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HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES ORGANISATIONAL AND OPERATIONAL REGULATIONS

3rd VOLUME
REQUIREMENTS FOR STUDENTS

3.3. ADMISSION REGULATION

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[1]The Senate of the Hungarian University of Agricultural and Life Sciences (hereinafter referred to as the University) hereby issues the following regulations on the admission procedure, in accordance with Act CCIV of 2011 on National Higher Education (hereinafter referred to as Nftv.), Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on national higher education (hereinafter: Nftv. Vhr.), and Government Decree 423/2012. (XII. 29.) on the admission procedure for higher education (hereinafter: Decree), the University hereby establishes its Admission Regulation (hereinafter: Regulation) as follows.

1. EFFECTIVE SCOPE OF REGULATION

1. §

(1) [2]The Regulation applys to the admission procedure for all courses of the University, whether in Hungarian or in a foreign language: for Hungarian and non-Hungarian citizens applying for bachelor's, master's, undivided and higher education vocational training courses.

(2) [3]The admission procedure for doctoral studies is governed by the operational Rules of Doctoral Schools of the University.

(3) [4]The Regulation also applys to joint international programmes and programmes in foreign languages for foreign citizens, as well as to the admission procedure for postgraduate specialist training programmes and the admission procedure for off-campus, cross-border training programmes.

(4) [5]The announcement of admission for the programmes referred to in Section (3) shall be published by the University on its website and the Education Office shall be informed about the students admitted and enrolled (having active student status) through the Higher Education Information System.

2. INTERPRETATIVE PROVISIONS

2. §

(1) **Maintainer**: the Foundation for the Hungarian University of Agricultue and Life Sciences.

(2) [6]**Academic scores:** scores obtained on the basis of secondary school performance and school-leaving examination results during the admission procedure.

(3) **GCSE's scores**: the scores obtained at the General Exam of Secondary Education on the basis of the results of the subjects for the given degree programme.

(3a) [7,8]**Vocational examination**: a national examination that measures the mastery of the professional knowledge acquired in the course of vocational education and training and the professional skills specifically required for the given profession in the training and outcome requirements, in a nationally uniform procedure. Vocational qualifications and secondary school certificates awarded from 2021 onwards, as well as further vocational education and training corresponding to the vocational qualification of applicants who obtained a vocational qualification with a vocational qualification number 54 or 55 in the National Training Register published after 2012 but before 1 January 2020, may be taken into account for the calculation of admission points as described in the Higher Education Admission Guide (hereinafter referred to as the Guide).

(4) **Ranking decision:** the decision as to which of the courses indicated and ranked in the application for admission is the first course for which the applicant has reached the pass mark for admission. In a given admission procedure, the ranking established by the candidate may be used to place him/her in only one place in the admission procedure.

(5) [9]**Admission decision:** a decision taken by the University in a central admission procedure on the basis of a classification decision, or by the University in its own institutional procedure on the basis of the processing and institutional ranking of applications, informing the applicant of the result of the admission procedure.

(5a) [10,11,12]**Minimum score**: from the 2023 general admission procedure, the University may set a minimum score which may not exceed

a) [13]-

b) [14,15]260 points for bachelor's and one-tier master's programmes, except for Hungarian state partial scholarship and Hungarian state scholarship programmes (hereinafter jointly referred to as "Hungarian state scholarship programmes") in the field of economics, for which the threshold is 320 points; 280 points for the bachelor's programmes in Biochemical Engineering, Food Engineering, and Landscape Management and Garden Construction Engineering, and the one-tier master's programme in Agricultural Engineering; and 280 points for the bachelor's programme in Viticulture and Oenology Engineering offered under the Hungarian state scholarship scheme;

c) [16,17]220 points for higher educational vocational training;

d) [18]50 points for a Master's degree.

(6) [19]**Additional points**: points awarded for additional performance during the admission procedure which can be counted towards the admission score. Excess points shall be used from the 2024 general admission procedure only for Master's degree courses.

(7) [20]**Responsible campus**: the basic activity organisational unit where the applicant wishes to become a student in the course of the initial training.

(7a) [21,22]**Headquarter campus**: the campus of the headquarter of the institute according to Article 27 (2) of the Organisational and Operational Regulations (hereinafter referred to as SZMSZ).

(8) [23]-

(8a) [24,25]**Institutional scores**: points awarded for additional performance in a system established at the discretion of the institution, which can be counted towards the total admission score.

(9) [26,27]**List of professions and qualifications** that may be taken into account for the calculation of points in the admission procedure: list of professions are set out by the Minister responsible for the Higher Education (hereinafter: Minister) and are issued in the Guide.

(10) [28]Higher education entrance examination: an examination replacing the advanced-level subject matriculation examination requirements specified by the higher education institution University for scoring in the admission procedure.

3. REQUEST FOR ADMISSION

3.1. Publication of courses and programmes offered at the University

3. §

(1) [29,30]Pursuant to Article 39 of the Nftv. and Articles 3-7 of the Decree, the ministry headed by the minister and the Education Office shall publish dmission Guide on the courses and training programmes announced by the University in higher educational vocational training, basic education, part-time education, master's degree, partial teacher training, additional field of study, postgraduate specialist training programmes and doctoral studies. The rules on the publication and content of the Prospectus are set out in Articles 3-7 of the Regulation. The information published in the Guide and any additions thereto shall also be published on the University's website.

(2) [31,32,33]The University is responsible for the provision and the content of the information contained in the Guide, the university website and university publications; in the case of a campus website, the responsible campus; in the case of the institution website hosting the degree programme, the institution is responsible for the content. Admission Guideon the University website may only be published after approval by the director of education.

(3) [34,35]The provisions of Article 8(7) of the Decree shall apply accordingly to the publication of training courses held off-campus, cross-border training locations. Hungarian state-funded scholarships may also be announced for training courses held off- campus, across the border.

(4) [36,37]During the admission procedure, the applicant shall pay an additional fee and an institutional procedural fee, a separate procedural fee. The institutional fees per course (per offer) are indicated in the Guide. Payment of the fees for the practical and aptitude tests and the verification of payment shall be made by the institution which hosting the programme. In the case of external scholarship programmes offered to foreign nationals, the University may not charge applicants an admission procedure fee. The University may cover the costs of the admission procedure from the tuition fees of admitted students.

(5) [38,39,40]The central management and administrative tasks related to the admission procedures are performed by the Educational Directorate, under the coordination of the Department of Admission of the Educational Directorate (hereinafter referred to as the “Department of Admission”) in accordance with Article 32 (1) of the "SZMR"). The director of the host institute is responsible for providing admissions data on behalf of the institute.

(6) [41]The regulation of announcement for each admission procedure and the regulation of institutional scores are published in the Annexes of current regulation as follows:

a) the announcement of admission for the cross semester admission procedure (Bachelor's, Master's and higher education vocational courses starting in February) are set out in Appendix 1;

b) the announcement of admission for the general admission procedure (Bachelor's, Master's and Unversity courses, higher education vocational training courses starting in September) are set out in Appendix 2;

c) the announcement of admission for the off-campus, cross-border bachelor's and master's programmes are set out in Appendix 3;

d) the announcement of admission for programmes in foreign languages for foreign applicants are set out in Appendix 4;

e) the announcement of admission for postgraduate specialist training programmes are set out in Appendix 5;

f) [42]-

g) [43]-

h) [44]-

i) [45]The system of institutional points used in central higher education admission procedures and in admission procedures for training programs off-campus and across borders, in bachelor's programs, undivided training programs, and higher educational vocational training programs is included in Appendix 9.

