

UNIVERSITY OF NYÍREGYHÁZA



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Regulations on the admission procedure of foreign nationals applying to the study programmes of the University of Nyíregyháza offered in a foreign language

Accepted: 15 December 2020, effective: 15 December 2020
Last amended: 1 February 2023, effective: 1 February 2023

1.§ Background of the Regulations

(1) The priority of the management of the University of Nyíregyháza is to strengthen the international presence of the institution and increase the number of foreign students.

(2) To this end, the University of Nyíregyháza offers self-financed preparatory courses taught in English, bachelor's (BA, BSc) and master's (MA, MSc) programmes continuously from September 2021 onwards, in each academic year, primarily for applicants of foreign nationality. These Regulations do not apply to courses announced on felvi.hu. The Hungarian and English names of the programmes are given in Annex 1.

(3) The Senate of the University of Nyíregyháza adopted the amendment to the Organisational and Operational Regulations of the University of Nyíregyháza by its resolution No.23-17/2020, which established the International Relations Office (hereinafter referred to as the "IRO") for the coordination of the admission procedure of foreign nationals applying for programmes offered in foreign languages.

(4) Institutional information about the University of Nyíregyháza's English language programmes and information for foreign students is published on <https://english.nye.hu/>.

(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 Regulations

(1) The purpose of the Regulations is to regulate the application and admission procedures, admission requirements, as well as the commencement and continuation of studies of foreign nationals applying for programmes offered in a foreign language at the University of Nyíregyháza.

3.§ Scope of the Regulations

(1) The scope of the Regulations shall apply to preparatory courses, bachelor's (BA, BSc) and master's (MA, MSc) programmes offered in English at the University of Nyíregyháza, to foreign students applying for and admitted to such programmes, to persons involved in the

admission procedure, in particular to the lecturers and administrators of the institutions dealing with admission matters, and to all organisational units of the University of Nyíregyháza. The scope of the Regulations does not extend to students participating in mobility and scholarship programmes.

(2) For the purposes of the application of the Regulations, a foreigner is a person who is not a Hungarian citizen and does not hold an identity card entitling him/her to permanent residence in Hungary or a residence permit in Hungary for the purpose of preparing for settlement.

4.§ Persons and bodies responsible for admission matters

(1) Persons who are entitled to procedural rights in the application and admission procedure for foreign nationals applying for programmes offered in a foreign language at the University of Nyíregyháza:

- a. the Rector of the institution,
- b. the Vice-Rector for Education, Studies and Training Development,
- c. the Vice-Rector General for International Affairs,
- d. the Head of the Student Services Centre,
- e. the Head of the IRO and his/her staff,
- f. the supervisors and designated lecturers and staff of English language courses,
- g. staff involved in language teaching.

(2) The Admissions Committee is composed of 3 members: the Director of the Institute of the degree course, the teacher appointed by the Director of the Institute and the teacher who assesses language competence. In the case of the Professional Pilot BSc, the admissions committee shall be composed of 2 members of the teaching staff of the institution, the language competence assessor, the director of the institution and the rector or his/her delegate.

(3) The admission procedure of foreign students applying for English language programmes at the University of Nyíregyháza is administered by the institute of the English language programme and coordinated by the IRO in partnership with the institutes.

(4) The tasks of the IRO:

- a. publishing information on the training programmes on the English language website, updating it on the basis of information received from the institutes and the course supervisors,
- b. coordinating, receiving and summarising applications, liaising with the University of Nyíregyháza's contracted recruitment agents,
- c. keeping interested parties and applicants for programmes informed,
- d. preparing the admission documents, coordinating the admission procedures with the applicants and the institutions,

- e. preparing and sending admission decisions to the persons concerned.

(5) Tasks of admission committees:

- a. organising and conducting the interviews (online) and possibly the interviews for the admission tests (online) on the basis of the data provided by the IRO,
- b. compiling and submitting to the IRO the oral and, at the Institute's discretion, written admission tests/online vocational examinations for the programme in question, and evaluating them,
- c. checking the documents submitted by the candidate,
- d. forwarding the written score sheet, signed by the supervisor, to the IRO, containing the candidate's assessment of his/her language level and the result of the admission test.

5.§ Information on programmes, guidance

(1) Information on the programmes announced shall be published on the University of Nyíregyháza's English language website. The IRO is responsible for the publication on the basis of information received from the institutes and the course coordinators.

