

HUNGARIAN UNIVERSITY OF SPORTS SCIENCE

Organizational and Operating Regulations Part 3 – Student Requirements System

Chapter II.

ADMISSION REGULATIONS

Accepted by the Senate in decision no. 60/2023. (XII. 14.)

Unified structure including the amendments accepted before May 21, 2026.

Amending decisions:

Senate Resolution no. 41/2024. (X. 24.)
Senate Resolution no. 42/2024. (X. 24.)
Senate Resolution no. 45/2024. (XII. 05.)
Senate Resolution no. 5/2025. (I. 30.)
Senate Resolution no. 43/2025. (VI. 26.)
Senate Resolution no. 41/2025. (VI. 26.)
Senate Resolution no. 69/2025. (XII. 04.)
Senate Resolution no. 28/2026. (V. 21.)

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The Senate of the Hungarian University of Sport Science t, based on the authorization granted in Section 12 (1) eb) of the Organizational and Operational Regulations, pursuant to Section 3.d) of Annex 2 to Act CCIV of 2011 on National Higher Education as part of the Student Requirements System of the Organizational and Operational Regulations, pursuant to Section 12 (1) eb) of the Organizational and Operational Regulations, Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: 87/2015. Vhr.), Government Decree 423/2012. (XII. 29.) on the admission procedure for higher education (hereinafter: Fe.), hereby establishes the University's Admission Regulations (hereinafter: Regulations) as follows

1. § SCOPE OF THE REGULATIONS

(1)⁹ The scope of these Regulations extends to Hungarian and non-Hungarian citizens applying for Bachelor's Degree Programmes Master's Degree Programmes and One-tier Master Programmes at the University, as well as to persons and organizational units involved in admissions matters. These Regulations shall only apply, where expressly provided for, to postgraduate specialisation programmes administered in institutional admission procedures outside the central higher education admission procedure, as well as to Hungarian and non-Hungarian citizens applying for self-funded training courses in foreign languages.

(2) The requirements for applying for doctoral training are set out in separate regulations.

2. § PARTS OF THE ADMISSION PROCEDURE, UNIVERSITY TASKS RELATED TO THE ADMISSION PROCEDURE

(1) The higher education admission procedure consists of the classification of applicants and the admission decision.

(2) The central higher education admission procedure is coordinated and conducted by the Educational Authority with the cooperation of the University.

¹ Amended by Senate Resolution No. 41/2024 (X. 24.), effective as of November 1, 2024.

² Amended by Senate Resolution No. 45/2024 (XII. 05.), effective as of December 6, 2024.

³ Amended by Senate Resolution No. 42/2024 (X. 24.), effective as of February 1, 2025.

⁴ Amended by Senate Resolution No. 5/2025 (I. 30.), effective as of February 1, 2025.

⁵ Amended by Senate Resolution No. 43/2025. (VI. 26.), effective July 1, 2025.

⁶ Amended by Senate Resolution No. 41/2025. (VI. 26.), effective as of August 1, 2025.

⁷ Amended by Senate Resolution No. 69/2025 (XII. 04.), effective as of December 5, 2025.

⁸ Amended by Senate Resolution No. 28/2026. (V. 21.), effective as of May 22, 2026.

⁹ Amended by Senate Resolution No. 69/2025. (XII. 04.), effective as of December 5, 2025

(3) Participation in the University's programmes is conditional upon a positive admission decision following participation in the admission procedure based on the prescribed admission requirements.

(4) During the admission procedure, the University is responsible for:

- a) providing objective information to applicants and interested parties regarding the admission procedure, compiling the higher education admission information booklet (hereinafter: Information),
- b) providing data to the Educational Authority,
- c) organizing and conducting exams used in the admissions process,
- d) checking documents uploaded to institutional scores, recording institutional scores,
- e) assessing foreign diplomas and certificates for the purpose of further study,
- f) examining the prerequisites for admission to Master's Degree Programmes,
- g) admissions administration,
- h) making decisions on admissions, notification,
- i) assessing comments, objections, and appeals.

(5)¹⁰ The tasks specified in points (4) a), b), d), e), f) and g) shall be performed by the Education Records and Admissions Department. When verifying the equivalence of foreign diplomas and certificates, the Education Records and Admissions Department shall proceed in accordance with the information provided by the Educational Authority, and in case of doubt, shall seek the opinion of the relevant Department of Sport-Specific Languages or other Departments.

(6)¹¹ The Education Records and Admissions Department shall perform the task specified in point (4) c), i.e. the organization and administration of the examinations used in the admissions procedure, in cooperation with the relevant Department. The University shall establish examination committees consisting of at least two members to conduct and supervise the examinations. The members of the examination committees shall be appointed by the head of the relevant programme in cooperation with the departments and shall be commissioned by the Rector. The number of examination committees shall be determined according to the number of applicants. Examination committees shall be established for each degree programme, but in case of the Physical Training BA, the Sports Coaching MA and the One-tier teaching education programme (adapted education teacher-physical education teacher) for each sport.

(7) Persons who are related to the examinee, who participated in the examinee's preparation, or who cannot be expected to evaluate the examination objectively for other reasons may not participate in the examination of applicants.

(8)¹² The task specified in point (4) g), i.e. decisions on admission, shall be prepared by the Education Records and Admissions Department and issued by the rector, after which

¹⁰ Amended by Senate Resolution No. 41/2025. (VI. 26.), effective as of August 1, 2025.

