

 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES	13/2025 Version number: 00
RULES OF SCHEDULING THE INSTITUTIONAL ADMISSION PROCEDURE FOR SPECIALIST POSTGRADUATE PROGRAMMES AND STATUTORY TRAINING WITH THE PURPOSE OF ACQUIRING SPECIALISED KNOWLEDGE TO BE CONDUCTED IN THE 2025/2026 ACADEMIC YEAR		

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Preamble

1. §

- (1) Pursuant to Section 9 (5) of the Admission Regulation in Part 1 of the Student Requirements constituting Volume III of the Rules for Organisation and Operation of Corvinus University of Budapest, I hereby set the following schedule for the institutional admission procedure organised by the University for the specialist postgraduate programme to be delivered in the 2025/2026 academic year, regarding the spring semester of the 2025/2026 academic year and the autumn semester of the 2026/2027 academic year, and for the statutory training with the purpose of acquiring specialised knowledge, as well as the deadlines in the admission procedure.

Scope

2. §

- (1) Persons, bodies and organisations acting under these Provisions:
- a. applicant,
 - b. Vice-Rector for Academic Programmes (VRAP),
 - c. competent dean (Dean),
 - d. study programme leader,
 - e. competent Admission Committee (AC),
 - f. Legal and Procurement Services
 - g. Study Administration Services
 - h. Communication,
 - i. Students' Union (SU),
- (2) The electronic admission system used for the admission procedure is DreamApply or Google Forms.
- (3) The internal organisational unit responsible for the application of the admission system is the Study Administration Services organisational unit.
- (4) The deadlines for applicants given in Sections 3-4 mean 23:59 (Hungarian time) on the day of the deadline.

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Deadlines in the admission procedure of the specialist postgraduate programme and the statutory training with the purpose of acquiring specialised knowledge in the 2025/2026 academic year

3. §

(1) Preparatory tasks for the admission procedures for the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Preparation and publication of the provisions of the VRAP regarding the rules of the admission procedure.	Programme Management		30.09.2025
2	Revision and correction of information on the recognition of diplomas/certificates for further studies	Legal and Procurement Services		30.09.2025
3	Publication of information on the recognition of diplomas/certificates for further studies to applicants.	Communication		30.09.2025
4	Revision and correction of sample documents related to the admission procedure (model resolutions, data processing notices etc.).	Legal and Procurement Services		30.09.2025
5	Publication of sample documents related to the admission procedure (model resolutions, data processing notices etc.), uploading them to shared storage/forwarding to users.	Legal and Procurement Services		30.09.2025
6	Publication of a data processing notice to applicants.	Communication		30.09.2025
7	Correcting and updating the texts of resolutions	Study Administration Services		30.09.2025
8	Preparation and updating of the application interface for the programmes starting in the spring semester of the 2025/2026 academic year	Study Administration Services		30.09.2025
8	Preparation and updating of the application interface for the programmes starting in the autumn semester of the 2026/2027 academic year	Study Administration Services		28.02.2026
j9	Preparation of information materials on admission for applicants, updating the website for the programmes starting in the spring semester of the 2025/2026 academic year	Study Administration Services / Communication		30.09.2025

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No.	Task	Competent organisational unit	Start	Deadline
10	Preparation of information materials on admission for applicants, updating the website for the programmes starting in the autumn semester of the 2026/2027 academic year	Study Administration Services / Communication		28.02.2026

