

# NYÍREGYHÁZI EGYETEM



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## **Regulations on the admission procedure for foreign citizens applying for foreign language programmes at the University of Nyíregyháza**

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## **1.§ Background of the Regulations**

- (1) The priority of the University of Nyíregyháza's management is to increase the international profile of the institution and the number of foreign students.
- (2) For this purpose, the University of Nyíregyháza offers self-financed preparatory courses, undergraduate programmes (BA, BSc), and master's programmes (MA, MSc) in English for applicants with foreign citizenship. This regulations does not apply to training courses advertised on felvi.hu. The Hungarian and English names of the programmes are included in the decision approved by the Senate of University of Nyíregyháza, which contains the list of programmes offered in English for foreign self-financed students for the given academic year.
- (3) For the coordination of the admission procedure for foreign nationals applying to the the University of Nyíregyháza's courses in foreign languages, the Senate of University of Nyíregyháza approved Decision No IHK/23-17/2020. amending the Organizational and Operational Regulations of the University of Nyíregyháza with which established International Relations Office (hereinafter referred to as: NKI).
- (4) The University of Nyíregyháza's English-language programmes and institutional information concerning foreign students are published on the <https://english.nye.hu/> website.
- (5) The legislation on which the Regulations is based
  - Act CCIV of 2011 on National Higher Education (hereinafter referred to as: Nftv.),
  - Act XC of 2023 on the Entry and Residence of Third-Country Nationals,
  - the Government Decree No. 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Vhr.),
  - the Government Decree No. 423/2012 (XII. 29.) on the admission procedures of higher education institutions (hereinafter referred to as: Korm. r.),
  - Act C of 2001 on the recognition of foreign certificates and degrees.

## **2.§ Purpose of the Regulations**

- (1) The purpose of the regulations is to regulate at institutional level the application and admission procedures for foreign nationals applying for courses in a foreign language, the admission requirements, and the starting and continuing of their studies at University of Nyíregyháza.

## **3.§ Scope of the Regulations**

- (1) The regulations apply to all preparatory courses, bachelor's (BA, BSc) and master's (MA, MSc) courses offered in English at the University of Nyíregyháza, to foreign students who apply for and are admitted to these courses, to all persons involved in the admission procedure, in particular to the lecturers and administrators of the institutions who deal with

admission matters, and to all the departments of the University of Nyíregyháza. It does not apply 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 have 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.§ Individuals involved in admission matters, Admission Committee**

- (1) persons with procedural rights in the application and admission procedures for foreign nationals applying for courses in a foreign language at the school:
  - a) the President and Rector of the institution,
  - b) the vice-president of education,
  - c) the Vice-President for International Relations and Innovation,
  - d) the Head of the Student Services and Alumni Centre,
  - e) the Head of the NKI and their staff,
  - f) the supervisors of English language courses and the lecturers and staff appointed by the institutes to administer the entrance exams,
  - g) the language assessment staff.
- (2) Setting up the admission committee is the responsibility and competence of the institute that has launched the degree programme in question. The assessment of the applicant's language skills and motivation to study is part of the admission test, but may be separate from the professional admission test.
- (3) The admission procedure for foreign students enrolled in English language courses at the University of Nyíregyháza – other than mobility programmes – is carried out by the institute launching the English language course and coordinated by the NKI in cooperation with the institutions.
- (4) Tasks of the NKI:
  - a) publishing information on training courses on the English language website,
  - b) keeping it up-to-date on the basis of information received from the institutes and the course supervisors,
  - c) coordinating, receiving and summarising applications, keeping contact with the University of Nyíregyháza's contracted recruitment agents,
  - d) keeping interested parties and applicants for courses informed,
  - e) preparation of admission assessment forms, coordination of admission procedures (coordination with applicants and institutions),
  - f) recording the admission results sent by the members of the admission examination committee on the online platform,
  - g) preparing and sending admission decisions to the parties concerned.
- (5) The tasks of the Institutional Admission Committee:
  - a) to organise and conduct the admission interviews (online) and possibly the practical examinations (online) based on the data provided by the NKI,

- b) in the framework of the admission procedure, compiling a bank of questions and exercises for the course in question, compiling and sending to the bureau a written admission test/online vocational examination based on the oral examination requirements and the institute's decision, and marking the examination,
- c) checking the documents submitted by the candidate via the platform provided by the NKI, as explained at the briefing held before the admission period,
- d) completing an evaluation form signed by the course supervisor, containing an assessment of the applicant's language level and the result of the admission tests, and forwarding it on paper to the NKI.