(7) [46]The Appendix under Section 6(a) shall be attached to these Regulations and be announced on the website of the University by 15 October each year, the Appendix under Section 6(b) and (e) by 31 December each year, the Appendix under Section 6(c) by 30 July each year and the Appendix under Section 6(d) by 31 December each year.

(8) [47,48,49,50]The content of the Appendices referred to in Section 6 shall be drawn up by the institutes under the central direction of the Directorate for Education and the professional supervision of the Vice-Rector for Education. The Appendices and the admission guides shall be approved by the Vice-Rector for Education or the Director of Education, who shall be informed by the Rector. The content of the Appendices referred to in Section 6(a), (b), (c), and (e) shall be the same as the content of the editorial interface provided and controlled by the Education Office and inserted by the University. The content of the Appendix referred to in Section 6(d), (g) and (h) and (i) shall be the same as the Guide published on the University's website.

3.2. Programmes in English for foreign applicants

4. §

(1) Programmes in a English language for foreign applicants may be offered in the following forms

a) in the framework of international scholarship programme,

b) [51]as announced by the University in its Informatives, published on its websites.

(2) [52,53]Considering Section (1) a), the admission procedure shall be carried out in accordance with the requirements of the international scholarship programmes and coordinated by the the Department of International Academic Programs of the Directorate of Education (hereinafter referred to as “INYKF”).

(3) [54,55,56]Considering Section (1) b), the application of foreign nationals shall be submitted in the form specified by the University, online. The University may operate an online platform for the submission and processing of applications. The detailed rules for the admission procedure, the application fee and the amount of the tuition fee shall be set out in Appendix 4.

3.3. Admission periods

5. §

(1) There are two admission procedures for the centralised admission procedure each year:

a) for courses starting in September, the deadline for applications is 15 February of the year in which the course starts (general admission procedure);

b) the deadline for applications for courses starting in February for all levels of training is 15 November of the year preceding the start of the course (cross-entry procedure).

(2) [57,58]Following the admission procedures specified in Section (1), the Minister may authorise a supplementary admission procedure on the basis of the results of the admission procedure, taking into account the specific training characteristics of higher education institutions.

(3) [59,60]The rules governing the general admission procedure shall apply to the supplementary admission procedure, except as provided in paragraph (4).

(4) During supplementary admission procedure:

a) applicant may apply if you did not apply or were not admitted in the open admission procedure;

b) applicant may only apply for one course at one higher education institution;

c) [61]-

d) [62]-

e) [63]the deadline for applications is the 8th day following the date of publication;

f) the documents to be attached to your application shall be uploaded at the same time as your application;

g) [64]-

h) [65]-

i) [66]-

(5) [67,68,69]The University shall determine the dates for the admission procedure for off-campus cross-border placements, with the proviso that successful applicants shall be guaranteed the opportunity to start their studies in accordance with the timetable for the academic year. The application deadline for admission shall be set by the Vice-Rector for Education on the basis of proposals from the Directors of institutions ('hosting' training) , the Head of the Carpathian Basin Centre for Agricultural and Rural Development Innovation and the Educational director.

(6) [70,71]The deadlines for applications for admission and for the decision on admission to programmes in foreign languages announced for foreign applicants shall be set in such a way that the successful applicants should have sufficient time to complete the procedures and conditions for entry to Hungary. The deadlines for submitting applications and issuing admission decisions shall be determined by the Director of Education. For admission procedures under external scholarship programmes offered to foreign nationals, the deadlines specified in the relevant call for applications shall apply.

(7) [72,73,74]The deadline for applications for postgraduate specialist training programmes is 15 January for courses starting in February and 15 August for courses starting in September.The decision on admission and the notification of applicants shall be made by 31 January for courses starting in February and 31 August for courses starting in September. The University may, on the recommendation of the host institution and with the agreement of the Vice-Rector for Education, announce a supplementary admission procedure for courses starting on the same date. The deadlines for the admission procedure shall be set by the Educational director.

3.4. Submission of applications for central admission procedure

6. §

(1) [75]In the central admission procedure, applicants may apply for up to six admissions - regardless of their previous qualifications and professional qualifications - for a maximum of six different higher education institutions, courses, vocational training, training places and work arrangements, within which they may apply for several forms of funding. Applying for both the Hungarian state scholarship and self-financed forms of the same degree programme shall count as a single application.

(2) If applicant wishes to make use of the option provided for in Section 1, its hall be indicated in the application for admission

a) [76]the higher education institution, the degree programme(s), the vocational training programme(s) and if available the specialisation(s) leading to the award of a vocational qualification, the place of study, the language of instruction, the type of training [full-time, part-time (correspondence) or distance] and the form of financing, and

b) the order in which they want their applications to be assessed.

(3) [77]Applicants may modify the order in which they have applied once, by electronic means, during the admission procedure referred to in Section 1, up to 14 days before the date of the classification decision. Applicants may withdraw their individual application within a period of 14 days before the date of the decision on classification. Furthermore, they may change their place of application if the institution, major, level of education, and work schedule remain the same. Notwithstanding Section 1, no new application may be submitted for a withdrawn application, and the withdrawal of an application shall not constitute grounds for repayment of the additional fee.

(4) [78]In the general and cross-semester admission procedures, data, documents and certificates, relevant for the calculation of admission scores or the fulfillment of admission requirements, not included in the official records of the Education Office, relating to language examinations, school leaving certificates, diplomas, certificates of professional qualifications, institutional points/additional points and other titles obtained after the date of submission of the application shall be submitted no later than 14 days before the date of the classification decision. Applicants who have graduated from a foreign secondary school or obtained a foreign diploma attesting higher education in the year of the procedure may submit their application by a different deadline, but no later than 8 days before the classification decision.

(5) [79,80,81,82]During the admission procedure, additional information and supporting documents may be requested from the applicant for the assessment of the application for admission. If an

applicant fails to submit a compulsory annex specified by the University during the procedure, he/she will be called to submit a request 45 days before the date of the classification decision, or 30 days in the case of a cross-semester admission procedure, or 10 days in the case of the supplementary admission procedure. A general call for applications is sent out by the Admission Office and, in the case of certificates not submitted in response to a call for applications, the Admission Office will contact the applicant.

(6) A simple copy of the documents may be submitted in the admission procedure, however, the presentation of the original certificates and documents shall be a condition for the establishment of the student status upon enrolment at the University.

(7) The applicant is responsible for the accuracy of the information provided on the application form. The applicant shall be liable for the adverse legal consequences of providing false information concerning a student status previously established or terminated at another higher education institution or affecting the result of admission. In the event of false information, the Rector will subsequently annul the decision on admission.

(8) [83]If the application or its attachments are incomplete or incorrect, or if the applicant has not provided proof of payment of the admission fee, and the applicant does not complete the missing information by the deadline specified in the Guide, the admission procedure shall be conducted or terminated on the basis of the available data.

