

On the rules of the admission procedure of foreign language trainings at the University of Pécs offered exclusively for foreign citizens

Pursuant to Government Decree No. 423/2012. (XII. 29.) on the Admission Procedure to Higher Education, the Senate of the University of Pécs (hereinafter: the University) hereby adopts the following Regulation (hereinafter: the Regulation) concerning foreign language trainings announced for foreign citizens.

Chapter I.

General Provisions

Article 1 (1) The personal scope of this Regulation shall extend to all organisational units of the University and to the employees of such units.

(2) The material scope of this Regulation shall extend to those admission procedures conducted under the authority of the University in which applications are submitted for programmes announced exclusively for foreign citizens or also open to foreign citizens, provided that such applications are not processed through the central admission procedure of the Educational Authority, but through the University's own admission procedure.

(3) In the case of foreign language programmes announced for foreign citizens, the application shall be submitted to the University, which shall be responsible for conducting the admission procedure. The University shall also provide information to the Educational Authority regarding the applicants' data and the results of the admission procedure by the start date of the programme, but no later than October 15.

(4) Applications for foreign language programmes announced for foreign citizens may be submitted by persons who are nationals of a foreign state or who hold a non-Hungarian secondary school leaving certificate.

Chapter II.

Information on the programmes, application for the programmes, and procedure fees

Article 2 (1) The University shall maintain an independent database containing information on the foreign language programmes announced for foreign citizens (hereinafter: the programmes), including the content elements specified in the higher education admission information guide.

(2) Detailed information on the programmes shall be available on the University's international website (<http://international.pte.hu>) based on the independent database referred to in paragraph (1). Information on the programmes provided on the faculty websites shall also be accessible via links available on the University's international admissions website.

(3) Applications for the programmes shall be submitted through the University of Pécs' central, unified online platform (hereinafter: the platform).

(4) The deadlines and conditions for application to the programmes shall be determined by the Faculties in the relevant Dean's Order, provided that the application period – except for mid-year programmes – shall fall between February 1 and August 15, and, in the case of nationals of countries subject to visa requirements, between February 1 and July 15.

(5) The deadline for the submission of missing documents required for the application shall be at least five days prior to the admission decision. By way of exception from the provisions of this paragraph, if permitted by the relevant Dean's Order of the given Faculty, the applicant may declare during the admission procedure that the original secondary school leaving certificate will be presented in paper form to the Faculty administration by the time of enrolment at the latest.

(6) The evaluation of applications, as well as the management, review, and storage of the documents submitted during the application process, shall primarily take place through the platform.

(7) During the application process – except where specific additional documents are prescribed for a given programme – the following documents shall in all cases be submitted:

- a) a document certifying the qualification required for admission,
- b) a document suitable for personal identification,
- c) a curriculum vitae with a photograph.

(8) The following fees may be charged in the course of the admission procedure:

a) application fee: a fee payable for initiating the admission procedure and for the acceptance of the application for admission. Where prescribed, failure to pay the fee shall exclude the applicant from participation in the admission procedure, and the application shall not be accepted;

b) admission fee: a fee payable for the admission examination. Where prescribed, failure to pay the fee shall preclude the applicant from taking the admission examination;

c) registration fee: a fee covering the administrative tasks related to the conduct of the admission procedure.

(9) The type and amount of the fees payable in the admission procedure shall be regulated by the Faculties in a Dean's Order based on paragraph (8). The total amount of the fees applied in the admission procedure shall not exceed 25% of the average tuition fee payable by students per semester in the respective programme. The application fee, admission fee, and registration fee shall not be refundable; however, the Faculty may, within the framework of its Dean's Order, depart from this rule insofar as the Dean may, on equitable grounds and upon submission of documentary evidence of justifiable circumstances, authorise the refund of such fees in whole or in part.

(10) An applicant who has been admitted and who, during the registration period, has submitted an enrolment request in the University's ES system thereby expressing the intention to commence studies at the Faculty, but who fails to submit the duly authenticated enrolment form within the prescribed deadline after submission of the enrolment request in the ES, shall be entitled to a refund as follows:

a) 60% of the tuition fee paid for one semester; in the event that the Dean recognises the existence of extraordinary circumstances, the amount to be refunded may, on equitable grounds, be increased up to 80% of the tuition fee paid;

b) 80% of the tuition fee paid for two semesters; in the event that the Dean recognises the existence of extraordinary circumstances, the amount to be refunded may, on equitable grounds, be increased up to 90% of the tuition fee paid.

