

 <b>CORVINUS</b> <b>UNIVERSITY</b> of BUDAPEST	STUDENT REQUIREMENTS PART 1	Version number: <b>04</b>  File number: JB-SZ/13/2025
<b>Admission Regulation</b>		

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01	09.10.2024	10.10.2024, it being understood that <b>new admission requirements in master programmes</b> shall be applied in the 2025A admission procedure and in a phasing-in system thereafter.	<b>Amendment</b> Resolution No. SZ-3/2024/2025. (2024. X. 8.)
02	11. 12. 2024	11. 12. 2024	<b>Amendment</b> Resolution No. SZ-16/2024/2025. (2024. XII. 10.)  Throughout in the English version of the Regulations, the words "Vice-Rector for Education" have been replaced by "Vice-Rector for Academic Programmes", and


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			the words “Foreign Language Teaching and Research Centre” have been replaced by “Centre for Foreign Language Teaching and Research”
03	22. 04. 2025	22. 04. 2025	<b>Amendment</b> Resolution No. SZ-33/2024/2025. (14 April 2025)
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## 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: University),
  - 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) <sup>1</sup> Admission procedures to double degree and multiple degree programmes leading to the award of a diploma,
  - b) Admission procedures to joint programmes leading to the award of a joint diploma issued with another higher education institution (joint degree),
  - c) <sup>2</sup>
  - d) Admission procedures to study at another higher education institution (hereinafter: study at another higher education institution), to supplementary studies.
- (3) Admission procedures to preparatory courses falling within the material scope of the Regulation.
- (4) <sup>3</sup> 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 (joint degree). 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 study 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.
- (8) <sup>4 5</sup> Pursuant to the authorisation granted in Government Decree 423/2012 (29 December) on the admission procedure to higher education, the present Regulation may define rules derogating from the general rules for foreign-language programmes announced for foreign students as well as programmes announced for third-country nationals on the basis of interstate agreements, on participants in joint international programmes, the Diaspora Higher Education Scholarship Programme, the Stipendium Hungaricum Sport Scholarship Programme, as well as in supplementary studies set out in legislation.


<sup>1</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>2</sup> Deleted by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>3</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>4</sup> Introduced by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>5</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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## 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 as 'Nftv'),
  - b) Govt. Decree No. 87/2015 on certain provisions of Act CCIV of 2011 on National Higher Education IV. 9. (hereinafter: Vhr.),
  - c) Govt. 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) the official ministerial publication on the programme and outcome requirements for tertiary vocational programmes, bachelor and master programmes pursuant to Sections 16/A and 16/B of the Nftv. and the programme and outcome requirements pursuant to Section 15(1a) of the Nftv and Section 21/F of the Vhr (hereinafter: 'KKK'),
  - g) Decree of the Minister of Human Capacities 8/2013 (30 January) on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme,
  - h) Govt Decree 283/2012. (4 October) on the system of teacher training, specialisation and the List of Teacher Training Programmes,
  - i) Act C of 2001 on the recognition of foreign certificates and degrees (hereinafter referred to under the Hungarian abbreviation as: Etv.),
  - j) <sup>6</sup> Decree 30/2024 (8 August) of the Ministry of National Economy on the Requirements for the accreditation of institutions providing education for ESG Consultants, on the detailed procedural rules of the registration of such accredited educational institutions as well as on the ESG Consultant programme, the programme and examination fees.
  - k) ministerial bulletins related to the admission procedure,
  - l) <sup>7</sup> cooperation agreements with regard to double or multiple degree programmes, joint programmes leading to the award of a joint diploma (joint degree),
  - m) Rules of procedure on recognising foreign certificates and diplomas,
  - n) procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP),
  - o) Regulation on the Conditions Ensuring Equal Academic Opportunity for Students with Disabilities,

<sup>6</sup> Introduced by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>7</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- p) Study and Examination Regulations (hereinafter “SER”)
  - q) Regulation on Student Fees and Benefits (hereinafter: ‘RSFB’),
  - r) Student Disciplinary and Compensation Regulations (hereinafter: ‘SDCR’).
  - s) Code of Ethics,
  - t) Procedural rules for announcing programmes (provisions issued by the VRAP).
  - u) Procedural rules for providing information on admissions,
  - v) Procedural rules on scheduling the admission procedure (provisions issued by the VRAP),
  - w) 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, the method and form of their submission are specified in provisions issued by the VRAP,
  - x) procedural rules on applying to dual programmes and to handling applications,
  - y) the decisions of the competent Credit Transfer Committees on the credits to be included in the preliminary recognition of credits for admission to a master programme.
- (3) <sup>8</sup> The Vice-Rector for Academic Programmes and the Head of Study Administration Services may issue information notices and implementation guidelines with respect to the documents listed under paragraphs s) to w).

## DEFINITIONS

### 3.§


- (1) Under 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) <sup>9</sup> in-house written admission test: for each master-level study programme, defined in this Regulation, the written entrance examination organised by the University, which is an English language entry competence test and may take two forms: Type “A”: measures quantitative and qualitative analytical skills, reasoning/ data interpretation and language skills, Type “B”: measures reasoning/data interpretation and language skills;
  - c) <sup>10</sup> preparatory course: training under a student status in the Hungarian language, lasting for a maximum of two semesters, organised for foreign nationals claiming to have Hungarian nationality, but not domiciled in Hungary - prior to the commencement

<sup>8</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>9</sup> Introduced by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>10</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025



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

- d) 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;
  - e) 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;
  - f) 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).
  - g) Old-type secondary school leaving examination: School leaving certificate issued in the Hungarian system before 1 January 2006.
  - h) 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;
  - i) 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, whether the individual is in possession of abilities the optimal development of which will ensure the successful completion of the preparation (programme) phase;
- (2) Further terms used in the present Regulation shall be understood as defined in the SER, Nftv and Fkr.


## PRINCIPLES

### 4.§

- (1) <sup>11</sup> In applying the present Regulation, the University ensures that lecturers, researchers, teachers and other staff involved in study administration (hereinafter referred to as 'staff' 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.

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<sup>11</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025  
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- (2) <sup>12</sup> 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 staff. In exercising the rights and fulfilling the obligations provided for in the Regulation, staff are obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the students. Neither the applicants, nor staff 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) <sup>13</sup> If staff violate their obligations or abuse their rights under the present Regulation, they may be held liable in accordance with the relevant legal regulations or university regulations, in particular the Employment Regulation 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) <sup>14</sup> 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 Administration Services, by the staff member designated by the Head of International Mobility Programmes for SA and FM mobilities and by the staff member designated by the Head of the CFLTR for preparatory courses.

## BODIES AND PERSONS INVOLVED

### 5.§ <sup>15</sup>


- (1) The person responsible for admission procedures at the institutional level is the Vice-Rector for Academic Programmes and Vice-Rector for Student Affairs, taking into account the competences defined in the OOP.
- (2) Persons and bodies acting under the provisions of the Admission Regulation:
- a) the Senate and the Executive Committee with regulatory powers;
  - b) The Education Committee with right of consultation with regard to the regulations;
  - c) the Vice-Rector for Academic Programmes with regulatory powers;
  - d) the Vice-Rector for Student Affairs with regulatory powers;
  - e) the Maintainer with decision-making powers and powers of approval,

<sup>12</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>13</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>14</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


<sup>15</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- f) the Vice-Rector for Academic Programmes with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - g) the Vice-Rector for Student Affairs with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - h) the deans responsible for each training portfolio with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - i) the study programme leaders with decision-making powers and/or powers of approval,
  - j) the Heads of Institute with decision-making powers and/or powers of approval,
  - k) the Head of Study Administration Services (hereinafter: Head of Study Administration Services) with decision-making powers (person authorised to enter into commitments), and powers of representation,
  - l) the Study Administration administrator/coordinator designated by the Head of Study Administration Services with powers of representation,
  - m) <sup>16</sup> the Head of International Mobility (hereinafter: Head of IM) with decision-making powers (person authorised to enter into commitments) and powers of representation,
  - n) the executive (employee) of the Centre for Foreign Language Education and Research (hereinafter: Head of the CFLER) with decision-making powers (person authorised to enter into commitments) and powers of representation,
  - o) the administrator/coordinator designated by the Head of the Centre for Foreign Language Education and Research with powers of representation,
  - p) the institutional coordinator of special higher education admission exams,
  - q) <sup>17</sup> the lecturers conducting exams and evaluating written exams with preparatory and implementing duties,
  - r) 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,
  - s) the Head of Legal and Procurement Services (hereinafter "Head of LPS") 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) Study Administration Services (hereinafter referred to as "SAS"),
  - b) Programme Management (hereinafter: 'PM'),
  - c) Legal and Procurement Services (hereinafter referred to as LPS),

<sup>16</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>17</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- d) International Mobility (hereinafter referred to as IM),
  - e) Centre for Teaching and Learning (hereinafter referred to as “CTL”),
  - f) Centre for Foreign Language Education and Research (hereinafter referred to as CFLER),
  - 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 organisation and conduct of the admission procedure shall be the responsibility of IM for FM and SA programmes, of the CFLER for preparatory courses, and of SAS in all other cases.

## ADMISSION COMMITTEE

### 6.§


- (1) Admission committees (referred to in this Section hereinafter as: Committee) shall be set up to conduct the oral admission examinations.
- (2) <sup>18 19</sup> The admission committees shall be drawn up by study programme, or if relevant, by admission 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 supplementary courses, by the person designated by the competent dean). The study programme leader shall send aggregated data to PM for information purposes on the composition of the Committee to SAS/CFLER from his/her university e-mail address, with the relevant files being kept by SAS/CFLER. 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 also be entrusted as members of the Committee. The Students’ 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, but the oral examination may be validly arranged without the delegate of the Students’ Union. The administrative tasks of the Committee shall be performed by the member designated by the Chairperson.
- (3) <sup>20 21</sup> The rules of operation of the Committee shall be defined by the Chairperson, taking into account that:

<sup>18</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>19</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>20</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>21</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- a) The examination is conducted in the language of the programme.
- b) The sessions are convened and chaired by the Chairperson.
- c) Members may not be replaced at the session. If a member is not able to take part in the admission examination, the competent study programme leader shall designate a new member and shall notify SAS/CFLER and PM thereof as specified in Subsection (1) above.
- d) A quorum shall exist if every member is present, it being understood that the absence of the delegate of the Students' 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) <sup>22</sup> 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 address to the official university e-mail address of the SAS/IM administrator/coordinator designated by the Head of Study Administration Services, in the case of SA and FM mobilities designated by the Head of International Mobility Programmes. The minutes shall be signed by the Chairperson of the Committee. 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 to SAS/CFLER 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.§ <sup>23 24 25</sup>


- (1) **The Vice-Rector for Academic Programmes shall be responsible for defining the scope of programmes to be announced.** 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, preparatory courses, as well as study at another higher education institution completed at the University and supplementary studies not offered under a student exchange scheme shall be made by the competent dean at the request of the Vice-Rector for Academic Programmes after hearing the opinion

<sup>22</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>23</sup> Amended by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>24</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


<sup>25</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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of the study programme coordinators. For study abroad programmes announced for foreign nationals, IM shall also be consulted. The Vice Rector for Academic Programmes shall give an opinion on the Deans' proposal and shall submit it to the Executive Committee. The Executive Committee decides on the programmes to be announced with the approval of the Maintainer. The decision on programmes commencing in September and February for the academic year in question must be taken by the deadline defined in Subsections (1)-(3) of Section 62 of the RSFB for fixing the programme cost.

- (2) Deans shall make a proposal with regard to the number of places available for each delivery mode, place of programme, language of instruction and form of funding in a given admission procedure. The number of students shall be determined in consultation with the relevant study programme leaders and institutes. The maximum number of students to be admitted under the given admission procedure shall be calculated to ensure that the numbers correspond to the capacity of the programmes announced under both the central and non-central admission procedures. The Executive Committee decides on the maximum number of students with the approval of the Maintainer. The decision on the maximum number of students of the programmes commencing in September and February for the academic year in question must be taken by the deadline defined in Subsections (1)-(3) of Section 62 of the RSFB for fixing the programme cost.
- (3) 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 the Fkr. under the clearing process as soon as the cut-off scores are established. The rules set forth in Subsections (1)-(2) shall be applied to the clearing process.
- (4) The University shall offer its programmes in self-funded form.
- (5) The University may offer the applicants a Corvinus Scholarship to assume all or part of the fee (programme cost) payable by the student each semester in accordance with the provisions of the RSFB.
- (6) The Vice-Rector for Academic Programmes shall be responsible for compiling the Prospectus on Admission to Higher Education. The competent dean shall provide information on the programmes announced in the Prospectus on Admission to Higher Education at the request of PM. PM shall be tasked with editing the contents of the Prospectus on Admission to Higher Education, in this respect the Vice-Rector for Academic Programmes shall be in charge of data reporting under the Fkr. to the Educational Authority for the purpose of compiling the Prospectus on Admission to Higher Education. It shall be within the competence of the Vice-Rector for Academic Programmes to approve the Prospectus on Admission to Higher Education, taking into account the competences of the Executive Committee as set out in Subsections (1)-(3) and those of the Maintainer with respect to the programme cost. The programmes to be announced shall also be published on the website of the University. While the competent dean shall be responsible for professional content, the publication shall be the task of PM.
- (7) The Vice-Rector for Academic Programmes shall be in charge of compiling admission prospectuses with regard to programmes not announced in the Prospectus on Admission



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to Higher Education, such as certain specialist postgraduate programmes, double degree or multiple degree programmes leading to the award of a diploma, joint degree programmes, foreign-language programmes announced for foreign nationals, studies at another higher education institution and supplementary studies, as well as preparatory courses. The provisions of Subsection (6) shall apply mutatis mutandis to the compilation and publication of the prospectuses.

