Services.

### **Related regulatory documents**

#### **3. §**

- (1) Related legislation and internal regulatory documents:
- a) the Convention signed on April 11, 1997 in Lisbon on the Recognition of Qualifications concerning Higher Education in the European Region, promulgated by Act XCIX of 2001 (hereinafter: the Lisbon Convention);
  - b) law decree No. 11 of 1973 on the promulgation of the Hague Convention of October 5, 1961 abolishing the requirement of legalisation for foreign public documents (hereinafter: the Apostille Convention);
  - c) Act CCIV of 2011 on National Higher Education;
  - d) Act C of 2001 on the recognition of foreign certificates and diplomas (hereinafter: Recognition Act);
  - e) Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.),
  - f) Government decree No 33/2008 (21 February) on the authorities competent in matters coming under Act C of 2001 on the recognition of foreign certificates and degrees and on the list of services subject to the obligation to make a declaration;
  - g) Admission Regulation;
  - h) Study and Examination Regulations.
- (2) Information notices, guidelines and applicable standard forms issued by the Head of Legal and Procurement Services in relation to the rules of procedure.

### **Definitions**

#### **4. §**

- (1) For the purposes of these rules of procedures, the following terms shall have the meanings provided below:

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- a) *Recognition procedure (understood as recognition for the purpose of further studies):* the procedure as part of which the University, acting as an authority, recognises the level of qualification of the foreign certificate or diploma for the purpose of further studies and based on which the applicant for admission to the University can be admitted to the University, provided that he/she meets all other admission requirements stipulated in the Admission Regulation and may establish student status there. The recognition of the certificate or diploma does not exempt the applicant from fulfilling any statutory requirements relevant to the exercising of the profession.
- b) *Certificate:* document attesting secondary qualification, the associated vocational or professional qualification. A document of equivalent effect shall also be deemed to be a certificate. A decision made by a foreign authority in charge on the recognition of a Hungarian certificate in a foreign country shall not qualify as a foreign certificate.
- c) *Diploma:* document attesting tertiary qualification and the related professional qualification. A document of equivalent effect shall also be deemed to be a diploma. A decision made by a foreign authority in charge on the recognition of a Hungarian diploma in a foreign country shall not qualify as a foreign diploma.
- d) Foreign certificate, diploma: a certificate and/or diploma issued in a public or higher education institution under a foreign jurisdiction, whether operating in Hungary or abroad.
- e) *Applicant (who may only submit an request for the recognition for the purpose of further studies under the present provisions):* the person initiating a recognition procedure at the University through submitting his/her foreign certificate, diploma in order to have it established as equivalent with a Hungarian certificate, diploma for the purpose of further studies;
- f) *Certified copy:*
  - i. a copy made by the institution (secondary school, university, etc.) which issued the original document, with the name and signature of a duly authorised employee of the issuing institution, his/her signature, the date and stamp affixed to it, as required by the stamping regulations of the issuing institution; and
  - ii. a copy deemed to be authentic according to the law of the given Member State (i.e. where the certified copy is made), and
  - iii. a copy declared to be authentic by law,
  - iv. a copy of the original document made by the administrator of a government office, to which a stamp and a clause are affixed.
- g) *Plain copy:* a hard copy or electronic copy of the original document, for which certification is not required;
- h) *Apostille:* special certified copy of the original document. A form of international legalisation of a certificate and/or diploma issued abroad. Legalisation by means of an Apostille means that the competent foreign authority verifies the authenticity of the

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official stamp and signature on the document and affixes an additional stamp imprint to the document to certify such verification. Such additional stamp imprint constitutes the Apostille. The Apostille shall be obtained from the designated authority of the states that are parties to the Convention on Abolishing the Requirement of the Legalisation of Foreign Public Documents signed at The Hague on 5 October 1961. An up-to-date list of these states, as well as of the bodies issuing Apostille certificates in each state, is published by the consular service on its website.