(11) An applicant who has been admitted but fails to submit an enrolment request by the end of the registration period and:

a) in the case of a programme commencing in September, notifies the University in writing of their withdrawal by August 31, or, in the case of a mid-year programme, by January 31, or, in the case of a mid-year preparatory programme, by December 31, shall be entitled to a refund of 90% of the tuition fee paid for the first semester in the case of the English-language medicine and dentistry programmes and the German-language programmes, and 90% of the tuition fee paid for the first academic year in the case of all other English-language programmes;

b) in the case of a programme commencing in September, notifies the University in writing of their withdrawal by September 30, or, in the case of a mid-year programme, by the last day of February, or, in the case of a mid-year preparatory programme, by January 31, shall be entitled to a refund as follows:

ba) 60% of the tuition fee paid for one semester; in the event that the Dean recognises the existence of extraordinary circumstances, the amount to be refunded may, on equitable grounds, be increased up to 80% of the tuition fee paid;

bb) 80% of the tuition fee paid for two semesters; in the event that the Dean recognises the existence of extraordinary circumstances, the amount to be refunded may, on equitable grounds, be increased up to 90% of the tuition fee paid;

c) in the case of a programme commencing in September, notifies the University in writing of their withdrawal after 30 September, or, in the case of a mid-year (spring intake) programme, after the last day of February, or, in the case of a mid-year preparatory programme, after 31 January, the amount refundable shall be determined by the relevant Dean's Order.

(12) The Faculties may, upon individual request, depart from the provisions set out in paragraphs (10) and (11) in a manner favourable to the applicant, within the framework of Dean's equity decisions, in accordance with the principles laid down in the relevant Dean's Order.

(13) The portion of the tuition fee paid which, under paragraphs (10) and (11), is non-refundable to the applicant shall accrue to the University as a availability fee. In the event of a refund to the applicant, the cost of the bank transfer shall be borne by the applicant.

(14) The applicant shall be notified of the admission decision through the online platform, and the formal admission resolution shall be sent to the applicant's electronic mail address. Should the Faculty wish to provide additional paper-based notification to the applicant, it may do so at its own discretion.

(15) The determination of the admission requirements (including the range of documents to be uploaded and the procedure of the admission examination) shall fall within the competence and responsibility of the Faculty launching the programme, while the publication of such requirements on the online platform shall fall within the competence and obligation of the International Centre. An exception shall be made for the determination of the set of documents to be uploaded concerning the applicant's state of health, which shall fall under the competence of the institution.

(16) The following information shall be included, for each programme, in the Dean's Order – prepared in consultation with the International Centre and the Educational Directorate – and published on the Faculty's website at least six months prior to the commencement of the admission procedure:

a) the name of the programme (in Hungarian and in the language of instruction);

b) the level of the programme;

c) the language of instruction and the form of study;

d) the conditions of application;

e) the legal basis and amount of the procedure fees;

f) the exact application deadline;

g) the list of documents to be attached to the application and the rules for the submission of missing documents;

h) the admission requirements and the description of the admission examination and/or aptitude test (where applicable).

(17) The rules applicable to preparatory programmes shall be laid down in a Dean's Order.

Chapter III.

The admission procedure

Article 3 (1) The admission examination may be held at the University's seat, any of its sites, or at another location in Hungary or abroad as specified by the Faculty in the admission rules applicable to the given programme.

(2) The admission examination may be conducted exclusively by a lecturer who is employed by the University under an employment contract or contract of services. Staff members of a recruitment agency contracted by the University may assist in organising the admission examination but may not participate in the examination itself.

(3) The admission examination may also be conducted through an online video call service. In such cases, immediately prior to the examination, the person authorised by the University for this purpose shall verify the applicant's identity. Admission examinations conducted via an online video call service may take place only at the locations designated by the Faculty. Only the examinee and the person authorised by the Faculty to verify the examinee's identity and to supervise the regularity of the examination may be present at the examination site. The further detailed rules of admission examinations conducted via an online video call service shall be determined in a Dean's Order, which shall be published by the International Centre on the international.pte.hu website, and by the Faculty on its own website.

(4) In the course of the admission procedure, written, oral, practical, and aptitude examinations may be organised.

(5) An admission examination may be conducted by a single examiner; however, it is mandatory in all cases to record an examination sheet or minutes of the examination.

(6) Where provided for by the Faculty's admission rules applicable to the given programme, the admission decision may also be made on the basis of submitted documents, without the conduct of an admission examination.

(7) Only those applicants may be admitted who possess at least a CEFR B2 level of proficiency in the language of instruction of the given programme. The applicant's language proficiency shall be verified during the admission procedure. The list of language certificates and documents accepted by the University as proof of language proficiency shall be published by the International Centre on the international.pte.hu platform. In duly justified cases, the Faculty may waive the requirement to examine such documentation, provided that the applicant's language proficiency is assessed - preferably in the language of instruction - by a professional holding a language teaching qualification, or, if this is not possible, by an examiner teaching in the language of instruction.

(8) Only applicants who possess an appropriate secondary school qualification may be admitted to undergraduate and undivided programmes. The list of secondary school qualifications accepted by the University shall be published by the International Centre on the international.pte.hu platform.