¹¹ Amended by Senate Resolution No. 41/2025. (VI. 26.), effective as of August 1, 2025.

¹² Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

the Education Records and Admissions Department shall notify the admitted students of the admission decision by e-mail.

(9)¹³ With regard to the assessment of comments and objections specified in point (4) i), the Education Records and Admissions Department shall proceed in accordance with the provisions of Sections 10 (29) (30) and 15 (9) (10) of these Regulations. Appeals against admission decisions shall be assessed in accordance with Section 18 of the Regulations.

3. § ENSURING EQUAL OPPORTUNITIES

(1) Applicants with disabilities may submit a request for special accommodations justified by their disability. The applicant with a disability must upload the application to the document upload interface of the E-admission system at the same time as submitting their application, by the deadline for submitting admission applications, attaching a medical expert opinion certifying the disability.

(2) The concessions or exemptions granted to applicants with disabilities must be commensurate with the nature of the disability and may not lead to a complete exemption from the basic academic requirements for admission.

(3) The Disability Committee shall decide on the application in accordance with the University's Disability Regulations.

4. § HIGHER EDUCATION ADMISSIONS INFORMATION

(1) The University shall provide data to the Educational Authority for the compilation of the Information and for the application procedure and the creation of a central register within this framework.

(2)¹⁴ The rector of the University is responsible for fulfilling the data provision obligation, while the head of Education Records and Admissions Department coordinates the uploading of data to the Guide and its approval by the Vice-Rector for Educational Affairs

(3) The deadline for data reporting

- a) for announcements concerning courses starting in February, 30 September of the year preceding the start of the course;
- b) for announcements concerning courses starting in September, 15 November of the year preceding the start of the course;
- c) in the case of supplementary admission procedures, the 7th day following the determination of the general admission threshold.

(4) The Educational Authority shall ensure

¹³ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

¹⁴ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

- a) for training courses starting in February, by October 15 of the year preceding the start of the training course;
- b) for training courses starting in September, by December 31 of the year preceding the start of the training course;
- c) in the case of a supplementary admission procedure, by August 10 at the latest for the publication of the Information in electronic form.

(5) The Educational Authority may publish announcements supplementing or modifying the admission notices published in the Information for courses starting in September, based on data provided by the University no later than 30 days before the application deadline, no later than 15 days before the application deadline.

(6) The Information specifies which Bachelor's Degree Programmes, Master's Degree Programmes and One-tier Master Programmes offered by the University are eligible for Hungarian state (partial) scholarships, as determined by the Minister.

(7) The admission announcement published in the Information shall include the student capacity that the University can offer, taking into account the various forms of financing, the maintainer's contribution specified in Section 73 (3) h) hb) of the Nftv. Section 73 (3) (h) (hb) of the Nftv. and the available personnel and material conditions, by major and for the given year. The Information may contain the number of students approved by the maintainer, calculated by the Educational Authority on the basis of the maximum number of students specified in the operating license.

(8) The Information contains the following information for each Bachelor's Degree Programmes and One-tier Master Programmes announced by the University

- a) information on the work schedule, organization of the programme, and form of financing (state scholarship or self-financing) for the given programme,
- b) the duration of the programme expressed in semesters,
- c) the location of the programme, if the institution, faculty, or teacher training center announcing the programme announces it in more than one location,
- d) the specializations of the given training programme that lead to independent professional qualifications,
- e) a list of documents to be attached to the application form,
- f) information on the principles of ranking applicants and the method of ranking,
- g) the language of the training, if it is not Hungarian,
- h) information on the scoring system,
- i) in the case of state-funded scholarships, the minimum and maximum number of students that can be admitted; in the case of self-funded training, the possibility of starting the training,
- j) the requirements of the institutional and aptitude tests,
- k) the subjects and school-leaving examination subjects that can be taken into account for scoring and a breakdown of the institutional points.

(9) In addition to the provisions of Paragraph (8) of this section, the Information shall contain the following information regarding the Master's Degree Programmes advertised by the University

- a) the basic degrees obtained in basic training programmes, as well as previous qualifications and professional qualifications, which the University specifies as conditions for applying for and admission to the master's programme;
- b) the number of students that can be admitted;
- c) the method and principles of evaluating performance in Bachelor's Degree Programmes and Master's Degree Programmes or in previous university or college education;
- d) the special rules for applying for and being admitted to the One-tier teaching education programme;
- e) the range of admission conditions and requirements specified in the University's regulations, and the manner and conditions for taking these into account.

(10) The Information contains information on submitting electronic applications.

(11)¹⁵ The official website of the admission procedure contains the admission procedures for the given year, announced by the given institution at least two years in advance, for the Bachelor's Degree Programmes and One-tier Master Programmes specified by the University

- a) the range of subjects and school-leaving examination subjects (academic points)
- b) the range of secondary school leaving examination subjects (secondary school leaving examination points), and
- c) the conditions for institutional points.

(12) The Information shall contain an announcement on admission opportunities in such a way as to provide applicants with comprehensive information on state-funded and self-funded programmes, their levels, and their forms for the given year.

(13) The University shall publish in the Information the conditions under which the advertised programme will not be launched.

(14) The Information does not contain information on international joint programmes and programmes conducted in foreign languages advertised for foreign citizens. Information on these programmes is published on the University's website by the University's International Relations Center, which also informs the Educational Authority about the programmes.

(15) The Brochure contains the deadlines applicable to applicants in accordance with the date of the classification decision.

(16) The Information shall contain the mandatory method of notification of any changes in the applicant's data.