- (8) Information material on study programmes offered as dual programmes and on corporate partners shall be published on the website of the University. While the competent dean shall be responsible for professional content and for preparing the material, the publication shall be the task of SAS.
- (9) The procedural rules for announcing programmes shall be defined by the Vice-Rector for Academic Programmes.
- (10) The compilation of information materials in addition to the ones specified in Subsections (6) and (7) and their promotion in the media and elsewhere, their presentation on the international higher education market that of Communications, with the possible involvement of the Head of International Alliances, with the exception of SA and FM programmes which shall be the duty of the Head of International Mobility Programmes. The relevant professional content shall be defined by the competent dean.
- (11) The Vice-Rector for Academic Programmes 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.
- (12) SAS/CFLER/IM 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 Study Administration Services in agreement with the competent dean, in the case of SA and FM programmes by the Head of International Mobility Programmes, in the case of preparatory courses by the Head of the CFLER

## **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 Academic Programmes shall provide statistical data on the launched programmes and the number of admitted students to the Educational Authority in the form specified by the latter.

## **TYPES AND SCHEDULING OF ADMISSION PROCEDURES**

### **9.§**

- (1) Admission to the University takes place under central and non-central admission procedures as follows:

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- a) central admission procedure, and
  - b) <sup>26</sup> admission procedure for specialist postgraduate programmes,
  - c) admission procedure for foreign language programmes offered to foreign students only (institutional admission procedure),
  - d) <sup>27</sup> admission procedures to double degree and multiple degree programmes leading to the award of a diploma,
  - e) admission procedure for study at another higher education institution, supplementary studies,
  - f) admission procedure for preparatory courses,
  - g) admission procedure to bachelor and master-level study programmes in the field of Computer Science and Information Technology not 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) <sup>28</sup>
- (5) <sup>29</sup> In the case of specialist postgraduate programmes, double or multiple degree programmes, joint degree programmes, foreign-language programmes announced for foreign nationals, studies at another higher education institution, supplementary studies 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 SAS/CFLER and of the Head of International Mobility Programmes should be sought. The rules of procedure for scheduling the admission procedures shall be issued by the Vice-Rector for Academic Programmes in the form of provisions. The parts of the schedule affecting the applicants for admission shall be published on the University's website dedicated to applicants. SAS/CFLER,IM shall be tasked with the publication.


<sup>26</sup> Deleted by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>27</sup> Amanded by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>28</sup> Deleted by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>29</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024



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## 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 the 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 FOR ADMISSION

### 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 Paragraph (6).
- (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 admission to programmes offered under interstate or state scholarship schemes.
- (5) <sup>30</sup> Only persons eligible according to the rules of the relevant agreement may apply for admission to double degree, multiple degree programmes and programmes leading to the award of a joint diploma (joint degree).
- (6) Only non-Hungarian nationals may apply for admission to preparatory courses as well as for SA and FM programmes.
- (7) <sup>31</sup> Foreign language programmes announced for foreign nationals are open to those who are nationals of a foreign state or hold a non-Hungarian school-leaving certificate required for being admitted to the study programme in question (or at the time of enrolment will be

<sup>30</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>31</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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in possession of a secondary school leaving certificate equivalent to the Hungarian secondary school leaving certificate in accordance with Hungarian legislation), i.e.:

- a) a person who is a national of a foreign state, if he or she is a national of one or more foreign states, if he or she has obtained a secondary school leaving certificate abroad (either abroad or in Hungary but in a non-resident or international secondary school), or
  - b) a person who is a national of a foreign state, if he or she is a national of one or more foreign states, if he or she has obtained a secondary school leaving certificate in Hungary, or
  - c) a person who is a national of a foreign state, if he/she is also a Hungarian national, if he/she has obtained a secondary 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 national, if he/she has obtained a secondary school leaving certificate in Hungary, or
  - e) a person who is a Hungarian national only, if he/she has obtained a secondary 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)-(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) <sup>32</sup> The admission procedures under the central admission procedure shall be administered in accordance with the admission schedule issued by the Educational Authority, under the non-central admission procedure by SAS/CFLER/IM in accordance with the admission schedule issued by Vice-Rector for Academic Programmes in the form of provisions for

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<sup>32</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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the given year 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. The schedule of the institutional admission procedure taking place besides the central admission procedure shall be issued by the Vice-Rector for Academic Programmes, taking into account that such schedule shall be adjusted to the schedule of the central admission procedure.

- (2) <sup>33</sup> <sup>34</sup> 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, SAS/CFLER/IM shall be tasked with performing the administrative tasks related to the entire admission procedure.
- (3) <sup>35</sup> Compiling the standard forms and information materials (e.g. notice to appear for the examination, minutes, declarations by applicants) shall be the task of SAS, involving IM and LPS.
- (4) The provisions on the electronic administration of the admission procedures are set out in Sections 28/A- 31 of the 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) <sup>36</sup> In the case of applications for specialist postgraduate programmes, foreign-language programmes announced for foreign nationals, double or multiple degree programmes leading to the award of a diploma, joint degree programmes, studies at another higher education institution, supplementary studies 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 including personal data have changed after the document was issued, he/she is obliged to provide proof of the change under the central admission procedure as specified in the Prospectus on Admission to Higher Education.
- (9) <sup>37</sup> 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 SAS/CFLER/IM within eight (8) working days of the date on


<sup>33</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>34</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>35</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>36</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>37</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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which the change occurred 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.§

- (1) <sup>38</sup> All data reporting related to the admission procedure is ensured by PM with the involvement of the organisational units concerned.

## APPLICATION FOR ADMISSION

### 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 correcting deficiencies are set out in Sections 9-11 of the Fkr.
- (2) <sup>39 40</sup> Applications to specialist postgraduate programmes, foreign-language programmes offered exclusively for foreign nationals, double degree and multiple degree programmes, joint degree programmes leading to the award of a joint degree, studies at another higher education institution, supplementary studies and preparatory courses may be filed using the relevant application for admission standard forms. The annexes to be attached to the application for admission 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 SAS/CFLER/IM at the proposal of the study programme leader, except in the case of SA and FM programmes.
- (3) <sup>41 42</sup> The application for admission may be submitted electronically through the application interface defined by SAS/CFLER/IM.
- (4) <sup>43</sup> Applications for admission and the annexes shall be accepted and processed by SAS/CFLER/IM.
- (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.

<sup>38</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


<sup>39</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>40</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>41</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>42</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>43</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- (6) <sup>44</sup> If an applicant submits his/her application for admission 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 Academic Programmes. Prior to this, the Vice-Rector for Academic Programmes shall consult with the competent dean and SAS in the case of specialist postgraduate programmes.
- (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 the central higher education procedure are set out in Sections 42-44 of the 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 the RSFB.
- (2) Applicants who fail to pay the fees specified for the admission procedure by the deadline will not be admitted to the given programme in the given admission procedure.
- (3) <sup>45</sup> The fees shall be published in the Prospectus on Admission to Higher Education and on the website of the University dedicated to applicants. SAS/CFLER/IM 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 administration 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) <sup>46</sup> They paid the special procedure fee for a career aptitude assessment, a language aptitude test or the fee required for the admission examination to a master programme, but did not take part in the exam, within ten (10) days of the date of the exam. If the applicant participated in one part of an examination consisting of several exam parts, the special procedural fee may not be reclaimed.
  - d) They paid the administration fee associated with application for preparatory courses and foreign-language programmes announced exclusively for foreign nationals, but did not submit an application for admission, within ten (10) days of the submission deadline of such application.

<sup>44</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>45</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>46</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- (5) <sup>47</sup> <sup>48</sup> The request for reimbursement under Subsection (4) may be submitted to SAS/CFLER by the applicant in the form of an electronic mail sent from the e-mail address provided at the time of application. The CFLER will forward the applications they received to the SAS within three (3) working days.
- (6) <sup>49</sup> The Head of Study Administration Services 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) <sup>50</sup> If the programme is not launched due to a reason attributable to the University, the University shall refund the fee(s) to the applicant paid for the given programme under the given admission procedure. The Head of Study Administration Services 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 at the latest 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 mail, along with the invoice request form.

## ADMISSION REQUIREMENTS

### GENERAL RULES

#### 16.§

- (1) The requirements to be met by applicants in each of the admission procedures are set out in the Nftv, in the Fkr. and against that background, the present Regulation and its annexes.
- (2) <sup>51</sup> <sup>52</sup> 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, foreign-language programmes offered exclusively for foreign nationals, double degree and multiple degree programmes, joint programmes leading to the award of a joint degree, studies at another higher education institution, supplementary studies and preparatory courses as well as special programmes in the field of Computer Science and Information Technology. The deviating rules shall be published on the University's website, furthermore in the case of programmes offered under a cooperation, they shall be defined in the cooperation agreement for the programme.
- (3) In accordance with Subsection (1), Paragraph a) of Subsection (2) and Subsection (4) of Section 40 of the Nftv, the fulfilment of admission requirements with regard to the

<sup>47</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>48</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025


<sup>49</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>50</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>51</sup> Amended by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>52</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025



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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) <sup>53 54</sup> If the relevant information does not come from the official public register, the applicant who gained admission must present the original of his/her secondary school leaving certificate and/or diploma taken into account for the purposes of admission to SAS no later than on the date of enrolment.
- (5) <sup>55</sup> If the applicant who gained admission is in possession of 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 SAS when enrolling at the University. However, if the validity of this document is limited in time, after the expiry date, the student may sign in 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, EXTRA POINTS, SYSTEM OF INSTITUTIONAL POINTS, EQUAL OPPORTUNITY RULES**


#### **17.§**

- (1) The conditions for admission and the calculation of points under the central higher education admission procedure for bachelor and single-cycle programmes, the system of calculating points and extra points, institutional points are laid down in Subsections (2), (3) and (3a) of Section 40 of the Nftv and in Sections 15-23 of the 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 admission examination.

<sup>53</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>54</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>55</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- (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:
- by adding up the study points and the points included in the secondary school-leaving certificate, or
  - by doubling the number of points included in the secondary school-leaving certificate, in both cases by adding institutional points.
- (4) By way of derogation from Subsection (3), the overall admission score of an applicant holding a certificate of vocational qualification, or a certificate of qualification or certificate attesting to secondary professional qualification issued after 1 January 2020, as specified in the Ministerial Decision, shall be calculated, in the case of further studies in the specialisation of his/her professional qualification, in a manner more favourable to the applicant, as follows:
- by adding up the study points and the points included in the secondary school-leaving certificate,
  - by doubling the number of points included in the secondary school-leaving certificate or
  - only on the basis of the points awarded for the special examination,
- in all three cases by adding institutional points.
- (5) Admission points for bachelor and single-cycle programmes are calculated on the basis of Sections 15-23 of the Fkr, with the additions contained in Subsections (6) to (11) below.
- (6) The old-type 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 completion rates:
- exemplary (5)            67%
  - good (4)                 53%
  - satisfactory (3)        39%
  - 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 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:
- Excellent, very good, with distinction, summa cum laude grade (5) 400 points,




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- 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 (9), the conversion rules for determining the admission points shall be defined by the relevant Credit Transfer Committee at its own discretion.
- (11) If the grading of the 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) In the case of admission for bachelor and single-cycle programmes, the identification of the fifth subject and fifth secondary school leaving examination subject required for the calculation of the admission points as well as the calculation of institutional points/extra points is done on the basis of Sections 19-20 of the Fkr, with the additions contained in Annex 2 below.
- (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.
- (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 central admission procedure, the University may set a minimum number of points for admission to a study programme, it being understood that
- a) if the University specifies a minimum score when editing the Prospectus on Admission to Higher Education in accordance with Subsection 15, the specified minimum score cannot be adjusted downwards in the course of setting the cut-off score.
  - b) if the University does not set a minimum score in accordance with Subsection (15) when editing the Prospectus on Admission to Higher Education, the University may request the setting of a lower cut-off score for the study programme in question.

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## MASTER PROGRAMMES

### Admission criteria and method of calculating points in Master programmes

#### 18.§<sup>56</sup>

- (1) <sup>57</sup> The provisions with regard to master programmes set out in Subsections (4) and (7) of Section 40 of the Nftv and in Sections 3-31 of the 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 for admission 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) <sup>58</sup> obtaining at least 50% based on the result of the in-house written admission test, and if relevant for the given study programme, obtaining at least 50% of the maximum number of admission points available for the oral admission examination, and at least 65 admission points overall in the admission procedure (together with any extra points), and
  - b) <sup>59</sup> 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:

name of language examination	advanced level (minimum)
TOEFL iBT	100
IELTS	7.0
CPE	C
CAE	B
C1 Business Higher (BEC Higher)	B
Corvinus	Business English C1
TOEFL iBT Special Home Edition	100, plus 20 in each section
Pearson test of English Academic (PTE)-	68


Language proficiency pursuant to the present subparagraph may be offset with a higher education diploma acquired in a bachelor-level study programme taught entirely in English at 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

<sup>56</sup> Amended by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>57</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>58</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>59</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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with the present subsection, he/she may not be admitted to the English-language master programme in Management and Leadership.