3.5. Submission of applications for institutional admission procedure

7. §

(1) [84,85,86]Applications for off-campus, cross-border training programmes and programmes in foreign languages announced for foreign applicants and for parallel teacher training programmes and for postgraduate specialist training programmes shall be submitted electronically via the University's interface. The electronic application platform for off-campus trainings, cross-border trainings and postgraduate specialist training programs are operated by the Educational Directorate, for international studies for foreign students are operated by Center for International Education and regarding informatical background the Directorate of Informatics is the provider.

(2) [87,88,89]The evaluation and the management of missing documents of the applications for off-campus, cross-border training programmes and for parallel teacher training programmes and for postgraduate specialist training programmes shall be done by the Institute hosting the programme. The evaluation and the management of missing documents of the applications for programmes in foreign languages announced for foreign applicants shall be carried out by the INYKF and the decision on admission shall be made by the Board described in Section 10, section (9).

(3) [90,91,92,93]The INYKF sends the data required in tabular form for recording applicants in Neptun TR who have been admitted to foreign-language training programmes advertised for foreign citizens to the Department of Neptun and Education Organization of the Directorate of Education.

(4) [94]In accordance with Section 42(8) of the Nftv., persons who currently hold or have previously held student status in the field of information technology may apply for any self-financed

programme offered by the University in that field without participating in the central higher education admission procedure. The Department of Admission shall coordinate applications and verify compliance with the prescribed requirements. The admission decision shall be made by the Vice-Rector for Education.

3.6. Parts and dates of the admission exams and aptitude tests[95]

8. §

(1) [96]In the Regulations of admission procedure for undergraduate and postgraduate studies, the following shall be determined

a) [97]-

b) [98]an aptitude test;

c) practical examination;

d) Hungarian language aptitude test for non-Hungarian citizens;

e) [99]oral aptitude test, motivational interview or test

f) [100]a vocational examination for admission to higher education (hereinafter: FFSzV).

(2) [101]The University may organise a professional entrance examination as part of the admission procedure for applications to master's programmes, programmes for foreign national students and postgraduate specialist training programmes. The conditions for admission to a master's programme or a postgraduate specialist training programme within the same major shall be defined in the same way for all places of study, with the restriction that the same admission requirements shall apply irrespective of the higher education institution from which the applicant obtained his/her degree.

(3) [102,103,104,105]Entrance exams shall be conducted in the language of the training. The Department of Admission, in cooperation with the institute concerned, shall organise the entrance examinations and send out invitations to attend them for the central admissions procedure, the supplementary admissions procedure, and the admissions procedure for programmes delivered outside the University's seat, beyond Hungary's borders. Entrance examinations for foreign-language programmes advertised for foreign nationals shall be organised and conducted by the institute responsible for the programme.

(4) [106]Admission to the divided teacher training programme shall be conditional upon passing the aptitude test of professional competence.

(5) [107,108,109,110]A practical examination shall be organised for the training courses specified in the announcement of the Minister. The practical examination is organised by the institute hosting the programme and the Department of Admission. The call for the admission tests shall be sent out in agreement between the institute hosting the programme and the Department of Admission..

(6) [111,112]The University publishes the dates of the examinations in the Admission Guide and on the website.

(7) It is not compulsory to set additional dates to the examination days agreed and published in advance.

(8) [113,114]The Department of Admission. shall coordinate the administration of the FFSzV using the examination papers sent by the Education Office, and the FFSzV examinations shall be administered by the campuses involved on the basis of the relevant subject examinations of the applicants.

(9) [115,116,117]The applicant applies for the FFSzV exam in the e-admission procedure, and the Training Coordination Department will inform the applicant about the exact schedule, date and venue of the exam and the detailed rules of the exam no later than two weeks before the exam date. In the case over boarder training sites, applications for the FFSzV shall be made via the application form provided by the University.

(10) [118,119]The results of entrance examinations and the partial results of admission to be recorded by the University shall be recorded in accordance with Section 21 (1).

(11) [120,121,122,123]The electronic record keeping for students of off-campus, cross-border training programmes and for postgraduate specialist training programmes shall be managed by the Department of Admission. under the controll of Vice-Rector for Education. The electronic record keeping for programmes in foreign language announced for foreign nationality students shall be carried out by the INYKF under the central direction of the Educational Directorate, with the right of access of campuses and institutes and the professional supervision of the Vice-Rector for Education.

3.7. Exams with mandatory personal attendance in each programme

9. §

(1) [124,125]Admission to the bachelor's degree courses in infant and nursery education, teaching and pre-school education is conditional on passing the aptitude test. On special request, applicants may be exempted from the aptitude test,

a) for the bachelor's degree in infant and early childhood education

aa) who is certified as a day-care worker, or

ab) who have passed an aptitude test of the same type at any of the institutions in the same group of institutions in the same field in the year of application and provide evidence of having passed this test.

b) for a Bachelor's degree in pre-school teacher education -

ba) [126]who has completed a course of vocational secondary school or technical school for nursery teachers and

bb) [127]who works in a nursery school on pedagogical activities and has a certificate to that effect.

(2) [128,129,130]In the fields of art and art mediation, there is an aptitude test for all bachelor's degrees. Applicants tipically shall present their portfolio. Those who did not attend the aptitude test or fail the test will receive an overall admission score of zero, and will not be admitted to the place for which they applied. Applicants who pass the aptitude test will be admitted to the second round of the admission procedure, the so-called practical test.

(3) The practical examination in the Theatre Artist studies is preceded by an aptitude test. The aptitude test consists of a personal interview and an assessment of the aptitude for stage performance. Applicants who pass the aptitude test will go through to the second round of the admission procedure, the so-called practical test.

3.8. Committees participating in the admission procedure

10. §

(1) [131,132,133,134] For the organisation and conduct of the examinations specified in Section 8 (1) b-f) of the Decree, and for the performance of the related tasks, a professional admission, aptitude and practical examination board (hereinafter jointly referred to as the Admission Examination Board) shall be established for each specialisation. Depending on the number of candidates, a course may have more than one Admission Board. The Vice-Rector for Education is responsible for nominating the Admission Examination Boards. The members of the Admissions Exam Board are suggested by the institution hosting the degree programme to the Vice-Rector for Education. The deadlines for the nomination of Admission Exam Boards are set by the Directorate for Education.

(2) [135,136]Persons who are close relatives of the applicants as defined in Section 8:1 of the Civil Code Act V.(2013) (spouse, direct relative, adopted, step and foster child, adoptive, step and foster parent and sibling) and who cannot be expected to give an impartial assessment of the applicant, or who are subordinates or superior of the applicant, are not allowed to participate in the admission examination.

(3) [137,138,139,140]It is the responsibility of the Admission Exam Board to decide whether an applicant fulfils the conditions for admission. It is the responsibility of the Admission Exam Board to apply a differentiated assessment system. The results of the tests shall be attached to the application on the website, by the deadline set by the admission procedure in the case of the central admission procedure and, in the case of the institutional admission procedure, communicated either verbally or by e-mail, or in case of electronical admission process by a system message within eight days of the test. In the case of central admission procedure, the results of the tests are recorded by a recorder appointed by the Department of Admission. In the case of institutional admission, the written notification (notification by e-mail) shall be made by the Department of Admission.