(17) The Information shall specify the method of payment of the supplementary fee, institutional procedural fee, and special procedural fee, as well as the rules for issuing receipts and the rules for refunds.

¹⁵ Amended by Senate Resolution No. 5/2025 (I. 30.), effective as of February 1, 2025.

(18) The admission information containing detailed data on the University's programmes is available in electronic form on the website www.felvi.hu.

5. § ADMISSION PROCEDURES

(1) Two admission procedures may be announced each year:

- a) the deadline for applying and verifying applications for courses starting in February (hereinafter: cross-semester admission procedure) is November 15 of the year preceding the start of the course for all levels of education;
- b) in the case of applications and verification for courses starting in September (hereinafter referred to as the general admission procedure), the deadline for applications is February 15 of the year in which the course starts.

(2) Following the general admission procedure, the minister may authorize a supplementary admission procedure based on the results of the admission procedure, taking into account the specific characteristics of the University's training programmes.

(3) The rules of the general admission procedure shall apply to the supplementary admission procedure, with the proviso that during the supplementary admission procedure

- a) applications may be submitted by persons who did not submit an application in the general admission procedure or who were not admitted;
- b) applicants may only submit an application for one programme at one higher education institution;
- c) the application deadline is 8 days after the announcement;
- d) the documents to be attached to the application must be uploaded at the same time as the application.

(4)¹⁶ The University shall decide on supplementary admissions by the 20th day following the application deadline, after which the Education Records and Admissions Department shall notify applicants of the results.

(5) In the case of courses advertised for foreign citizens and conducted in a foreign language, the University may set a deadline different from that specified in Paragraph (1), which it is required to publish on its website.

(6) Applications for state-funded Bachelor's Degree Programmes, One-tier Master programmes, and vocational training in higher education may not be announced in the cross-semester admission procedure.

¹⁶ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

6. § GENERAL RULES OF ADMISSION PROCEDURES

(1) The date of submission of electronically uploaded documents shall be the date on which the document was uploaded.

(2) If, on the last day of a deadline for the higher education admission procedure, the IT system operated by the Educational Authority or the University experiences a continuous malfunction lasting more than three hours, or a continuous malfunction lasting more than one hour within four hours prior to the deadline, the deadline shall be extended to the following day.

(3) A public document issued abroad, or a private document certified by a foreign court, administrative body, notary public, or other person vested with public authority, shall have probative force only if it has been certified by the Hungarian diplomatic mission operating in the country of issue, unless otherwise provided by law, international treaty, or reciprocity practice. Documents issued in a language other than Hungarian shall only be accepted if accompanied by a certified Hungarian translation. Documents submitted in English, German, French, or any other language specified for the given procedure on the Educational Authority 's website and in the Information shall be accepted without translation.

(4) Documents issued in a language other than Hungarian shall only be accepted if accompanied by a certified Hungarian translation.

7. § APPLICATION FOR ADMISSION

(1) Applicants may submit applications for a maximum of six advertised programmes in a single admission procedure, within which multiple forms of financing may be indicated. If an applicant applies for both a Hungarian state (partial) scholarship and a self-financed programme in the same field of study, this shall be considered a single application.

(2) The application for admission may be submitted to the Educational Authority using the electronic form provided by the Educational Authority for this purpose, which must be completed and authenticated via the client gateway.

(3) Applicants may submit one valid application in the admission procedure. The application must contain the following:

- a) the applicant's surname and first name,
- b) the applicant's birth surname and first name,
- c) the applicant's mother's surname and first name at birth,
- d) the applicant's place of birth (country, town),
- e) the applicant's date of birth,
- f) the applicant's nationality,
- g) the applicant's gender,
- h) the applicant's place of residence, place of stay, mailing address, and email address,
- i) at least one place of application in accordance with Section 10(2)(a) of the Fe.

(4) If the applicant submits an application for admission to more than one programme, they must indicate

- a) which higher education institutions, faculties, or departments, vocational training programmes—if any, which specialization enabling the acquisition of an independent professional qualification, which training location or language of instruction—which form of training, full-time (daytime work schedule), part-time (evening, correspondence) training or distance learning, and what form of financing they are applying for, and
- b) the order in which they request their applications to be assessed.

(5) Applicants may change the order of their applications once during the admission procedure, electronically, within 14 days prior to the date of the classification decision. Applicants may withdraw their individual applications during the admission procedure within 14 days prior to the date of the classification decision, and may change the location of their application if the institution, programme, level of training, and work schedule are the same.

(6) If the applicant is required to pay an additional procedural fee, they must also attach a copy of the document certifying the transfer of the fee.

(7) Applicants shall upload the documents required for the assessment of their application to the E-admission system provided for this purpose. The University shall disregard and not assess documents submitted by e-mail, post, or in person.

(8) In the case of courses advertised for foreign citizens and conducted in a foreign language, the application must be sent to the University, which will take care of the admission procedure and shall inform the Educational Authority of the applicants' details and the results of the admission procedure by October 15 at the latest, before the start of the programme.

(9) Foreign nationals who are citizens of a foreign country or who do not have a Hungarian secondary school leaving certificate may apply for courses advertised for foreign nationals and conducted in a foreign language.

(10) During data processing, in the event of an incomplete application, the Educational Authority shall, in the general admission procedure, no later than 28 days prior to the deadline for the classification decision, in the cross-semester admission procedure, by the 20th day prior to the deadline for classification decisions, but no later than January 3 of the current year, via the official website of the admission procedure, through the personal administration interface. The Educational Authority shall inform the applicant of the fact that the missing information has been submitted and how it can be viewed by letter sent to the e-mail address provided by the applicant, by post or by telephone. The deadline for submitting the missing information is final.