### **5.§ Information on training courses, guidance**

- (1) Information and detailed descriptions of the training programmes advertised shall be published on the University of Nyíregyháza's website in English. The NKI shall be responsible for publication based on the information received from the institutes and the supervisors by the deadline.
- (2) The information and specifications relating to the University of Nyíregyháza's English language courses in accordance with 5.§ (1) shall include at least the following:
  - a) the name of the programme,
  - b) the level of the programme,
  - c) the tuition and other fees of the programme, which are listed in § 11,
  - d) the professional qualification which may be obtained on successful completion of the training,
  - e) the general objectives of the programme,
  - f) the duration of the programme (in semesters),
  - g) information on the internship (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 entrance exam, the credit recognition procedure and the assessment.

### **6.§ Admission requirements**

- (1) Applicants for programmes conducted in a foreign language and offered to foreign nationals maybe applied for by those who hold the citizenship of a foreign country or hold a non-Hungarian secondary-school leaving certificate.
- (2) Admission to the preparatory and undergraduate programmes requires the successful completion of the secondary-school leaving examination – or an equivalent examination that marks the completion of secondary education in the applicant's country – corresponding to the Hungarian secondary school-leaving exam. Admission to the master's program requires a degree obtained in a previously approved undergraduate programme. Furthermore, during the entrance exam, it will be checked whether the applicant has the necessary language skills to pursue studies in the chosen programme. A

language proficiency certificate or an equivalent official document certifying intermediate-level language skills (with an authenticated English or Hungarian translation) does not exempt the applicant from the entrance examination and the decision of the admission committee

- (3) The University of Nyíregyháza accepts secondary-school leaving certificate from applicants of different countries as an admission requirement at its own discretion, without awarding additional points. The authenticity of the admission documents is verified based on the applicant's declaration, made with awareness of their criminal liability.
- (4) If the applicant obtains their secondary-school leaving certificate in the year of application (or, in the case of applying for a master's program, their bachelor's degree), they may declare during the admission process that they will submit their certificate/degree not later than the date of enrolment.
- (4/A) Presenting the original copies of the admission documents is a condition of enrolment. If the higher education institution determines at the time of enrolment – upon examination of the original of the simple copies of the application document – that false information was provided in a way that affected the admission decision, or if the applicant has not obtained their secondary-school leaving certificate/degree by the time of enrolment, the head of the higher education institution shall annul the admission decision.
- (5) An additional condition for admission to the training courses is a medical certificate issued within the last six months, confirming the applicant's satisfactory health condition and the absence of any infectious diseases (such as AIDS, Hepatitis A, B, C, COVID-19, etc.).

### **7.§ Announcement of Admission Procedures**

- (1) The Rector of the University of Nyíregyháza is authorized to announce the admission procedure, considering the following deadlines:
  - a) For programmes starting in February, the application deadline is January 10 of the calendar year in which the course starts,
  - b) For programmes starting in September, the application deadline is June 30 of the calendar year in which the course starts – except for applicants applying through recruitment agencies.
- (2) Following the admission procedure pursuant to paragraph (1), the President and the Rector shall be entitled, at their own discretion, to set an application deadline different from those specified in paragraph (1) of Article 7, with regard to the specific educational characteristics of the higher education institution or the interests of the institution.

### **8.§ Admission Application and Applicant Registration**

- (1) The admission procedure is initiated at the applicant's request.
- (2) In the admission application form (online system), the applicant must indicate which English language programmes offered by the University he/she is applying for. The

applicant may select two programmes by ranking them. The applicant shall indicate the second programme in a separate declaration on the online application form. The institution will only carry out the admission procedure for the second-ranked course if the applicant is not admitted to the first-ranked one. If the applicant applies through a recruitment agency, the admission documentation must include a declaration confirming this.

- (3) The application must be submitted electronically to the NKI by filling in the online application form published on the institution's website <https://applicationform.nye.hu/>.
- (4) The NKI initiates the admission procedure towards the institute that launched the programme in question by sending a list of applicants. Organising and administrating the entrance exams is continuous during the admission period, the NKI propose the date of the entry exam, which is finalised based on the feedback from the institutes. The exam is carried out by the institute.

### **9.§ Score Calculation for Applications to Announced Programmes**

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

In the admission procedure, applicants may obtain a total of 100 points. The establishment of a specific scoring system for admission is the responsibility of the institute, and the assessment form based on this is sent to the NKI by the course supervisor.

- (2) Only applicants who have attained the minimum threshold of 60 points in the entry exam will be admitted to the courses.
- (3) No additional points can be calculated.