(2) The information on the English language programmes of the University of Nyíregyháza according to Article 5(1) shall include at least the following:

- a. the name of the programme,
- b. the level of the programme,
- c. the fees and charges for the programme, which are listed in Article 11,
- d. the professional qualification which may be obtained on successful completion of the programme,
- e. the general objectives of the programme,
- f. the duration of the programme (in semesters),
- g. information on the professional practice (if relevant),
- h. the entry requirements,
- i. modules, specialisation (if relevant),
- j. application conditions and deadline,
- k. documents required for application,
- l. information on the admission test and assessment.

6.§ Admission requirements

(1) Programmes in foreign languages for foreign citizens are open to those who are citizens of a foreign country or hold a non-Hungarian school-leaving certificate.

(2) Admission to the bachelor's degree programme is conditional upon successful completion of the matriculation examination or an equivalent examination at the end of secondary school studies in the applicant's country equivalent to the Hungarian matriculation examination, while admission to the master's degree programme is conditional upon the successful completion of the diploma of the bachelor's degree programme accepted as a prerequisite, and the possession of a demonstrable knowledge of English at CEFR B2 level, which is verified by the admission board during the admission examination. A language examination certificate or an equivalent official document attesting to the applicant's intermediate level of knowledge of a foreign language (a certified translation into English or Hungarian is required) will not overrule the decision of the admission committee.

(3) The University of Nyíregyháza accepts the school-leaving certificate of applicants from other countries as an entry criterion without additional points. The authenticity of the admission documents will be verified on the basis of a declaration made by the applicant, who is aware of his/her criminal responsibility.

(4) If the candidate will obtain his/her matriculation diploma/bachelor's degree in the year of application, he/she may declare during the admission procedure that he/she will present his/her matriculation diploma/bachelor's degree no later than the date of enrolment. If the higher education institution establishes at the time of enrolment, on examination of the original of the simple copies submitted with the application, that false information has been provided which influences the determination of the admission result or that the school leaving certificate/diploma has not been obtained by the enrolment deadline, the head of the higher education institution will annul the admission decision.

(5) An additional condition for admission to the programmes is a medical certificate not more than 6 months old confirming that the applicant is in satisfactory health and does not have any infectious diseases (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 procedures, taking into account the following deadlines:

- a. the deadline for applications for programmes starting in February is 15 November of the calendar year preceding the start of the programme,
- b. the deadline for applications for programmes starting in September is 15 June of the calendar year in which the programme starts.

(2) Following the admission procedure according to Paragraph (1), the rector shall be

entitled, at his/her own discretion, to set a different application deadline from the dates specified in Paragraph (1) of Article 7, with regard to the educational characteristics of the higher education institution or the interests of the institution.

8.§ Application for admission, registration of applicants

- (1) The admission procedure starts at the candidate's request.
- (2) On the admission application form (online system), the applicant must indicate which of the English language programmes announced by the University he/she is applying for. The applicant may indicate two programmes by ranking them. The institution will only proceed with the admission procedure for the second-ranked course if the applicant is not admitted to the first-ranked course. An applicant may be admitted to one programme in one admission procedure.
- (3) The application must be submitted electronically to the IRO by filling in the online application form published on the institution's website <https://applicationform.nye.hu/>.
- (4) The IRO initiates the admission procedure by aggregating all the applicants to the institute that started the programme. The organisation and administration of the entrance examinations are continuous during the application period, and the IRO proposes the date of the entrance examination, which is finalised on the basis of feedback from the institutes.

9.§ Scoring for applications for the programmes announced

(1) For applications for bachelor's, master's and preparatory courses, the candidate's performance shall be assessed by an admission score calculated as follows:

In the admission procedure, candidates can obtain a total of 100 points. The establishment of a specific scoring system for admission is the responsibility of the Institute, and the scoring sheet based on this system is sent to the IRO by the programme supervisor.

- (2) Only candidates who reach the minimum threshold of 60 points in the admission test will be admitted to the programmes.
- (3) It is not possible to earn extra points.