(11) The following shall be considered incomplete applications

- a) with the exception of applicants who graduated in the year of the admission procedure - for basic training, in the case of an application for a single-cycle programme, the absence of a copy of a Hungarian secondary school leaving certificate issued after January 1, 2006,

if the public education information system does not contain data on the secondary school leaving certificate certifying secondary education;

b) in the case of applications for Bachelor's Degree Programmes or One-tied Master Programmes, the absence of a copy of a Hungarian-system secondary school leaving certificate if the date of issue is before January 1, 2006;

c) in the case of applications for Bachelor's Degree Programmes, Master's Degree Programmes or Vocational training in higher education , the absence of a copy of a non-Hungarian secondary school leaving certificate;

d) in the case of applications for Master's Degree Programmes, failure to provide proof of higher education or vocational qualification obtained before February 1, 2006;

e) in the case of applications for Master's Degree Programmes, lack of copies of the relevant pages of the secondary school certificate required for the calculation of academic credits, as indicated by the applicant in the application form.

(12) The Educational Authority shall also request the applicant to remedy the deficiency if, in the case of an application for a Master's Degree Programmes, with the exception of graduates in the year of the admission procedure, the student master data subsystem of the higher education information system does not contain data on higher education qualifications obtained after February 1, 2006.

(13) The deadline for rectifying deficiencies is 5 days in the general and cross-semester procedures and 2 days in the supplementary admission procedure. In the event of failure to rectify deficiencies, late rectification, or incomplete or incorrect rectification, the admission procedure shall be conducted or terminated on the basis of the available data.

(14) In the case of the general admission procedure, the statistical data of the admission procedure shall be made public by the 50th day following the application deadline.

(15) The University may require the attachment of special documents in addition to those specified in the Fe. if the applicant fails to submit the mandatory attachments specified by the University, it shall call upon the applicant to remedy this deficiency no later than 45 days before the date of the classification decision, or 30 days in the case of cross-semester admissions and 10 days in the case of supplementary admissions.

8. § CENTRAL REGISTRY OF APPLICANTS

(1) The Educational Authority shall create a central register of applicants based on the data provided and verified during the electronic application process and the data indicated on the documents submitted.

(2) The Educational Authority shall forward the natural identification data and contact details of applicants to the higher education institution concerned by the 5th day of the general admission procedure, by the 50th day following the application deadline, by the 15th day in the mid-year admission procedure, and by the 5th day in the supplementary admission procedure.

(3) In the general and cross-semester admission procedures, the language exam, high school diploma, high school certificate, diploma, vocational qualification certificates, or other legal documents, certificates, and attestations must be submitted no later than 14 days prior to the date of the classification decision. Applicants who have obtained a foreign high school diploma or higher education diploma in the year of the given procedure may submit the missing documents by a different deadline, but no later than 8 days prior to the classification decision.

(4) Documents may be submitted in the admission procedure in electronically certified or simple copies. In the case of simple copies for which the University does not have access to officially certified data, the condition for establishing student status is the presentation of the original documents upon enrollment at the University.

If the student begins their studies within the framework of distance learning, they must present the original documents when they continue their studies within the framework of classroom-based learning.

(5) During the admission procedure, the University or the Educational Authority may request additional data and certificates from the applicant necessary for the assessment of the application.

(6) The admission requirement for the secondary school leaving examination or higher education diploma is a document issued by a state-recognized foreign educational institution operating outside Hungary, certifying the applicant's completed studies, provided that it grants the same rights as a secondary school leaving certificate or higher education diploma under the legal system of the country concerned.

(7) Successful applicants shall present their secondary school leaving certificate or diploma to the higher education institution at the latest upon enrollment. If the admitted applicant has a document with the same legal effect as a secondary school leaving certificate or a diploma, they shall present this document to the higher education institution upon enrollment at the higher education institution. However, if the validity of this document is limited in time, the student may enroll for the next training period after the expiry of its validity if he or she presents his or her secondary school leaving certificate or diploma by the date of enrollment.

(8) After creating a central register of applicants, the Educational Authority shall ensure that applicants are continuously informed of the data recorded about them and the status of the processing of their submitted documents, and, in the event of rejection, the reasons for such rejection, through the electronic service, via the personal administration interface provided on the official website of the admission procedure. Applicants may request the correction of their verified data up to 14 days prior to the classification decision.

(9) If, upon registration, when examining the originals of the simple copies submitted with the application, it is found that false information has been provided that affects the admission result, the Rector shall annul the admission decision.

9. § CALCULATION OF ADMISSION POINTS IN THE CASE OF BACHELOR'S DEGREE PROGRAMMES AND ONE-TIER MASTER PROGRAMMES

(1) The admission of applicants shall be decided on the basis of a uniform ranking. The ranking shall be expressed in points on a 500-point scale for Bachelor's Degree Programmes and One-tier teaching education programme, and on a 100-point scale for Master's Degree Programmes. The total admission score shall be determined on the basis of Fe. For training in the fields of sports science, arts and arts mediation, as well as for programmes in the fields of physical education and sports, teacher training, and single-subject or double-subject One-tier teacher training in field of arts, where there is a practical exam, the total admission score shall be determined solely on the basis of the practical exam. In this case, the total admission score shall be determined by doubling the practical exam score, which has a maximum value of 200 points, without adding institutional points.