(9) If, after the admission decision has been made but no later than at the time of enrolment, the University establishes that the admission decision was rendered on the basis of false data or information, the committee authorised to make the admission decision shall annul the original admission decision and adopt a rejection decision.

(10) The rules applicable to preparatory programmes shall be laid down in a Dean's Order.

Chapter IV.

The admission decision

Article 4 (1) The admission decision shall be made by a committee consisting of at least two members.

(2) The objective criteria of the admission decision shall be published on the online platform at least 30 days prior to the beginning of the application deadline. The admission decision shall in all cases be a transparent decision based on these criteria. The admission decision shall include the applicant's identifying data and information concerning the possibility of legal remedy.

(3) A favourable admission decision shall include the following:

a) the name of the University, its institutional identification code, and the applicant's personal data (name, place and date of birth, citizenship, residence);

b) the name of the programme (indicating the Faculty and the field of study in which the programme is offered);

c) the duration of the programme (number of semesters);

d) the expected date of termination of the student status;

e) the form of study (full-time or part-time);

f) the form of financing;

g) information on the possibility of legal remedy;

h) certification of the payment of the fees imposed by the University;

i) certification that the applicant possesses the language proficiency required for the pursuit of studies (where such proficiency has been verified by the University);

j) a notice to establish student status, including a warning concerning the consequences of failure to enrol;

k) information on the rules governing the refund of fees paid or payable in connection with the admission procedure;

l) the legal provisions on which the University's decision is based;

m) the place and date of the decision, and the name and official position of the person issuing the decision.

(4) A rejection decision shall include the following:

a) the name of the University, its institutional identification code, and the applicant's personal data (name, place and date of birth, citizenship, residence);

b) the name and form of study of the programme (full-time or part-time);

c) the reason for rejection and information concerning the possibility of legal remedy;

d) information on the rules governing the refund of fees paid in connection with the admission procedure;

e) the legal provisions on which the University's decision is based;

f) the place and date of the decision, and the name and official position of the person issuing the decision.

(5) The applicant shall be notified of the admission decision - at least electronically - in due time to ensure that sufficient time is available to complete the University and other administrative procedures necessary for the commencement of studies, including the fulfilment of obligations prescribed by the National Directorate-General for Aliens Policing.

(6) If the applicant contests the admission decision on professional grounds, they may submit an appeal within 8 days of becoming aware of the decision; the appeal shall be decided by the Dean of the Faculty offering the programme. If the applicant contests the admission decision on the grounds of a violation of law or regulation, they may submit a request for legal remedy within 15 days of becoming aware of the decision; such petitions shall be adjudicated by the Secondary Educational Committee.

(7) In the case of applicants to English-language programmes, if the admission decision is unfavourable, the decision shall – or, where so provided in the relevant Dean's Order, may – offer the applicant admission to the University's preparatory programme.

Chapter V.

Special provisions on the health aptitude test

Article 5 (1) In the case of programmes for which this requirement is prescribed by legislation or by a University regulation based on legislation, the establishment of student status shall be conditional upon passing the health aptitude test organised by the University.

(2) Where permitted by the relevant Dean's Order, in the case of a given programme, an admitted applicant may enrol prior to completing the health aptitude test organised by the University, provided that, on the basis of the applicant's completed health declaration and the documents submitted, there is no indication of any condition that would exclude the establishment of student status. In such cases, the University's decision to accept the enrolment – effected by the authentication of the enrolment form by the University – shall be a conditional decision, contingent upon the applicant's successful completion of the health aptitude test organised by the University. If the applicant fails to meet the requirements of the health aptitude test organised by the University, and it is thereby established that the condition of passing the health aptitude test – as a prerequisite for the establishment of student status – is not fulfilled, the applicant's student status shall not be deemed to have been established, and the applicant shall be removed from the student register as a person whose student status has not been created.

Chapter VI.

Entry into force, transitional and final provisions

Article 6 (1) This amendment shall enter into force on the day following its publication, and its provisions shall apply to applications for programmes announced for the 2026/2027 academic year.

(2) The Faculties shall, by October 31, 2025 at the latest, adopt or amend and publish their respective Dean's Orders containing the detailed admission rules for their foreign language programmes announced for foreign citizens, in accordance with the provisions of this Regulation. Where such Dean's Order contains management or financial provisions, its entry into force shall be subject to the prior consent of the Chancellor.

Dr. Miseta Attila
rector

Decsi István
chancellor

Clause:

This amendment to the Regulation was adopted by the Senate by Resolution No. 120/2025. (10.02.).

The amendment was approved by the Board of Trustees of the University's maintaining foundation by Resolution No. 223/2025. (11.03.)

The amendment shall enter into force on the day following its publication.

TARTALOMJEGYZÉK

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