

Rules for Courses in Foreign Languages for Foreign Nationals

31.§

Persons and Bodies Responsible for Admission Matters

(1) Persons acting in the application and admission procedures for foreign nationals applying for courses offered at the University in a foreign language:

- a. the Vice-Rector for Education,
- b. the Vice-Rector General,
- c. the Director General of Education,
- d. the Head of the Centre of Foreign Affairs,
- e. the Institutional International Mobility Coordinator, and
- f. the subject coordinators for English language courses.
- g. International Admissions Committee (min. 2 members, consisting of: the Head of the Department, the Head of the Foreign Affairs Department and a member of the Foreign Affairs Department, the Head of the Admissions and Career Planning Department)

(2) The Centre of Foreign Affairs shall coordinate the admission procedure for foreign students applying to the University for English-language courses, other than mobility programmes.

(3) Tasks of the Centre of Foreign Affairs:

- a) preparation of admission documents, organisation of admission procedures, preparation of admission decisions;
- b) preparing the admission procedures, preparing the admission decisions, preparing the admission documents, preparing the admission procedures, updating the information on training courses, publishing the information on the English language website;
- (c) providing information to interested parties and receiving applications
- d) other tasks related to the admission procedure for foreign nationals applying for courses offered by the institution in a foreign language
- e) verifying the identity and documents submitted, with the involvement of the competent authorities
- f) Informing the Directorate of Education of the admission of students.

(4) Tasks of the International Admissions Committee:

- a) conducting the oral interview, determining the admission score, checking the authenticity of the documents submitted by the applicant
- (b) recommending the admission decision

(5) Responsibilities of the Directorate of Education:

- a) full academic administration of admitted students.

32.§

Information on Training Courses

- (1) Information on the courses advertised shall be published on the University's website. The Centre of Foreign Affairs shall be responsible for publication.
- (2) Information on the University's courses in English shall include at least the following:
- a) the name of the course
 - b) the level of the course
 - (c) the cost price of the course
 - (d) the qualification which may be obtained on successful completion of the course,
 - (e) the general objectives of the course,
 - (f) duration of the training (in semesters),
 - (g) entry requirements,
 - (h) modules, specialisation (if relevant)
 - (i) application conditions and deadline.
 - (j) documents required for application.

33.§

Admission Requirements

- (1) In case of English language training, the application requirements are the same as for Hungarian language training, with the addition that the applicant must provide evidence of at least intermediate English language proficiency (language examination certificate or equivalent official document certifying intermediate language proficiency and a certified English or Hungarian translation of the documents). If the applicant cannot provide evidence of English language proficiency in the form of an official document, the admission committee shall make a decision on the applicant's language proficiency during the admission interview.
- (2) The University itself shall determine the equivalence of the submitted documents with the Hungarian school-leaving certificate or the proof of higher education qualification on the basis of Act C of 2001 on the Recognition of Foreign Certificates and Diplomas. In matters of equivalence, the persons responsible for the assessment of applications for admission are entitled, or in case of doubt, obliged to seek the professional opinion of the Education Office.
- (3) The scope of the documents certifying language proficiency equivalent to the language proficiency attested by the language examination certificate is defined in the Government Decree 137/2008 (V. 16.) on the state-recognised language examination certifying foreign language proficiency and the naturalisation in Hungary of the language examination certificates issued abroad certifying foreign language proficiency.

(4) The condition of admission is a medical certificate in English language stating that the applicant is in satisfactory health condition and that he/she does not have any infectious diseases (AIDS, Hepatitis A, B, C, TB, etc.).

34.§

Announcement of Admission Procedures

(1) The Rector of the University shall be entitled to announce the admission procedure, taking into account the following deadlines:

a) the deadline for applications for courses starting in February shall be 15 October of the calendar year preceding the start of the course,

b) the deadline for applications for courses starting in September shall be 30 June of the calendar year in which the course starts.

c) for doctoral courses starting in September, the deadline for applications is 30 May of the calendar year in which the course starts.

35.§

Application for Admission, Registration of Applicants

(1) The admission procedure shall be initiated upon application by the applicant.

(2) The admission application form shall indicate which of the English language courses advertised the applicant is applying for. If the applicant indicates more than one option, he/she must rank them in order of priority. An applicant may be admitted to only one course in any one admission procedure.

(3) The application shall be submitted electronically to the University's Centre of Foreign Affairs by filling in the application form published on the institution's website. The application form shall be accompanied by a copy of the certificate of education and language proficiency and an English translation thereof.