(2) In the case of applications for Bachelor's Degree Programmes and One-tier Master Programmes, the total score shall be determined as follows:

- a) by adding together the academic points and the secondary school leaving examination points, or
 - b) by doubling the secondary school leaving examination points,
- in both cases, adding any additional high school graduation points and other additional points.

The method of calculation that is more advantageous to the applicant shall be used.

(3) In the admission procedure, applicants shall receive a total of

- a) a maximum of 200 academic points based on their secondary school grades and the average of their percentage results in the secondary school leaving examinations;
- b) a maximum of 200 matriculation points based on the results of the specified matriculation examinations;
- c) 100 institutional points based on the requirements specified by the University.

(4) The total admission score of applicants with a secondary vocational qualification certificate shall be calculated as follows, in a manner more favorable to the applicant, notwithstanding the provisions of Paragraph (3), if they wish to continue their studies in a field corresponding to their vocational qualification:

- a) by adding the academic points and the secondary school leaving examination points,
 - b) by doubling the secondary school graduation points, or
 - c) based solely on the points awarded for the results of the vocational examination,
- and in all three cases, the additional points specified in Fe. for voluntary reserve military service shall be added.

(5) In the case of assessment under Paragraph (4)(a), the applicant

- a) may obtain a maximum of 200 academic points based on their secondary school grades and secondary school leaving examination results, and
- b) may earn a maximum of 200 secondary school graduation points, of which
- ba) the result calculated in accordance with Fe. for one school-leaving examination subject specified as a condition of application shall represent a maximum of 100 school-leaving examination points, and

bb) the result of the vocational examination represents the same number of points as the percentage result obtained in the vocational examination.

(6) In the case of assessment under Paragraph (4) b), the applicant may obtain a maximum of 200 maturity points in the admission procedure, which shall be determined as twice the score calculated under Paragraph (5) b).

(7) In the case of assessment under Paragraph (4)(c), if the vocational examination is graded at least as good, the applicant may obtain a maximum of 400 points after the vocational examination result, which shall be determined as four times the percentage result obtained in the vocational examination.

(7a) In the case of an assessment pursuant to Paragraph (4)(c), if the applicant has participated in vocational training developed jointly by a technical college and a higher education institution, has passed a professional examination with at least a good grade, and applies for training determined by the minister of the given higher education institution in agreement with the minister responsible for public education, their score shall be determined as five times the percentage result obtained in the professional examination, notwithstanding Paragraph (7).

(7b) Taking into account the number of students enrolled in the training programme, their academic results, and the distribution of students by field of study, the minister may, in the Information published no later than the year preceding the admission procedure, determine for each field of study a quota applicable in the year of the admission procedure and the following year, above which the (7a) shall not apply to Hungarian state scholarship training. In this case, the order of applicants shall be determined on the basis of the scoring system set out in Paragraph (7a).

(8) If the percentage value of the professional examination result cannot be determined, the following shall be taken into account after the professional examination result

a) 100 points shall be taken into account if the result of the professional examination is excellent,

b) 80 points shall be taken into account if the result of the professional examination is good.

(9)¹⁷

(10)¹⁸

10. § CALCULATION OF ACADEMIC POINTS, MATRICULATION POINTS, AND INSTITUTIONAL POINTS IN THE CASE OF BASIC TRAINING

(1) Academic points shall be calculated from the applicant's grades in grades 9-12 (or 9/Ny-12 in the case of language preparatory courses) and the percentage results of the

¹⁷ Repealed by Senate Resolution No. 41/2024. (X. 24.), effective November 1, 2024.

¹⁸ Repealed by Senate Resolution No. 41/2024 (X. 24.), effective as of November 1, 2024.

subjects included in the secondary school leaving certificate obtained at the end of secondary school studies as follows:

a) five subjects: Hungarian language and literature, history, mathematics, one foreign language (or minority language and literature) studied for at least two years, and one subject studied for at least two years and specified by the higher education institution – the sum of the final grades for the last two years (studied) – determined in accordance with Paragraph (2) – shall be multiplied by two;

b) the average of the four compulsory exam results and one exam result specified by the University in the secondary school leaving certificate shall be rounded to a whole number.

(2) If the applicant took an early secondary school leaving examination during their secondary studies and obtained a certificate with a percentage result that is better than the result on the secondary school leaving certificate obtained at the end of their secondary studies, the percentage result on the certificate may be included in the average calculation specified in Paragraph (1) b).

(3) For Hungarian language and literature, as well as minority language and literature, the arithmetic mean of the grades for the relevant language and literature subjects shall be taken into account each year without rounding.

(4) If the applicant has obtained grades in fewer than five of the subjects specified in Paragraph (1) b) in their secondary school leaving certificate, only these grades shall be taken into account when calculating the average.

(5) If the applicant applies to a higher education institution after studying abroad or at a foreign secondary school and therefore their score cannot be determined in the manner specified in Paragraphs (1) to (4), the Educational Authority shall decide on the consideration of the grades obtained during their studies as academic credits.

(6) The matriculation points shall be calculated on the basis of the results of the two matriculation examination subjects or the list of matriculation examination subjects specified for the field of training or specialization that are most favorable to the applicant.

(7) In the case of an advanced level secondary school leaving examination, the number of secondary school leaving examination points shall be equal to the percentage result achieved in the secondary school leaving examination in the given subject. In the case of an intermediate level secondary school leaving examination, the number of secondary school leaving examination points that may be taken into account on the basis of the percentage result shall be determined in accordance with Annex 4 to Fe.

