

UNIVERSITY OF NYÍREGYHÁZA



**Regulations on the Admission Procedure for Foreign Citizens Applying for
Foreign Language Programmes at the University of Nyíregyháza**

Accepted:

15 December 2020, effective: 15 December 2020

Last modification:

15 June 2021 effective: 17 June 2021

§ 1 Antecedents of the regulations

(1) The main goal of the management of the University of Nyíregyháza is to increase the international appearance of the institution and to increase the number of foreign students.

(2) For this purpose, the University of Nyíregyháza announces fee-paying preparatory course and bachelor courses (BA, BSc) taught in English continuously from September 2021 in each academic year, primarily for applicants of foreign citizenship.

These regulations do not apply to the programmes advertised on felvi.hu. The Hungarian and English names of the courses are included in Appendix 1.

(3) To coordinate the admission procedure for applicants of foreign citizenship applying to the courses of the University of Nyíregyháza advertised in a foreign language, the Senate of the University of Nyíregyháza with the decree of IHK / 23-17 / 2020. approved the amendment to the Organizational and Operational Regulations of the University of Nyíregyháza and established the International Relations Office (hereinafter IRO).

4) Institutional information concerning the English-language programmes of the University of Nyíregyháza and foreign students is published on the website www.nye.hu/english.

(5) Legislations, on which the regulations are based:

- Decree CCIV of 2011 on National Higher Education Act (hereinafter: NHE.),
- Decree II of 2007 on the entry and residence of third-country nationals,
- The government decree 87/2015 (IV. 9.) on the implementation of certain provisions of CCIV of 2011 on National Higher Education Act (hereinafter: Provisions.).
- Government Decree 423/2012 (XII. 29.) on the admission procedures of higher education institutions (hereinafter: Government Decree),
- Act C of 2001 decree on the Recognition of Foreign Certificates and Diplomas.

§ 2 Purpose of the regulation

(1) The purpose of this regulation is to establish the application and admission procedure of foreign citizens applying to programmes announced at the University of Nyíregyháza in a foreign language, the admission requirements and the commencement of their studies on institutional level.

§ 3 Scope of the regulation

(1) The scope of the regulation extends to the preparatory course and undergraduate courses (BA, BSc) announced in English at the University of Nyíregyháza for students of foreign nationality who have applied for and been admitted to these programmes. Furthermore, to the participants in the admission procedure, in particular the lecturers and administrators of the Institutes dealing with recruitment matters, the staff of the IRO, the Financial and Controlling Office and the Student Service Center. The rules do not apply to students participating in mobility programs.

2) For the application of this regulation, a foreigner is a person who is not a Hungarian citizen and does not have an identity card entitling him / her to reside in Hungary permanently, or a Hungarian residence permit.

§ 4 Persons and bodies acting in recruitment processes

(1) The following people hold procedural rights during the application and admission procedure of foreign citizens applying for courses announced in foreign languages at the University of Nyíregyháza:

- a. Vice - Rector for Educational Affairs responsible for educational and training development,
- b. Vice- Rector for International Affairs,
- c. Head of the Student Service Center,

- d. The head and staff of the International Relations Office, (IRO)
- e. The institutional international mobility coordinator,
- f. The English language programme supervisors and designated instructors and staff,
- g. language teachers.

(2) Institutional Admission Committees (members: two lecturers appointed by the head of the institute launching the course, and a language teacher assessing language competence)

(3) The admission procedure for students of foreign nationality applying to English language programmes to the University of Nyíregyháza within the framework of non-mobility programs shall be carried out and coordinated by the relevant institute based on the information given by the IRO.

(4.) The tasks of the IRO are the following:

- a. publishing up-to-date information on the programmes on the English-language website of the university,
- b. the coordination, reception and aggregation of applications
- c. providing up-to-date information to those interested and applying for programmes,
- d. preparation of admission documents, coordination of the admission procedures with the applicant and the Institutes,
- e. to prepare and send the admission decisions to those involved.

(5) The tasks of the Institutional Admission Committees:

- a. Organizing and conducting (online) interviews and possibly (online) practical examinations on the basis of data provided by the IRO,
- b. Compiling, sending and evaluating the online professional entrance exam (oral and written entrance test) related to the given programme as part of the recruitment procedure,
- c. Checking the documents submitted by the applicant,

d. Forwarding the entrance exam evaluation sheet to the IRO in writing - containing the admission result and the assessment result of the candidate's level of language proficiency as measured by the language teacher.

§ 5 Information on the programmes

(1) Information on the announced programmes shall be posted on the English website of the University of Nyíregyháza. The IRO is responsible for the publication.

