

SZ.

RECTOR'S INSTRUCTION

about the admission procedure of applicants with a foreign citizenship applying for academic programmes offered by Eszterházy Károly University in a foreign language

1. §

The subject of the instruction

- (1) The aim of present instruction is to determine the application and admission procedures as well as the admission requirements for foreign citizens applying for academic programmes offered by Eszterházy Károly University in a foreign language (hereinafter: admission procedure).

2. §

The scope of the instruction

- (1) The scope of this instruction includes Bachelor's programmes (BA, BSC) and Master's (MA, MSc) programmes offered by Eszterházy Károly University in a foreign language.

3. §

Related documents

- (1) Documents related to the present instruction:
- Act CCIV of 2011 on National Higher Education (hereinafter: NHEA),
 - Act II of 2007 on the Admission and Right of Residence of Third-Country Nationals,
 - Government Decree No 87/2015 (IV.9.) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter: IGD),
 - Government Decree No 423/2013 (XII. 29) on the Admission to Higher Education Institutions (hereinafter: GD),
 - Act C of 2001 on the Recognition of Foreign Certificates and Degrees.

4. §

Persons and bodies acting in application matters

- (1) In accordance with the provisions of the present instruction, the list of persons involved in the application and admission procedure of foreign nationals applying for the training programmes offered by Eszterházy Károly University in a foreign language includes the following:
- a. the vice-rector for education, curriculum development and academic affairs,
 - b. the vice-rector for scientific, research and international affairs,
 - c. the director of educational affairs,
 - d. the head of the Centre of International Relations (hereinafter: CIR),
 - e. the coordinator of institutional international mobility and
 - f. persons with professional responsibility for the English language training programmes.
 - g. the International Admission Board (members: person with professional responsibility, the head of CIR, another member of CIR, one member of the directory of educational affairs)

- (2) The admission procedure of students with foreign citizenship applying for the English language programmes offered by Eszterházy Károly University, not within the frameworks of mobility programmes shall be coordinated by the CIR.

The tasks of the CIR:

- a) preparing the admission documents, arranging and conducting the admission procedures, preparing the admission decisions;
- b) advertising and updating information about the training programmes on the English language website;
- c) providing any interested person with relevant information; handling data of applicants
- d) other tasks related to the admission procedure of students with foreign citizenship applying for English language programmes offered by the university
- e) in collaboration with the competent authorities, checking the identity and submitted documents of the applicant

Tasks of the International Admission Board:

- a) making online (Skype) interviews
- b) checking the validity of the submitted documents of the applicant

Tasks of the Directory of Educational Affairs:

- a) administration of the admitted students

5. §

Information about the training programmes

- (1) According to this instruction, information about the offered training programmes shall be published on the website of the Eszterházy Károly University by the CIR.
- (2) In accordance with paragraph 5§(1), the information about the English language programmes of Eszterházy Károly University shall include at least the following:
 - a) the name of the training programme,
 - b) the training level of the major,
 - c) the tuition fee of the training programme,
 - d) name of the qualification to be obtained after the successful completion of the training programme,
 - e) the general objectives of the major,
 - f) duration of training programme (given in semesters),
 - g) entry requirements,
 - h) modules, specializations (if relevant),
 - i) conditions and deadline of application.
 - j) documents needed for the application
- (3) The Educational Authority shall be informed about the start of the training programme. The director of educational affairs is responsible for the informing.

6. §

Admission requirements

- (1) One of the main conditions for the admission to the Bachelor's programme includes the successful completion of the Matura exam –or that of the final exam of the secondary school in the applicant's country, equivalent to the Hungarian Matura exam as well as at least an intermediate level of demonstrable knowledge of English (language exam certificate or an equivalent official document proving that the applicant has an intermediate level of knowledge of English, its official translation or the decision of the admission committee).
- (2) Those students can be admitted to the Master's programme who obtained a first degree and a certificate of professional qualification as well as possess at least an intermediate level of knowledge of English (language exam certificate or an equivalent official document proving that they have an intermediate level of knowledge of English) and its official translation.
- (3) The equivalence to the Hungarian Matura exam shall be determined by the Eszterházy Károly University itself on the basis of the Act C of 2001 on the Recognition of Foreign Certificates and Degrees. In questions related to equivalence, the persons involved in the assessment of the applications are entitled to make a decision; in case of any doubt, they are obliged to ask the Education Authority for an expert's opinion.
- (4) The scope of documents proving that the applicant's language knowledge is equivalent to the knowledge proven by the language exam certificate is determined by the Government Decree No 137/2008 (V.16.) on the state recognised language examination proving the knowledge of the foreign language and the naturalization of language exam certificates in Hungary proving the knowledge of the foreign language issued abroad. During the application procedure the intermediate level of knowledge of English must be stated in accordance with the present paragraph.
- (5) Medical certificate of satisfactory health condition; this certificate shall include that the applicant does not have any infectious diseases such as AIDS or Hepatitis A, B, C.