(4) [141]Applicants have the right to lodge a written complaint toward the Vice-Rector for Education of the University within 15 days of the date of the announcement of their score or result, in the event of an irregularity in the admission examination which affects the result of the examination. The Vice-Rector for Education of the University shall investigate the complaint within eight days and notify the candidate in writing of the decision. After deadline, complaint is not accepted.

(5) [142,143,144]If the applicant is unable to attend any of the examinations due to unavoidable circumstances, he/she shall notify the staff member indicated in the admission letter by e-mail at most 3 working days before the examination date. Any opportunity to make up a missed entrance examination shall be arranged by the director or vice-director for education of the institute responsible for the programme in the case of master's programmes, and by the

Department of Admission in the case of bachelor's programmes, undivided programmes and higher education vocational programmes.

(6) [145,146,147]The Admissions Exam Board consists of a minimum of 3 and a maximum of 5 members. The Admission Exam Board's

a) composition: chairman, members of the board with expertise in the field of science the programme related to;

b) function: evaluation and ranking of the applicant's ability and professional competence.

(7) [148,149]Among the parts of the admission procedure for programmes in foreign language announced for foreign applicants shall be the evaluation of admission documents and additionally one of the bellow listed oral examination to evaluate the language skill of the applicants:

a) personal interview at the University;

b) a personal interview in the applicant's country (if organised there);

c) [150]a remote admission interview conducted via a closed distance learning management system.

[151]The Admission Exam Board will decide on the exact form of the oral admission procedure after receiving the application for admission.

(7a) [152]For scholarship programmes advertised for foreign nationals, the specific tasks relating to entrance examinations shall be as follows:

(a) The institutional coordinator shall compile the applications received and details of how to access the supporting documents in a spreadsheet and forward it to the institutes and doctoral programmes. The institutes/doctoral programmes shall be responsible for organising admission interviews, with support from the campus coordinators where appropriate.

(b) Applicants shall provide both a live camera feed and audio simultaneously during the entrance examination.

(c) Minutes shall be taken of the entrance examination. On the basis of the information recorded therein, the Admission Exam Board shall assess the applicant's language proficiency, academic preparedness and motivation.

(d) The person designated by the director of the institute concerned or, in the case of a doctoral school, by the head of the doctoral programme shall record the final outcome of the procedure and the assessment, converted to a score on a 100-point scale, in the appropriate online system by the deadline specified in the call for applications. The outcome may be: eligible for admission, conditionally eligible for admission, rejected, or rejected on formal grounds. Conditional admission may be granted only to applicants who, owing to their ongoing studies, are unable to present documents certifying their qualifications or language proficiency, or their valid passport, during the procedure. For conditionally admitted applicants, admission shall be subject to submission of the outstanding document or documents by the deadline set by the Director of Education, but no later than 1 September for the autumn semester or 1 February for the spring

semester. The organisation specified in the call for applications shall decide on the award of scholarships.

(e) The organisation specified in the call for applications shall notify the scholarship nominees, the competent foreign authorities and the host institutions of the admission decision.

(7b) [153]Throughout the admissions procedure, the institute responsible for the programme shall continuously review any documents submitted to remedy deficiencies, accept or reject them, and update applicants' admission eligibility status accordingly.

(8) [154]During the admission procedure for divided teacher training courses, the bachelor programmes of teacher training courses for infant and early childhood education, and certain art and art mediation courses, the evaluation of the examination of professional aptitude may be "passed" or "failed". In the case of a 'fail' mark, the applicant's overall score is zero.

(9) [155,156]The University operates an Admission Decision Making Board (hereinafter referred to as "FDT") to perform tasks related to the admission procedure, in particular, but not exclusively, the range of courses to be announced and the setting of the central admission procedure score criteria. The FDT shall be convened for the central admission procedure, and may be convened by the Vice-Rector for Education on the recommendation of the members of the Board for all other admission procedures. The FDT shall be convened by the Educational director in consultation with the Vice-Rector for Education. The members of the FDT shall be informed in advance by the Educational director of the expected date of the drawing of the line, and thus of the scheduled dates of the Board meetings.

(9a) [157,158,159]The FDT is chaired by the Vice-Rector for Education. Its members are:

a) the Rector or a person delegated by the Rector;

b) A person delegated by the Foundation for the Hungarian University of Agriculture and Life Sciences;

c) [160]the Director General of each campus, in case of absence the Deputy Director General of the campus;

d) [161,162]the director or the educational vice-director of each institute hosting a degree course in the given admission procedure;

e) the Director-General for Economic Affairs;

f) the Educational director, or, in his absence, the Head of the Department of Education from the Educational Directorate;

g) [163,164]the Head of the Training Coordination Department;

h) [165,166]the Head of INYKF;

i) [167]the Head of the Department of Admission.

[168]The FDT is competent when at least half of its members are present. Each member has one vote. The Director General for Coordination; the Head of the Department, on the proposal of the Director of the Institute; the Head of the Centre for Agro-Rural Development of the Carpathian Basin; the Deputy Director General of the Campus, in the presence of the Director

General of the Campus, and the Deputy Director General for Education, in the presence of the Director of the Institute, may participate in the FDT meetings with the right to deliberate.

(9b) [169,170,171]In case of an issue regarding one or a few programmes, the FDT may meet without the invitation and participation of the full board. The members referred to in points (a), (b), (f) and (g) and the representatives of the campus(es) and institute(s) concerned referred to in points (c) and (d) shall be invited to such a meeting.

(10) [172,173,174]The Vice-Rector for Education appoints the exam proctor and the room supervisor on the basis of the examination subject, provided that the room supervisor should not be a person who has the appropriate qualifications or training to oversee the examination subject.

(11) [175,176,177]The correction of the FFSzV shall be organised in such a way that the applicant has the opportunity to consult it within the timeframe set by the Education Office for the conduct of admission. The timetable for the current admission period will be designated and published by the Training Coordination Department at least two weeks before the examination date.

3.9. Scoring for applicants of bachelor's programme, higher educational vocational training and undivided programmes

11. §

(1) In the case of applications to undergraduate and postgraduate courses, the applicant's performance shall be assessed by the overall admission score calculated as follows:

a) by adding the academic points and the GCSE score, or

b) by multiplying the marks obtained at the end of the course by two,

[178]in both cases, by adding the institutionals points.

(1a) [179,180,181]By way of derogation from Article 15 of the Decree, the overall admission score of an applicant with a certificate attesting to a secondary vocational qualification who is pursuing further studies in the field of his/her vocational qualification shall be calculated, to the applicant's advantage, and applicant with a certificate confirming professional qualifications included in the decision of the Minister , or certificate of qualification issued after January 1, 2020, shall be calculated as follows:

a) by adding together the academic scores and the GCSE scores, or

b) by multiplying the GCSE scores by two, or

c) [182]by quadrupling the professional examination result only in case of grade at least good (4) for the professional exam, or

d) by adding together the number of academic scores and the results of one of the subjects for which admission is conditional on passing the General Exam of Secondary Education and one of the vocational examination; or

e) twice the result of one of the subjects which is conditional to admission and the result of one vocational examination

[183,184]and in each case with the addition of the given additional points provided for in Articles 20 and of the given institutional points regarding Article 19 of the Decree. The detailed rules

for the total score for admission of applicants with a certificate attesting the possession of a secondary vocational qualification are laid down in Article 15/A (2) to (8) of the Decree.

