

**FI51129**



**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE  
SCIENCES**

**ORGANISATIONAL AND OPERATIONAL REGULATIONS**

**3<sup>rd</sup> VOLUME**

**REQUIREMENTS FOR STUDENTS**

**3.3. ADMISSION REGULATION**

**EXTRACT  
FOR FOREIGN STUDENTS**

**Published on 1 February 2021  
Amended and effective from 27 April 2023**

## Contents

I. EFFECTIVE SCOPE OF REGULATION .....	3
III. REQUEST FOR ADMISSION .....	3
1. Publication of courses and programmes offered at the University.....	3
d) the admission announcements for programmes in foreign languages for foreign applicants are set out in Appendix 4;.....	3
2. Programmes in English for foreign applicants .....	3
3. Admission periods.....	4
5. Submission of applications for institutional admission procedure .....	4
6. Parts and dates of the admission exams and aptitude tests.....	4
8. Committees participating in the admission procedure .....	5
9. Scoring for applicants of bachelor’s programme, higher educational vocational training and one-tier programmes .....	5
10. Scoring for applicants of masters’s programme .....	5
13. Special features of admission.....	6
VI. UNIVERSITY ADMISSION.....	6
2. The decision on admission.....	6

## **I. EFFECTIVE SCOPE OF REGULATION**

### **1. §**

- (1) The Admission Regulation applies to the admission procedure for all courses of the University, whether in Hungarian or in a foreign language: for Hungarian and non-Hungarian citizens applying for bachelor's, master's, one-tier and higher education vocational training courses.
- (2) The admission procedure for doctoral studies is governed by the operational Rules of Doctoral Schools.
- (3) <sup>1</sup>The Regulation also applies to joint international programmes and programmes in foreign languages for foreign citizens, as well as to the admission procedure for postgraduate specialist training programmes and the admission procedure for cross-border training programmes.
- (4) <sup>2</sup>The announcement of admission for the programmes referred to in paragraph (3) shall be published by the University on its website and the Education Office shall be informed about the students admitted and enrolled (having active student status) through the Higher Education Information System (hereinafter referred to as the FIR).

## **III. REQUEST FOR ADMISSION**

### **1. Publication of courses and programmes offered at the University**

#### **3. §**

- (6) <sup>3</sup>The regulation of announcement for each admission procedure and the regulation of institutional scores are published in the Annexes of current regulation as follows:
  - d) the admission announcements for programmes in foreign languages for foreign applicants are set out in Appendix 4;

### **2. Programmes in English for foreign applicants**

#### **4. §**

- (1) Programmes in a English language for foreign applicants may be offered in the following forms
  - a) in the framework of international scholarship programme,
  - b) as announced by the University/Campuses in their Informatives, published on their websites.
- (2) <sup>4</sup>Considering paragraph 1(a), the admission procedure shall be carried out in accordance with the requirements of the international scholarship programmes and coordinated by the International Directorate.
- (3) <sup>5</sup>Considering paragraph 1(b), the application shall be submitted in the form specified by the University, mainly online. The University may operate an online platform for the submission and processing of applications. The detailed rules for the admission procedure, the application fee and the amount of the tuition fee shall be set out in Appendix 4.

### **3. Admission periods**

#### **5. §**

- (6) <sup>6</sup>The deadlines for applications for admission and for the decision on admission to programmes in foreign languages announced for foreign applicants shall be set in such a way that the successful applicants should have sufficient time to complete the procedures and conditions for entry to Hungary.

### **5. Submission of applications for institutional admission procedure**

#### **7. §**

- (1) <sup>7,8</sup>Applications for off-campus, cross-border training programmes and programmes in foreign languages announced for foreign applicants and for parallel teacher training programmes and for postgraduate specialist training programmes shall be submitted electronically via the University's interface. The electronic application platform is operated by the Directorate of Education and the Directorate of Informatics.
- (2) <sup>9,10</sup>The evaluation and the management of missing documents of the applications for off-campus, cross-border training programmes and for parallel teacher training programmes and for postgraduate specialist training programmes shall be done by the Institute hosting the programme. The evaluation and the management of missing documents of the applications for programmes in foreign languages announced for foreign applicants shall be carried out by the International Directorate and the decision on admission shall be made by the Board described in paragraph 10, section (9).
- (3) <sup>11,12</sup>The data required for recording admitted applicants in NEPTUN system shall be sent to the Directorate of Education by the institution hosting the programme in the form of an excel worksheet.

### **6. Parts and dates of the admission exams and aptitude tests**

#### **8. §**

- (2) The University may organise a professional entrance examination as part of the admission procedure for applications to master's programmes, programmes for foreign students and postgraduate specialist training programmes. The conditions for admission to a master's programme or a postgraduate specialist training programme within the same major shall be defined in the same way for all places of study, with the restriction that the same admission requirements shall apply irrespective of the higher education institution from which the applicant obtained his/her degree.
- (11) <sup>13,14</sup>The electronic record keeping for students of off-campus, cross-border training programmes and programmes in foreign languages announced for foreign applicants and for

postgraduate specialist training programmes shall be managed by the Directorate of Education under the control of Vice-Rector for Education and International Affairs. The electronic record keeping for programmes in foreign language announced for foreign students shall be carried out by the International Directorate under the central direction of the Educational, with the right of access of campuses and institutes and the professional supervision of the Vice-Rector for Education and International Affairs.