(8) The percentage results of the final examination subjects shall be taken into account on the basis of the final examination certificate or certificates.

(9) If the applicant has several different results in the same subject, the most advantageous result shall be taken into account, taking into consideration the provisions of Paragraph (6).

(10) No school-leaving examination points may be calculated from the percentage results of the school-leaving examination subjects if the examinee has replaced the practical part of the examination with an oral examination and the school-leaving examination certificate or certificates have been issued with a corresponding clause in accordance with Section 37(3) of Government Decree 100/1997. (VI. 13.) on the issuance of the examination regulations for the school leaving examination.

(11) The percentage result of the successfully completed examination subject of the European school leaving certificate specified in Government Decree 322/2004. (XII. 6.) (XII. 6.) on the promulgation of the Convention defining the Statute of the European Schools, signed in Luxembourg on June 21, 1994, corresponds to the percentage result of the domestic secondary school leaving examination subject in terms of higher education admission scoring.

(12) Applicants participating in the central higher education admission procedure shall be subject to the procedure set out in Chapter II of Act C of 2001 on the recognition of foreign certificates and diplomas for the purpose of further education, initiated for the purpose of further education, The higher education institution concerned shall have jurisdiction over the procedure set out in Chapter II of Act C of 2001 on the recognition of foreign certificates and diplomas. The applicant shall submit the application for the recognition of foreign certificates for the purpose of further education to the Educational Authority together with the application form. The Educational Authority shall issue an expert opinion at the request of the higher education institution.

(13) A foreign or foreign-system secondary school leaving examination subject with the same name shall be considered an advanced level examination subject if the secondary school leaving examination can be taken at several levels in the given foreign education system and the applicant has passed the given examination subject at the highest level.

(14) An advanced level foreign language secondary school leaving examination shall be considered to be an examination promulgated by Act XCIX of 2001 on the recognition of higher education qualifications in the European region, signed in Lisbon on 11 April 1997, (15) An advanced level secondary school leaving examination is an examination in the official language or official languages and literature of the given state, taken in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, signed in Lisbon on April 11, 1997, promulgated by Act XCIX of 2001, issued in accordance with the law of a state that recognizes the Convention as binding upon itself, certifying completion of a foreign educational institution and entitling the holder to apply to a higher education institution in the given country.

(15) An advanced level secondary school leaving examination is a language or language and literature secondary school leaving examination taken in the language of the given language section, as specified in the European secondary school leaving certificate in accordance with Government Decree 322/2004. (XII. 6.) (16) The language or language and literature examination taken in the language of the given language section shall be considered an advanced level secondary school leaving examination.

(16) Upon request, the Educational Authority shall recognize the examination subject listed in the certificate recognized as a foreign secondary school leaving certificate as advanced level if its content requirements cover at least 75 percent of the content requirements of the Hungarian advanced level examination subject. A further condition for advanced level recognition is that the examination questions in the examination system are determined independently of the examining and examination preparation institution, and that the examination performance is assessed and evaluated by persons and organizations independent of the examining and examination preparation institution.

(17) The Educational Authority shall automatically consider foreign or foreign-system secondary school examination subjects with the same name that are not recognized as advanced level to be intermediate level secondary school examination subjects. In the case of subjects with different names, the Educational Authority shall, at the applicant's request, examine the equivalence of the foreign or foreign-system subject and the Hungarian-system subject, and if the equivalence exists for at least 50% of the content elements, it shall be counted as a subject completed at the intermediate level. The scoring is automatic if the final exam subject of a given country or secondary school has already been recognized in a previous procedure.

(18) The Educational Authority shall publish in the Information the foreign or foreign-system secondary school leaving examination subjects that have already been recognized as advanced level subjects in the procedures conducted pursuant to Paragraph (16), the recognition of which as advanced level secondary school leaving examination subjects – in the case of a secondary school leaving certificate recognized as a secondary school qualification – is automatic.

(19) The Educational Authority shall determine the conversion of the assessment of foreign or foreign-system secondary school leaving examinations. The Educational Authority shall publish the method of conversion of the assessment in the Information.

(20) If the foreign or foreign-system secondary school leaving certificate does not contain specific secondary school leaving examination results, the Educational Authority shall decide at its own discretion on the convertibility of the applicant's final year secondary school results into secondary school leaving examination points. If the subjects required for the specialization are not included among the subjects studied in the final year of secondary school, only subjects from this final year may be selected as subjects that can be taken into account as secondary school examination results. In this case, no academic points may be awarded to the applicant.

(21) For training programmes in the fields of sports science, arts and arts education, as well as for the field of physical education and sports, or for teacher training, as well as for single-subject or double-subject teacher training in field of arts, where there is a practical exam, the total admission score shall be determined solely on the basis of the practical exam. In this case, the total admission score shall be determined by doubling the practical exam score, which has a maximum value of 200 points, without adding institutional points.

(22) If the applicant applies to more than one institution for a basic training programme in the field of teacher training, they must take the mandatory aptitude test at the institution that has the lowest number in the order of assessment at the time specified in Section 13 (1) of the Fe.

