

ORGANISATIONAL AND OPERATIONAL REGULATIONS STUDENT REQUIREMENTS

ADMISSION PROCEDURE
Annex 1.

THE UNIVERSITY'S ADMISSION PROCEDURES FOR
PROGRAMMES IN FOREIGN LANGUAGES FOR WHICH
THE STUDENT APPLIES THROUGH [ADMISSIONS.SZE.HU](https://admissions.sze.hu)

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1. The scope of the Regulations

- 1.1.** The scope of these Regulations shall apply to non-Hungarian citizens applying for higher education, bachelor's and master's degree programmes and unified part-time programmes in any language of higher education at Széchenyi István University (hereinafter referred to as the University) under any work schedule and any form of financing through the official IT system of the Centre of International Programmes and Alumni (hereinafter referred to as CIPA).
- 1.2.** These Regulations do not apply to the acquisition of partial knowledge, visiting student status, further training and admission to doctoral studies.

2. Decision-making powers

- 2.1.** The President of the University has the authority to make decisions regarding the announcement of programmes, admission rules, and the admission process, based on the recommendation of the Faculty responsible for the foreign language programme. The President may delegate this authority to the Vice President for International Affairs and Strategic Relations and the Vice President for General and Educational Affairs in case of incapacity.
- 2.2.** The Faculty responsible for the foreign language programme makes the admission recommendation through the International Admission Committee, which selects the applicants.
- 2.3.** The Dean of the Faculty is the chairperson of the International Admission Committee and has voting rights, with the Programme Supervisor also being a voting member.
- 2.4.** In exceptional cases, where there is no opportunity to convene the International Admission Committee, for example, due to time constraints, the Dean of the Faculty may make a decision alone. The members of the International Admission Committee must be informed of such a decision afterward.

3. Publishing of application information

- 3.1.** All information prescribed by the University or deemed important by the International Admission Committee regarding the programmes planned to start at the time specified in the guide must be published in the Admission Guide for foreign language programmes.
- 3.2.** The International Admission Committee decides which foreign language programmes, in different work schedules, are to be announced in the next admission process in the Guide. This decision also includes determining the admission quotas for each programme level.
- 3.3.** The International Admission Committee also decides on all information to be published in the Admission Guide for foreign language programmes that is not regulated by these regulations or any other University regulation.
- 3.4.** The task of CIPA is to ensure that the necessary information is edited into the Admission Guide for foreign language programmes based on the decision of the International Admission Committee.

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- 3.5.** From the date of publication of the Admission Guide for foreign language programmes, the information published therein regarding the University should be treated as an appendix to these Regulations.

4. University Regulations on application

- 4.1.** The admission application and the attached documents are administered by the IT system operated by CIPA, which is available on the website of Széchenyi István University at admissions.sze.hu.
- 4.2.** During the admission application, the IT platform must allow applicants to familiarize themselves with the training contract and acknowledge its content as binding in case of successful admission.
- 4.3.** The task of CIPA is to cooperate with the Faculties during the processing of applications.

5. Aptitude and admission tests

- 5.1.** During the admission process, with the exceptions described in point 5.2, applicants are selected according to the rules described in the Admission Guide for foreign language programmes.
- 5.2.** As part of the admission process, the University:
- May organize aptitude tests, interviews, or motivational interviews for specific programmes.
 - For any advertised programme, if the applicant does not speak the language of instruction at a native level and cannot prove their language proficiency in the form prescribed by the University, online language will be organised will be organized to assess the level of language proficiency
- 5.3.** The University informs the applicant in writing about the date of the tests. The University is not obliged to set additional dates outside the published test days.
- 5.4.** The organization and evaluation of the aptitude tests mentioned in point 5.2 are the responsibility of the Faculty in charge of the specific programme, while the assessment of language proficiency is the responsibility of the Centre for Language and Culture.
- 5.5.** To organize and evaluate the aptitude tests, examination committees must be formed, and for the motivational interview, organizing committees must be established.
- 5.6.** The examination or organizing committee always consists of three members: a chairperson appointed in writing by the head of CIPA and questioning/examining lecturers. In the case of a language proficiency interview, the committee must include at least two members who speak the language at a minimum B2 level.
- 5.7.** A person who is related to the applicant or whose impartiality may be questioned for any other reason may not participate in the examination or organizing committee.
- 5.8.** The scheduling and notification for aptitude tests organized for specific programmes are prepared by CIPA, which informs the applicants in writing about the date, location, and other necessary information at least 15 days before the test begins.
- 5.9.** The University publishes a brief description of the examination requirements and a list of

Annex 1 materials that can be used for preparation in the Admission Guide for foreign language programmes. These are also compiled by the Faculty responsible for the training.

- 5.10. The chairperson of the examination committee is obliged to inform the applicants about the evaluation they received in the oral exam at the end of the day of the exams.
- 5.11. The applicant has the right to file a written complaint with the Rector regarding any irregularities related to the aptitude test that may have affected the exam result by the end of the next working day after the announcement of the evaluation. The Rector will investigate the complaint within three working days and inform the applicant in writing of the decision. The deadline for filing a complaint is a part of a limitation period.
- 5.12. If the applicant is unable to attend an aptitude or admission test due to an unavoidable and justified obstacle, a make-up opportunity must be provided. The rules described here apply to such aptitude and admission tests as well.
- 5.13. The results of the exams organized by the University are handed over by the relevant examination committees to CIPA, where the results are recorded in the IT system operated by CIPA.

6. University Regulations on the Admission procedure

- 6.1. The admission rules are contained in the Guide for the specific foreign language programme.
- 6.2. With the exception of Master's programmes, the admission decision is made by the International Admission Committee for the specific programme based on the applicant's secondary school academic performance, the results of the secondary school leaving certificate in subjects relevant to the chosen programme, additional achievements, and language performance.
- 6.3. In the case of applications for Master's programmes, the admission decision is made by the International Admission Committee for the specific programme based on the applicant's higher education diploma results, additional achievements, and language performance.
- 6.4. The detailed admission rules for master's programmes can always be found in the current Guide. The applicant must initiate the credit recognition process related to admission using the form available on the University's website. The CIPA is responsible for conducting the process and preparing the decision.

7. Decision on admission

- 7.1. The CIPA International Admission Committee decides on the admission of applicants within the maximum number of students that can be admitted to the specific programme area of the University, using the IT system operated by CIPA.
- 7.2. The University prepares a decision on admission and delivers it to the applicant.
- 7.3. An appeal can be lodged against a first-instance decision denying admission. The application must be submitted in writing to the Rector of the University within 15 days of the publication of the decision.

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7.4. In the event of a positive decision regarding the appeal, CIPA will immediately contact the applicant who has been admitted through the appeal to discuss further steps.

8. Validity and comprehensibility of the regulations

8.1. These regulations are valid with the supplement presenting the admission system of the specific programmes published in the Guide for the respective foreign language programme.

8.2. The regulations enter into force as an inseparable Annex 1 of the Admission Procedures.