- i) *Diplomatic legalisation:* A special certified copy of the original document. In countries that are not parties to the Apostille Convention, the consul shall legalise the foreign certificate and/or diploma, with diplomatic legalisation. Such legalisation shall be issued by the consul in the form of a clause affixed or attached to the document. Such clause shall certify that the stamp and signature on the document are genuine and correspond to the specimen stamp and signature in the possession of the diplomatic mission. The diplomatic legalisation by the consul may be carried out provided that the document has been subject to an intermediate legalisation by a body (or bodies) determined by the law of the foreign state. The general practice is that the intermediate legalisation (or the last legalisation, if more than one such intermediate legalisation is required) is issued by the ministry of foreign affairs of the foreign state, and the Hungarian consul shall legalise such signature and stamp. In some countries, the consul may diplomatically legalise an intermediate legalisation performed by other authorities. Information on such possibility may be requested from the diplomatic mission directly. If there is any doubt as to the authenticity of the stamp or signature on the document or that of the document itself, the consul will refuse to legalise the document.
- j) *Certified translation:*
  - i. certified translation prepared by the Hungarian Office for Translation and Attestation, to which it affixes a certification clause,
  - ii. a translation attested by the Hungarian diplomatic mission,
  - iii. a translation attested by a Hungarian notary public by adding a clause as provided in Section 138 of Act XLI of 1991 on Notaries and
  - iv. a Hungarian translation deemed to be authentic according to the law of the given Member State (i.e. where the certified copy is made).

#### **Organisational units and persons in charge**

##### **5. §**

- (1) The Head of Legal and Procurement Services shall be in charge of the recognition procedure.
- (2) The organisational units and persons with competence in the matters subject to these provisions shall be as follows:

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- a) the Executive Committee with regulatory powers;
- b) the Head of Legal and Procurement Services (hereinafter: Head of LPS) with decision-making powers (person authorised to enter into commitments).
- c) Study Administration Services, Corvinus Doctoral Schools for applicants to doctoral programmes and the Centre for Talent Management for applicants to summer/winter university programmes with preparatory and executive responsibilities;
- d) the staff member(s) of Legal and Procurement Services designated in their job descriptions with professional preparatory responsibilities.

### **Principles of recognition**

#### **6. §**

- (1) Recognition of a certificate or diploma for the purpose of further studies only entitles the holder to apply for further education in the type of educational establishment corresponding to the purpose of further studies. The recognition procedure herein is aimed at the recognition of the level of qualification.
- (2) A person shall be entitled to have his/her certificate or diploma recognised if, at the time of submitting his/her request, he/she provides proof of his/her nationality and personal data by means of an official certificate certifying nationality and personal data.
- (3) Through the recognition of a certificate or diploma obtained in a foreign educational institution, no-one may acquire more rights than the rights to which he/she is entitled in the state in which he/she has obtained the given certificate or diploma.
- (4) Unless otherwise provided for in the Recognition Act, recognition shall be based on the legal standing of the foreign educational institution, the legal effect of the certificate or diploma, the external quality assurance of the programme, the period of studies as well as the study and examination requirements.
- (5) It shall be the responsibility of the applicant requesting the recognition of his/her certificate or diploma (hereinafter: the applicant) to provide all the documents and data required for the recognition.
- (6) The applicant may indicate the purpose for which he/she seeks recognition, as well as the level of the Hungarian qualification with which he/she seeks the equivalence of his/her certificate or diploma to be recognised. In the absence of such indication, the University shall examine all possible levels of qualification and shall grant recognition for those levels for which recognition is possible.
- (7) The provisions of the Act on General Administrative Procedures shall be duly applied in the recognition procedure under the Recognition Act.

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### **The recognition procedure**

#### **Initiating the procedure, the request, submitting the request, launching the procedure**

##### **7. §**

- (1) The recognition procedure shall be initiated when the request is submitted.
- (2) The request for the launch of the recognition procedure may be submitted by the applicant in person or via his/her duly authorised representative holding a written Power of Attorney. If the applicant wishes to submit the request through his/her duly authorised representative, the form and content of the Power of Attorney shall be governed by the provisions of the Student Requirements.
- (3) The request can be submitted in two ways:
  - a) If the applicant applies for admission to a programme at the University in the framework of the central admission procedure under the Nftv., this application shall also be considered as a request for conducting the recognition procedure.
  - b) If the applicant does not fall under the scope of paragraph a), he or she must request the recognition procedure if he or she wishes to have the level of qualification of his or her foreign certificate or diploma certified recognised for further studies.
- (4) The applicant should request the recognition of foreign certificates and diplomas for further studies on the interface used for applying for admission to the programme (e.g. DreamApply, JEDI). The standard form published on the website of the University can also be used for the submission of the request.
- (5) The request submitted using the standard form shall be completed by hand or by computer and signed in person or electronically.
- (6) If the applicant submits an application for admission in the framework of the central admission procedure under the Nftv., he/she does not need to submit the request under Subsection (4), but must submit (upload to the application interface) the documents under Subsection (7) during the central admission procedure.
- (7) The following documents shall be attached to the request:
  - a) a plain copy of the identity card or passport;
  - b) a plain copy of the original diploma and/or certificate attesting the qualification to be recognised or, if the diploma, certificate is not available (e.g. has been lost or destroyed), a plain copy of the document (e.g. duplicate) issued in place of the original diploma or certificate that has the same legal effect. Should it be requested by the Head of Legal and Procurement Services for the purpose of verifying authenticity during the procedure, a certified copy or a certified copy bearing an Apostille or diplomatic legalisation shall also be attached or the original document shall be presented;