2) The information related to the English-language programmes of the University of Nyíregyháza based on § 5 (1) shall contain at least the following:

- a. name of the programme,
- b. the level of the programme,
- c. the training costs and other fees, which are listed in § 11,
- d. the name of the qualification that can be acquired after the successful completion of the programme,
- e. general objectives of the programme,
- f. training time (given in semesters),
- g. input requirements,
- h. modules, specialization (if relevant),
- i. application conditions and deadline,
- j. application documents.

(3) The Ministry of Education has to be informed on the announcement of the programmes, for which the Vice- Rector for Education Affairs is responsible.

§ 6 Admission requirements

(1) The precondition of the admission to the undergraduate programs is the successful completion of the high school final examination - or an equivalent examination concluding the

secondary school studies corresponding to the Hungarian high school final exam in the applicant's country - and demonstrable proficiency in at least intermediate level of English knowledge (a language examination certificate or an equivalent official document certifying intermediate language proficiency and a certified translation of the documents into English or Hungarian, or the decision of the entrance exam board).

(2) The high school final certificate of applicants from different countries shall be accepted by the University of Nyíregyháza as a prerequisite criterion without additional points based on the statement made by the applicant in the acknowledging their criminal responsibility for the authenticity of the documents.

(3) The scope of documents certifying language proficiency is set out in Act No. 137/2008 (V. 16.) Government Decree on state-recognized language exams and exams issued abroad and certified via naturalization. During the recruitment procedure, at least intermediate knowledge of English shall be determined in accordance with the provisions of this paragraph.

4) An additional condition for admission is a medical certificate of the applicant's satisfactory state of health, and a statement that the applicant has no infectious disease (AIDS, Hepatitis A, B, C, COVID-19, etc.).

§ 7 Announcement of admission procedures

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

a. the deadline for applying for programmes starting in February, is 30 November of the calendar year preceding the start of the programme,

b. in the case of applying for programmes starting in September, the application deadline is 15 July of the calendar year corresponding to the start of the training.

(2) Following the admission procedure pursuant to subsection (1), the rector is also entitled to set different application deadlines from the dates specified in section 7 (1), taking into account the training peculiarities and institutional interests of the higher education institution.

§ 8. Application for admission, registration of candidates

1. The recruitment procedure shall be initiated at the request of the applicant.

(2) The admission application form (online form) must indicate which of the English language courses announced by the university the applicant is applying for. If the candidate indicates more than one option, he / she must rank them. The applicant may be admitted to one programme in a recruitment procedure.

(3) The application shall be submitted to the IRO electronically by filling in the online application form published for this purpose on the website of the institution <https://applicationform.nye.hu/>.

(4) The IRO initiates the admission procedure to the Institute with a summarized list of the applicants.

§ 9 Evaluation criteria of bachelor programme applications

(1) In the case of applications for bachelor and preparatory trainings, the applicant's performance shall be assessed by the admission score calculated as follows:

a. In the admission procedure, the candidate can achieve a total of 100 points. The development of the programme-specific admission evaluation system is the responsibility of the institutes; the requirements must be indicated on the English website of the university.

(2) Only applicants who reach the established minimum score limit, ie. 60 points during admission, may be admitted to undergraduate programme.

(3) It is not possible to calculate extra points.

§ 10 The admission decision

(1) The admission decision is made by the institution on the basis of the result of the entrance exam and the documents submitted.

(2) The result of the admission procedure (s) is summarized by the IRO and submitted to the rector in the form of Admission Letter for evaluation.

(3) In the event of a violation of the law, the applicant shall have the possibility to appeal against the admission decision. The deadline for submitting the appeal is within the peremptory term 15 days from the receipt of the admission decision (electronic confirmation or return receipt). The appeal must be addressed to the Rector.

(4) During the data processing - in case of incomplete submission of the application – the IRO asks the applicant to rectify the deficiencies no later than the 15th day after the receipt of the application. If the candidate does not rectify the deficiency by the date specified in the call for rectification, he / she may be excluded from the admission procedure.

(5) The University of Nyíregyháza shall announce the admission decision to the applicant (electronically), taking into account the following deadlines:

a. in the case of programmes starting in February, until the 15 December in the calendar year preceding the start of the programme.

b. in the case of programmes starting in September, until the 5 August of the calendar year corresponding to the start of the programme.

c. In the case of students who have been admitted in a procedure announced according to the the Rector - pursuant to Section 7 (2) of the Regulations, the deadline for issuing the admission decision may differ from the deadlines specified in Section 10 (5) a) and b).

(6.)The acceptance letter in English shall contain:

a. the name and seat of the University of Nyíregyháza,

- b. the location of the programme,
- c. the exact name of the programme, for which the candidate has been admitted to,
- d. the form of financing, the form of the programme,
- e. the applicant's full name, citizenship, permanent residence, type and number of personal identification document,
- g. information on the legal appeal available,
- h. a call for the establishment of a student legal relationship and a warning of the consequences of failure to enroll,
- i. the jurisdictions on the basis of which the university made the admission decision,
- j. the place and time of the decision-making, the name and position of the issuer of the decision.