(1b) In the case of applications for higher education vocational training, the applicant's performance shall be assessed by an overall admission score calculated as follows:

a) by multiplying the academic scores by two,

b) by adding together the academic scores and the GCSE scores, or

c) by multiplying the GCSE scores by two,

[185]in all three cases, by adding the institutionals points and additional points.

(2) [186]The methods of calculation referred to in Section (1) or (1a) or(1b), the one which is more favourable to the applicant shall be used.

(3) [187]The applicants in the admission procedure for undergraduate level and for undiveded programmes can obtain:

a) [188]a maximum of 200 academic scores, based on the average of his/her secondary school marks and the marks obtained in the school-leaving examinations;

b) [189]a maximum of 200 points on the basis of the results of the GCSE as a condition for admission; from which

ba) [190]the result of a school-leaving examination subject specified as a condition for application, calculated in accordance with Section 17 of the Decree, shall be a maximum of 100 school-leaving examination points, and

bb) [191]the result of the professional examination included in the secondary vocational qualification certificate represents the same number of points as the percentage result obtained in the professional examination;

c) [192]-

d) [193] -

e) [194]furthermore, pursuant to Section 20 of the Decree, additional points may be awarded, and pursuant to Section 19 of the Decree, institutional points may be awarded.

ea) [195]-

eb) [196]-

(4) [197,198]The maximum of additional points or institutional scores that may be awarded under Section 3 (e) shall not exceed 100 points. An applicant shall be entitled to 100 points only, even if the total number of additional points obtained under the different titles would exceed this total.

(5) [199]In the case of applications for courses in the field of art and art mediation and for single-subject and two-subject teacher training in the field of art, where there is a practical examination, the provisions of Articles 14-17/A of the Decree shall apply, except that the overall admission score of applicants for these courses shall be determined solely on the basis of the practical examination. In this case, the overall admission score shall be determined by doubling the grades obtained in the practical test, up to a maximum of 200 points, without adding any additional and institutional points.

(6) The University may rank applicants with a higher education degree or postgraduate specialist certificate, if they are applying for a bachelor's degree, or an undivided undivided programme or a higher educational vocational training programme, as published in the Guide, on the basis of the higher education vocational certificate or diploma in a higher education programme, with the dispension of the higher level GCSE requirement. In this case, the scores awarded for a certificate will be determined as follows:

a) for excellent and very good qualification: 400 points

b) 360 points for a good qualification;

c) for a satisfactory qualification: 320 points;

d) for a sufficient or passed qualification: 280 points.

Qualifications obtained in secondary or higher vocational education cannot be taken into account when calculating points on the basis of degree certificates.

(7) [200,201]The possibility of awarding points on the basis of a degree certificates in accordance with Section (6) shall be determined on a uniform basis for each field of study, in cooperation between the directors of the institute and the Vice-Rector for Education.

(8) [202,203]Only applicants with a score equal to or higher than the minimum score decided by the University and announced in the higher education admission Guide for the course may be admitted to undergraduate, postgraduate and higher education vocational education.

(9) [204,205]Applicants may meet the requirement of the GCSE examination at the advanced level in the central admission procedure for certain degree programmes as a condition for admission or may also fulfil this requirement by achieving a score of at least 25% in the higher education admission subject examination organised by the University as part of the admission procedure, if the applicant has

a) [206]with a Hungarian secondary school leaving certificate obtained more than five years before the application deadline for the higher education admissions procedure,

b) [207]a school-leaving certificate from a foreign EEA Member State, or a school-leaving certificate from the United Kingdom, Ukraine or Serbia,

c) a certificate of the International GCSE (Diploma of the International Baccalaureate), or

d) holds a European GCSE certificate as defined in Government Decree 322/2004 (XII. 6.) of 21 June 1994 on the promulgation of the Convention defining the Statute for European Schools, signed in Luxembourg on 21 June 1994.

(10) [208,209,210]In the case of foreign-language programmes announced in the institutional procedure and intended exclusively for foreign applicants, the ranking shall be carried out in the way set out in the Appendix pursuant to section 3(6)(d).

(11) [211]In the case of English-language courses announced through central admission procedure, from the general admission procedure in 2022, applicants with at least an intermediate (B2) level, complex English language certificate or equivalent school-leaving certificate or diploma will be admitted.

(12) [212]For programmes taught in a foreign language or in Hungarian and advertised for foreign nationals under the institutional admissions procedure, applicants may be admitted if they hold

a language examination certificate at a minimum level of B2, covering both written and oral skills in the language of instruction, or an equivalent secondary school leaving certificate or diploma, or provide an authentic document certifying that they completed their previous studies in the language of instruction of the programme concerned.

3.10. Scoring for applicants of masters's programme

12. §

(1) The admission procedure for the master's program – particularly the points that can be awarded for admission performance, additional points (its criteria, amount, and determination), and the rules for any entrance exams – shall be defined in the admission announcement according to the provisions of this Section.

(2) [213]The admission requirements and the method of ranking are defined in this Section, with the stipulation that only applicants whose score reaches 50 percent of the score specified in Section (3) may be admitted. The existence of a diploma as per Section 40(4) of the Nftv., is verified by the Education Office, the documents eligible for additional point are examined by the University in the higher education admission procedure.

(3) The applicant's performance should be evaluated based on a points system, determining the maximum number of scores that can be awarded for admission performance and additional performance. The total score available in the admission procedure can be a maximum of 100 points. For additional performance (as additional points), a maximum of 10 points can be awarded. Applicants entitled to preferential treatment, as listed in the Decree, can receive a total of 10 additional points.

(4) For applicants to programmes in the field of arts, art mediation, and art-related teacher training, the applicant's performance can be solely determined based on the practical exam. In this case, a total of 99 points can be obtained from the practical exam and 1 point can be awarded as additional points.

(5) The applicant's performance can be evaluated based on the following criteria for each training area:

a) [214]The result of the diploma that meets the entry requirements average grade;

b) Written and/or oral entrance exam;

c) Motivational interview or professional and motivational interview, or an entrance interview;

d) Motivation letter;

e) Professional resume;

f) Portfolio;

g) Practical exam.

(6) [215,216]The applicant's performance shall be determined either by applying one of the criteria listed in Section (5) independently or by combining multiple criteria. The applicable criteria and the points that can be awarded are determined annually by the directors of the institutes and the vice-rector for education.

(7) An applicant can receive additional points based on preferential treatment for the following criteria:

a) Disability;

b) Childcare;

c) Disadvantaged status.

(8) [217,218,219]The applicant can receive additional points for the following additional performances:

a) [220]1st or 2nd language exam / intermediate level (B2) complex (the 2nd language exam in language is different from the 1st language exam)

b) [221]1st or 2nd language exam / advanced level (C1) complex (the 2nd language exam in language is different from the 1st language exam)

c) Institutional TDK 1st-3rd place

d) OTDK 1st-3rd place

e) OTDK participation

f) Publication

g) Professional activity

h) [222]Participation in scientific conferences

i) Sports achievement: national championship 1st-3rd place

j) Sports achievement: world and European Championship 1st-3rd place

k) [223]-

l) [224]-

(9) [225,226]The points that can be awarded for the applicant's preferential treatment in Section (7) and additional performance in Section (8) will be determined annually for each training area by the directors of the institutes and the vice-rector for education.