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- c) a plain copy of a document issued by the foreign educational institution (e.g. transcript, grade book), which provides credible evidence of the duration of the studies and of the successful completion of the study requirements (subjects studied, examinations, theses, final examinations, etc.) for the award of the certificate or diploma;
  - d) the certified Hungarian or English translation of the original documents if the documents referred to in paragraphs b) and c) were issued in a language other than Hungarian or English.
- (8) If the documents attached to the request do not provide sufficient information for the assessment of the request in the recognition procedure, the applicant may be called upon, in addition to the submission of documents specified in Subsection (7),
- a) to produce copies of the certificates or diplomas attesting the studies completed prior to his/her studies for which he/she was awarded the certificate or diploma, and/or
  - b) to submit a copy of a document issued by a foreign educational institution which provides information on the study schedule and study programme of the given institution or study programme.
- (9) The Head of Legal and Procurement Services may, under circumstances worthy of equitable consideration, exempt an applicant from the obligation to submit the documents provided for in Subsection (7), if the applicant is a refugee, an asylum seeker or has an admitted status and proves it or it may be presumed that he/she is unable to produce the documents necessary for the recognition procedure for reasons beyond his/her control.
- (10) By way of derogation from (7)b)-(7)d), the applicant may attach to the request for recognition a certified translation of a certificate issued by the ministry in charge of education in the applicant's country of origin as well, if the applicant
- a) has arrived in Hungary under an intergovernmental or state scholarship programme (e.g. the Scholarship Programme Stipendium Hungaricum), and
  - b) certifies that he/she does not yet hold the certificate or diploma to be recognised for the purpose of further studies.
- (11) In the case specified in Subsection (10), the applicant shall submit the documents referred to in Subsections (7)b)-(7)d) within six (6) months of enrolment.
- (12) The applicant shall submit the request and its annexes on the same interface (e.g. DreamApply), where the he/she applies for admission to the programme, possibly at the same time as submitting the application for admission to the programme.
- (13) The request may be submitted any time, however, if the applicant intends to use his/her foreign certificate and/or diploma in the context of the admission procedure announced for a given academic year, it is recommended to submit the request as defined in Subsection (7). **Hiba! A hivatkozási forrás nem található.**, but the dates determined in the information notice published by the Head of Legal and Procurement Services on the University's



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website should be taken into account, otherwise the decision recognising the qualification may not be issued in time and the Dean might reject the applicant's application for admission.

#### **Time limit for administration, correcting deficiencies**

##### **8. §**

- (1) In the case of central admission procedure, the procedure starts on the date on which the Educational Authority makes all the data and the complete documentation of the applicants available to the University on the admission interface. In other cases, the procedure shall commence on the date on which the applicant uploads his/her request to the interface referred to in Section 7. §(12).
- (2) The conducting of the recognition procedure hereunder shall be governed by the deadlines specified in the provisions of the Vice-Rector for Academic Programmes.
- (3) Upon receipt of the request, the competent staff members of Legal and Procurement Services shall verify the nationality and the personal data of the applicant on the basis of the plain copy of the identity card or passport.
- (4) The competent staff members of Legal and Procurement Services shall examine the request and the annexes thereof in accordance with the Provisions of the Vice Rector for Academic Programmes in three (3) working days after receipt, it being understood that the statutory deadline is twenty (20) days. Such examination shall determine whether the request complies with the requirements set out in the relevant legislation and these provisions, i.e. whether the request was filed by an eligible person, whether it was submitted in the appropriate form, as necessary for the conduct of the procedure, including both the request and its annexes. If deficiencies have to be corrected, the applicant is required to correct the deficiencies. The request to correct deficiencies takes place in such away that the competent staff member of Legal and Procurement Services shall contact the applicant with the request to correct deficiencies or shall give notice electronically to the competent staff member of Study Administration Services, in the case of students applying for a doctoral programmes, of Corvinus Doctoral Schools, in the case of applicants for admission to a summer/winter university programme, of the Centre for Talent Management of the need for and the deadline of correcting deficiencies, who shall in turn forward the call to correct deficiencies in two (2) working days to the applicant. The missing documents/information shall be sent, if possible, through the channel where the applicant submitted the request, however, should this not be possible, other channels (e-mail, hard copy format, etc.) may also be used.
- (5) The documents to be submitted in the context of correcting deficiencies shall preferably be submitted by the applicant in the manner determined for the submission of the request itself, it being understood that in exceptional cases this might be done otherwise.