7. §

Announcement of the admission procedures

- (1) The rector of the Eszterházy Károly University is entitled to announce the admission procedure by taking the following deadlines into consideration:
 - a) the deadline for signing up for the training programmes starting in February is 15 November of the calendar year preceding the start of the training programme,
 - b) in case of signing up for the training programmes starting in September, the deadline of signing up is 15 June of the calendar year matching the start of the training programme.
- (2) Following the admission procedure in accordance with paragraph (1), the rector is entitled to set an application deadline different from the date specified in paragraph 7§(1) at his/her own discretion with regards to the training peculiarities of the higher education institution.

8. §

Application and registration of the applicants

- (1) The application procedure starts at the request of the applicant.
- (2) The applicant must designate on the application form which of the offered English language programmes he/she applies for. Should the applicant name more than one possibility, he/she shall rank them. The applicant can be admitted for only one training programme in one application procedure.
- (3) The application must be submitted electronically to the CIR of Eszterházy Károly University by filling in the application form supplied for that purpose and made available on the website of the institution.

9. §

Calculating points in case of applying for the Bachelor's programme

- (1) In the case of applying for the Bachelor's programme the performance of the applicant shall be assessed by application points, which shall be calculated according to the following:
 - a) In the application procedure the applicant can obtain altogether 40 points altogether on the basis of the results in the secondary school leaving certificate or those in the document equivalent to it. According to the guide of the Education Authority, the result of the leaving certificate shall be converted to a five point scale and then it is multiplied by 8.
 - b) In the online professional test the applicant can obtain altogether 20 points at most.
 - c) In the online language test the applicant can obtain altogether 20 points at most.
 - d) In the application interview the applicant can obtain altogether 20 points at most.
- (2) Only the applicant reaching the minimum point limit, that is 60 points, at least 30 points of which he/she obtained in the online test and the application interview, can be admitted for the Bachelor's programme.
- (3) It is not possible to add additional points.

10. §

Calculating points in the case of applying for the Master's programme

- (1) In the case of applying for the Master's programme the performance of the applicant shall be assessed with application points, which must be calculated as follows:
 - a) In the application process the applicant can obtain altogether 40 points at most on the basis of the qualification of diploma acquired in the Bachelor's programme or on the basis of the result of the final exam in the case of a diploma issued without the indication of the qualification. According to the guide of the Education Authority, the result of the certificate shall be converted to a five point scale and then it is multiplied by 8.
 - b) In the online professional test the applicant can obtain altogether 20 points at most.
 - c) In the online language test the applicant can obtain altogether 20 points at most.
 - d) In the application interview the applicant can obtain altogether 20 points at most.
 - e) In the case of applying for the Master's programme the training and output requirement stipulates which majors completed in the Bachelor's programme can be accepted as a preliminary on entering into a given Master's programme. Majors accepted as a preliminary can be divided into three groups: the majors that can be taken into consideration by accepting the whole credit point value, the majors that can be taken into consideration primarily by accepting the earned credits specified by the major, and any other major.
- (2) Only those applicants can be admitted to the Master's programme who reached the minimum score limit, i.e. 60 points at least, 30 points of which he/she obtained in the online tests and the application interview.
- (3) It is not possible to add additional points.