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

- c) the in-house written admission test under a) may be offset by
  - ca) a higher education diploma graded at least good/B (ECTS), or
  - cb) a valid international test score of at least GMAT 500 or GRE 300 or NMAT 150 or GMAT FE 485.
- (4) A maximum of 100 admission points may be obtained under a central and a non-central, institutional admission procedure. The detailed rules for calculating points are set out in the present Regulation and in Annex 1.
- (5) <sup>60</sup> At least 30 points shall be obtained in the in-house written admission test, the number of available points being 60. Applicants scoring 29 points or less in the in-house written test will receive a result of zero (0) in the in-house written test. There is no possibility to correct the result or resit the written admission examination in the given admission procedure.
- (6) If the Regulation and Annex 1 thereto do not provide for an oral entrance examination for a given study programme, the score obtained in the in-house written admission test will be converted into a 90-point system. The converted points are shown in Annex 1 to the present Regulation.
- (7) <sup>61</sup> At least 15 points shall be obtained in the oral entrance examination, the number of available points being 30. An applicant who scores 14 points or less in the oral admission exam shall have an oral admission test score of zero (0) points, and his/her admission test for the study programme in question shall be invalid even if he/she achieves the minimum score specified in Subsection (3) in the other parts of the admission exam. There is no possibility to correct the result or repeat the oral admission examination in the given admission procedure.
- (8) For the purposes of admission to a master programme, the rules for converting the result of the international test to admission points are set out in Annex 1 to the present Regulation.
- (9) The University may set a different admission cut-off score for each master-level study programme, which may be higher than 65 points, based on available capacity and the ranking of overall admission scores.
- (10) Under the admission procedure for which Corvinus offers scholarships in master programmes, places funded through the Corvinus Scholarship are open to applicants who

<sup>60</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>61</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025


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meet the admission requirements, the provisions of the RSFB and reach at least 75 admission points during the admission procedure.

- (11)<sup>62</sup> Under an admission procedure for which the University offers Corvinus scholarships in master programmes, the University may set a different admission cut-off score for places funded through the Corvinus Scholarship for each master-level study programme, which may be higher than 75 points, based on available capacity and the ranking of overall admission scores. Corvinus may also define other conditions in the call for admissions in the event of equal scores.
- (12) Under the central and non-central, institutional admission procedure, if the applicant uploads more than one of the documents required for the calculation of the points until the deadline set in this Section for correcting deficiencies, the admission points are calculated on the basis of the document with the best result.
- (13) In the case of centralised admission procedures, applicants must upload 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) no later than the deadline set by the Educational Authority for correcting deficiencies, a document proving language proficiency in accordance with Paragraph b) of Subsection (3) (for the master-level English-language study programme in Management and Leadership), and
  - 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,
- (14) Under the central admission procedure, if the applicant does not upload to the University's electronic admission system the accredited higher education diploma and/or the document certifying the result of the international test by the deadline specified in Subsection (13) c), the University shall invite the applicant to an in-house written admission test and to an oral entrance examination, if there is one in the given study programme.
- (15) Under the central admission procedure, if the applicant uploads to the University's electronic admission system the accredited higher education diploma and/or the document certifying the result of the international test by the deadline specified in Subsection (13) c), the University shall invite the applicant to an in-house written admission test, in which case the applicant may decide on whether he/she wishes to take part in the in-house written admission test, and to an oral entrance examination, if there is one in the given study programme.
- (16)<sup>63</sup> Under the central admission procedure. if the applicant does not to upload to the University's electronic admission system the accredited higher education diploma and/or the international test result by the deadline set in Subsection (13) c), but does upload the

<sup>62</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>63</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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document worth more admission points to the University's electronic admission system by the deadline set by the Educational Authority for modifying the order of preference, the admission points shall be calculated on the basis of the document/exam worth more admission points in accordance with the present Section and Annex 1 of the Regulation and the admission points will thus be modified.

(17)<sup>64</sup> Under the central and non-central, institutional admission procedure, the grading of the accredited diploma pursuant to Subparagraph ca) of Paragraph c) of Subsection (3) shall correspond to admission points according to the following scale:

- a) excellent, very good, with distinction grade (5)/A(ECTS), summa cum laude: 60 points or 90 points under Subsection (6).
- b) good, grade (4)/B(ECTS) and cum laude: 50 points, or under Subsection (6): 75 points.
- c) Satisfactory (3) grade, sufficient (2) grade and rite cannot be used as admission points.

(18) 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 scale	grading	Local grading scale
A	5	Excellent
B	4	Good
C	3	Satisfactory
D	2	Sufficient
E	2	Sufficient

(19) In the case of a foreign accredited diploma, if the grading of the accredited higher education diploma does not correspond to the ECTS scale specified in Subsection (18), the conversion rules for determining the admission points shall be defined by the relevant Credit Transfer Committee at its own discretion.


(20)<sup>65</sup> If the grading of the foreign accredited diploma is not featured on the foreign accredited diploma, the grade shall be decided 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).

(21) 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,

<sup>64</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>65</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- c) sporting achievement (within 8 years, in a sport recognised by the International Olympic Committee); 1st-3rd place in (a) national championship(s) 3 points, 1st-3rd place in (a) World and European Championship(s) 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 Academic Programmes, which is published by SAS on the University's website dedicated to applicants for admission to the University.
- (22) The rules set out in Subsections (12)-(15)) 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 rules of procedure for the schedule of the admission procedure for the given year issued by the Vice-Rector for Academic Programmes for the given year and the documents shall be uploaded to the University's admission system.
- (23) Admission requirements applicable to a given admission procedure with regard to master programmes of a two-cycle programme shall be defined by 31 October of the preceding year.
- (24) Under the non-central, institutional admission procedure, a maximum of 10 extra points may be awarded across all study programmes:
- a) if the applicant uploads the results of the international test to the University's admission system by the date specified in the deadlines set out in the rules of procedure for schedule of the admission procedure for the given year issued by the Vice-Rector for Academic Programmes, a maximum of 10 points may be awarded for commitment as an additional achievement.
- (25)<sup>66</sup> The method for calculating admission points for the Master of Business Administration (MBA) and International MBA study programmes is set out in Annex 1 to the present Regulation, by way of derogation from subsections (3), (5)-(8), (12)-(17), (24). 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.
- (26) 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), (12)-(17), (24).

### 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 KKK.

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<sup>66</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025  
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- (2) The KKK 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:
- Study programmes for which the full credit value may be recognised,
  - Study programmes to be primarily acknowledged as meeting the KKK of the study programme for which the application is made,
  - Other study programmes that may be acknowledged as meeting the KKK 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 degree in a study programme specified in Paragraph a) of Subsection (2) may apply without undergoing a preliminary credit recognition procedure by submitting the diploma and other documents required for application, that is, in his/her case the preliminary credit recognition procedure is not necessary. Thus, such an applicant does not need to submit a credit recognition request.
- (4) Any applicant to a master-level study programme who obtained a diploma 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 resolution on preliminary credit recognition.
- (5) <sup>67</sup> If the KKK of the study programme does 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:
- the resolution 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,
  - unlike the three groups set out in Subsection (2), the KKK divides 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 used to establish the credits. The provisions of Subsection(3) shall apply to study programmes accepted as a prerequisite, while the provisions of Subsection(4) shall apply to study programmes to be examined on the basis of a comparison of knowledge used to establish the credits.

<sup>67</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- (6) <sup>68</sup> The preliminary credit recognition procedure shall be conducted for diplomas acquired both in Hungarian foreign higher education institutions and higher education institutions abroad. In admission procedures to double degree and multiple degree programmes leading to the award of a diploma, 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) <sup>69</sup> 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 under the same admission procedure, the fee is due only once.
- (9) <sup>70</sup> The application, together with the annexes, must be submitted on the electronic interface defined by SAS. The following documents shall be attached to the application:
- a) The excerpt of the transcript or the diploma supplement certified by the issuing higher education institution,
  - b) Certified Hungarian or English-language subject syllabus in case of subjects completed abroad 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) <sup>71</sup> The application shall be sent to Sas until the date defined by SAS, not later than fourteen (14) working days prior to the final deadline set for correcting deficiencies in the admission procedure.
- (12) <sup>72</sup> The detailed rules on preliminary credit recognition shall be defined by the competent dean and shall be published on the University's website. While the competent dean shall be responsible for professional content, the publication shall be the task of SAS.
- (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

<sup>68</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025


<sup>69</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>70</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>71</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>72</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024



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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)<sup>73</sup> 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 SAS, which shall in turn send the resolution to the e-mail address of the applicant. In the case of successful applicants, the relevant resolution will be officially registered by SAS as an official entry in Neptun.
- (16) The resolution may be used by the applicant for the purposes of admission procedures conducted for the same study programme within five (5) calendar years of the date of the resolution. In such cases, there is no need to file a new request, but the applicant is required to upload to the University's electronic admission interface the resolution on the credit recognition received earlier with respect to the same study programme.
- (17) No separate legal remedy shall be available against the decision on preliminary credit recognition, which may be challenged by the applicant in an appeal against the resolution on admission.

## SPECIALIST POSTGRADUATE PROGRAMMES

### 20.§


- (1) In specialist postgraduate programmes, the provisions of Sections 3-31 of the Fkr shall apply with the derogations set out in Sections 36-37 of the Fkr.
- (2) Only persons who have obtained a higher education diploma defined in the programme and outcome requirements of the given specialist postgraduate study programme, who have uploaded their application as well as the required documents to the electronic admission interface of the University by the required deadline, who have paid the institutional administration fee with respect to the admission procedure and who meet the other admission requirements defined in the present Regulation and Annex 1 hereto may be admitted to a specialist postgraduate study programme.
- (3)<sup>74 75</sup> 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 study programme leader and approved by the Dean no later than by the 10th working day preceding the first day of the given admission procedure. Once the decision has been taken, the document will be sent to SAS for publication on its website.
- (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)<sup>76</sup> 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 no

<sup>73</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>74</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>75</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>76</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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later than by the 10th 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) <sup>77</sup> <sup>78</sup> The admission examination for specialist postgraduate programmes shall be conducted pursuant to the Dean's decision 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 study programme 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 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) The admission resolution with respect to specialist postgraduate programmes shall be adopted pursuant to the provisions of 38.§ .

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

### **Common rules**

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


#### **21.§**

- (1) <sup>79</sup> 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, it being understood that that the university may entrust an external partner with the conduct of the examination, but in this case it shall be stipulated in the contract

<sup>77</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>78</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>79</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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that the partner considers itself to be bound by the rules of procedure defined in the present Regulation.


- (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) <sup>80 81</sup> 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 concessions available for persons with a disability and the modalities of accessing them shall be communicated to the applicant by SAS/CFLER in a message sent to the e-mail address provided for the purposes of the admission procedure. SAS/CFLER shall also be in charge of publication on the University's website. The dean shall be responsible for determining the rules on the content of the admission topics.
- (4) <sup>82</sup> The examination is conducted by SAS/CFLER in accordance with the schedule established by the Vice-Rector for Academic Programmes 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) <sup>83</sup> 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, SAS/CFLER shall be tasked with performing the administrative tasks related to the exam.
- (6) In case of assessing knowledge linked to more than one study programme the competent dean, in case of one study programme, the study programme leader shall invite the head of the competent institute to have the questions of the written exam compiled, corrected and checked within the given institute.
- (7) The exam may be:
  - a) written:
    - aa) written, requiring personal presence
    - ab) written, computer-based, requiring personal presence
    - ac) written, online
  - b) oral:
    - ba) oral, requiring personal presence

<sup>80</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>81</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>82</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>83</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


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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)<sup>84</sup> 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 applicant's e-mail address to the e-mail address of SAS/CFLER no later than ten (10) working days before the examination. The decision with regard to the application for equity shall be taken by the competent 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.
- (12)<sup>85</sup> SAS/CFLER 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,
    - bh) the details on legal remedy, as well as

<sup>84</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>85</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- c) in case of special higher education admission examination, the name, address and admission ID of the applicant.
- (14)<sup>86</sup> For specialist postgraduate programmes, it is not necessary to send a notice to appear for the examination. In this case SAS shall agree on a date with the applicant who may choose one of the offered dates. The available dates shall previously be coordinated by SAS with the study programme leader.
- (15) In addition to the provisions of Subsection(1)-(14), the provisions of Sections (16)to(22) shall apply to admission examinations monitored with special IT tools.
- (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, particular attention shall be paid to strict compliance with data protection rules, and 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 Academic Programmes.


### 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)<sup>87</sup> 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 SAS/CFLER no later than ten (10) working days before the examination. The decision with regard to the

<sup>86</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>87</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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application for equity shall be taken by the competent dean within five (5) working days of receiving the application.