### **9/A.§. Preliminary Credit Recognition Procedure**

- (1) In the case of Bachelor's degree programmes in Computer Science, Tourism and Hospitality, and Business Administration and Management, a preliminary credit recognition procedure may be carried out at the request of the applicant.
- (2) The application for the credit recognition procedure shall be submitted at the same time as the application or implemented by the application deadline.
- (3) Credit recognition may be requested for degrees in the same field of study that are at least equivalent to level 5 of the EKKR (National Qualifications Framework of Hungary).
- (4) The minimum number of credits that may be awarded is 30 and the maximum number of credits is 90. Depending on the number of credits recognised, the period of study for the programmes referred to in paragraph 1 may be shortened by 1 to 3 semesters.
- (5) The credit recognition procedure shall be carried out under the responsibility of the course supervisor, who shall send the result to the NKI with the approval of the Head of the institute.

- (6) The eligible subjects and their credit values shall be recorded in the conditional admission decision.

### **10.§ Admission decision**

- (1) The University makes the admission decision based on the result of entrance exam and the documents submitted. In making the admission decision, the Rector has the power of opinion and, with the agreement of the President, the power of decision, considering the strategic goals of the institution and prior consultation with the Head of the institute and the course supervisor.
- (2) The NKI summarizes the results of the admission procedure and presents them in the admission decision to the decision-making Rector.
- (3) In case of a violation of the law, the applicant has the right to appeal against the admission decision. The deadline for lodging an appeal is 15 days from the date of receipt of the admission decision (electronic confirmation or acknowledgement of receipt), which time is forfeit. The appeal must be addressed to the Rector and sent to the NKI.
- (4) During data processing – in the case of an incomplete application submission – the office will request the applicant to provide missing information no later than 30 days after the application is received. If the applicant does not provide the missing information by the deadline specified in the request for supplementation, he/she may be excluded from the admission procedure.
- (5) The University of Nyíregyháza will communicate its decision regarding admission to the applicant in an admission decision (electronically), taking into account the following deadlines:
- a) for programmes starting in February, the 20th of January of the calendar year in which the training starts,
  - b) for programmes starting in September, 15 August of the calendar year in which the training starts,
  - c) In the case of students admitted through procedures announced according to the Rector's own discretion under Section 7(2) of the regulations, the deadline for issuing the admission decision may differ from the deadlines specified in Section 10(5) points a) and b).
- (6) The English version of admission decision (Final Letter of Admission) must include the following:
- a) the name and address of the University of Nyíregyháza,
  - b) the date and location 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, the work schedule of the programme, the subjects and their credit values recognised in the preliminary credit recognition procedure,
  - e) the applicant's full name, nationality, place of residence, type and number of identity document,
  - f) acknowledgement of receipt of fees paid by the applicant,
  - g) information on the possibility appealing the decision,

- h) the call for the establishment of student status, as well as a warning regarding the consequences of failing to complete enrolment and present the original documents,
- i) The legal provisions on which the school based its admission decision,
- j) The location and time of the decision-making, as well as the name and official position of the person who issued the decision.

### **11.§ Application fees and tuition fees**

- (1) For the admission procedure and training, the admitted student shall pay the following fees in accordance with the procedural rules set out in Article 12 (1).
- (2) The amount of tuition fees is specified in the decision approved by the University of Nyíregyháza's Senate, which includes the list of programmes offered in English for international fee-paying students for the given academic year. The tuition fee may be reduced for the given academic year based on the applicant and student interest discounts outlined in the decision of the University of Nyíregyháza's funding body regarding international student recruitment. The specific amount of the reduction is determined in the table and will be specified in the conditional admission decision (Conditional Letter of Acceptance). For the New applicant recruited by current student discount type ("Refer a Friend"), the maximum discount for Professional Pilot BSc courses can be up to 500 EUR per recruited student for a maximum of 5 recruited students (maximum value of the tuition fee discount: 2.500 EUR). An applicant or student is only eligible to claim one discount from the listed options.
- (3) Other fees:
  - a) One-time application fee: 100 EUR (non-refundable) – except for applicants applying through recruitment agencies.
  - b) The applicable at the time dormitory accommodation reservation fee for a minimum of 5 months – specified in euros, which will only be refunded if the applicant's visa application is denied or if the programme which for he/she applied doesn't start.
- (4) In the case of preparatory courses, the tuition fee for the academic year in question shall include the cost of the textbooks and teaching aids necessary for the studies, which shall be provided by the institute that started the programme.