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### **Examining the merits of the request**

#### **9. §**

- (1) When examining the merits of the request, the staff members of Legal and Procurement Services shall do the following:
  - a) the legal standing of the foreign educational institution and the legal effect of the foreign certificate or diploma shall be established by consulting the official public register and the data of public interest of the country of the issuing educational institution, the information available on the website of the educational institution, the information available in the UK Naric database and the UK Naric professional service, and, if necessary, from other official public registers;
  - b) the external quality assurance of the programme shall be examined by requesting quality assurance (accreditation) documents issued by a national or international quality assurance organisation recognised in the country of the issuing educational institution and/or by consulting the official public records of such organisations;
  - c) the period of studies and the study and examination requirements shall be determined from the documents enclosed by the applicant in accordance with Section 7. §(7)c).

### **Recognising the level of qualification of the secondary school leaving certificate**

#### **10. §**

- (1) A certificate attesting to the completion of studies at a foreign educational institution and entitling the holder to apply to a higher education institution in the given country, issued in a state belonging to the European Economic Area or in a state which has agreed to be bound by the provisions of the Lisbon Convention shall be equivalent to a Hungarian secondary school-leaving certificate. In this case, it is not necessary to pass a recognition resolution, but the competent staff member(s) of Legal and Procurement Services will inform the competent staff member of Study Administration Services, in the case of applicants to doctoral programmes, of Corvinus Doctoral Schools, in the case of applicants to summer/winter university programmes, of the Centre for Talent Management, who will in turn inform the applicant by e-mail or via the application interface that his/her certificate is equivalent to a Hungarian secondary school-leaving certificate. In the framework of the central admission procedure, the Educational Authority declares the equivalence of these certificates.
- (2) If a secondary school-leaving certificate is not deemed equivalent to a Hungarian secondary school-leaving certificate as defined in Section, a foreign certificate may be recognised as a secondary school-leaving certificate if it attests to the same level of education as a Hungarian secondary school-leaving certificate, taking into account the legal standing of the foreign educational institution, the legal effect of the certificate and the study requirements, and

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- a) entitles the applicant to apply for admission to a higher education institution in the given country,
  - b) attests to the completion of at least twelve years of study at a foreign educational institution, and
  - c) certifies that the applicant has passed a separate examination in at least four subjects at the end of his/her studies.
- (3) A foreign certificate which does not satisfy the conditions of Section (2) may also be recognised as a secondary school-leaving certificate, provided that such certificate
- a) attests to the completion of at least twelve or, if public education in the given foreign state comprises eleven years, then eleven years of study in a foreign educational institution,
  - b) entitles the applicant to apply to a higher education institution in the given country and
  - c) provides grounds to presume that the applicant is prepared for further studies.
- (4) In the cases referred to in Subsections (2) and (3), the Head of Legal and Procurement Services shall decide on the recognition by issuing a resolution.
- (5) There are secondary educational institutions whose secondary school-leaving certificates are declared equivalent by law or an international agreement with the Hungarian secondary school-leaving certificates. Information on such institutions may be requested from Legal and Procurement Services.

### **Recognising the level of qualification of tertiary diplomas**

#### **11. §**

- (1) For the purposes of further studies, by virtue of law, a state-recognised foreign diploma issued in a state that is party to the European Higher Education Area (hereinafter referred to as the "Higher Education Area") is considered to be a diploma attesting a bachelor level qualification if it was issued after the state's accession to the Higher Education Area and it certifies the first cycle of the higher education degree system established pursuant to the Bologna Declaration. In this case, it is not necessary to pass a recognition resolution, but the staff member(s) of Legal and Procurement Services will inform the competent staff member of Study Administration Services, in the case of applicants to doctoral programmes, of Corvinus Doctoral Schools, in the case of applicants to summer/winter university programmes, of the Centre for Talent Management, who will in turn inform the applicant by e-mail or via the application interface that his/her diploma is equivalent to a Hungarian diploma. In the framework of the central admission procedure, the Educational Authority declares the equivalence of these certificates.
- (2) For the purposes of further studies, by virtue of law, a state-recognised foreign diploma issued in a state that is party to the European Higher Education Area is considered to be a diploma attesting a master level qualification if it was issued after the state's accession to the Higher Education Area and it certifies the second cycle of the higher education