10.§ The admission decision

- (1) The admission decision is made by the institution on the basis of the admission results and the documents submitted. The Rector has the right to decide on the admission with taking the strategic goals of the institution into consideration when deciding on the admission.
- (2) The results of the admission procedure are summarised by the IRO and presented to the rector in the admission decision.
- (3) In case of infringement of the law, the applicant has the right to appeal against the admission

decision. The deadline for submitting an appeal is 15 days from the date of receipt of the admission decision (electronic confirmation or acknowledgement of receipt), which is time-barred. The appeal must be addressed to the Rector and sent to the IRO.

(4) In the course of processing the data, if the application is incomplete, the IRO will request the applicant to complete the application no later than 15 days after the date of receipt of the application. If the applicant fails to remedy the deficiency by the deadline specified in the invitation to rectify the shortcoming, he/she may be disqualified from the admission procedure.

(5) The University of Nyíregyháza will communicate its decision on admission to the applicant in an admission decision (electronically), taking into account the following deadlines:

- a. for programmes starting in February, in the calendar year preceding the start of the training until 15 December,
- b. for programmes starting in September, until 5 August of the calendar year in which the programme starts,
- c. the deadline for issuing the admission decision may differ from the deadlines specified in points a) and b) of paragraph (5) of Article 10 in the case of students admitted to the procedure announced by the Rector in accordance with paragraph (2) of Article 7 of the Regulations.

6) The Final Letter of Admission must contain the following information in English:

- a) the name and the seat of the University of Nyíregyháza,
- b) the date and place of the start of the programme,
- c) the exact name of the programme for which the applicant has been admitted,
- d) the form of financing and the timetable of the programme,
- e) the applicant's full name, nationality, permanent address, personal identification number, and the type and number of his/her identity document,
- f) acknowledgement of receipt of fees paid by the applicant (broken down by semester),
- g) information on the remedies available to the applicant,
- h) the invitation to enrol as a student and the information on the enrolment, and a warning of the consequences of failure to enrol,
- i) the legal provisions on the basis of which the university takes its decision on admission,
- j) the place and time of the decision, the name of the person who took the decision, the office number and the official position of the decision.

11.§ Procedural and self-financed fees

(1) For the admission procedure and training, the admitted student shall pay the following fees as provided for in Article 12(1).

(2) The self-financed tuition fee rate is set out in Annex 1.

(3) Other fees:

- a. one-time application fee for all applicants: EUR 100 (non-refundable)
- b. the dormitory reservation fee and other dormitory procedure fees in force for a minimum of 5 months, fixed in EUR, which will be refunded only if the applicant's visa application is rejected or if the programme for which he/she has applied does not start.

12.§ Procedure for the payment and refund of procedural and self-financed fees

(1) The admitted applicant must pay the annual self-financed tuition fee and other fees by the date stated in the conditional letter of acceptance, and if not already paid at the time of application, the application fee and any arrears must be settled by the date of enrolment at the latest. The Directorate of Finance will keep the IRO informed electronically of payments during the enrolment period. Once the admission decision has been received and the fees specified in the decision have been paid, the reimbursement of the self-financed tuition fee, the dormitory reservation and other fees for the dormitory procedure is possible only in exceptional cases and in the manner specified in the admission decision, and with the Chancellor's authorisation on an equitable basis or in the event of a life situation arising from an unforeseen cause beyond the applicant's control. The applicant may apply for a refund of the self-financed tuition fee, the dormitory reservation fee and other fees for the dormitory procedure within 1 calendar year from the date of the Final Letter of Admission, after which no refund of fees paid is possible.

(2) Exceptions to paragraph (1) may only be made on an individual basis for students who submit an application. Application fee waivers, as well as reductions or waivers of the self-financed tuition fee, dormitory reservation fee and other dormitory procedural fees, are possible upon individual request with the permission of the Rector and the approval of the Chancellor, in individual cases or in the framework of tuition fee discounts announced on the website, and for applicants not nominated under the Stipendium Hungaricum (SH), Diaspora (DFP) and the Scholarship Programmes for Young Christians (SCYP) - after successful completion of the entrance examination (for a maximum of 30 applicants per institution).

(3) For fees received in an international transaction, a 5% divergence is allowed for the application fee and the dormitory accommodation fee, and a maximum of 1% for the cost price. If the difference exceeds the percentages given, the full amount of the difference must be paid no later than the enrolment deadline.

(4) The first two semesters' tuition fees are paid in one instalment, and thereafter the semester tuition fees are paid no later than 30 days before the start of the study period. In the event of late payment, the student's status as a student will be terminated after a reminder.