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(2) Deadlines for application for the spring semester of the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.10.2025	01.10.2025
2	Application via the application page on the website	applicant	01.10.2025	18.01.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.10.2025	21.01.2026
4	Submission of requests for recognition of diplomas/certificates for further studies via the provided electronic interface	applicant	01.10.2025	18.01.2026
5	Recording resolutions on the applicants' requests for the recognition of diplomas/certificates for further studies on the admission interface and forwarding them to the applicants	Study Administration Services	01.10.2025	23.01.2026
6	Deadline for correcting deficiencies	applicant	01.10.2025	21.01.2026
7	Recording in admission database, on an ongoing basis	Study Administration Services	01.10.2025	23.01.2026
8	Establishing an admission ranking for study programmes where no oral examination is required	study programme leader	21.01.2026	23.01.2026
9	Making admission decisions for study programmes where no oral examination is required	Dean	24.01.2026	26.01.2026
10	Issuing decisions on admission, inviting students to enrol and sending out enrolment information for study programmes where no oral examination is required	Study Administration Services	24.01.2026	30.01.2026
11	Conducting entrance examination (oral)	study programme leader/ Study Administration Services,	03.11.2025	29.01.2026
12	Establishing an admission ranking for study programmes where oral examination is required	study programme leader	29.01.2026	30.01.2026
13	Making admission decisions for study programmes where oral examination is required	Dean	30.01.2026	02.02.2026

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14	Issuing decisions on admission, inviting students to enrol and sending out enrolment information for study programmes where oral examination is required	Study Administration Services	03.02.2026	06.02.2026
15	Submission of legal remedy request regarding decision on admission.	applicant	03.02.2026	within 15 days of the communication of the decision
16	Processing requests for legal remedy	Legal and Procurement Services	03.02.2026	30 days within receipt

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(3) Deadlines for extended application for the spring semester of the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.10.2025	01.10.2025
2	Application-On the application page set up on the website	applicant	01.10.2025	01.02.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.10.2025	04.02.2026
4	Submission of requests for recognition of diplomas/certificates for further studies via the electronic interface provided	applicant	01.10.2025	01.02.2026
5	Recording resolutions on the applicants' requests for the recognition of diplomas/certificates for further studies on the admission interface and forwarding them to the applicants	Study Administration Services	01.10.2025	12:00 am on 06.02.2026
6	Deadline for correcting deficiencies	applicant	01.10.2025	04.02.2026
7	Recording in admission database, on an ongoing basis	Study Administration Services	01.10.2025	04.02.2026
8	Establishing an admission ranking for study programmes where no oral examination is required	study programme leader	04.02.2026	06.02.2026
9	Making admission decisions for study programmes where no oral examination is required	Dean	06.02.2026	09.02.2026
10	Issuing decisions on admission, inviting students to enrol and sending out enrolment information for study programmes where no oral examination is required	Study Administration Services	09.02.2026	13.02.2026
11	Conducting the entrance examination	study programme leader/ Study Administration Services,	03.11.2026	09.02.2026
12	Establishing an admission ranking for study programmes where oral examination is required	study programme leader	09.02.2026	10.02.2026

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No.	Task	Competent organisational unit	Start	Deadline
13	Making admission decisions for study programmes where oral examination is required	Dean	10.02.2026	12.02.2026
14	Issuing decisions on admission, inviting students to enrol and sending out enrolment information for study programmes where oral examination is required	Study Administration Services	12.02.2026	16.02.2026
15	Submission of legal remedy request regarding decision on admission.	applicant	12.02.2026	within 15 days of the communication of the decision
16	Processing of applications for legal remedy.	Legal and Procurement Services	12.02.2026	30 days from receipt

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(4) Deadlines for applications for the autumn semester of the 2026/2027 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.03.2026	01.03.2026
2	Application-On the application page set up on the website	applicant	01.03.2026	30.08.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.03.2026	31.08.2026
4	Submission of requests for recognition of diplomas/certificates for further studies via the electronic interface provided	applicant	01.03.2026	30.08.2026
5	Recording resolutions on the recognition of diplomas/certificates for further studies of applicants on the application interface and forwarding them to applicants.	Study Administration Services	01.03.2026	04.09.2026
6	Deadline for correcting deficiencies	applicant	01.03.2026	02.09.2026
7	Recording in admission database, on an ongoing basis	Study Administration Services	01.03.2026	02.09.2026
8	Establishing an admission ranking for study programmes where no oral examination is required	study programme leader	02.09.2026	04.09.2026
9	Making decisions on admission for study programmes where no oral examination is required	Dean	05.09.2026	07.09.2026
10	Issuing decisions on admission, inviting students to enrol and sending out enrolment information for study programmes where no oral examination is required	Study Administration Services	05.09.2026	11.09.2026
11	Conducting the entrance examination	study programme leader/ Study Administration Services,	01.04.2026	10.09.2026
12	Establishing an admission ranking for study programmes where oral examination is required	study programme leader	08.09.2026	11.09.2026
13	Making admission decisions for study programmes where oral examination is required	Dean	11.09.2026	14.09.2026

