

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

REQUIREMENTS FOR STUDENTS

ADMISSIONS PROCESS ANNEX 1

THE UNIVERSITY'S ADMISSIONS PROCEDURE FOR PROGRAMMES IN
FOREIGN LANGUAGE TO WHICH STUDENTS DIRECTLY APPLY WITHOUT
FELVI.HU

30 January, 2018

Contents

1. The scope of regulation	Hiba! A könyvjelző nem létezik.
2. Decision-making powers	Hiba! A könyvjelző nem létezik.
3. Announcement of information concerning admission	Hiba! A könyvjelző nem létezik.
4. University regulations regarding application	Hiba! A könyvjelző nem létezik.
5. Aptitude tests and entrance exams	Hiba! A könyvjelző nem létezik.
6. University regulations of calculating entry points	Hiba! A könyvjelző nem létezik.
7. Decision on admission	Hiba! A könyvjelző nem létezik.
8. Effect and availability of regulations	6

1. The Scope of the Regulations

- 1.1. The scope of these regulations comprises the University's higher level vocational training, bachelor and master's programmes as well as uniform, undivided master-degree training in a foreign language disregarding their working schedules and financing forms for non-Hungarian citizens who may apply for admission through the official website of the International Programme Centre (IPC).
- 1.2. These regulations do not apply to admissions for acquiring partial knowledge, guest student status, and admission for professional special trainings and doctoral trainings.

2. Decision-Making Power

- 2.1. The Rector of the university is authorised to make decisions regarding the announcement of the programmes, the admission rules and the entrance exam procedures based on the proposal of the Faculty in charge of the foreign language programme. If he is prevented from doing so, he may transfer this right to the Vice-rector in charge and the Director General of Administration.
- 2.2. The Faculty in charge of the foreign language programme shall make a proposal for the selection of the applicants through the Admissions Committee.
- 2.3. The Faculty's Dean acts as a chair of the Admissions Committee of the given foreign language programme; the person in charge of the programme has a voting right.
- 2.4. In an extraordinary situation, if in the lack of time the Admissions Committee cannot be convened, the dean of the Faculty has the right to decide in one person. Such decision shall be communicated subsequently to the members of the Admissions Committee.

3. Publication of information Concerning Admission

- 3.1. All information that the University prescribes or the Admissions Committee considers relevant for the courses planned to be launched at the time as announced in the case of foreign language programmes shall be published in the Admissions Information Prospectus (hereinafter Prospectus).
- 3.2. The Admissions Committee decides which foreign language programmes at which training levels, and in which working schedules should be announced in the Prospectus in the upcoming admissions procedure. It is also part of the decision to define the shooting targets for different programmes at different training levels.
- 3.3. The Admissions Committee decides on any information to be published in the Prospectus not covered by these rules or other academic regulations.
- 3.4. It is the responsibility of the IPC to collect the necessary information to be edited in the Prospectus on the basis of the Admissions Committee's decision.
- 3.5. With reference to the University, Information published in the Prospectus from the date of its issue shall be treated as Annex to these Regulations.

4. University Regulations Regarding Application

- 4.1. Applications and the documents attached are administered through the IT system operated by the IPC.
- 4.2. When applying for admission, the IT platform should allow candidates to become familiar with the training agreement and to recognize its content as compulsory in case of successful admission.
- 4.3. Cooperation with the Faculties when processing of applications is the responsibility of the IPC.

5. Aptitude Tests and Entrance Exams

- 5.1. During the admissions procedure, with the exceptions described in section 5.2, applicants are ranked according to the rules described in the Prospectus.
- 5.2. As part of the admissions procedure the University organises
- aptitude test in drawing for candidates applying to bachelor programme and uniform undivided master's degree programme in architecture,
 - aptitude test for candidates applying to bachelor programmes in nursing and health care, as well as in health care organising,
 - aptitude test for all the trainings of the Faculty of Liberal Arts, as well as the entrance examination in addition to the aptitude test for the teacher training master's degree programmes,
 - a motivational conversation at the teacher-engineering teacher master's degree program
 - examination of candidates for the undivided teacher training programmes,
 - a motivational talk in the language of instruction checking the level of the language knowledge for non-native speakers and for applicants who cannot justify their language knowledge in the form prescribed by the university.
- 5.3. The University announces the date of the examinations in writing. In addition to the published exam dates, the University is not obliged to set additional dates.
- 5.4. The aptitude and entrance examinations referred to in section 5.2 are carried out by the faculty in charge of the given training programme. The Centre of Foreign Languages is responsible for the assessment of the language skills.
- 5.5. To conduct and evaluate aptitude examinations, an exam committee should be organized, to conduct a motivational discussion an executive committee should be set up.
- 5.6. In each case the exam and the executive committees have three members consisting of a chairman entrusted by the head of the IPC in writing, and two the questioning / examination teachers, whereas in the case of language motivational conversation, there are at least two members who speak the given language at least at B2 level.
- 5.7. The exam or the executive committee shall not contain a member who is the applicant's relative or whose impartiality is questionable for any other reason.
- 5.8. In the case of the bachelor programme and unified undivided master's programme in architecture, schedule of attendance for aptitude test in drawing and notification of applicants shall be carried out by the IPC, the date and place and other necessary information of which applicants shall be

