

**Annex 7/c**  
**of the Statutes of the University of Pécs**

**Code of admissions procedure to international study programmes open exclusively to  
foreign nationals**



**Pécs 2018.**

**Effective from 20 December 2018**

*Please note that this document is solely a translation of the official Hungarian text, therefore binding decisions can only be made based on the Hungarian text. In case of any doubt, the Hungarian text has authority.*

Pursuant to Government Decree 423/2012 (XII.29.) on higher education admission procedures (hereinafter Government Decree), the Senate of the University of Pécs (hereinafter University) has adopted the following code of admissions procedure to international study programmes open exclusively to foreign nationals (International Admissions Code, abbr IAC).

## **Chapter I. Scope of the Regulation**

### **Article 1**

- (1) The personal scope of IAC shall cover all units of the University.
- (2) The material scope of IAC shall cover every study programme in foreign languages organised by the University exclusively for foreign nationals where admission procedures are carried out in the University's own procedure rather than in the central procedure of the Educational Authority.
- (3) For the purpose of IAC, foreign national shall mean a person having foreign citizenship while not having Hungarian citizenship conjointly.

## **Chapter II. Information on the programmes, application**

### **Article 2**

- (1) The University maintains a distinct database about the study programmes in foreign languages organized exclusively for foreign nationals (hereinafter international programmes) with the content outlined in the information guide for higher education admissions as per the Government Decree.
- (2) The University's international admissions website (<http://international.pte.hu>) contains detailed information about the international programmes based on the distinct database referred to in paragraph (1). Faculty websites related to the study programmes are also accessible via the links on the international recruitment website.
- (3) The admission procedure shall be carried out via the application platform online platform (<http://apply.pte.hu>, hereinafter application platform) with the exception of the Medical School and the Faculty of Pharmacy. Provisions applicable to the Medical School and the Faculty of Pharmacy distinct from Chapters II-V. are outlined in Chapter VI. herein.
- (4) The application deadline and the requirements shall be set forth by the Faculties in the corresponding Dean's Orders with that the deadline shall fall within 1 February and 15 August (31 July for citizens with visa obligation) except for cross-semester programmes.
- (5) Submission deadline for missing documents shall be set to at least five days prior to the admission decision. With derogation to this paragraph, if the Faculty allows in the respective Dean's Order, the applicant may make a statement during the admission procedure that they will submit their high school leaving exam certificate no later than upon enrolment.
- (6) Evaluation of applications, processing, examination and storage of documents submitted during the admission procedure are primarily carried out via the application platform.
- (7) Applicants shall submit the following documents in all cases, along with the special documents in particular programmes:
  - a) document certifying qualification required for admission,
  - b) personal identification document,
  - c) CV with photograph.

(8) When determining the application fee for a particular programme, it has to be taken into account that the application fee cannot be less than 100 EUR. Students who do not pay the application fee cannot take part in the admission procedure, except for Stipendium Hungaricum students and students in programmes where the law or bilateral agreement exempts from application fee.

(9) The student shall be informed about the admission decision via application platform. If a particular programme wishes to provide further information in print, it may do so individually.

(10) The Faculty shall have the responsibility and power to determine the admission requirements (documents to be submitted, order of the admission exams), while the Centre for Internationalization and Connections shall have the responsibility and power to publish the admission requirements on application platform.

### **Chapter III. Admissions procedure**

#### **Article 3.**

(1) Admissions exams may take place at the seat or other sites of the University, or at other domestic or foreign places determined by the Faculty in its admissions regulations of the particular programme.

(2) The admissions examiner shall be a lecturer having civil servant status or personal service contract at the University. Contracted recruitment agents may take part in the organisation of the exams but shall not be examiners.

(3) The admissions exam can be conducted via an online video chat service. In this case, a person commissioned by the University shall identify the applicant before the exam. Video chat exams may only be conducted at places determined by the Faculty. Only the applicant and the person commissioned by the University to identify the applicant and to oversee compliance with admission rules shall be present during the exam. Further rules about the admissions exams via online video chat shall be set forth in the respective Dean's Orders.

(4) Written exam, oral exam, practical exam and suitability tests can also be organised during the admissions procedure.

(5) Participation of one examiner is enough in the exam, unless prescribed otherwise by the Dean's Order of the Faculty organising the programme.

(6) If the Faculty's admissions regulations allow, admission may be decided on without an exam, based on documents.

(7) Only applicants having at least CEFR B2 language skills in the language of the programme may be admitted. The applicant's language skills shall be checked during the admission procedure, except if the applicant pursued their studies in the programme's language of instruction earlier. In the latter case, the Faculty is not obliged to check the applicant's language skills.

(8) If the University finds out after the admission decision but before enrolment that the decision was based on false data or misinformation, the committee entitled to make the admission decision annuls the former decision and denies admission of the applicant in a new decision.

(9) A Joint Order of the Rector and the Chancellor shall set forth the financial and accounting rules relating to the admissions procedure.