- (3) <sup>88</sup> 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. SAS/CFLER shall inform the applicant of the modified date not later than seven (7) working days prior to the exam.
- (4) <sup>89</sup> For an examination requiring personal presence, examinees 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 SAS 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 method 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

<sup>88</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>89</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024



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forward in writing by sending it from the e-mail address provided by the applicant upon application. The decision with regard to the objection shall be taken by the dean.

- (13) The University shall provide electronic IT assistance (helpdesk) to ensure the smooth running of the online exam.
- (14) For online exams, it shall be the responsibility of the examinee to enter the interface of the online examination 30 minutes prior to the start time of the exam as well as to read the exam rules and declare to have been acquainted with the exam rules and to accept them.
- (15) The detailed rules of the admission examinations shall be issued by the Vice-Rector for Academic Programmes in the form of provisions.
- (16)<sup>90</sup> 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 in-house written admission test or does not upload the accredited diploma or the result of the international test by the deadline referred to in Section 18.§ , the admission exam is invalid.
- (17)<sup>91</sup> In master programmes, the oral entrance examination of applicants 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 International MBA as well as the Teacher (Teacher of Economics) master-level study programmes.


### Concessions 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 15th working day preceding the relevant examination along with the expert opinion certifying the disability in accordance with the Vhr.
- (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 (1)-(9) of Section 40 shall govern legal remedies against the decision of the Disability Committee.

<sup>90</sup> Amended by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>91</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- (5) Where the Regulation requires a language examination as a condition for admission, the Dean decides on the exemption from the entrance examination on the basis of a request from the applicant with disabilities. No appeal shall lie against the decision.

### Specific rules of the written admission examinations

#### 24.§

- (1) The content requirements of written examinations shall be defined by the study programme leader on the basis of 12.§ (2), 21.§ (4)-(5) of the present 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) <sup>92</sup> 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, SAS/CFLER shall provide administrative assistance. The room supervisor shall be tasked with making sure that the rules of 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) <sup>93</sup> For written examinations requiring personal presence, it shall be the duty of the University to provide an exam venue. This shall be arranged by SAS/CFLER.
- (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) <sup>94</sup> 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) <sup>95</sup> In the case of online examinations not requiring personal appearance, 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.


<sup>92</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>93</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>94</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


<sup>95</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025



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- (9) <sup>96</sup> 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 SAS/CFLER 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.
- (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(s) 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,


<sup>96</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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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 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)<sup>97</sup> During written examinations requiring personal presence, unused worksheets shall be handed over by the room supervisor to the Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses to the Head of the CFLER or the person designated by him/her in writing, who shall be in charge of destroying them.
- (26) Minutes shall be taken during written examinations requiring personal presence. The minutes shall include:
  - a) the identification of the admission procedure,
  - b) the venue of the examination,

<sup>97</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


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- 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, it being understood 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 Section f) above shall govern the rules on certifying and handing over the minutes.
- (29) The declarations on having been acquainted with information on the exam, signed by the examinees and the submitted exam papers shall constitute the annexes of the minutes.
- (30)<sup>98</sup> In case of examinations requiring personal presence, when the correction of the anonymous papers is completed after the exam, the person designated by the Head of Study Administration Services 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 SAS/CFLER.
- (31)<sup>99</sup> During written examinations requiring personal presence, the room invigilator signs the minutes and hands them over to the Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses to the Head of the CFLER or the person designated by him/her in writing. In case of written examinations requiring personal presence, the envelopes containing the exam papers awaiting correction shall also be handed over to the Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses to the Head of the CFLER or the person designated by him/her in writing. In case of written examinations requiring personal presence, the Head of Study Administration Services or the person designated by him/her in writing shall ensure that the sealed envelopes are counted. The minutes shall also be signed by the Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses, by the Head of the CFLER or the person designated by him/her in writing.
- (32)<sup>100</sup> In the case of online written examinations, the minutes shall be drawn up by SAS/CFLER and certified by the Head of Study Administration Services or the person designated by him/her in writing SAS/CFLER on the basis of the data received from the

<sup>98</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>99</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>100</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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unit organising and conducting the exam, in the case of preparatory courses the by Head of the CFLER or person designated by him/her in writing.

- (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.
- (3) <sup>101</sup> For oral examinations requiring personal presence, it shall be the duty of the University to provide an exam venue. This shall be arranged by SAS/CFLER.
- (4) <sup>102</sup> 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 SAS/CFLER.
- (5) <sup>103</sup> In the case of online examinations 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 enters the exam featured in the notice within the given time window, waits in the virtual lobby and is called to join the conversation by the committee when the exam starts. 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.

<sup>101</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


<sup>102</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>103</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- (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)<sup>104</sup> In the case of exams requiring personal presence, 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 identification of the admission procedure,
  - b) the venue of the examination,
  - c) the date and time of the examination,
  - d) in case of special examinations, the specification of the exam subject, in case of admission 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) Subparagraph 6.§ (3) of Section f) above shall govern the rules on certifying and handing over the minutes.

<sup>104</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025  
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### 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) <sup>105 106</sup> The applicant's request for exemption from assessment under Subsection (2), along with the certification, may be filed by sending an e-mail to SAS 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 SAS. SAS 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) <sup>107</sup> In case of written examinations requiring personal presence, the Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses, the Head of the CFLER 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

<sup>105</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>106</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>107</sup> Amended by: Resolution number SZ-16/2024/2025. (10.12.2024). In force as of 11 December 2024



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- 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) <sup>108</sup> 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 Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses to the Head of the CFLER or the person designated by him/her in writing, in the case of computer-based exams or online written exams he/she/they shall 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 Study Administration Services, in the case of preparatory courses to the Head of the CFLER,
  - e) <sup>109</sup> In case of written examinations requiring personal presence, the Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses the Head of the CFLER 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) <sup>110</sup> For both written and oral examinations, the achieved score, result shall be communicated to the applicant by SAS/CFLER within seven (7) working days of the date of the examination: under the central admission procedure this shall be done in the e-admission system, in all other cases on the dedicated interface of the University's website.
- (7) <sup>111</sup> 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


<sup>108</sup> Amended by: Resolution number SZ-16/2024/2025. (10.12.2024). In force as of 11 December 2024

<sup>109</sup> Amended by: Resolution number SZ-16/2024/2025. (10.12.2024). In force as of 11 December 2024

<sup>110</sup> Amended by: Resolution number SZ-16/2024/2025. (10.12.2024). In force as of 11 December 2024


<sup>111</sup> Amended by: Resolution number SZ-16/2024/2025. (10.12.2024). In force as of 11 December 2024



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examinee is entitled to access the paper, access through a representative is not possible. The examinee may submit his/her remarks to the Head of Study Administration Services or a person designated by him/her in writing, in the case of preparatory courses, to the Head of the CFLER or the person designated by him/her in writing by the end of business on the day following access in the form set out in the notice to appear for the examination. The exam paper may not be handed over to any third party, no copy can be taken thereof, the examinee may take notes when accessing the exam paper. For online written examinations the interface 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. The examinee 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 Administration Services or the person designated by him/her in writing on the first working day following its receipt. The competent dean shall take a decision with regard to the remark by the end of the fifth (5<sup>th</sup>) working day following its receipt. The decision shall be communicated to the examinee electronically by the Head of Study Administration Services or the person designated by him/her in writing. The designated staff member of SAS 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 resolution. In the event of failure to comply with the deadline for submitting remarks, the examinee may file an application for justification. The decision with regard to the application for justification shall be taken by the competent dean. The rejection of the application for justification may only be challenged in an appeal against the classification decision and only if the modification of the result of the written paper would make the applicant eligible for admission.

- (8) In case of computer-based examinations requiring personal presence or online computer-based examinations,
  - a) if the exam is test-based, the exam paper gets corrected automatically upon its submission and is immediately accessible to the examinee,
  - b) if the exam task is essay-based or is a combination of test questions and an essay, once the exam paper is displayed, 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 (6<sup>th</sup>) working day following the examination.
- (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.

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(10)<sup>112</sup> Under the central admission procedure, the competent staff member of SAS shall record the admission results in the IT system made available by the Educational Authority 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)<sup>113</sup> Should the room supervisor detect an irregularity (using an unauthorised aid, disturbing others, displaying 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 Administration Services or the person designated by him/her in writing, in the case of preparatory courses, the Head of the CFLER 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 Administration Services or the person designated by him/her in writing, in the of case of preparatory courses, the Head of the CFLER or the person designated by him/her in writing and shall hand over the memo to him/her.

(2)<sup>114</sup> 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 from the room supervisor/Admission Committee/other person supervising the examination.


(3)<sup>115</sup> The competent dean shall, in cooperation with the Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses the Head of the CFLER or the person designated by him/her in writing and the Head of LPS, promptly investigate the notification after the conclusion of the examination.

<sup>112</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>113</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>114</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>115</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


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- (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) <sup>116</sup> Should the examinee detect an irregularity on the side of the University, he/she may indicate it from the e-mail address provided to SAS/CFLER upon application. The Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses the Head of the CFLER or the person designated by him/her in writing, shall promptly investigate the notification in cooperation with the competent dean and the Head of LPS.
- (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) <sup>117</sup> 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 Head of Study Administration Services or the person designated by him/her in writing, in the case of preparatory courses the Head of the CFLER or the person designated by him/her in writing, shall promptly investigate the notification in cooperation with the competent dean and the Head of LPS. If it is possible, the applicant shall be placed in a situation in which he/she would have been if the irregularity had not occurred, in other cases an opportunity shall be given to him/her within the existing legal framework – in particular within the given timeframe – to retake the examination, this time in a regular way. If there is no possibility to retake the exam or the competent dean does not consider this to be justified, the competent dean may decide on the appropriate revision of the exam evaluation at his/her own discretion. In this case the irregularity shall be recorded in a memo and should the applicant not be admitted to the University even despite the competent dean's decision, the applicant shall be notified about the irregularity by sending him/her a copy of the memo. Based on the notification, the applicant may request a reinvestigation in accordance with Subsection (5).
- (8) The resolution shall be sent to the e-mail address provided by the applicant at the time of application, a paper-based copy shall be sent by post with acknowledgement of receipt.
- (9) <sup>118</sup> 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 Administration Services or the person designated by him/her in writing, in the case of preparatory courses to the Head of the CFLER 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 Administration Services or the person designated by him/her in writing, in the case of

<sup>116</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>117</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>118</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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preparatory courses the Head of the CFLER or the person designated by him/her in writing.

## RULES WITH REGARD TO SPECIAL HIGHER EDUCATION ADMISSION EXAMINATIONS

### Persons eligible for the special higher education admission examinations <sup>119</sup>

#### 29.§


- (1) <sup>120</sup> 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 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 obtained in the United Kingdom, Ukraine or Serbia,
  - c) an international secondary school leaving examination certificate (Diploma of the International Baccalaureate), or
  - d) An examination result in a European baccalaureate certificate defined in Government Decree 322/2004 (6 December) on the proclamation of the Convention defining the Statute of the European Schools, signed in Luxembourg on 21 June 1994.
- (2) If the applicant fulfils the conditions for the examination for the baccalaureate at the advanced level according to Subsection (1), he/she is entitled to the institutional point as defined in Annex 2.
- (3) <sup>121</sup>
- (4) <sup>122</sup> Under the general central admission procedure the applicant may register for the special higher education admission examination pursuant to the provisions of the Fkr. Under the clearing process he/she shall also declare at the time of applying for admission in which subject(s) he/she wishes to take a special higher education admission examination. A special higher education admission 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

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<sup>120</sup> Amended by: Resolution number SZ-42.a/2024/2025. (24.06.2025). In force as of 1 September 2025

<sup>121</sup> Deleted by: Resolution number SZ-42.a/2024/2025. (24.06.2025). In force as of 1 September 2025

<sup>122</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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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) <sup>123</sup> <sup>124</sup> As regards the applicants under the central admission procedure, the Educational Authority shall send the University the list of applicants for the special higher education admission 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 registered for two subjects, he/she shall be served with a notice by the first institution.)
- (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) <sup>125</sup> <sup>126</sup> It shall be the duty of SAS to organise, run the special higher education admission examinations as well as record the results in the IT system made available by the Educational Authority by the deadline set by the Educational Authority. Study Administration Services shall appoint an institutional coordinator to coordinate the special higher education admission examinations. The institutional coordinator shall be tasked with coordinating the special higher education admission examination, he/she shall liaise with the Educational Authority in this respect, with the appointee conducting the special higher education admission examination, with the room supervisors and the teachers in charge of correction.
- (2) <sup>127</sup> As a general rule, the University conducts the special higher education admission examination 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


<sup>123</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>124</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>125</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>126</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>127</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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when the exam papers are handed over to the institutional coordinator. After the receipt of the exam papers the provisions of the present Regulation shall apply.

- (3) Notwithstanding the provisions of 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) <sup>128</sup> The exact date of the special higher education admission examinations 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.
- (2) <sup>129</sup> 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 higher education admission examination. The exam questions shall be kept in secret storage in a locked place until the beginning of the exam.
- (3) <sup>130</sup> The special higher education admission examination shall be held in a separate room for each study programme, or if relevant, for each subject.
- (4) <sup>131</sup> In the case of special higher education admission examinations, 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) <sup>132</sup> During the special higher education admission examination, the worksheets that were handed over to the room supervisor by the institutional coordinator shall be distributed by the room supervisor.
- (6) <sup>133</sup> During the examination only worksheets received from the Educational Authority may be used, along with the continuation forms featuring the imprint of the stamp of the University.