§ 11 Procedural and tuition fees

(1) The student who has been admitted for the admission procedure and training is obliged to pay the following fees.

(2) The cost of the tuition fee is set out in Annex 1.

(3) Other fees:

the. One-time Application Fee for each student: EUR 100

b. the dormitory fee

§ 12 Tuition fee payment procedure

(1) The successful candidate is obliged to pay the semester or annual fees after the issuance of the admission decision and if the application fee has not been paid at the same time as the application by the beginning of the study period latest. The Financial and Controlling Office provides information via email on the payments on regular basis during the recruitment period to the IRO. After the receipt of the admission decision and payment of the fees specified in the decision, repayment is possible only in exceptional cases specified in the admission decision.

(2.) Derogations from paragraph 1 may be granted only in the case of students applying for individual request. The application fee may be waived, as well as the reduction or cancelation of the tuition fee with the permission of the Rector and with the consent of the Chancellor, only upon individual request and in individual cases.

§ 13. Establishment of a student legal relationship

Students of foreign citizenship who have participated in the admission procedure in accordance with the provisions of these regulations, have been admitted to the university, paid the required fees and enrolled in the university and established a student-status in accordance with the provisions of these instructions shall start their studies in the English language programmes of the University of Nyíregyháza.

§ 14 Registration of applicants

(1) The IRO ensures the registration of applicants for the courses of the University of Nyíregyháza announced in English for foreign citizens up until the end of the admission procedure. The complete administration of the admitted and enrolled students, the administration and registration of their studies in the NEPTUN system is the responsibility of the Student Service Center.

(2) It is the responsibility of the IRO to provide information on applicants to the competent national organizations.

§ 15 Facilitating the integration of enrolled students

(1) One of the most important factors of the entry, enrollment, local knowledge acquisition and integration of foreign students admitted to the foreign language courses of the University of Nyíregyháza is the management of the student mentor program maintained by the IRO. To help the success of the voluntary system, the IRO establishes a student mentor scholarship.

§ 16 Miscellaneous provisions

(1) In matters not regulated in these regulations, the provisions of the study contract shall apply.

Final provision

These regulations were accepted by the Senate of the University of Nyíregyháza in decree nr. IHK / 23-141 / 2020. (15 December). These regulations shall enter into force on the date of their acceptance.

These regulations were accepted by the Senate of the University of Nyíregyháza in decree nr. IHK / 25-70 / 2021. (15 June), with effect from 17 June 2021.

Nyíregyháza, 15 June, 2021

On behalf of the Senate:

Vassné prof. dr. habil. Figula Erika

Rector

The list of the English-language programmes (the names indicated in English and Hungarian) of the University of Nyíregyháza offered for foreign self-paying students and the rate of reimbursement / tuition fee for students enrolled from the academic year 2021/2022:

Program's name/ Program neve (English/angolul)	Program's name/ Program neve (Hungarian/magyarul)	Tuition fee per semester/ Önköltség/félév 2021/2022	Duration (semester) Képzési idő
Non-Degree Hungarian as a Foreign language	(diplomát nem biztosító képzés) Magyar nyelvi előkészítő képzés	1100 EUR	2
Non-Degree Integrated Foundation Programme	(diplomát nem biztosító képzés) Angol nyelvi előkészítő képzés	1350 EUR*	2
BSc in Mechanical Engineering	Gépészmérnöki alapképzési szak	2200 EUR	7
BSc in Agricultural Engineering	Mezőgazdasági mérnöki alapképzési szak	2200 EUR	7
BSc in Computer Science	Programtervező informatikus alapképzési szak	2200 EUR	6
BA in English and American Studies	Anglisztika alapképzési szak	2200 EUR	6
BSc in Environmental Studies	Környezettan alapképzési szak	2800 EUR	6
BSc in Biology (Applied Biology)	Biológia alapképzési szak	2800 EUR	6
BSc in Geography	Földrajz alapképzési	2200 EUR	6
BA in Tourism and Catering	Turizmus-vendéglátás szak	2200 EUR	6
BA in Physical Training	Edző alapképzési szak	2200 EUR	6

BA in Music Culture	Zenekultúra alapképzési szak	3000 EUR	6
BA in Visual Representation	Képi ábrázolás alapképzési szak	2200 EUR	6
BSc in Professional Pilot	Repülőmérnöki alapképzési szak	13.500 EUR	7
Postgraduate Transportation Engineering in Aviation	Légiközlekedési-hajózó szakmérnöki szakirányú továbbképzési szak	25.000 EUR	3

* For this training, the annual tuition fee will be announced together with the fee for the chosen dormitory accommodation for the academic year.

Information: <https://www.nyf.hu/nyf-en/node/64>