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No.	Task	Competent organisational unit	Start	Deadline
14	Issuing decisions on admission, inviting students to enrol and sending out enrolment information for study programmes where oral examination is required	Study Administration Services	14.09.2026	15.09.2026
15	Submission of legal remedy request regarding decision on admission.	applicant	14.09.2026	within 15 days of the communication of the decision
16	Processing requests for legal remedy	Legal and Procurement Services	14.09.2026	30 days from receipt

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(5) Deadlines in the admission procedure for the **Executive MBA** specialist postgraduate programme for the autumn semester of the 2026/2027 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.03.2026	01.03.2026
2	Application in Dream Apply	applicant	01.03.2026	01.09.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.03.2026	04.09.2026
4	Submission of requests for recognition of diplomas/certificates for further studies via the electronic interface provided	applicant	01.03.2026	01.09.2026
5	Recording resolutions on the recognition of applicants' diplomas/certificates for further studies on the application interface and forwarding them to applicants.	Study Administration Services	01.03.2026	08.09.2026
6	Deadline for correcting deficiencies	applicant	01.03.2026	08.09.2026
7	Recording in admission database, on an ongoing basis	Study Administration Services	01.03.2026	08.09.2026
8	Conducting the admission examination, on an ongoing basis	study programme leader/ Study Administration Services	01.05.2026	10.09.2026
9	Establishing admission ranking	study programme leader	10.09.2026	11.09.2026
10	Making the decision on admission	Dean	11.09.2026	14.09.2026
11	Issuing admission decisions, invitations to enrol and sending out enrolment information	Study Administration Services	14.09.2026	15.09.2026
12	Submission of legal remedy request regarding decision on admission.	applicant	14.09.2026	within 15 days of the communication of the decision
13	Processing requests for legal remedy	Legal and Procurement Services	14.09.2026	30 days from receipt

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(6) Examination of applicants' diplomas/certificates for further studies in the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Checking applicants' diplomas/certificates for further studies and forwarding them to LPS	Study Administration Services	from the display of applicants' data, on an ongoing basis,	on an ongoing basis, within 2 working days of uploading
2	Checking applicants' diplomas/certificates for further studies by LPS, and determination of any need for correcting deficiencies.	Legal and Procurement Services	from receipt from Study Administration Services	3 working days after receipt from Study Administration Services (20 days by law)
3	Sending requests for correcting deficiencies regarding requests for recognition of diplomas/certificates for further studies to applicants.	Legal and Procurement Services	from the day of receipt from Study Administration Services	1-2 working days after the receipt of the missing documents (2 working days according to the regulations)
4	Making recognition decisions on diplomas/certificates for further studies, forwarding the decision to SAS in electronic form.	Legal and Procurement Services	from the date on which deficiencies are corrected	3-5 working days from the date on which deficiencies are corrected (by law, 45 days from the date of the receipt of the request)
5	Recording resolutions on the recognition of diplomas/certificates for further studies of applicants, forwarding them to applicants	Study Administration Services	from the date of sending by Legal and Procurement Services	within 5 working days
6	Recording of the documents (decision on admission, credit recognition resolution) of admitted applicants in Neptun among official data, when applying for the spring semester of the 2025/2026 academic year	Study Administration Services		by 06.03.2026 at the latest
6	Recording of the documents (decision on admission, credit recognition resolution) of admitted applicants in Neptun among official data when applying for the 2026/2027/1 autumn semester.	Study Administration Services		by 25.09.2026 at the latest

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Miscellaneous and final provisions

4. §

These Provisions shall enter into force on the day when they are issued, and shall remain in force until 30 September 2026.