(10) [227,228]In the case of foreign-language programmes announced in the institutional procedure and intended exclusively for foreign applicants, the ranking shall be carried out by the Admission Exam Board based on submited documents and performance acted on the admission examination.

(11) [229]If the applicant’s diploma does not indicate the diploma average and the applicant does not provide documentary evidence of that average during the admissions procedure, admission points shall be calculated on the basis of the diploma classification, converted into a numerical value. The diploma average may be verified by the diploma, diploma supplement or an extract from the student’s master record.

3.11. Rules on admission to postgraduate specialist training programmes

13. §

(1) It is possible to announce postgraduate specialist training programmes at the training sites and work schedule as they are registered with the Education Office.

(2) [230]The admission guide for the postgraduate specialist training programmes shall be published on the University's website, as well as on the official websites of the institutes. The guide shall include the following:

a) The entry requirements;

b) The documents to be submitted;

c) The admission period for the given specialized further education program (whether it starts in the autumn and/or spring semester);

d) The admission procedure fee;

e) The method and deadline for applying;

f) The tuition fee for the program;

g) The duration and location of the program;

h) The organization of the program (class schedules);

i) A brief description of the program;

j) The name and contact information of the program leader/contact person.

(3) [231,232]The detailed conditions for applying to postgraduate specialist training programmes will be determined by the institutes coordinating the programmes in the appendix according to Section 3 (6) (e). The institutes shall submit their announcement proposals to the Educational Directorate by October 31. The Educational Directorate will compile the announced programs and the content of the guide, and will organize the publication of the admission guide on the university website and the www.felvi.hu website. Additionally, the summary of the announcements shall be sent to the vice-rector for education for approval by 15 November at the latest. Before the approval, the vice-rector for education will inform the rector about the programmes to be announced.

(4) [233]-

(5) The University operates an electronic platform for submitting applications.

3.12. Application for off-campus, cross-border programmes

14. §

(1) [234,235]The University may announce its off-campus, cross-border programmes for the current academic year in accordance with the guidelines set by the responsible Ministry. The announcements are included in Appendix 3.

(2) [236,237,238]The University, when announcing their off-campus, cross-border programmes, may also offer Hungarian state-funded scholarship programmes, taking into account the provisions of Section 73(3) (hb) of the Nftv. The University operates an electronic platform for submitting applications.

3.13. Special features of admission

15. §

(1) For those holding a GCSE issued before 2005, the results of the exam are automatically considered as intermediate-level GCS exams, and the grades correspond to the following percentage values:

a) Excellent (5): 100%,

b) Good (4): 79%,

c) Satisfactory (3): 59%,

d) Pass (2): 39%.

(2) [239]Recognition of foreign diplomas and certificates: in Hungary, the recognition of foreign diplomas and certificates is regulated by bilateral and multilateral international recognition agreements, as well as the Act C of 2001 on the recognition of foreign diplomas and certificates (Recognition Act). Legally, a foreign diploma or certificate does not certify any domestic qualification, academic degree, professional qualification, without the recognition of an academic degree. Consequently, no entitlement can be based on such a certificate. These diplomas and certificates, once recognized, grant their holders the same rights as the Hungarian diploma or certificate with which they were declared equivalent.

(3) [240,241,242,243]Recognition for further education is part of the higher education admission procedure. Recognition of foreign baccalaureate and higher education qualifications is the responsibility of the higher education institution in which the applicant intends to pursue his/her studies, taking into account the professional opinion of the Education Office. This form of recognition only entitles you to apply to the type of institution that corresponds to your studies. At the University, the Department for the Coordination of Training is responsible for the preparation of these awards for the applicants applying through the central admissions procedures on behalf of the Vice-Rector for Education. (For the recognition of a school-leaving certificate or diploma for employment purposes, full recognition by the Hungarian Equivalence and Information Centre of the Education Office is required.)

(4) [244,245]The University organizes a so-called pre-eligibility exam for the programmes belonging to the teacher training field before the application deadline. The exam dates and the application requirements shall be made public on the University's and the relevant campus's website.

(5) The purpose of the pre-eligibility exam, as stated in Section (4), is to provide an opportunity to assess and determine the eligibility of applicants before submitting their application. The pre-eligibility exam is service-oriented, subject to an exam fee, and the fee will be determined and published in the Admission Guide.

(6) [246]In the field of educational trainings the requirements for the successful pre-eligibility exams/ aptitude tests, such as the vocal music, speech, and physical fitness exams, are defined in the appendix related to the specific programme. Institutions mutually accept successful pre-eligibility exams/aptitude tests in he field of educational trainings, meaning it is sufficient to take the exam at one institution (on one occasion).

(7) [247,248]The list of programmes starting in dual training form and the partner organizations cooperating in the given academic year will be published on the University’s website. If the

applicant wishes to continue their studies in dual training, they shall successfully complete a selection process at one of the partner organizations that have an agreement with the University.

(8) Dual partner organizations conduct the selection process based on their own needs, meaning they define the expectations that applicants shall meet.

4. CREDIT RECOGNITION PROCEDURE

16. §

(1) [249]During the admission process to the master's programme, the applicant is required to initiate the credit recognition procedure if they are applying for the master's programme with a qualification and professional qualification obtained in a programme that does not meet the full credit recognition requirements according to the training and exit criteria. The University operates an electronic application interface for the submission of credit recognition requests.

(2) [250,251,252]The credit recognition procedure is considered a service, for which the University charges a procedural fee of 7,000 HUF, starting with the mid-year (cross-semester) admissions process for the year 2027. The fee obligation and payment method shall be published in the Admission Guide and on the University's website.

(3) [253,254,255]If the applicant does not request the University to carry out the credit recognition procedure either at the same time as applying for the master's programme or beforehand, they shall be informed of their obligation to submit a request during the admission procedure and made aware of the legal consequences of failing to do so (exclusion from the programme during the admission process). The institutes, along with the Department of Admission, will notify the applicant about the credit recognition procedure.

(4) The credit recognition procedure will be conducted by the institution's Study and Credit Transfer Committee (hereinafter: TKB) within 30 days of receiving the application, but no later than the general deadline for completing the missing documents in the admission process. During the procedure, the TKB may require the applicant to complete bachelor-level courses in parallel with their master's studies, in accordance with the training and exit criteria.

(5) [256]If the applicant's qualification does not meet the entry requirements specified in the training and exit criteria, the credit recognition request shall be rejected, and the applicant shall be excluded from the admission process. Rejected applicants may be offered partial training to acquire the knowledge and credits necessary for admission, in which case the TKB will make recommendations regarding the subjects to be completed as part of the partial training.

(6) [257]The applicant may submit a request for appeal to the Student Appeal Committee within 15 days from the receipt of the TKB's decision, or from the date they became aware of it, in accordance with the provisions outlined in the Study and Examination Regulations (hereinafter referred TVSZ). The appeal request shall be processed in accordance with the relevant regulations of the TVSZ.