11. §

Previous credit recognition in the case of applying for the Master's programme

- (1) In the case of applying for the Master's programme the training and output requirement stipulates which qualification(s) obtained in the Bachelor's programme can be accepted as a preliminary on entering into a given Master's programme. The majors accepted as a preliminary can be divided into three groups: the majors that can be taken into consideration by accepting the whole credit point value, the majors that can be taken into consideration primarily by earning credits specified by the major, any other major.
- (2) If the applicant does not have a certificate of complete credit value, or (s)he has not finished her/his studies yet, or the pre-study requirements were not completed as a particular module, (s)he shall initiate credit recognition.
- (3) If the prerequisite is fulfilled, any study performance – recognised by credits – shall be recognized by any tertiary institutions regardless of the institution and training level. The recognition – depending on the subject programme – shall take place by comparing the different acquired knowledges serving as the basis of credit recognition. The credit must be recognized if 75% of the compared knowledges are identical. Comparison of the subject content is made by the Credit Transfer Committee (CTC). CTC shall consult the person with professional responsibility. CTC may recognize previous studies and work experience as completion of study

requirements.

(4) If requested, the University is obliged to carry out a credit recognition procedure. The CTC makes a decision about the credit recognition of

- those credits completed during the preliminary credit recognition procedure
- those credits expected to be completed during the time (semester) of submitting the request

and also about the possession of credits stipulated in the admission conditions. Credits recognized by the CTC shall be recognized by the University at the time of the actual start of the studies without any further request.

(5) The applicant shall submit the application related to previous credit recognition to the CIR by attaching his/her registration course book as well as a copy of his/her diploma. The submitted documents are transferred by the CIR to the Credit Transfer Committee (CTC). The CTC makes a decision related to previous credit recognition within 30 days from the receipt of the application.

12. §

Admission decision

(1) According to the regulations of 8§ the deadline of carrying out the full admission procedure shall be 45 days at most calculated from the deadline of application specified by the rector. The admission decision will be made by the institute on the basis of the result of the admission and the documents submitted.

(2) The organisation of the admission procedure shall be coordinated by the CIR. The result of the admission procedure(s) shall be summarised and put forward to the rector who makes a decision.

(3) In the case of breach of law there is the possibility of a legal remedy for the applicant to appeal against the admission decision. The deadline for submitting a request for a legal remedy is 15 days from the receipt of the decision (an electronic confirmation or a registered letter). The request for a legal remedy must be submitted to the CIR addressed to the Board of Student Appeals.

(4) During the data processing – in the case of an incomplete submission of the application – the CIR calls on the applicant to make up for shortage until the 8th day after the arrival of the application at the latest. If the applicant does not make up for the shortage until the time specified in the summons, he/she can be excluded from the application procedure.

(5) The Eszterházy Károly University shall notify the applicant about the admission decision in a resolution (electronically or by post) by taking the deadlines below into consideration:

- c) in the case of a training programme starting in February it is 15 January of the calendar year matching the start of the training programme.
- d) in the case of a programme starting in September it is 15 August of the calendar year matching the start of the training programme.
- e) in accordance with paragraph 7§(2) of present instruction in the case of a student admitted in the procedure announced according to the deadline set by the rector in his/her own authority the deadline of releasing the admission resolution can differ from the deadlines given in the points a) and b) of paragraph 13.§(6).

(6) The admission decision shall contain:

- a) the name, seat, institute identification number of Eszterházy Károly University,
- b) the location of the training programme
- c) the exact name of the major to which the applicant was admitted,
- d) financing form
- e) the full name, citizenship, permanent address, the type and number of the personal identification document of the applicant,

- f) the decision about the admission result,
- g) the information about the possibility of legal remedy that can be utilised,
- h) summons about establishing a student's legal status, warning about the consequences of failing to enrol,
- i) the places of laws, on the basis of which the university made a decision about the admission,
- j) the place and time of the decision-making, the name and position of the person releasing the decision.

13. §

Procedural fees

- (1) According to the regulations of the present instruction, admission and registration fees are to be paid for the application procedure which can be found on the relevant website (see table of fees).

14. §

Creating student legal relationship

- (1) According to the regulations of the present instruction, students admitted to trainings in English can only enrol for fee-paying courses.
- (2) Only those foreign students (holding a foreign citizenship) can start their studies in the English language courses who participated in the admission procedure stipulated in this instruction and been admitted as well. They shall pay the fees, enrol for the university and create a student legal relationship.

15. §

Registration of applicants

- (1) The applicants applying for the training programmes offered by Eszterházy Károly University for foreign citizens in English will be registered by the CIR. It is the task of the CIR to provide data about the applicants towards the competent national security organs.
- (2) The CIR is supposed to provide data about the applicant to the state security branches.

16.§

Closing provisions

(1) Present instruction shall come into effect on the day when it is announced.

July 12th 2017

Eger

Dr. Kálmán Liptai

rector