notified in writing no later than 15 days prior to the beginning of the exam. The aptitude test in drawing is not public. Passing aptitude test in drawing is a prerequisite for admission. It may be rated as "Satisfactory" or "Fail". There is no legal remedy against the evaluation except in the event of a numeric or procedural defect.

- 5.9. The IPC prepares and announces the aptitude test for bachelor programmes in nursing and health care, as well as, health care organizing and notifies the applicants in writing about the place, date and other necessary information at least 15 days prior to the start of the test. Passing the aptitude test is a prerequisite for admission. It may be rated as "Satisfactory" or "Fail". There is no legal remedy against the evaluation except in the event of procedural defect.
- 5.10. For the aptitude test, oral entrance examination and the examination of the applicant's suitability in the case of training programmes announced by the Faculty of Liberal Arts, the IPC prepares the schedule of attendance and sets the place, date and collects other relevant information of which it notifies the applicants in writing at least 15 days prior to the date of the exam.
- 5.11. For the motivational discussion in the teacher master's programme, and for the examination of the applicant's suitability for the undivided teacher training programmes, the IPC prepares the schedule of attendance and sets the place, date and other relevant information of which it notifies the applicants in writing at least 15 days prior to the date of the exam.
- 5.12. The University publishes a short description of the examination requirements for the aptitude tests and entrance examinations and a list of materials that can be used for how to prepare for the exam. The compilation of these is also the responsibility of the faculty in charge of training.
- 5.13. At the end of the exams on a given day the chairman of the Exam Committee is obliged to present the assessment the candidates received in the oral examination.
- 5.14. . Due to the irregularity of the aptitude test affecting the result of the examination, the applicant has the right to lodge a written complaint with the rector on the date of presentation of the assessment until the end of the following working day. The rector investigates the complaint within three working days and gives written notice to the candidate. The deadline for complaint is enforceable.
- 5.15. If the applicant cannot attend an aptitude test or an entrance examination due to a duly certified, unavoidable obstacle, he or she must be given a replacement opportunity. The rules described here are also valid for such aptitude tests and entrance examination.
- 5.16. The results of the examinations organized by the University are passed on by the competent examinations committees to the IPC where the results are recorded in the IT system.

6. University Rules for Scoring the Entrance Exams

- 6.1. The rules of calculating entry points and ranking are contained in the relevant Prospectus of the given foreign language programme.
- 6.2. Except for Master's programmes, the applicant may receive a maximum of 100 points on the basis of his / her high school achievement score, based on the results of his / her final exams from subjects determined for his / her training programme and maximum performance.

- 6.3. Candidates applying for Master's programmes may receive up to 100 points as a result of their degree certificate, while candidates applying for teacher, engineering teacher training programmes may obtain that amount as a result of their degree certificate and their motivational discussion.
- 6.4. Detailed rules for admission for Master's Degree programmes are always included in the current Prospectus. The credit recognition procedure for admission shall be initiated by the applicant on the form available on the University's website. The IPC is responsible for conducting the procedure and making a decision.

7. Decision on Admission

- 7.1. The IPC's Admissions Committee can decide on the number of applicants for each of the listed rankings and the maximum number of students who can be enrolled in the university's relevant field of study according to training programmes and working schedule, by means of an IT system
- 7.2. The University makes a decision on the admission and sends it to the candidate.
- 7.3. Appeal may be brought against a decision at first instance rejecting admission. The request must be submitted to the rector of the University within 15 days of the publication of the decision.
- 7.4. In case of a positive decision on the appeal, the IPC shall immediately contact the applicant - who has been admitted as a result of the appeal - for further action.

8. Validity and Recognition of the Regulations

- 8.1. These regulations are valid with the supplement to the admissions procedure of the training programmes published in the Prospectus of the given programme in foreign language.
- 8.2. The Rules will enter into force on January 30, 2018, as an inseparable Annex No. 1 to the Student Requirements of the Admissions Procedure.

Győr, 29 January, 2018



Dr. Földesi Péter
Rector



Dr. Filep Bálint
Chancellor