5. ENSURING EQUAL OPPORTUNITY

17. §

(1) During the admission process, the University is obliged to ensure that applicants with disabilities are provided with the conditions to participate in the admission procedure.

(2) [258]Applicants with disabilities are entitled to the same benefits during the admission process as those provided by an expert opinion prepared pursuant to Section 51(5) of the Act CXC of 2011 on National Public Education (hereinafter Nkt)., which was discussed in accordance with Section 47(1) of Nkt.

(3) [259]-

(4) [260]The benefit or exemption granted during the admission process shall align with the nature of the disability and cannot lead to full exemption from the basic admission requirements.

(5) [261]-

6. ADMISSION TO THE UNIVERSITY

6.1. The Ranking Decision

18. §

(1) [262]The Education Office shall make its ranking decision within 8 days of determining the minimum score for the general, cross-semester, and supplementary admission procedures.

a) [263]-

b) [264]-

c) [265]-

(2) [266]The Education Office shall make the admission decision regarding the applicant's acceptance into higher educational vocational training programmes, undergraduate programmes, and undivided programmes based on a unified ranking by programme (per programme that leads to a separate qualification), as well as for master's programmes and applicants who already hold a diploma, based on institutional ranking and the maximum student capacity for each programme as set by the Minister responsible for higher education.

(3) [267]A ranking system shall be applied to decide on applicants. No one can be ranked below the threshold for the specific programme. Those who reach or exceed the threshold for the specific programme shall be admitted, unless they have already been admitted to a higher-ranked position according to the evaluation order.

(4) [268]The Education Office shall communicate the decision regarding the ranking to the applicant no later than the deadline specified in Section (1) of this Chapter. The decision will be made available through the official admissions website and the personal administrative interface. The Education Office will notify the applicant of the decision and how to view it via:

a) electronic mail, or

b) postal mail.

6.2. The decision on admission

19. §

(1) [269,270]The University shall notify the successful applicant of its decision on admission within 5 working days of the date of the ranking decision in the given admission procedure.

a) [271]-

b) [272]-

c) [273]-

The University will admit the applicant who has been ranked and assigned by the Education Office based on the notification. The Educational Directorate will send an email to every admitted applicant with information regarding the admission, enrolment and registration, and the commencement of studies.

(2) [274]In the case of training courses announced in a foreign language for foreign applicants in the home institution's own procedure, or off-campus, cross-border programmes, and in the case of postgraduate specialist training programmes, the decision on admission shall be taken by a deadline which allows the successful candidate to fulfil his/her enrolment obligations as specified in the timetable for the academic year. For every successfully admitted applicants the Educational Directorate shall send information about admission, enrolment and the start of studies by e-mail.

(3) [275]For the admission procedures outlined in the section (2) — as the University is responsible for the ranking and admission decisions — the rejected applicants shall also be notified of the decision in the form of a formal decision. The decision shall include the reasons for the rejection of the admission application. The decision can be sent by email.

(4) [276]-

(5) [277,278]For applicants who have been ranked in the central admission procedure, the Vice-Rector for Education, with the collaboration of the Educational Directorate — preferably through the NEPTUN System — will issue a decision. The decision shall include:

a) the name and institutional identifier of the higher education institution;

b) the exact name of the programme chosen by the applicant;

c) the applicant’s name, place of residence, and, if applicable, the educational identification number;

d) information on the available appeal options;

e) a call for the establishment of student status and a warning regarding the consequences of failing to register;

f) the legal provisions on which the decision is based;

g) the place and date of decision-making, the name and official position of the person who issued the decision.

The decision may also include:

a) further information regarding the establishment of student status;

b) an offer of admission to a preparatory year for applicants who are not Hungarian citizens.

5(a) [279]If the applicant does not meet the requirements for admission to the undergraduate program and undivided program, the higher education institution shall, instead of making an admission decision, issue a decision to exclude the applicant from the admission procedure in accordance with paragraph (5) a)-c), f) and g). The decision may also be sent by e-mail if the applicant has an e-mail address.

5(b) [280]The higher education institution shall issue the decision to exclude the applicant within 15 days of determining that the applicant does not meet the admission requirements. The provisions set out in Section 57(6) of the Nftv. shall apply to the decision to exclude, and the applicant may appeal in accordance with Section 57(1)(c) of the Nftv. The admitted applicant can establish student status in the semester for which they have been admitted during the admission procedure.

(6) [281,282,283,284]Considering the proposal of the programme hosting institute about the launch of the programme (in case of postgradual specialist training programmes and specialized teacher training programmes) and the decision on the admission shall be made by the Vice-Rector for Education. This decision shall be communicated to the Educational Directorate without delay, but no later than 5 working days before the last day of the semester's registration period. In the additional admission procedure for postgradual specialist training programmes the decision shall be communicated to the Educational Directorate without delay. The Educational Directorate will immediately prepare the notification of the candidates and the admission decision based on the decision, and will arrange for the registration of the admitted candidates in NEPTUN System. The admission decision will be sent to the admitted candidate via NEPTUN System, if possible. The decision shall contain the information referred to in Section 5(a) to (g).

(7) [285,286,287,288]After reviewing the documents recorded in the admission procedure for foreign students in a foreign language, including the various scholarship programmes, and after conducting an oral interview, the Admission Board, taking into account the differences in the educational systems of each country, makes a recommendation for admission or rejection. In case of refusal, the Admission Exam Board will prepare a short justification in English. On the basis of the proposal of the Admission Exam Board, the FDT shall decide on the launch of the programme and on admission. The admission decisions are recorded in the INYKF's electronic records. The Educational Directorate shall immediately prepare the information letter and the admission decision on the basis of the decision and shall arrange for the registration of the admitted candidates in NEPTUN system. The admission decision, including the preliminary admission letter and the final admission letter, is drawn up on paper and sent to the applicant as a scanned e-mail attachment or by the operational admission interface. Preliminary letters of admission shall be signed by the Vice-Rector for Education or the Educational director, and final admission letters shall be signed by the Head of the Registrar's Office of the campus where the programme belongs to. The decision shall contain the information referred to in Section 5(a) to (g). In the case of rejected applicants, the decision to exclude shall be signed by the Vice-Rector for Education or the Educational director and sent by the INYKF by e-mail.

(8) [289]-

(9) [290,291,292]Admission to off-campus, cross-border programmes: Applicants for programmes located outside the university's headquarters shall be admitted based on the decision of the Vice-Rector for Education. The decision is made following the recommendation of the head of the institute hosting the programme regarding the initiation or refusal of the programme and the decision proposals concerning each applicant. The decision will be made according to the conditions outlined in the Admission Guide and on the University's website, and the admission decision shall be communicated to the Educational Directorate no later than the start of the semester's registration period. The Educational Directorate will promptly prepare the notification and admission decision for the accepted applicants, coordinate the content with the relevant campuses, and register the admitted students in the NEPTUN System. If possible, the admission decision will be sent via NEPTUN System. The decision shall include the information outlined in Sections (5) a-g).