## **Chapter IV**

### **Admission decision**

#### **Article 4.**

- (1) Admissions decisions shall be made by a committee of at least three members.
- (2) Objective criteria of the admissions decisions shall be published on application platform at least 30 days prior to the opening of the application period. Every admissions decision shall be based on these criteria in a transparent manner. Admissions decisions shall contain the identification data of the applicant and information on the possible legal remedies.
- (3) The (positive) admission decision shall contain the following:
  - a) applicant's personal data (name, birth place, birth time, citizenship);
  - b) programme name (at which Faculty, which major);
  - c) programme duration (number of semesters);
  - d) expected termination of student status;
  - e) programme schedule (full-time, part-time);
  - f) financing form;
  - g) information on legal remedies;
  - h) certification of payment of fees imposed by the University;
  - i) certification of the applicant's required language skills (if the University checked it).
- (4) The applicant shall be informed about the admissions decision (at least through electronic means) in a time sufficient for the applicant to comply with every obligation imposed by the University or the authorities to start their studies, including the obligations imposed by the National Directorate-General for Aliens Policing.
- (5) If the applicant objects to the decision's professional aspects, they may appeal against the decision within 8 days from learning of the decision. The Dean of the Faculty organizing the programme shall be eligible to assess the appeal. If the applicant objects to the decision based on unlawfulness or infringement of a regulation, they may appeal against the decision within 15 days from learning about the decision. The Secondary Educational Committee shall be eligible to assess this appeal.
- (6) In the case of denied admission to a programme with English as the instruction language, a student status in the preparatory course of the University shall be offered to the applicant in the decision. The respective Dean's Order may stipulate this offer optional.

## **Chapter V**

### **Special provisions pertaining to the medical evaluation**

#### **Article 5.**

- (1) In those programmes where legal or University regulation stipulates, participation in the University's medical examination shall be a prerequisite for establishment of the student status.
- (2) The respective Dean's Order may allow the admitted applicant to enrol to a particular programme before the medical examination organized by the University if, based on the applicant's medical condition statement and other submitted documents, no reason prevails which may prohibit the establishment of student status. However, in this case, for the final approval of enrolment by the University (the authentication of the enrolment form), the applicant is required to undergo the University's medical examination. If the applicant is denied at the University's medical examination and therefore it can be concluded that the applicant did not pass the medical examination required to

establish the student status, the student status of the applicant may not be considered as established and the applicant shall be deleted from the student register as a person not having established a student status.

## **Chapter VI**

### **Special provisions pertaining to the Medical School and the Faculty of Pharmacy**

#### **Article 5/A.**

(1) For international study programmes admissions procedures falling under the scope of IAC of the Medical School and the Faculty Pharmacy, the provisions of IAC shall with the exceptions outlined in this Article.

(2) To start the admission procedure, applicants shall register on the respective websites of the Faculties and submit the application documents on paper by post. Applications will be accepted upon the arrival of the paper-based documents.

(3) The evaluation of the applications is carried out by the respective Faculty/School under its own competence. The Faculty/School Admissions Office shall be responsible for the processing and storage of the applications.

(4) The applicant shall be notified of the admission decision by e-mail via the Faculty's/School's own application platform, and by post in study programmes with English as the language of instruction.

(5) Setting out admission requirements and publishing them shall be the responsibility of the Faculty/School. Admission requirements shall be published on the respective Faculty's/School's own application platform.

## **Chapter VII.**

### **Special provisions pertaining to the International Studies Centre's of the Medical School preparatory courses**

#### **Article 6.**

(1) The International Studies Centre of the Medical School (hereinafter ISC) organises preparatory courses at the University in which enrolled students receive student status. The relevant rules of the Medical School and the provisions set forth in this chapter shall apply to the ISC's preparatory courses.

(2) Preparatory courses may be one-semester (5 months), two-semesters (10 months), or three-semesters (15 months) long.

(3) Middle school or equivalent qualification is required for participation in the preparatory courses. The document certifying middle school or equivalent qualification shall be provided no later than upon enrolment.

(4) When determining the application fees of the preparatory courses, it shall be considered that the fee shall not be less than EUR 100.

(5) The amounts of the application and/or registration fees for the preparatory courses shall be set forth in a Dean's Order adopted with the confirmation of the Chancellor. The pertaining financial and accounting process shall be set forth in a Joint Order of the Rector and the Chancellor.

(6) During the admissions procedure, a written examination and a motivational interview via online video chat service shall be carried out with either "qualified" or "not qualified" outcome.

(7) Applicants are evaluated, and a proposal is made to the Director of the ISC on the application by the head of the English Programmes of the ISC in case of the English Programmes or the head of the Hungarian Programmes in case of the Hungarian Programmes.

**Chapter VIII.**  
**Entry into force**

**Article 7.**

(1) IAC shall enter into force on the day of its adoption by the Senate. IAC shall be applicable to admissions procedures of with study programmes offered from the academic year 2019/2020.

(2) The Medical School and the Faculty of Pharmacy shall adopt and publish its Dean's Order outlining the detailed provisions on admission procedures in international study programmes offered exclusively to foreign nationals in line with the provisions of IAC no later than 30 January 2019. The other Faculties shall comply with this obligation no later than 15 October 2018. The approval of the Chancellor is needed for the entry into force of financial or accounting provisions of the respective Dean's Order.

(3) The Joint Order of the Rector and the Chancellor referenced herein shall be adopted and published no later than 30 April 2019.

(4) The Medical School shall adopt and publish the regulations pertaining to the preparatory courses referenced in Article 6. no later than 31 December 2018. The approval of the Chancellor is needed for the entry into force of financial or accounting provisions of the respective regulations.

21 June 2018, Pécs

Dr. József Bódis  
Rector