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degree system established pursuant to the Bologna Declaration. In this case, it is not necessary to pass a recognition resolution, but the staff member(s) of Legal and Procurement Services shall inform the competent staff member of Study Administration Services, in the case of applicants to doctoral programmes, of Corvinus Doctoral Schools, in the case of applicants to summer/winter university programmes, of the Centre for Talent Management, who will in turn inform the applicant by e-mail or via the application interface that his/her diploma is equivalent to a Hungarian diploma. In the framework of the central admission procedure, the Educational Authority declares the equivalence of these certificates.

- (3) If the higher education institution finds that the programme leading to the award of a diploma covered by Subsection (1) or (2) is, from the point of view of quality assurance, substantially different from the programmes leading to the award of a similar diploma at the given foreign higher education institution or in the foreign country in question, and therefore the applicant is not prepared for further studies, it shall refuse to take the foreign diploma into account for further studies and shall establish this in a resolution.
- (4) A foreign diploma may be recognised as a diploma attesting to a level of education equivalent to the level of the bachelor's degree obtained at a domestic higher education institution if such foreign diploma
  - a) attest the completion of no less than three years of bachelor level studies at a higher education institution, or
  - b) if the foreign higher education system consists of a series of progressive qualifications (degrees), the diploma attests to the award of the first of these higher education qualifications (degrees) , obtained after no less than three years of study, provided that the comparability of the levels of qualification can be established.
- (5) A foreign diploma may be recognised as a diploma attesting to a level of education equivalent to the level of the master's degree obtained at a domestic higher education institution if
  - a) the foreign diploma
    - i. certifies the completion of no less than four years of studies at university level, or
    - ii. if the foreign higher education system consists of a series of progressive qualifications (degrees), the diploma attests to the award of the second of these higher education qualifications (degrees) , obtained after no less than one year of study, provided that the total period of the higher education studies is four years as a minimum;
  - b) the comparability of the levels of qualification can be established and
  - c) the foreign diploma entitles the holder to apply for a programme leading to the award of an academic degree in the country of issue.
- (6) A foreign diploma may be recognised as a diploma attesting to the completion of a specialist postgraduate programme at a domestic higher education institution if

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- a) a foreign higher education qualification referred to in Subsection (1) or (2) is a prerequisite for entry to the programme leading to the award of such foreign diploma,
  - b) the duration of the programme leading to the award of the foreign diploma is no less than one year and
  - c) the foreign diploma does not attest a qualification within the meaning of Subsections (1) or (2).
- (7) In the cases referred to in Subsections (4), (5) and (6), the Head of Legal and Procurement Services shall decide on the recognition by issuing a resolution.
- (8) If a foreign higher education institution delivers regular bachelor, master, specialist postgraduate or doctoral programmes in Hungary (independently, within the framework of or in cooperation with another organisation, through distance learning or in other similar manner), the diploma issued by such institution may be recognised, provided that its operation in Hungary has been approved by the Educational Authority.
- (9) If a foreign higher education institution delivers regular bachelor, master, specialist postgraduate or doctoral programmes (independently, within the framework of or in cooperation with another organisation, through distance learning or in other similar manner) in a state other than that of its registered seat, the diploma issued by such institution may be recognised provided that such programme is recognised in both states.

#### **Involving an expert, requesting further information**

#### **12. §**

- (1) If an expert opinion is also necessary to make a decision on recognition the competent staff member of Legal and Procurement Services shall also obtain the necessary expert opinion after prior consultation with the Head of Legal and Procurement Services. As an expert opinion, the expert opinion of the Hungarian Equivalence and Information Centre of the Educational Authority shall be requested in the first instance, however, further expert opinions in accordance with the Recognition Act may also be requested.
- (2) If there is any doubt as to the authenticity of the documents submitted by the applicant or if the applicant does not possess the documents required for the recognition or nostrification of the diploma and, having consulted the Head of Legal and Procurement Services, the competent staff member of Legal and Procurement Services finds it impossible or difficult to obtain such documents, the competent foreign institution, organisation or authority shall be contacted. In the case of a recognition procedure conducted in respect of a foreign certificate or diploma issued in a state which has agreed to be bound by the Lisbon Convention, the foreign information centre designated under the Lisbon Convention (ENIC-NARIC organisation) should be contacted.
- (3) Request for an expert opinion shall be made in such a way as to allow for a response prior to the expiry of the appropriate deadline for administration provided to the expert, which shall be no less than fifteen (15) days.