### **12.§ Payment and refund of Application fees and tuition fees**

- (1) The admitted applicant is required to pay the annual tuition fee and any other fees by the deadline specified in the admission decision after the issuance of the Conditional Letter of Acceptance. Additionally, if the application fee and any outstanding balances have not yet been paid at the time of application, they must be settled no later than the date of enrolment. The Finance Department will provide continuous updates electronically to the NKI regarding payments during the admission period. After receiving the admission decision and making the payment for the fees specified in the decision, the dormitory accommodation reservation fee can only be refunded in the cases specified in Section 11(3)(b). The tuition fee can only be refunded in the cases and manner outlined in the

admission decision. In exceptional cases, the refund may be granted with the President's approval, either on a discretionary basis or due to an unexpected life situation that occurred through no fault of the applicant. Only an authenticated official certificate will be accepted to verify the occurrence of an unforeseen event that is beyond the applicant's control. The applicant can request a refund of the tuition fee and dormitory accommodation reservation fee within 1 calendar year from the date of the admission decision (Final Letter of Admission); after this period, there is no possibility for a refund of the paid fees.

- (2) An exception to the provisions of paragraph (1) is only possible in the case of a student submitted a request, based on an individual assessment. Waiving the application fee, as well as reducing or waiving the tuition fee and dormitory accommodation reservation fee, is possible with the Rector and President's approval, upon individual request, in specific cases, or for significant institutional interests.
- (3) For fees received during an international transaction, a divergence of up to 5% is acceptable for the application fee and the dormitory accommodation reservation fee, and a maximum of 1% for the tuition fee. If the difference is greater than the percentages indicated, the full amount of the difference must be paid by the deadline for enrolment. For fees transferred using the SimplePay online payment method, the transaction costs are charged to the University of Nyíregyháza.
- (4) The payment of the first two semesters' tuition fees shall be made in a single instalment. After that, the semester tuition fee must be paid no later than the 15th day before the start of the academic period, with the amount being announced in advance by the Student Services and Alumni Center in the NEPTUN system. In the event of late payment, the student's student status will be terminated after a reminder.

### **13.§ Establishment of student status**

- (1) Foreign nationals may begin their studies in the University of Nyíregyháza's self-financed English-language programmes if they have participated in the admission procedure according to the provisions of this regulations, have been accepted, paid the required fees, and enrol at the University according to the instructions, thus establishing student status. Upon enrolment, the applicant signs a training contract, with 3 copies 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 and Alumni Center's academic administrator:
  - Secondary school-leaving certificate/certificate of higher education (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)
  - training contract in 4 copies (3 English and 1 Hungarian)
  - medical certificate (original document and a certified translation of the document in English or Hungarian)

- 2 passport photos
- certificate of payment of the fees provided for in Article 11, signed by the international coordinator
- original Final Letter of Admission

- (3) The allocation of dormitory rooms and the administration of accommodation for applicants who have applied for dormitory accommodation will be carried out by Campus Dormitory and Sandra Youth Hostel based on the information sent by the NKI for applicants who have obtained a visa.

#### **14.§ Registration of applicants**

- (1) The NKI is responsible for maintaining the records of foreign citizens applying for foreign language programs at the University of Nyíregyháza until the completion of the admission process. The Student Services and Alumni Centre is responsible for the full academic administration of admitted and enrolled students, as well as the management and registration of their academic affairs in the NEPTUN system.
- (2) The provision of data concerning the applicants to the competent national security authorities is the responsibility of the NKI.

#### **15.§ Mixed provisions**

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

#### **Final provision**

The present regulations were adopted by the Senate of the University of Nyíregyháza by resolution No.23-141/2020 (15 December). These Regulations enter into force on the day of their adoption.

The present regulations were amended by the Senate of the University of Nyíregyháza by Resolution No. 25-70/2021 (15 June 2021), with effect from 17 June 2021.

The present regulations were amended by the Senate of the University of Nyíregyháza by resolution No.24-33/2022 (22 February), effective from 1 March 2022.

The present regulations were amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/44-2/2023 (1 February 2023), with effect from 1 February 2023.

The present regulations were amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/44-78/2023 (16 May 2023), with effect from 18 May 2023.

The present regulations were amended by the Senate of the University of Nyíregyháza with Resolution No. IHK/44-185/2023.(14 November), with effect from 16 November 2023.

The present Rules were amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/44-193/2023 (12 December), with effect from 14 December 2023.

The present regulations were amended by the Senate of the University of Nyíregyháza by resolution No.53-51/2024 (May 21), with effect from May 23, 2024.

The present regulations were amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/53-117/2024 (22 October), with effect from 24 October 2024.

The present regulations were amended by the Senate of the University of Nyíregyháza by resolution No.53-159/2024 (16 December), with effect from 18 December 2024.

Nyíregyháza, 16 December 2024.

On behalf of the Senate:

Dr. György Szabó

Rector