13.§ Establishment of student status

(1) Self-financing foreign students who have participated in the admission procedure

according to the provisions of these Regulations have been admitted, have paid the required fees and enrol at the University under the provisions of these Regulations, and thereby establish a student status, may start their studies at the University of Nyíregyháza in English language programmes. Upon enrolment, the applicant shall sign a training agreement, 3 copies of which shall be signed in English and 1 copy in Hungarian.

(2) At the time of enrolment, the following documents must be submitted or presented to the Student Services Centre's academic registrar:

- school-leaving certificate / higher education diploma (original document and a certified translation of the document in English or Hungarian),
- language examination certificate (original document and a certified translation of the document in English or Hungarian) - if available,
- passport (original document),
- signed application form (original document),
- 4 copies of the training contract (3 in English and 1 in Hungarian),
- medical certificate (original document and a certified translation of the document in English or Hungarian),
- 4 passport photos,
- a certificate signed by the international coordinator stating payment of the fees provided for in Article 11,
- original of the Final Letter of Admission.

14.§ Registration of applicants

(1) The IRO shall take care of the registration of applicants for the programmes of the University of Nyíregyháza for foreign nationals announced in English until the end of the admission procedure. The Student Service Centre shall be responsible for the full academic administration of the admitted and enrolled students, and the management and registration of their academic affairs in the NEPTUN system.

(2) The IRO shall be responsible for providing data on applicants to the competent national security authorities.

15.§ Miscellaneous provisions

(1) In matters not covered by these Regulations, the provisions of the study agreement for foreign students shall apply.

Final provision

These Regulations have been adopted by the Senate of the University of Nyíregyháza by Resolution No. IHK/23-141/2020 (15 December). These Regulations come into force on the day of their adoption.

These Regulations were amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/25-70/2021 (15 June), effective 17 June 2021.

These Regulations were amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/24-33/2022 (22 February), with effect from 1 March 2022.

These Regulations were amended by the Senate of the University of Nyíregyháza with effect from 1 February 2023, by resolution No.44-2/2023 (1 February 2023).

Nyíregyháza, 1 February 2023

On behalf of the Senate:

Dr. György Szabó
Rector

Annex 1

List of programmes offered by the University of Nyíregyháza in English for self-financing foreign students with English and Hungarian titles, and the self-financed tuition-fee rate for students enrolled from the academic year 2023/2024:

Programme name (English)	Programme name (Hungarian)	Tuition fee per semester 2023/2024	Duration (semester)
Non-Degree Hungarian as a Foreign Language	(diplomát nem biztosító képzés) Magyar nyelvi előkészítő képzés	1400 EUR*	2
Non-Degree Integrated Foundation Programme – Preparatory Course in English for Engineering and Business Studies	(diplomát nem biztosító képzés) Angol nyelvi előkészítő kurzus mérnök és gazdálkodási szakokra	1400 EUR*	2
Non-Degree Integrated Foundation Programme	(diplomát nem biztosító képzés) Angol nyelvi előkészítő képzés	1400 EUR	1
Mechanical Engineering BSc	Gépészmérnöki alapképzési szak	2100 EUR*	7
Agricultural Engineering BSc	Mezőgazdasági mérnöki alapképzési szak	2100 EUR*	7
Computer Science BSc	Programtervező informatikus alapképzési szak	2100 EUR*	6
English and American Studies BA	Anglisztika alapképzési szak	1500 EUR*	6
Music Culture BA	Zenekultúra alapképzési szak	3000 EUR*	6
Biology BSc (Applied Biology)	Biológia alapképzési szak	2100 EUR*	6
Chemistry BSc	Kémia alapképzési szak	2100 EUR*	6
Business Administration and Management BSc	Gazdálkodási és menedzsment alapképzési szak	2100 EUR*	7
Professional Pilot BSc	Repülőmérnöki alapképzési szak	13.500 EUR	7
Environmental Science MSc	Környezettudomány mesterképzési szak	2100 EUR*	4
Social Pedagogy MA	Szociálpedagógia mesterképzési szak	2100 EUR*	4

*** During the admission procedure, applicants must pay the first 2 semesters' fees in advance, in one instalment, by the deadline specified in the conditional letter of acceptance.**

Information: <https://english.nye.hu/en/node/105> and <https://english.nye.hu/en/node/104>