(23)¹⁹ If the applicant is a volunteer reserve soldier in accordance with Decree 13/2024. (VII. 23.) HM (hereinafter: HM Decree),

a) and has completed basic training in accordance with Section 11(1) of the HM Decree, then is eligible for 16 additional points,

b) and has completed continuous six-month training in accordance with Section 23(1) of the HM Decree as part of the specialist training (hereinafter: specialist training) in accordance with Section 23(4) of the HM Decree, then is eligible for 32 additional points,

c) after the professional training referred to in point b), completed further professional training during the six months of service immediately following it, then is eligible for a total of 64 additional points.

(24) The total admission score is 500 points for applicants who, if they meet the application and eligibility requirements, have completed training advertised at any institution of their choice and who

a) placed 1st to 8th in the Olympic Games organized by the International Olympic Committee, the Chess Olympiad organized by the International Chess Federation (FIDE), or, since 1984, the Paralympics or Deaflympics,

b) in a sport recognized by the International Olympic Committee or the International Paralympic Committee, based on the certification of the Hungarian national sports association for that sport, the Hungarian Paralympic Committee, or the Hungarian Sports Association for the Hearing Impaired, organized for adults

ba) 1st to 3rd place at the World Championships,

bb) 1st place in European championships.

(24a)^{20 21 22} In addition to the provisions of Section 10(24), the following shall be exempt from the basic training course for coaches

a) from the theoretical and practical examinations in the sport (with a maximum score of 150 points) for applicants who have achieved 4th to 6th place in their own Olympic sport at the World Championships in the adult category, placed 2nd to 6th in their Olympic sport at the European Championships, as well as those who have achieved the same level of results as coaches or the results specified in Paragraph (24);b) applicants who have achieved 1st place in their own sport in the Hungarian national or national championships in the adult category, 1st class, as well as those who have achieved the same level of results as coaches, are exempt from the practical sports exams (with a maximum score of 90 points).

(24b)²³ In the case of the One-tier teaching education programme (10 semesters) [adapted physical education teacher -physical education teacher] are exempt from the biology test part of the practical exam if they have participated in sports training at a

¹⁹ Amended by Senate Resolution No. 5/2025. (I. 30.), effective as of February 1, 2025.

²⁰ Amended by Senate Resolution No. 41/2024 (X. 24.), effective as of November 1, 2024.

²¹ Amended by Senate Resolution No. 43/2025. (VI. 26.), effective as of July 1, 2025.

²² Amended by Senate Resolution No. 69/2025 (XII. 04.), effective as of December 5, 2025.

²³ Amended by Senate Resolution No. 45/2024 (XII. 05.), effective as of December 6, 2024.

vocational training institution and have passed a complex professional exam with at least a good grade after completing the 13th grade, with a maximum of 40 points credited.

(24c)²⁴ In the case of the Physical Training BA, applicants who have participated in sports training at a vocational training institution and have passed a complex professional exam with at least a good grade after completing the 13th grade are exempt from the biology test part of the practical exam, with a maximum credit of 50 points.

(25) At least two years prior to the admission procedure, the University shall decide on the following:

- a) on the fifth subject required for determining academic points for each field of study,
- b) the fifth, freely selectable examination subject in the school leaving certificate for determining study points for each field of study,
- c) the secondary school leaving examination results that can be used for calculating secondary school leaving examination scores for each major,
- d) the minimum score required for admission for each major,
- e) the conditions applied in calculating institutional points for each field of study.

(26) The entry requirements for each programme shall be published in the current Information by field of study and level of study.

(27) The University shall publish the institutional points system it has established on its website and in the Information.

(28)²⁵ Applicants shall upload the documents required for the assessment of institutional points to the document upload interface of the E-admission system provided for this purpose when submitting their application. The documents required for the assessment of institutional points shall be examined by the Education Records and Admissions Department, which shall also seek the opinion of the relevant department if necessary. The University shall disregard and not assess documents submitted by e-mail, post or in person.

The Education Records and Admissions Department records the institutional points awarded for each applicant and each application on the E-admissions system's editing interface by the date specified by the Educational Authority.

(29) Applicants may submit written comments on the institutional score determined by the University within 5 days of its publication on the E-admissions system. If the E-admissions system is closed centrally, the University will also accept comments by email for 8 days after closure. No justification will be accepted for failure to meet the deadline.

(30)²⁶ The head of the Education Records and Admissions Department is required to investigate the comment within 3 working days. The submitted comment shall be reviewed by the person involved in the evaluation of the document on which the institutional score is based, and the Vice-Rector for Educational Affairs shall decide on the modification of the institutional score. After reviewing the request, if there has been a

²⁴ Amended by Senate Resolution No. 45/2024 (XII. 05), effective December 6, 2024.

²⁵ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

²⁶ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

change in the recorded result, the Education Records and Admissions Department shall take steps to inform the EA.

11. § APTITUDE TEST, PRACTICAL EXAMINATION IN BASIC TRAINING

(1) Admission to Bachelor's Degree Programmes and One-tier Master Programmes may be subject to the following conditions

- a) a specified level of language proficiency,
- b) a health, professional, and aptitude examination,
- c) passing a practical exam,
- d) successful completion of an entrance examination, based on the decision of the higher education institution.

(2)²⁷ In the case of the Sport and Exercise Science BSc, Sports Management BSc and Recreation Management and Health Promotion BSc, successful admission to the University is conditional on passing a health fitness test, followed by participation in and successful completion of an aptitude test organized by the University. The aptitude test consists of writing a letter of motivation, a motivational interview, as well as - except for the program in Sports and Exercise Science BSc - completing a sports exercise. In the Sports Management BSc and Recreation Management and Health Promotion BSc, applicants who have at least an intermediate level secondary school leaving certificate in physical education are exempt from the practical sports part of the fitness test. No separate application is required for exemption from the practical sports part of the fitness test.