<sup>128</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>129</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025


<sup>130</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>131</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>132</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>133</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025



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- (7) <sup>134</sup> <sup>135</sup> The examinees shall indicate on every worksheet, continuation form they receive the ID of the University as well as the date of the exam 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) <sup>136</sup> <sup>137</sup> 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 examinee shall and may feature the University's ID, along with the name of the subject in which the exam is taken on the envelope.
- (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:
- The examinee shall enter the number of continuation forms that he/she used on the front page of the exam paper,
  - 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,
  - The examinee and the room supervisor shall check the exam papers included in the envelope, the IDs featured on them and on the envelopes,
  - 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,
  - The examinee and the room supervisor shall certify by placing their signature on the envelope that the verification was performed and conformity was confirmed,
  - When the envelope has been sealed, the examinee shall leave the designated exam room,

<sup>134</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>135</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>136</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>137</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- 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)<sup>138</sup> 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.
- (17)<sup>139</sup> Exam papers completed in the framework of the special higher education admission examination shall be corrected within three (3) working days of the exam.
- (18)<sup>140</sup> The person(s) designated by the study programme leader are requested to do the following with the exam papers of the special higher education admission 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)<sup>141</sup> General rules shall be applied to drawing up the minutes of special higher education admission 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.
- (20) 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.

<sup>138</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>139</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>140</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>141</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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(21)<sup>142 143</sup> Any fact related to the special higher education admission examination that is notified to the room supervisor or the Head of Study Administration Services shall also be notified to the institutional coordinator, in particular:

- a) the decision by the dean with regard to the remark 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)<sup>144</sup> SAS 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 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 no later than three (3) days prior to 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.

<sup>142</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>143</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>144</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- (8) <sup>145</sup> 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 Study Administration Services within five (5) working days of its receipt by SAS, 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 SAS 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:
- wishes to pursue studies in a dual programme, he/she shall indicate that upon enrolment,
  - does not wish to commence studies in a dual programme, he/she may decide to commence studies in a traditional (non-dual) programme,
  - 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.

## SUPPLEMENTARY STUDIES


### 33.§

- (1) <sup>146</sup> At its own discretion, the University may admit persons who do not have student status at the University to any of its courses, modules without carrying out an admission procedure for supplementary studies in a self-funded form in the framework of student status, or may establish an additional training relationship with its own student for the purposes of supplementary studies in a self-funded form.
- (2) <sup>147</sup> The competent dean shall decide on the minimum number of credits to be completed in supplementary studies, it being understood that not more than thirty- three (33) credits may be taken in a given semester, except in supplementary studies based on legislation.
- (3) The University shall issue a certificate on academic performance as set out in the SER. Any completed course, module may be credited towards higher education studies in accordance with the rules on credit transfer.

<sup>145</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>146</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>147</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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- (4) <sup>148</sup> Only persons who meet other admission requirements defined by the University may be admitted to supplementary studies. Such requirements are defined by the Vice-Rector for Academic Programmes in the form of provisions.
- (5) <sup>149</sup> Information on the admission requirements is included in Annex 1 to the present Regulation, and is also published on the University's website. SAS 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 supplementary studies, the admission requirements and scores shall be stipulated in the agreement.
- (7) <sup>150</sup> The University shall apply identical admission requirements, irrespective of the secondary or 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 proof of payment thereof by the required deadline.
- (9) <sup>151</sup> Applications may be submitted via the electronic interface defined by SAS or on the application form published by SAS on the website. The application form along with its annexes shall be sent to SAS.
- (10) <sup>152</sup> <sup>153</sup> Decisions on admission requests shall be taken by the competent Dean subject to available capacities and requirements published on the University's website, taking into account the special conditions set out in sectoral legislation on supplementary studies.
- (11) <sup>154</sup> An admission decision with regard to supplementary studies shall be taken in accordance with the provisions of Section 38.§ , except for the winter/summer programmes organised by the university whose length is less than 60 days.

## RULES ON STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION

### 34.§

- (1) Students may establish a guest student status at another higher education institution for the purposes of completing periods of study at another higher education institution.
- (2) <sup>155</sup> The University does not conduct a separate admission procedure for studies at another higher education institution, the dean shall decide in the matter of admission requests

<sup>148</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>149</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>150</sup> Amended by: Resolution number SZ-33/2024/2025 (15 April 2025) In force as of 22 April 2025


<sup>151</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>152</sup> Amended by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>153</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>154</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>155</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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subject to available capacities and the rules on previous studies. In the case of SA and FM for mobility programmes, the decision shall be taken by the Head of International Mobility Programmes.

- (3) <sup>156</sup> The competent dean, in the case of SA and FM programmes, the Director of International Mobility Programmes shall decide on the minimum number of credits to be taken in the framework of studies at another higher education institution, it being understood that not more than thirty (33) credits may be completed. This requirement may be waived in the case of study at another higher education institution under a cooperation agreement with a partner university.
- (4) <sup>157 158</sup> The requirements, rules of procedure and deadlines with respect to admission shall be defined by the Vice-Rector for Academic Programmes and published on the University's website. SAS, in the case of SA and FM programmes, IM 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 studies at another higher education institution, if any, shall be published on the website or included in the relevant cooperation agreement.
- (6) The University shall issue a certificate on academic performance as set out in the SER. Any completed course, module may be credited towards higher education studies in accordance with the rules on credit transfer.
- (7) An admission decision for studies at another higher education institution shall be taken in accordance with the provisions of Section 38.§ .

## 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 CFLER shall be responsible for such publication. The competent dean shall 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

<sup>156</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>157</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>158</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2024). In force as of 1 September 2025



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- c) Has gained at least sixty (60) admission points out of the one hundred (100) maximum achievable points, and
  - d) Has submitted the application form along with the copy of the certificate attesting to the completion of secondary school studies by the relevant deadline, and by the deadline
  - e) Has paid the institutional administration fee by the due date.
- (4) The language proficiency assessment stipulated in (3) b) shall be carried out by the CFLER 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 CFLER 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..
- (9) An admission decision with regard to a preparatory course shall be taken in accordance with the provisions of Section 38.§ .
- (10)<sup>159</sup> The CFLER shall provide data on the admitted students to SAS.

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


#### **36.§**

- (1) When the conditions specified in 1(4) apply, the further details of the provisions of the present Regulation on programmes leading to the award of a joint diploma, double and multiple degree leading to the award of a diploma offered under a cooperation may be set out in the relevant cooperation agreement.
- (2) <sup>160</sup> <sup>161</sup> 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 defined in the form of provisions by the Vice-Rector for Academic Programmes upon the proposal of the deans

<sup>159</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>160</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>161</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

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concerned and published on the University's website. SAS 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 leading to the award of a diploma offered under a cooperation agreement, the cooperation partner nominates the applicants on the basis of the cooperation agreement, in which case no admission fee is payable.
- (6) <sup>162</sup> The above rules, in particular the professional criteria and admission procedures, shall also apply to applicants for a double degree programme who are already in a legal relationship with the University.


## 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,
  - 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 student status or 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.

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<sup>162</sup> Introduced by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025  
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- (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) <sup>163</sup> <sup>164</sup> 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. While the competent dean shall be responsible for professional content, the publication shall be the task of SAS.
- (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) <sup>165</sup> The final thresholds for the admission procedure are set by the Executive Committee at the "cut-off" meeting organised by the PM at the proposal of the Vice-Rector for Student Affairs and the Deans, after consulting the Chief Operating Officer. 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 Academic Provisions of the Vice-Rector for Academic Programmes.
- (2) The rules on the classification and admission decisions are set out in Sections 41/D-41/E of the Nftv. and Sections 25-28 of the 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 the 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.
- (8) Anyone who meets the admission requirements and is identified by the contracting party in the agreement concluded with the University in accordance with Section 83(5) of the Nftv. shall be admitted to a self-funded programme, provided that the University launches

<sup>163</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>164</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>165</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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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) <sup>166</sup> 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, including the application for admission to a double degree programme leading to the award of a diploma of applicants who already have a legal relationship with the University.
- (10) <sup>167</sup> The resolution referred to in Subsection (8) shall be issued by the competent dean. A copy may be certified by the Head of Study Administration Services or a person designated by him/her in writing, in the case of preparatory courses by the Head of the CFLER or the person designated by him/her in writing.
- (11) <sup>168</sup> Under the central admission procedure, admission decisions shall be taken by the date defined in the Fkr at the latest, in all other cases until the tenth (10<sup>th</sup>) working day preceding the first day of the semester, except for the admission procedure defined in the present Section (16), in which case the Vice-Rector for Academic Programmes may decide in provisions issued by him/her that the decision on admission may still be taken on the 5th day following the first day of the semester.
- (12) <sup>169</sup> The persons admitted, along with their data to be stored under the admission procedure shall be recorded in Neptun by SAS, those admitted to preparatory courses by the CFLER, those admitted to SA and FM programmes by IM. Then the admission resolution pursuant to the present Section shall be recorded by SAS in Neptun, of which the admitted person shall receive a notification in the form of a Neptun message. If the admission resolution is not generated in Neptun, the signed resolution on admission shall be sent to the applicant's electronic address in the form of a message by the CFLER in the case of preparatory courses, by IM in the case of SA and FM programmes and by SAS. in other cases. At the same time, a notification shall be sent by them in the form of a message sent via the electronic admission platform, after which, having recorded the applicant in Neptun, the resolution on admission shall be recorded among the official entries at the latest until the end of the registration period.
- (13) <sup>170</sup> A person admitted to foreign-language programmes announced for foreign nationals shall be notified of the admission decision under this section by SAS, those admitted to preparatory courses by the CFLER, those admitted to SA and FM programmes by IM by means of a notification sent via the electronic admission interface.
- (14) <sup>171</sup> Under non-central admission procedures, persons not admitted to foreign-language programmes announced for foreign nationals shall be notified of the resolution on rejection

<sup>166</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025


<sup>167</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>168</sup> Amended by: Resolution number SZ-33/2024/2025 (15 April 2025) In force as of 22 April 2025

<sup>169</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>170</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>171</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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by the CFLER in the case of preparatory courses, by IM in the case of SA and FM programmes, others by SAS 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) <sup>172 173 174</sup> In the case of applications for foreign-language programmes offered for foreign nationals, for supplementary studies, as well as for preparatory courses offered to foreign nationals, the University shall issue and send an electronic message to the applicants who meet the admission requirements, it being understood that prior to the decision, the student shall make a declaration on presenting the documents (including the diploma) until the specified deadline and/or launches the procedure required for having them recognised. If the student does not have the required and/or recognised diploma at the time of enrolment, the admission decision is retroactively null and void. During the institutional admission procedure, the University is entitled to request a deposit from the applicant, which as a general rule, will not be refunded to the applicant in case of non-compliance with the admission requirements or other circumstances for which the applicant is responsible and which make it impossible for the applicant to enrol, such as in particular, the applicant submits an application for several programmes, for one of which an admission decisions has already been handed down, but he/she wishes to prioritise another application. The deposit is counted towards the programme cost in the case of successful enrolment. The Vice-Rector for Academic Programmes is entitled to regulate certain procedural rules regarding the deposit in the form of provisions.
- (17) <sup>175</sup> If upon enrolment the Head of Study Administration Services, in the case of SA and FM programmes, the Head of International Mobility 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.
- (18) Should the student commence his/her studies in distance education, he/she shall present original documents when he/she pursues studies in the form of in-presence education. In this case verification under Subsection (15) shall be carried out on the basis of the copies submitted for the purposes of application for admission.

<sup>172</sup> Introduced by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>173</sup> Amended by: Resolution number SZ-33/2024/2025 (15 April 2025). In force as of 22 April 2025

<sup>174</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>175</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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## TERMINATING THE HIGHER EDUCATION ADMISSION PROCEDURE AND THE INSTITUTIONAL ADMISSION PROCEDURE

### 39.§

- (1) The provisions on the termination of the admission procedure are set out in Sections 41/F-41/H of the Nftv and Section 11 of the 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 the 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) <sup>176</sup> 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 leading to the award of a diploma, joint degree programmes, studies at another higher education institution, supplementary studies as well as preparatory courses, the provisions on terminating the admission procedure pursuant to Subsection (1) shall be applied mutatis mutandis. The admission procedure shall be terminated by the competent dean.
- (4) <sup>177</sup> In the case of programmes referred to in Subsection (3), SAS/CFLER/IM 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) Under the central admission procedure, 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 action against the decision on the grounds of violation of law within fifteen (15) days of the notification of the decision.