7. APPEALS

20. §

(1) [293]Decisions related to the institutional powers regarding higher education admission procedures, or appeals against omissions, are handled by the University in accordance with Articles 57-58 of the Nftv. (Higher Education Act) and the relevant provisions of the SZMR and TVSZ.

(2) An appeal can be made against the initial admission decision within 15 days from the notification of the decision, or from the date when the applicant becomes aware of the decision, if no notification has been received. The appeal shall be submitted to the University's Rector, as specified in the admission decision, and in the prescribed manner and time.

(3) The appeal procedure shall be concluded within 15 days of receiving the appeal. The appeal is handled by the Student Appeal Committee. The second-instance decision becomes final upon communication. A judicial review of the second-instance decision can be requested within 30 days from its notification, citing legal violations.

(4) [294]The applicant may lodge an appeal against the ranking decision with the Education Office. If the appeal decision against the ranking decision justifies a modification of the admission decision, the institution that made the admission decision shall decide on the modification of the decision. If, on the basis of the appeal decision against the ranking decision, the applicant is ranked at another higher education institution, both institutions shall decide on the admission decision.

8. PROCESSING AND REGISTERING POINTS OF THE INSTITUTIONAL ADMISSION DOCUMENTS[295]

21. §

(1) [296,297,298,299]The necessary data recording for the central higher education admission procedure's JEDI program, document evaluation, and recording of results are organised by the Educational Directorate and by the coordination of the Department of Admission. The Educational Directorate involves the heads of institutes and director generals of the campuses

in document review and recording of results, as well as staff from individual organizational units of the Educational Directorate who volunteer for the task.

(2) [300,301,302,303]The minutes for the admission oral exams, aptitude tests, and practical exams, motivational interviews and tests are prepared by the Department of Admission.

(3) Documents related to the admission procedure, admission exams, and appeals shall be preserved for the period specified in the Record Management Plan, which is part of the SZMR.

(4) [304]In accordance with the Provisions of Section 12 (5) of the Regulation, the original documents/certificates on the basis of which the applicant requested the calculation of admission points must be presented during enrollment at the University. It is not necessary to attach copies of the documents listed below to the registration form if their authenticity can be verified from the relevant official records or if they are already included in the admissions database:

a) state-recognized language exam certificates obtained after January 1, 2003

b) Hungarian-system certificates of secondary education and other certificates issued after January 1, 2006, and

c) a diploma certifying a Hungarian higher education qualification obtained after February 1, 2006, or a diploma obtained in higher vocational education.

(5) [305]Copies of all other documents not originating from official records and resulting in partial admission points must be attached to the registration form and shall form an annex to the registration form.

9. FINAL PROVISIONS

22. §

(1) [306]-

(2) [307]-

(3) This regulation was reviewed by the Senate of the Hungarian University of Agriculture and Life Sciences (MATE) on February 1, 2021, and was approved with 21 votes in favor and 0 against in its Resolution No. 6/2021 (II.01.).

(4) This regulation was adopted by the Board of Trustees of the Hungarian University of Agriculture and Life Sciences Foundation (as the Maintainer) on February 1, 2021, in its Resolution No. 19/2021 (II.01.).

(5) This regulation, along with its appendices, comes into force upon adoption. At the same time, the previous HKR Admission Regulations (Volume III.3) and its appendices lose their validity.

(6) [308]-

(7) [309]The amendments to this regulation were initiated by the Senate of the Hungarian University of Agriculture and Life Sciences in its meetings on April 13, 2022 (Resolution No. 71/2022) and June 8, 2022 (Resolution No. 138/2022), and were accepted by the Board of Trustees of the Hungarian University of Agriculture and Life Sciences Foundation (the Maintainer) on

June 23, 2022, in its Resolution No. 28/2022. The amendments became effective the day after the decision was made.

(8) [310]The amendments to this regulation were initiated by the Senate of the Hungarian University of Agriculture and Life Sciences in its electronic decision-making process, with Resolution No. 37/2023 (IV.20.), and were accepted by the Board of Trustees of the Hungarian University of Agriculture and Life Sciences Foundation on April 26, 2023, in its Resolution No. 14/2023. The amendments will come into effect the day after the decision or on the later dates specified in some sections.

(9) This amendment to this Regulations was adopted by the Senate of the Hungarian University of Agriculture and Life Sciences on July 31, 2025, by Resolution No. 149/2025 (VII.31.) The amendments shall enter into force on August 1, 2025.

(10) This amendment to this Regulations was adopted by the Senate of the Hungarian University of Agriculture and Life Sciences on August 27, 2026, by Resolution No. 134/2026 (VIII.27.), it takes effect on the day following the adoption of the decision.

(11) This amendment to this Regulations was adopted by the Senate of the Hungarian University of Agriculture and Life Sciences on October 28, 2026, by Resolution No. 166/2026 (X.28.), it takes effect on the day following the adoption of the decision.

Gödöllő, 28 October 2026

Dr. Csaba Gyuricza
Rector, the Chairman of the Senate

Appendices:

Appendix 1: Admission guides for the cross-semester admission procedure (for programmes starting in February, including undergraduate, master's, and undivided programmes, as well as higher education vocational training).

Appendix 2: Admission guides for the general admission procedure (for programmes starting in September, including undergraduate, master's, and undivided programmes, as well as higher education vocational training).

Appendix 3: Admission guides for off-campus, cross-border programmes (undergraduate and master's programmes).

Appendix 4: Admission guides for foreign language programmes for foreign citizens.

Appendix 5: Admission guides for specialized further education programmes.

Appendix 6: Procedure for artistic and practical exams for the Kaposvár Campus.

Appendix 7: [311]-

Appendix 8: [312]-

Appendix 9: the system of institutional points used in central higher education admission procedures and in admission procedures for training programs off-campus, cross-border, in undergraduate programs, in undivided programs, and in higher education vocational training[313]

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[1] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[2] Clarified by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[3] Clarified by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[4] Amended by The Board of Trustees Resolution No 28/2022 (23.VI.), effective from 24 June 2022.
[5] Clarified by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[6] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[12] Clarified by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[13] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[14] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[15] Amended by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[16] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[17] Amended by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[18] Amended by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[19] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[23] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[29] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[41] Amended by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
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[44] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[58] Clarified by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[59] Clarified by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[63] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[64] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[101] Clarified by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
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[152] Inserted by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
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[154] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[190] Inserted by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[191] Inserted by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[192] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[193] Deleted following a change in legislation.
[194] Amended by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[195] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[196] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[304] Inserted by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
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[306] Cancelled by The Board of Trustees Resolution No 28/2022 (23.VI.), effective from 24 June 2022.
[307] Cancelled by The Board of Trustees Resolution No 28/2022 (23.VI.), effective from 24 June 2022.
[308] Cancelled by Senate 134/2026 (VIII.27.), effective from 28 August 2026.
[309] Inserted by The Board of Trustees Resolution No. 28/2022 (23.VI.), effective from 24 June 2022.
[310] Inserted by The Board of Trustees Resolution No. 28/2022 (23.VI.), effective from 24 June 2022.
[311] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[312] Cancelled by Senate No 149/2025 (31.VII.), effective from 1 August 2025.
[313] Inserted by Senate No 149/2025 (31.VII.), effective from 1 August 2025.