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### **Adopting and communicating the resolution**

#### **13. §**

- (1) The Head of Legal and Procurement Services shall take a decision by evaluating the documents submitted by the applicant initially or for the purposes of correcting deficiencies by the requested deadline, as well as the data collected and the expert opinions formulated based on 12. §.
- (2) If the conditions for recognition are met, the Head of Legal and Procurement Services will issue a resolution on recognising the level of qualifications of the foreign certificates and diplomas for further studies, otherwise the request will be rejected.
- (3) The resolution shall be issued in two (2) original and one (1) electronic copy. One of the original copies shall be given to the student and the other one shall be deposited in the Registry of Legal and Procurement Services. One electronic copy shall be sent by the competent staff member of the Legal and Procurement Services to the competent staff member of Study Administration Services or Corvinus Doctoral Schools, or, in the case of applicants to summer/winter university programmes, of the Centre for Talent Management, depending on the request filed by the applicant. In the case of electronic signatures, the number of copies is mutatis mutandis irrelevant.
- (4) The electronic copy of the resolution shall be delivered electronically to the applicant by the competent staff member of Study Administration, in the case of students applying to doctoral programmes, of Corvinus Doctoral Schools, in the case of applicants to summer/winter university programmes, of the Centre for Talent Management, within five (5) working days of the date of the resolution. Should the applicant wish so, and he/she provides his/her postal address in the request, the original of the resolution shall also be sent to him/her by post. If no postal address is provided, but a so-called person authorised to accept service is appointed by the applicant, the resolution shall be sent to such person. In all other cases, the resolution shall be delivered through public notice. If the original cannot be delivered to the applicant by any of the methods described above, the original resolution shall be delivered to the applicant in person upon enrolment. The delivery, including delivery in person, shall be carried out by Study Administration Services, or, in the case of students applying for admission to doctoral programmes, by Corvinus Doctoral Schools.

### **Managing documents, data processing**

#### **14. §**

- (1) With the exception provided in (4), the request and all additional documents of the case (documents submitted to correct deficiencies, expert opinion etc.), as well as the resolution shall be filed in accordance with the Document Management Regulation and deposited in the Registry of Legal and Procurement Services.



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- (2) An electronic copy shall be deposited on the drive shared by Study Administration Services, Corvinus Doctoral Schools and Legal and Procurement Services.
- (3) Access to such shared drive may be granted to persons required to participate in the recognition procedure according to their duties and responsibilities, with the permission of the Head of Legal and Procurement Services.
- (4) Documents submitted during the recognition procedure and containing personal data shall be destroyed by the competent staff member of Legal and Procurement Services without delay but in no more than thirty (30) days after the resolution is passed.
- (5) The documents generated during the recognition procedure shall be transferred to the central registry and/or disposed of in accordance with the Document Management Regulation.

#### **Legal remedy**

##### **15. §**

- (1) An appeal against the resolution of first instance passed in the recognition procedure may be lodged in fifteen (15) days of the date of communication or, failing this, of becoming aware of the resolution. The appeal shall be addressed to the Minister in charge of public education, the minister in charge of higher education, or the minister in charge of vocational education (as the body of second instance). It should also be submitted in two (2) originals to the Legal and Procurement Services organisational unit of the Corvinus University of Budapest.

#### **Enquiries received by the University regarding recognition**

##### **16. §**

- (1) If the University receives an enquiry from a foreign educational institution or authority concerning the legal force of a diploma issued by the University, including but not limited to the authenticity thereof, the Head of Legal and Procurement Services shall be in charge of such enquiry, in consultation with the head of the professional area concerned, if necessary.

#### **Closing provisions**

##### **17. §**

- (1) These provisions shall enter into force on 1 July 2025 and shall be applied to ongoing procedures as well. At the same time, Provisions No. 9/2024 of the Presidential Committee on the recognition of foreign diplomas and certificates for further studies shall be repealed.