<sup>176</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>177</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024



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- (5) If the administrative action under Subsection (4) affects the University, it should join the lawsuit as defendant.
- (6) Following the application, the Educational Authority may amend or revoke its decision in accordance with the provisions of Sections 115 (1) and (2) of the Ákr. If the Educational Authority does not agree with the content of the application, it shall refer the application to the competent court.
- (7) <sup>178</sup> If the decision pursuant to Subsection (6) 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 Administration Services.
- (8) In the case of a central admission procedure, the legal remedy proceedings shall be closed until the date set by the Educational Authority.
- (9) <sup>179</sup> 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, supplementary studies, the legal remedy proceedings shall be completed by the Student Appeals Committee within thirty (30) days of receiving the appeal. The applicant is not entitled to submit any further appeal against the resolution taken during the institutional remedy procedure, and no administrative action may be brought.
- (10) In cases referred to in Subsection (9). 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.
- (11) <sup>180</sup> The appeal addressed to the Student Appeals Committee shall be submitted to SAS/CFLER/IM within fifteen (15) days of the notification of the negative resolution or in the absence thereof, the date of becoming aware of the resolution.
- (12) The appeal shall be assessed and the relevant decision shall be taken by the Student Appeals Committee.
- (13) <sup>181</sup> If the decision pursuant to Subsection (12) gives rise to the amendment of the admission decision, the resolution on admission issued by the competent dean shall be revoked, then an amended resolution on admission in conformity with the decision shall be reissued. The copy shall be certified by the Head of Study Administration Services.
- (14) Rules on the composition of the Student Appeals Committee and on legal remedy are set out in the Rules on the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status.

<sup>178</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>179</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>180</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>181</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

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- (15) 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.

## RECORDING THE APPLICANTS IN THE CENTRAL REGISTER

### 42.§<sup>182</sup>

- (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. In this respect, the communication shall be the competence of SAS.
- (2) Recording of applicants taking part in any non-central admission procedure other than the one specified in Subsection (1) shall be carried out by SAS/CFLER/IM.


## CLOSING PROVISIONS

### 43.§

- (1) The present Regulation was adopted by the Senate at its meeting of 11 June 2024.
- (2) The present Regulation shall enter into force on 1 September 2024, it being understood that the new admission requirements shall be applied in the 2025KA admission procedure and thereafter in a phasing-in system. At the same time the Admission Regulation adopted under Resolution No. SZ-5/2023/2024 (07 November 2023) amended several times and the annexes thereof shall be repealed.
- (3) The present Regulation shall constitute Part 1 of the Student Requirements.
- (4) Annexes to the Admission Regulation:
- Annex 1: Admission requirements (for master, executive and specialist postgraduate programmes, in a non-centrally organised institutional admission procedure for bachelor programmes, studies at another higher education institution, supplementary studies and preparatory courses)
- Annex 2: Admission requirements for applicants for bachelor and/or single-cycle programmes under the central admission procedure

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<sup>182</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024  
67/106

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**Annex 1** <sup>183 184 185 186</sup>

### Admission requirements

#### **1.§**

#### **Master programmes**

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

field of study	Name of study programme	Type of admission examination	
		Written examination (type, maximum score)	Oral examination Professional and motivational interview (maximum score)
GAZD (ECON)	Agile Enterprise	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD	General Management	in-house written admission test "A" 90 points	none
GAZD (ECON)	Actuarial and Financial Mathematics <sup>[187]</sup>		
GAZD (ECON)	Design, Business and Society	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD (ECON)	Digital Innovation	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD (ECON)	Health Economic Evaluation	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD (ECON)	Sustainability Management and Entrepreneurship	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
INFO	Business Informatics	in-house written admission test "A" 90 points	none
GAZD (ECON)	Economic Behaviour Analysis	in-house written admission test "A" 60 points	Exam topic list, recommended literature (including motivation and


<sup>183</sup> Amended by: Resolution number SZ-3/2024/2025 (08.10.2024). In force as of 10 October 2024

<sup>184</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024


<sup>185</sup> Amended by: Resolution number SZ-33/2024/2025 (15 April 2025). In force as of 22 April 2025

<sup>186</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025

<sup>187</sup> The details of the admission examination are set out in the cooperation agreement concluded with ELTE.

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field of study	Name of study programme	Type of admission examination	
		Written examination (type, maximum score)	Oral examination Professional and motivational interview (maximum score)
			fitness) 30 points
GAZD (ECON)	Global Development Policy	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD (ECON)	Advanced Supply Chain Management	in-house written admission test "A" 90 points	none
GAZD (ECON)	Innovation and Enterprise	in-house written admission test "A" 90 points	none
GAZD (ECON)	Climate Policy and Regional Development	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
TÁRS (SOC)	Communication and Media Studies	in-house written admission test "B" 90 points	none
GAZD (ECON)	Public Policy and Management	in-house written admission test "A" 60 points	topic: basics of Public Policy (including motivation and fitness) 30 points
GAZD (ECON)	Economic Analysis	in-house written admission test "A" 60 points	topic: interestin economics, reasoning (including motivation and fitness) 30 points
GAZD (ECON)	Public Governance	in-house written admission test "A" 60 points	topic: basics of Public Policy (including motivation and fitness) 30 points
GAZD (ECON)	Marketing	in-house written admission test "A" 90 points	none
GAZD (ECON)	Marketing Strategy and Innovation	in-house written admission test "A" 60 points	topic: basics of Marketing (including motivation and fitness) 30 points
GAZD (ECON)	International Economy and Business	in-house written admission test "A" 60 points	topic: International commerce and international finance (including motivation and fitness) 30 points
GAZD (ECON)	International Sport Business	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points

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field of study	Name of study programme	Type of admission examination	
		Written examination (type, maximum score)	Oral examination Professional and motivational interview (maximum score)
GAZD (ECON)	International Accounting and Auditing	in-house written admission test "A" 90 points	none
TÁRS (SOC)	International Relations	in-house written admission test "B" 60 points	topic: Current international issues (including motivation and fitness) 30 points
GAZD (ECON)	Finance	in-house written admission test "A" 60 points	topic: solving and understanding corporate financial issues (including motivation and fitness) 30 points
TÁRS (SOC)	Political Economy	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD (ECON)	Strategic Project Management	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
PED	Teacher (2 semesters - Teacher of Economics)	none	motivation and fitness oral career aptitude assessment as a criterion 90 points
TÁRS (SOC)	Social Data Science	in-house written admission test "A" 60 points	Motivation and fitness interview 30 points
GAZD (ECON)	Business Development	in-house written admission test "A" 90 points	none
GAZD (ECON)	Management and Leadership (in English)	in-house written admission test "A" 60 points	topic: intellectual potential, critical thinking, international openness and intercultural competence, interpersonal skills, performance orientation, integrity 30 points
GAZD (ECON)	Management and Leadership (in Hungarian)	in-house written admission test "A" 90 points	none

- (2) Duration of the exams as published on the University's website:  
Duration of in-house written admission test: 100 minutes.  
Duration of oral examinations: 10-30 minutes

## Admission Regulation

International test: not specified by the University.

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

- (3) Conversion of points available in the in-house written admission test into a 90-point system, and scores available in master programmes to offset the in-house written admission test with an international test (GMAT, GRE, NMAT, GMAT FE)

a) Points available on the basis of the in-house written admission test

Result of in-house written admission test	Written admission points (for study programmes <b>where there is an oral entrance exam</b> )	Written admission points (for study programmes <b>where there is no oral entrance exam</b> )
60	60	90
59	59	89
58	58	87
57	57	86
56	56	84
55	55	83
54	54	81
53	53	80
52	52	78
51	51	77
50	50	75
49	49	74
48	48	72
47	47	71
46	46	69
45	45	68
44	44	66
43	43	65
42	42	63
41	41	62
40	40	60
39	39	59
38	38	57
37	37	56
36	36	54
35	35	53
34	34	51
33	33	50
32	32	48
31	31	47
30	30	45
29-0	0	0

b) NMAT:



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<b>NMAT test score</b>	<b>Written admission point (for study programmes where there is an oral entrance exam)</b>	<b>Written admission point (for study programmes where there is no oral entrance exam)</b>
201-360	60	90
200	60	90
198	59	88
196	58	86
194	56	85
192	55	83
190	54	81
188	53	79
186	52	77
184	50	76
182	49	74
180	48	72
178	47	70
176	46	68
174	44	67
172	43	65
170	42	63
168	41	61
166	40	59
164	38	58
162	37	56
160	36	54
158	35	52
156	34	50
154	32	49
152	31	47
150	30	45
0-149	0	0

## c) GMAT:


<b>GMAT test score</b>	<b>Written admission points (for study programmes where there is an oral entrance exam)</b>	<b>Written admission points (for study programmes where there is no oral entrance exam)</b>
711-800	60	90
710	60	90
700	60	90
690	59	88
680	57	86
670-	56	83
660	54	81

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<b>GMAT test score</b>	<b>Written admission points (for study programmes where there is an oral entrance exam)</b>	<b>Written admission points (for study programmes where there is no oral entrance exam)</b>
650	53	79
640	51	77
630	50	74
620	48	72
610	47	70
600	45	68
590	44	65
580	42	63
570	41	61
560	39	59
550	38	56
540	36	54
530	35	52
520	33	50
510	32	47
500	30	45
0-499	0	0

## d) GMAT FE:

<b>GMAT FE test score</b>	<b>Written admission points (for study programmes where there is an oral entrance exam)</b>	<b>Written admission points (for study programmes where there is no oral entrance exam)</b>
646-805	60	90
645	60	90
635	58	87
625	56	84
615	54	81
605	52	78
595	50	75
585	48	72
575	46	69
565	44	66
555	42	63
545	40	60
535	38	57
525	36	54
515	34	51
505	32	48
495	31	46
485	30	45

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<b>GMAT FE test score</b>  0-484	Written admission points (for study programmes <b>where there is an oral  entrance exam)</b>  0	Written admission points (for study programmes <b>where there is no oral  entrance exam)</b>  0
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e) GRE:

<b>GRE test score</b>	Written admission points (for study programmes <b>where there is an oral  entrance exam)</b>	Written admission points (for study programmes <b>where there is no oral  entrance exam)</b>
331-340	60	90
330	60	90
328	58	87
326	56	84
324	54	81
322	52	78
320	50	75
318	48	72
316	46	69
314	44	66
312	42	63
310	40	60
308	38	57
306	36	54
304	34	51
302	32	48
300	30	45
0-299	0	0

## 2.§

### 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:

## Admission Regulation

name of language examination	intermediate level (minimum value)
<b>CEFR</b>	B2
<b>Cambridge</b>	FCE
<b>IELTS</b>	6.0
<b>TOEFL</b>	65
<b>TOEFL iBT</b>	72
<b>TOEIC</b>	785
<b>Duo-lingo</b>	min. 100 points
<b>Skillcert EGP</b>	min. 96 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 applicants who have completed an internationally recognised foundation programme, a certificate from the organiser attesting that they have level B2 (e.g: INTO, Study Group, Kaplan, Navitas or the Corvinus University preparatory course)

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

(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.


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- 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 applicants shall also meet the Mathematics admission requirements set out in the field of economics and the 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.
- (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 applicant shall be informed thereof in the notice to appear for the examination. SAS shall be tasked with publication of the relevant information on the website of the University.

### 3. §

#### **Supplementary studies, studies at another higher education institution**

- (1) Admission requirements defined for supplementary studies, studies at another higher education institution:

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- a) in the case of studies at another higher education institution, submitting a certificate of student status as well as the transcript relevant for verifying previous studies,
- b) in the case of supplementary studies, submitting at least a secondary school leaving certificate, unless the present Regulation lays down more stringent requirements,
- c) <sup>188</sup>A further admission requirement for pursuing English language studies at another higher education institution, supplementary studies shall be intermediate complex English language proficiency which may be proven 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 issued and certified by the higher education institution issuing the diploma that he/she has English language proficiency certified by one the following language examinations. The following language examinations are accepted as proof of English language proficiency:


name of language examination	intermediate level (minimum value)
<b>CEFR</b>	B2
<b>Cambridge</b>	FCE
<b>IELTS</b>	6.0
<b>TOEFL</b>	65
<b>TOEFL iBT</b>	72
<b>TOEIC</b>	785
<b>Duo-lingo</b>	min. 100 points

- d) Any applicant whose language certificate or the equivalent secondary school leaving certificate/ diploma is not adequate under this paragraph, or does not possess any of these, may not be admitted. If the applicant's mother tongue is English, he/she is required to make a declaration thereof and upload it to the University's electronic admission interface at the time of submitting his/her application for admission.
- (2) In the case of SA programmes, paragraphs b) to c) of Subsection (1) may be deviated from in the cooperation agreement.
- (3) The additional admission requirements for each programme in supplementary studies are included in the following table:

No.	Name of supplementary study	Delivery mode	Language of programme	Preconditions /entry requirements	Documents to be submitted		Ranking criteria
					Curriculum vitae	Motivation Letter	
1	ESG Consultant	<b>Correspondence</b>	Hungarian	Diploma obtained in at least a bachelor programme	X	X	qualification matching the programme and professional experience

<sup>188</sup> Amended by: Resolution number SZ-33/2024/2025 (15 April 2025) In force as of 22 April 2025




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#### 4.§

##### Preparatory course

- (1) Admission criteria for programmes announced for foreign nationals 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 mandatory)
      - 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.