## **8. Committees participating in the admission procedure**

### **10. §**

(7) <sup>15</sup>Among the parts of the admission procedure for programmes in foreign language announced for foreign applicants shall be the evaluation of admission documents and additionally one of the bellow listed oral examination to evaluate the language skill of the applicants:

- a) personal interview at the University;
- b) a personal interview in the applicant's country (if organised there);
- c) online interview via internet.

The Examination Committee will decide on the exact form of the oral admission procedure after receiving the application for admission.

## **9. Scoring for applicants of bachelor's programme, higher educational vocational training and one-tier programmes**

### **11. §**

(10) <sup>16</sup>In the case of foreign-language programmes announced in the institutional procedure and intended exclusively for foreign applicants, the ranking shall be carried out in the way set out in the Appendix pursuant to section 3(6)(d). The University shall operate an electronic platform for the submission of applications.

## **10. Scoring for applicants of masters's programme**

### **12. §**

(10) <sup>17</sup>In the case of foreign-language programmes announced in the institutional procedure and intended exclusively for foreign applicants, the ranking shall be carried out in the way set out in the Appendix pursuant to section 3(6)(d). The University shall operate an electronic platform for the submission of applications.

### **13. Special features of admission**

#### **15. §**

- (3) <sup>18,19</sup>Recognition for further education is part of the higher education admission procedure. Recognition of foreign baccalaureate and higher education qualifications is the responsibility of the higher education institution in which the applicant intends to pursue his/her studies, taking into account the professional opinion of the Education Office. This form of recognition only entitles you to apply to the type of institution that corresponds to your studies. At the University, the Centre for the Coordination of Training is responsible for the preparation of these awards on behalf of the Vice-Rector for Education and International Affairs. (For the recognition of a school-leaving certificate or diploma for employment purposes, full recognition by the Hungarian Equivalence and Information Centre of the Education Office is required.)

### **VI. UNIVERSITY ADMISSION**

#### **2. The decision on admission**

#### **19. §**

- (2) <sup>20</sup>In the case of training courses announced in a foreign language for foreign applicants in the home institution's own procedure, in the case of external training courses abroad, and in the case of postgraduate specialist training programmes, the decision on admission shall be taken by a deadline which allows the successful candidate to fulfil his/her enrolment obligations as specified in the timetable for the academic year. For every successfully admitted applicants the Directorate of Education shall send information about admission, enrolment and the start of studies by e-mail.
- (7) <sup>21,22</sup>Considering the proposal of the programme hosting institute about the launch of the programme (in case of postgradual specialist training programmes and specialized teacher training programmes) and the published criteria, the decision on the admission shall be made by the Vice-Rector for Education and International Affairs. This decision shall be communicated to the Directorate of Education without delay, but no later than 5 working days before the last day of the semester's registration period. In the additional admission procedure for postgradual specialist training programmes the decision shall be communicated to the Directorate of Education without delay. The Directorate of Education will immediately prepare the notification of the candidates and the admission decision based on the decision, and will arrange for the registration of the admitted candidates in NEPTUN TR. The admission decision will be sent to the admitted candidate via NEPTUN TR, if possible. The decision shall contain the information referred to in paragraph 5(a) to (g).
- (8) <sup>23,24</sup>After reviewing the documents recorded in the admission procedure for foreign students in a foreign language, including the various scholarship programmes, and after conducting an oral interview, the Admission Committee, taking into account the differences in the educational systems of each country, makes a recommendation for admission or rejection. In case of refusal, the Admission Committee will prepare a short justification in English. On the basis of the proposal of the Admissions Committee, the FDT shall decide on the launch of the

programme and on admission. The decisions are recorded in the International Directorate's own records, after which the final results are immediately sent to the Directorate of Education. The Directorate of Education shall immediately prepare the information letter and the admission decision on the basis of the decision and shall arrange for the registration of the admitted candidates in NEPTUN system. The admission decision, including the preliminary admission letter and the final admission letter, is drawn up on paper and sent to the applicant as a scanned e-mail attachment. Preliminary letters of admission shall be signed by the Vice-Rector for Education and International Affairs or the Director of Education, and final admission letters shall be signed by the Head of the Registrar's Office of the campus where the programme belongs to. The decision shall contain the information referred to in paragraph 5(a) to (g). In the case of rejected applicants, the decision shall be signed by the Vice-Rector for Education and International Affairs or the Director of Education and sent by the International Directorate by e-mail.

---

<sup>1</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>2</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>3</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>4</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>5</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>6</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>7</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>8</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>9</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>10</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>11</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>12</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>13</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>14</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>15</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>16</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>17</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>18</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>19</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>20</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>21</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>22</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.

<sup>23</sup> Amended by Resolution of the Board of Trustees No 28/2022 (23.VI.), effective from 24 June 2022.

<sup>24</sup> Amended by Board of Trustees Resolution 14/2023 (26.04.2023), effective from 27 April 2023.