(4) In the course of processing the application, if the application is incomplete, the International Relations Department shall request the applicant to submit a complete application no later than 8 days after the date of receipt of the application. If the applicant fails to remedy the deficiency

by the deadline set in the letter of motivation (maximum 30 days), he/she may be disqualified from the admission procedure.

36.§

Scoring in the Case of Applications for Higher Education Vocational Training, Bachelor's Degree or Diploma Courses

(1) In the case of an application for higher education vocational training, bachelor's degree or higher education diploma, the applicant's performance shall be assessed by an admission score calculated as follows:

a) A maximum of 100 points may be obtained in the admission procedure.

(b) The candidate may obtain a maximum of 40 points on the basis of all the results shown in the school leaving certificate or equivalent document. The school-leaving certificate is converted into 5 grades on the basis of the Education Office's guidelines, and the average of the marks on the certificate is then multiplied by 8.

(c) The maximum total number of marks a candidate may obtain in the online admission interview is 60.

(2) Only applicants who obtain at least 60 points in the admission procedure, of which at least 40 points must be obtained in the admission interview, may be admitted to a higher education vocational training, bachelor or diploma course.

(3) No additional points may be calculated.

37.§

Scoring for Applications for a Master's Degree Course

(1) In the case of an application for a Master's degree, the candidate's performance shall be assessed by an admission score, which shall be calculated by summing up the following.

a) A maximum of 100 points may be obtained in the admission procedure.

(b) In the admission procedure, the candidate may obtain a maximum of 40 points on the basis of the result of the final examination in the case of a diploma awarded without a qualification or a diploma awarded without indicating a qualification. The grade of the diploma or final examination shall be converted into 5 grades according to the instructions of the Education Office and the result multiplied by 8.

c) In the online interview, candidates may obtain a maximum of 60 points in total

(4) Only a candidate with a total admission score of at least 60 points, of which at least 40 points shall be obtained in the admission interview, shall be admitted to the Master's programme.

38.§

Scoring for Applications for Doctoral Studies

(1) In doctoral studies, the admission score of an applicant for admission in a foreign language shall be determined in accordance with the provisions of the University's doctoral regulations.

39.§

Preliminary Credit Recognition for Applications for a Master's Degree

(1) If the applicant does not have a degree with full credit value in view of the entry requirements for the Master's degree course, or has incomplete studies, or has not completed the pre-study requirement as a separate module specifically announced for this purpose, he/she shall initiate a credit recognition procedure.

(2) An application for pre-credit recognition in English shall be submitted by the applicant to the Centre of Foreign Affairs, accompanied by a copy of his/her transcript of records and diploma and an English translation thereof. The documents submitted will be forwarded by the Centre of Foreign Affairs to the Credit Transfer Committee. The Credit Transfer Committee will take a decision on the preliminary recognition of the credits within 30 days of receipt of the application.

40.§

The Admission Decision

(1) The time limit for the complete conduct of the admission procedure shall not exceed 45 days from the application deadline. The Committee shall propose the admission threshold by ranking the applicants in order of merit, on the basis of the overall admission score and taking into account the institutional capacity.

(2) The External Relations Department shall coordinate the management of the admission procedure. The results of the admission procedure(s) shall be aggregated by the External Relations Department, which shall propose the admission threshold.

(3) Eszterházy Károly Catholic University shall notify the applicant of its decision on admission by decision (electronically or by post).

(4) In case of violation of the law, the applicant has the right to appeal against the admission decision. The time limit for lodging an appeal is 15 days from the date of receipt of the admission decision (electronic confirmation or return receipt). The appeal must be addressed to the Student Appeals Committee and sent to the External Relations Department.

(5) The admission decision shall include:

- a) the name, seat, institutional identification number of the University,
- b) the place of the course
- (c) the exact name of the course for which the applicant has been admitted,
- (d) the form of financing,
- e) the full name, nationality, permanent residence, type and number of the personal identification document and address in Hungary of the applicant
- (f) the number and maximum number of points available for admission, information on the remedies available
- (g) an invitation to register as a student and a warning of the consequences of failure to register
- (h) the legal provisions on the basis of which the university has taken the decision on admission
- (i) the place and date of the decision, the name and position of the person who made the decision.

41.§

Registration of Applicants

(1) The Centre of Foreign Affairs shall keep a register of applicants for courses offered in English to foreign citizens at the Eszterházy Károly Catholic University until the end of the admission procedure. The Directorate of Education is responsible for the complete academic administration and registration of admitted and enrolled students in the unified study system.

(2) The Centre of Foreign Affairs is responsible for providing the competent authorities with information on applicants.