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## 5. §

### **Executive programmes and specialist postgraduate programmes**

The additional admission requirements for each programme in specialist postgraduate study programmes are included in the following table:

**Admission Regulation**

No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
1	Specialised teacher examination in the complex application of the principle of sustainability	Correspondence	Hungarian	a bachelor's degree in one of the following study programmes (formerly at college or university level): bachelor-level study programme in special education, bachelor-level study programme in conductive pedagogy, bachelor-level study programme in preschool education, bachelor-level study programme in primary education; bachelor-level study programme in social pedagogy, bachelor-level study programme in infant and early childhood education; bachelor-level study programme in vocational training (formerly trainers in agricultural, technical, business education); or ab) a degree and professional qualifications in teaching in any field of knowledge (formerly at college or university level); and b) at least three years' of professional practice as a teacher.	X	X					Qualification matching the study programme and professional experience
2	Data-driven supply chain management	Correspondence	Hungarian	At least a bachelor's diploma obtained in any field of study and at least two years' work experience in any area of supply chain management.	X	X		X			Qualification matching the study programme, professional experience and motivation

**Admission Regulation**

No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
3	Data-driven supply chain management economist	Correspondence	Hungarian	At least a bachelor's diploma in the field of study of economic sciences and a professional qualification as economist and at least two years' work experience in any area of supply chain management.	X	X		X			Qualification matching the study programme, professional experience and motivation
4	Actuarial Expert	Correspondence	Hungarian	At least a bachelor's diploma (formerly at college level) acquired in the field of study of social sciences, computer science and information technology, natural sciences, engineering.	X	X	Transcript of previous studies				Mathematical and methodological knowledge (as per the CV and the transcript)
5	Actuarial Economist	Correspondence	Hungarian	at least a Bachelor's diploma (former at college level) acquired in the field of study of Economic Sciences	X	X	Transcript of previous studies				Mathematical and methodological knowledge (as per the CV and the transcript)
6	Bank Manager	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study.	X	X					Qualification matching the study programme and professional experience
7	Procurement Management	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study and 2 years' professional experience.	X	X	Motivation letter including the presentation of tasks performed in the procurement area				Qualification matching the study programme and professional experience
8	Procurement Management Economist	Correspondence	Hungarian	At least a bachelor's diploma in Economics obtained in the field of study	X	X	Motivation letter				Qualification matching the study programme

**Admission Regulation**

No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
				of Economic Sciences and at least 2 years' professional experience.			including the presentation of tasks performed in the procurement area				and professional experience
9	Energy Management Specialist	Correspondence	English	At least a bachelor's diploma.	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
10	Energy Management Economist	Correspondence	English	At least a Bachelor's diploma in Economics obtained in the field of study of Economic Sciences.	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
11	Energy Management Specialist	Correspondence	Hungarian	At least a bachelor's diploma.	X						Qualification matching the study programme and professional experience
12	Energy Management Economist	Correspondence	Hungarian	At least a Bachelor's diploma in Economics obtained in the field of study of Economic Sciences.	X						Qualification matching the study programme

**Admission Regulation**

No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
											and professional experience
13	ESG Management	Correspondence	Hungarian	At least a bachelor's diploma.	X	X					Qualification matching the study programme and professional experience
14	ESG Economist	Correspondence	Hungarian	At least a Bachelor's diploma in Economics obtained in the field of study of Economic Sciences.	X	X					Qualification matching the study programme and professional experience
15	Executive MBA Manager	Correspondence	English	At least a Bachelor's diploma obtained in any field of study (except a diploma in Economics obtained in the field of study of Economic Sciences) and at least 5 years' 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
16	Executive MBA Economist	Correspondence	English	At least a Bachelor's diploma in Economics obtained in the field of study of Economic Sciences and at least 5 years' professional experience	X	X	Proof of qualification; GMAT (score of min. 600 or equivalent GRE score) or completing	X			Admission interview in English (personal interview): mapping the career path, management experience (strengths



**Admission Regulation**

No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
							bridging-the-gap courses; 2 recommendation letters				and areas to be improved), motivation
17	Management of higher education, research & development and innovation institutions	Correspondence	Hungarian	At least a bachelor's diploma obtained in any field of study; and at least two years' professional experience in the budgetary sector, in a training, education, research and development institution or a related sector.	X	X					Qualification matching the study programme and professional experience
18	FINTECH Management Specialist	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study.	X	X		X			Qualification, professional experience and professional motivation matching the study programme
19	FINTECH Management Economist	Correspondence	Hungarian	At least a Bachelor's diploma in Economics.	X	X		X			Qualification, professional experience and professional motivation matching the study programme
20	Pharmaceutical Economist	Correspondence	Hungarian	The programme is open to persons with a diploma in Pharmacy.	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
21	HR Business Partner	Correspondence	Hungarian	A Bachelor's diploma obtained in any field of study (except a diploma in	X	X	A 1.5 page essay on a				Relevance of HR-and/or management

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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
				Economics obtained in the field of study of Economic Sciences) as well as 3 years of relevant professional experience after obtaining at least a bachelor-level tertiary diploma.			current professional challenge, dilemma that occupies you, on the related progress you expect to make during the programme				experience, professionalism
22	HR Business Partner Economist	Correspondence	Hungarian	A Bachelor's diploma obtained in any field of study as well as 3 years of relevant professional experience after obtaining at least a bachelor-level tertiary diploma.	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				Relevance of HR-and/or management experience, professionalism
23	IT Management	Evening	Hungarian	At least a Bachelor's diploma in any field of study, except a diploma in Economics obtained in the field of study of Economic Sciences	X	X					Relevance of professional experience, basic digital literacy,

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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
											management experience
24	IT Management Economist	Evening	Hungarian	At least a Bachelor's diploma in Economics obtained in the field of study of Economic Sciences.	X	X					Relevance of professional experience, basic digital literacy, management experience
25	Real Estate Manager	Correspondence	Hungarian	at least a bachelor's diploma in any field of study and at least 2 years of professional experience in real estate management, real estate development, real estate sales, real estate administration, investment management, construction, urban development, fund management, portfolio management.	X	X					Qualification, professional experience and professional motivation matching the study programme
26	Real Estate Management Economist	Correspondence	Hungarian	at least a bachelor's diploma in the field of study of Economic Sciences and at least 2 years of professional experience in real estate management, real estate development, real estate sales, real estate administration, investment management, construction, urban development, fund management, portfolio management.	X	X					Qualification, professional experience and professional motivation matching the study programme
27	Lawyer-Economist	Correspondence	Hungarian	The programme is open to persons with a diploma in Law.	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics

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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
28	Public Procurement Management	Correspondence	Hungarian	A Bachelor's diploma obtained in any field of study.	X	X		X	X		Qualification matching the study programme and professional experience, interpretation of a legal provision during a professional and motivational interview.
29	Procurement Management Economist	Correspondence	Hungarian	At least a Bachelor's diploma in Economics obtained in the field of study of Economic Sciences.	X	X		X	X		Qualification matching the study programme and professional experience, interpretation of a legal provision during a professional and motivational interview.
30	Cultural Manager Tourism	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study.	X	X					Qualification matching the study programme and professional experience
31	Cultural Economist Tourism	Correspondence	Hungarian	At least a Bachelor's diploma obtained in the field of study of Economic Sciences and a professional qualification as economist.	X	X					Qualification matching the study programme and professional experience
32	Research and Innovation Manager / Research and Innovation Economist	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study.	X	X		X			Qualification matching the study programme and professional experience

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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
33	Research and Innovation Manager / Research and Innovation Economist	Correspondence	Hungarian	At least a Bachelor's diploma obtained in the field of study of Economic Sciences and a professional qualification as economist.	X	X		X			Qualification matching the study programme and professional experience
34	Engineer-Economist, university-level	Evening	Hungarian	A Master's diploma obtained in one of the fields of study of Engineering, Agriculture or Natural Sciences (or, in the former education system, a university-level programme).	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
35	Engineer-Economist, university-level	Correspondence	Hungarian	A Master's diploma obtained in one of the fields of study of Engineering, Agriculture or Natural Sciences (or, in the former education system, a university-level programme).	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
36	Large Investment Project Management	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study and professional qualification.	X	X		X			Qualification matching the study programme, professional experience and motivation
37	Large Investment Project Management Economist	Correspondence	Hungarian	At least a Bachelor's diploma obtained in the field of study of Economic Sciences and a professional qualification as economist.	X	X		X			Qualification matching the study programme, professional experience and motivation
38	International Project Manager	Correspondence	English	At least a Bachelor's diploma in any field of study.	X		<b>proof of language proficiency (language exam,</b>	X	X	<b>Language proficiency assessment (in the</b>	Professional experience, professional motivation, language proficiency


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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
							language proficiency assessment)			absence of a language exam)	
39	International Project Management Economist	Correspondence	English	At least a Bachelor's diploma obtained in the field of study of Economic Sciences and a professional qualification as economist.	X		proof of language proficiency (language exam, language proficiency assessment)	X	X	Language proficiency assessment (in the absence of a language exam)	Professional experience, professional motivation, language proficiency
40	Medical Economist	Correspondence	Hungarian	The programme is open to persons with a diploma in Medicine.	X	X					Professional motivation, familiarity with methodology and understanding descriptive statistics
41	Political Marketing and Communication Adviser	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study.	X	X		X			Qualification, professional experience and professional motivation matching the study programme
42	Tourism Development Manager	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study and professional qualification.	X	X					Qualification matching the study programme and professional experience



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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
43	Tourism Development Economist	Correspondence	Hungarian	At least a Bachelor's diploma obtained in the field of study of Economic Sciences and a professional qualification as economist.	X	X					Qualification matching the study programme and professional experience
44	Business Data Analyst	Evening	Hungarian	At least a Bachelor's diploma in any field of study.	X			X			Qualification matching the study programme and professional experience
45	Corporate Internal and Executive Coach	Correspondence	English	At least a Bachelor's diploma in any field of study and professional qualification.	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, as well as proof of language proficiency (language examination, language			<b>Language proficiency assessment (in the absence of a language exam)</b>	Qualification matching the study programme and professional experience (relevance of previous coaching, mentoring and/or management experience), professionalism

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No	Name of study programme	Delivery mode	Language of the programme	Preconditions /entry requirements	Documents to be submitted			Oral admission examination			Ranking criteria
					Curriculum vitae	Motivation Letter	Other	Curriculum vitae	Motivation Letter	Other	
							proficiency assessment)				
46	Corporate Internal and Executive Coach	Correspondence	Hungarian	At least a Bachelor's diploma in any field of study and professional qualification.	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

(1) The admission requirements in the Master of Business Administration and the international Master of Business Administration programmes are set out in the following table pursuant to Section 18:


Delivery mode	Name of study programme	Language of programme	Precondition	Documents to be submitted			Oral admission examination	Ranking criteria	
				CV	Motivati onal 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,	X	Interview to test language	The professional and motivational interview in English will take place once before the Admission Committee.

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Delivery mode	Name of study programme	Language of programme	Precondition	Documents to be submitted			Oral admission examination	Ranking criteria	
				CV	Motivational letter	Other	Professional and motivational interview		
			as well as 3 years of work experience in a relevant field			(previous diploma and diploma supplements (transcript) – English version or English translation)		proficiency	<p>The total admission score is constituted of the following in a central admission procedure (max. 100 points):</p> <ul style="list-style-type: none"> <li>- Professional and motivational interview max. 90 points: <ul style="list-style-type: none"> <li>• max. 25 points for professional knowledge</li> <li>• max. 25 points for skills,</li> <li>• max. 40 points for motivation, and</li> </ul> </li> <li>- max 10 extra points according to Section 18.</li> </ul> <p>The total admission score is composed of the following in the non-central, institutional admission procedure:</p> <ul style="list-style-type: none"> <li>- Professional and motivational interview max. 100 points: <ul style="list-style-type: none"> <li>• max. 25 points for professional knowledge</li> <li>• max. 25 points for skills,</li> <li>• max. 50 points for motivation</li> </ul> </li> </ul>
Daytime	International Master of Business Administration (MBA)	English	as per the programme and outcome	X	X	essay, proof of professional	X	Interview to test language	The professional and motivational interview in English will take place

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Delivery mode	Name of study programme	Language of programme	Precondition	Documents to be submitted			Oral admission examination	Ranking criteria	
				CV	Motivational letter	Other	Professional and motivational interview		
			requirements, as well as 3 years of work experience in a relevant field			experience, (previous diploma and diploma supplements (transcript) – English version or English translation)		English proficiency	<p>once before the Admission Committee.</p> <p>The total admission score is constituted of the following in a central admission procedure (max. 100 points):</p> <ul style="list-style-type: none"> <li>- Professional and motivational interview max. 90 points: <ul style="list-style-type: none"> <li>• max. 25 points for professional knowledge</li> <li>• max. 25 points for skills,</li> <li>• max. 40 points for motivation, and</li> </ul> </li> <li>- max 10 extra points according to Section 18.</li> </ul> <p>The total admission score is composed of the following in the non-central, institutional admission procedure:</p> <ul style="list-style-type: none"> <li>- Professional and motivational interview max. 100 points: <ul style="list-style-type: none"> <li>• max. 25 points for professional knowledge</li> <li>• max. 25 points for skills, max. 50 points for motivation</li> </ul> </li> </ul>

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**Annex 2<sup>189 190</sup>**

**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: In the 2025, 2026 and 2027 central higher education admission procedure**

<b>Name of subject</b>	<b>Field of study of Economic Sciences</b>	<b>Field of study of Computer Science And Information Technology</b>	<b>Field of Study of Social Sciences</b>
Foreign language (second or third) Albanian, English, English language, Arabic, Azeri, Beas, Bengali language, Bulgarian, Gypsy, Czech, Danish, Esperanto, Estonian language, Finnish, French, Hebrew, Dutch, Croatian, Croatian-Serbian language,, Japanese, Chinese, Kyrgyz language, Latin, Polish, Polish, Lovari, Hungarian as a foreign language, German, German language, Norwegian, Old Greek, Italian, Russian, Portuguese, Romanian, Spanish, Swedish, Swedish language, Serbian, Slovak, Slovenian, Turkish, Modern Greek, Ukrainian, Uzbek, Greek, Croatian-Serbian	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
Civilisation of the target language	X	X	X
Ethnology	X	X	X

<sup>189</sup> Amended by: Resolution number SZ-16/2024/2025 (10.12.2024). In force as of 11 December 2024

<sup>190</sup> Amended by: Resolution number SZ-42.a/2024/2025 (24.06.2025). In force as of 1 September 2025


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## 2.§


**Taking into account the provisions of the Fkr., the range of fifth subjects included in the secondary school-leaving certificate: In the 2025, 2026 and 2027 central higher education admission procedure**

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: Ruthenian language, Slovenian language, Czech language, Turkish language, Modern Greek language, Esperanto language, Portuguese language, Bulgarian language, Ukrainian language, Slovak language, Serbian language, Romanian language, Hungarian as a foreign language, Polish language, Chinese language, Japanese language, Croatian language, Dutch language, Hebrew language, Finnish language, Lovari language, Beas language, Arabic language, Spanish language, Russian language, Italian language, German language, French language, English language	X	X	X
Latin Language	X	X	X
Physics	X	X	X
Chemistry	X	X	X
Biology	X	X	X
Geography	X	X	X
Philosophy	X	X	X
Science	X	X	X
Understanding Management	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



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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
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
<b>Civilisation of the target language:</b> civilization of the target language, civilization of the target language English, civilization of the target language German, civilization of the target language German grammar, civilization of the target language French, civilization of the target language German, civilization of the target language Italian, civilization of the target language Russian, civilization of the target language Spanish, civilization of the target language Slovak	X	X	X
<b>Ethnology</b> (Croatian, German, Roma/Gypsy, Romanian, Serbian, Slovak, Slovenian)	X	X	X

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### 3.§

**Taking into account the provisions of the Fkr., the calculation of the secondary school leaving examination points is made as follows: In the 2025, 2026 and 2027 central higher education admission procedure**


<b>Field of study of Economic Sciences 2025, 2026, 2027.</b>		
<b>Name of study programme</b>	<b>Secondary school leaving examination point 1 (subject)</b>	<b>Secondary school leaving examination point 2 (subject)</b>
Applied Economics Data Science in Business Economic and Financial Mathematical Analysis	an advanced level secondary school-leaving examination in the subject is required:  Mathematics (E)	intermediate or advanced-level secondary school-leaving examination in one subject:  understanding Management, one foreign language (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian, Croatian, Slovenian, Ukrainian), IT, Digital Culture, History, Geography, Chemistry, Biology, Physics, Philosophy, Natural Sciences,  understanding the basics of Economics (Business Economics, Theoretical Economics), understanding the basics of Hospitality and Tourism, understanding the basics of Economic Marketing,  understanding IT (informatika ismeretek), understanding IT (informatikai ismeretek), understanding Trade (kereskedelem ismeretek), understanding Trade (kereskedelmi ismeretek); understanding Economics (közgazdaság ismeretek), understanding Economics (közgazdasági ismeretek); understanding Tourism (turisztika ismeretek),

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Field of study of Economic Sciences 2025, 2026, 2027.		
Name of study programme	Secondary school leaving examination point 1 (subject)	Secondary school leaving examination point 2 (subject)
Business Administration and Management	<p>An advanced-level secondary school-leaving examination is required in the subject:</p> <p>one foreign language (E) (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian, Croatian, Slovenian, Ukrainian)</p> <p>Mathematics (E)</p> <p>History (E),</p> <p>Geography</p> <p>Philosophy</p>	<p>understanding Tourism (turisztikai ismeretek), understanding Hospitality (vendéglátóipar ismeretek)</p> <p>intermediate or advanced-level secondary school-leaving examination in one subject:</p> <p>understanding Management, one foreign language (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian, Croatian, Slovenian, Ukrainian), IT, Digital Culture, Mathematics, History, Geography, Chemistry, Biology, Physics, Natural Sciences, Philosophy</p> <p>understanding the basics of Economics (Business Economics, Theoretical Economics), understanding the basics of Hospitality and Tourism, understanding the basics of Economic Marketing,</p> <p>understanding IT (informatika ismeretek), understanding IT (informatikai ismeretek), understanding Trade (kereskedelem ismeretek), understanding Trade (kereskedelmi ismeretek); understanding Economics (közgazdaság ismeretek), understanding Economics (közgazdasági ismeretek); understanding Tourism (turisztika ismeretek), understanding Tourism (turisztikai ismeretek), understanding Hospitality (vendéglátóipar ismeretek)</p>
Finance and Accounting	intermediate or advanced-level secondary school-	intermediate or advanced-level secondary school-leaving examination in one subject:


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Field of study of Economic Sciences 2025, 2026, 2027.		
Name of study programme	Secondary school leaving examination point 1 (subject)	Secondary school leaving examination point 2 (subject)
	leaving examination in one subject:  intermediate or advanced-level secondary school-leaving examination in Mathematics	understanding Management, one foreign language (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian, Croatian, Slovenian, Ukrainian), IT, Digital Culture, History, Geography, Chemistry, Biology, Physics, Natural Sciences, Philosophy  understanding the basics of Economics (Business Economics, Theoretical Economics), understanding the basics of Hospitality and Tourism, understanding the basics of Economic Marketing,  understanding IT (informatika ismeretek), understanding IT (informatikai ismeretek), understanding Trade (kereskedelem ismeretek), understanding Trade (kereskedelmi ismeretek); understanding Economics (közgazdaság ismeretek), understanding Economics (közgazdasági ismeretek); understanding Tourism (turisztika ismeretek), understanding Tourism (turisztikai ismeretek), understanding Hospitality (vendéglátóipar ismeretek)
International Business Economics	intermediate or advanced-level secondary school-leaving examination in one subject:  understanding Management, one foreign language (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian,	intermediate or advanced-level secondary school-leaving examination in one subject:  understanding Management, one foreign language (English, French, German, Italian, Russian, Spanish, Serbian, Slovak, Romanian,

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Field of study of Economic Sciences 2025, 2026, 2027.		
Name of study programme	Secondary school leaving examination point 1 (subject)	Secondary school leaving examination point 2 (subject)
	<p>Croatian, Slovenian, Ukrainian), IT, Digital Culture, Mathematics, History, Geography, Chemistry, Biology, Physics, Natural Sciences, Philosophy</p> <p>understanding the basics of Economics (Business Economics, Theoretical Economics), understanding the basics of Hospitality and Tourism, understanding the basics of Economic Marketing,</p> <p>understanding IT (informatika ismeretek), understanding IT (informatikai ismeretek), understanding Trade (kereskedelem ismeretek), understanding Trade (kereskedelmi ismeretek); understanding Economics (közgazdaság ismeretek), understanding Economics (közgazdasági ismeretek); understanding Tourism (turisztika ismeretek), understanding Tourism (turisztikai ismeretek), understanding Hospitality (vendéglátóipar ismeretek), understanding Hospitality (vendéglátóipari ismeretek)</p>	<p>Croatian, Slovenian, Ukrainian), IT, Digital Culture, Mathematics, History, Geography, Chemistry, Biology, Physics, Natural Sciences, Philosophy</p> <p>understanding the basics of Economics (Business Economics, Theoretical Economics), understanding the basics of Hospitality and Tourism, understanding the basics of Economic Marketing,</p> <p>understanding IT (informatika ismeretek), understanding IT (informatikai ismeretek), understanding Trade (kereskedelem ismeretek), understanding Trade (kereskedelmi ismeretek); understanding Economics (közgazdaság ismeretek), understanding Economics (közgazdasági ismeretek); understanding Tourism (turisztika ismeretek), understanding Tourism (turisztikai ismeretek), understanding Hospitality (vendéglátóipar ismeretek)</p>

(E)= advanced-level secondary school-leaving examination

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<b>Field of study of Social Sciences 2025, 2026, 2027.</b>		
<b>Name of study programme</b>	<b>Secondary school leaving examination point 1st subject at the secondary school leaving exam</b>	<b>Secondary school leaving examination point 2nd subject at the secondary school leaving exam</b>
Political Science; Sociology; International Relations; Communication and Media Studies	intermediate or advanced-level secondary school-leaving examination in one subject:  one foreign language Hungarian Language and Literature, Mathematics, understanding Society, History, Physics, Geography, Chemistry, Biology, IT, Digital Culture, Drama or Philosophy, Motion Picture Culture and understanding the Media  understanding the basics of IT,  understanding IT (informatika ismeretek); understanding IT (informatikai ismeretek),	intermediate or advanced-level secondary school-leaving examination in one subject:  one foreign language Hungarian Language and Literature, Mathematics, understanding Society, History, Physics, Geography, Chemistry, Biology, IT, Digital Culture, Drama or Philosophy, Motion Picture Culture and understanding the Media  understanding the basics of IT,  understanding IT (informatika ismeretek); understanding IT (informatikai ismeretek),
Philosophy, Politics, Economy	An advanced-level secondary school-leaving examination is required in the subject:  one foreign language (E) Hungarian Language and Literature (E) Mathematics (E) History (E) Geography (E) Philosophy (E)	intermediate or advanced-level secondary school-leaving examination in one subject:  one foreign language Hungarian Language and Literature, Mathematics, understanding Society, History, Physics, Geography, Chemistry, Biology, IT, Digital Culture, Drama or Philosophy, Motion Picture Culture and understanding the Media  understanding the basics of IT,  understanding IT (informatika ismeretek); understanding IT (informatikai ismeretek),

(E)= advanced-level secondary school-leaving examination

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<b>Field of study of Computer Science and Information Technology 2025, 2026, 2027</b>		
<b>Name of study programme</b>	<b>Secondary school leaving examination point 1st subject at the secondary school leaving exam</b>	<b>Secondary school leaving examination point 2nd subject at the secondary school leaving exam</b>
Business Informatics	intermediate or advanced-level secondary school-leaving examination in one subject:  foreign language: English language, French language, German language, Italian language, Russian language; Spanish language), Mathematics, Physics, IT, Digital Culture, Natural Science, Chemistry, Geography,  understanding the basics of Economic Marketing; understanding the basics of Economics (Business Economics); understanding the basics of Economics (Theoretical Economics);	intermediate or advanced-level secondary school-leaving examination in one subject:  foreign language: English language, French language, German language, Italian language, Russian language; Spanish language), Mathematics, Physics, IT, Digital Culture, Natural Science, Chemistry, Geography,  understanding the basics of Economic Marketing; understanding the basics of Economics (Business Economics); understanding the basics of Economics (Theoretical Economics);




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#### 4.§


#### Calculation of institutional points in the 2026 and 2027 admission procedure

- (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	
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	1st-10th place	100	100

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Grounds	Levels/rankings	Score	Maximum number of points per ground, if any
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)	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	30
	first place	20	
Sporting achievement (within 8 years, in a sport recognised by the International 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	a maximum of 50 points can be awarded on this ground, only one placing can be accepted
	European Championships - 2nd or 3rd place	30	
	at least 3rd place in the World or European Championships in the relevant age group, 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	

 <b>CORVINUS</b> <b>UNIVERSITY</b> of BUDAPEST	<b>STUDENT REQUIREMENTS</b> <b>PART 1</b>	Version number: <b>04</b>  File number: JB-SZ/13/2025
<b>Admission Regulation</b>		

Grounds	Levels/rankings	Score	Maximum number of points per ground, if any
	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	20
Achievement in the National Youth Science and Innovation Talent Competition	1st to 3rd place	100	100
Achievement in the National Professional Study Competition		30	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	20
Achievement in the "Young Scientists" secondary school science competition	1st place	100	a maximum of 100 points can be awarded on this ground, only one placing can be accepted
	2nd place	50	
	3rd place	25	
Achievement at the International Science Olympiad	1st-3rd place as an individual	100	100
Achievement at the V4 Olympiad in Economics	1st to 3rd place	30	30
National Military Tournament		15	15

 <b>CORVINUS UNIVERSITY</b> of BUDAPEST	<b>STUDENT REQUIREMENTS PART 1</b>	Version number: <b>04</b>  File number: JB-SZ/13/2025
<b>Admission Regulation</b>		

Grounds	Levels/rankings	Score	Maximum number of points per ground, if any
Completing the Illyés Programme		100	100
Participation in university talent fostering programmes Kálmán Szabó Talent Programme, Luca Pacioli Award for Excellence, 1st-10th place at the JÉG secondary school competition		40	40

- (4) SAS will record the institutional points awarded to each applicant and for each application in the IT system made available by the Educational Authority and by the deadline 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 Academic Programmes.
- (6) The documents required for the establishment of institutional points are examined by SAS, it being understood that SAS shall also seek the opinion of the relevant field of expertise where necessary.
- (7) Institutional points shall be published in the Prospectus on Admission to Higher Education and on the University's website, indicating the grounds and conditions under which they may be awarded.