Applicants cannot be exempted from the practical part of the aptitude test if they have replaced the practical part of the physical education exam with an oral exam and the high school diploma or certificate has been endorsed accordingly in accordance with Section 37 (3) of Government Decree 100/1997. (VI. 13.) on the issuance of high school exam regulations.

Applicants may only take the aptitude test if they have certified their medical fitness in the manner and within the deadline specified in the Information.

The applicant's assessment in the aptitude test may be "pass" or "fail". The aptitude test is of an exclusionary nature; in the event of a "fail" assessment, the applicant cannot be admitted to the programme.

Applicants who fall below the minimum score set by the University and published in the Information will not be admitted to the programme.

(3) In the case of the Physical Training BA and the One-tier teaching education programme, successful admission to the University is conditional on passing a health fitness test and then participating in a practical exam organized by the University. Applicants may only participate in the practical exam if they have certified their medical fitness in the manner and by the deadline specified in the Information. Applicants who fall below the minimum score set by the University and published in the Information will not be admitted.

²⁷ Amended by Senate Resolution No. 28/2026. (V. 21.), effective May 22, 2026.

(4)²⁸ The requirements and conditions of the practical exam and the aptitude test are published on the University's website.

12. § HIGHER EDUCATION ADMISSION PROFESSIONAL EXAMINATION

(1) In the central admission procedure, applicants may also fulfill the advanced-level subject-specific secondary school leaving examination requirements specified by the higher education institution for scoring by passing a higher education admission professional examination organized by the higher education institution as part of the admission procedure with a score of at least 25%, if

- a) they have a Hungarian secondary school leaving certificate obtained more than five years prior to the application deadline for the higher education admission procedure,
- b) a secondary school leaving certificate from a foreign European Economic Area (hereinafter: EEA) member state or a secondary school leaving certificate obtained in Ukraine or Serbia,
- c) an international secondary school leaving certificate (Diploma of the International Baccalaureate) or
- d) a European secondary school leaving certificate as defined in Government Decree 322/2004. (XII. 6.) on the promulgation of the Convention defining the Statute of the European Schools, signed in Luxembourg on June 21, 1994.

(2) During the admission procedure, applicants may only apply for a maximum of three higher education admission professional examinations in general knowledge subjects, provided that the results achieved in the general higher education admission procedure may also be taken into account in the supplementary admission procedure.

(3) Higher education entrance professional examinations may only be taken once, in the order of assessment specified at the time of application, at the institution and in the field of study indicated first. In such cases, the examination results must also be accepted by other institutions and fields of study.

(4) When calculating points, the results achieved in the higher education admission professional examination shall also be taken into account if the applicant has a high school graduation exam result in the given subject.

(5)²⁹ Organization of the higher education entrance examination

- a) The date and set of tasks for the higher education entrance examination shall be determined by the Educational Authority.
- b) The head of the Education Records and Admissions Department shall liaise with the Educational Authority during the organization of the higher education admissions professional examination.
- c) The organizer of the higher education entrance examination is the head of the Education Records and Admissions Department, who is responsible for the following tasks in connection with the organization of the examination:
 - ca) receiving the exam papers from the Educational Authority,

²⁸ Amended by Senate Resolution No. 43/2025 (VI. 26.), effective July 1, 2025.

²⁹ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective August 1, 2025.

- cb) reproducing the exam papers,
- cc) ensuring that the exam papers are stored securely so that they cannot be accessed before the start of the exam.

(6)³⁰ The Education Records and Admissions Department sends the exam invitation to applicants for the higher education admissions professional exams.

(7) The exam invitation shall include:

- a) the date of the examination,
- b) the detailed rules for conducting the examination,
- c) a list of the aids required for the examination,
- d) the method of publication of the examination results and details of the opportunities for inspection.

(8)³¹ Prior to the professional examinations for admission to higher education, the Educational Authority shall send the examination papers, the information necessary for the organization of the examination, and the correction and evaluation guidelines in confidential form to the head of the Education Records and Admissions Department

13. § CALCULATION OF ADMISSION POINTS IN THE CASE OF MASTER'S DEGREE PROGRAMMES

(1) Only those who have obtained at least a Bachelor's Degree Programmes and a certificate of professional qualification and who meet the additional conditions specified by the University may be admitted to master's programmes.

(2) The following Bachelor's Degree Programmes may be accepted as entry requirements for Master's Degree Programmes:

- a) taken into account with full credit value,
- b) based on the knowledge acquired during previous studies, they may be taken into account in programmes that do not allow for full credit transfer, but the knowledge acquired provides sufficient conditions for admission to the Master's Degree Programmes

(3) Applicants who have obtained a degree in a programme that is eligible for full credit transfer for the given Master's Degree Programmes may apply without further examination by submitting their degree certificate and the documents required for application as specified on the University's website.

(4)³² If the applicant has a degree that cannot be fully credited, the University's Credit Transfer and Validation Committee will examine in a preliminary credit recognition procedure how many credits from the applicant's previously acquired credits can be recognized for admission to the given Master's Degree Programmes. If the applicant has the required minimum number of credits in the subject area, they may be admitted, but

³⁰ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective August 1, 2025.

³¹ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective August 1, 2025.

³² Amended by Senate Resolution No. 42/2024. (X. 24.), effective as of February 1, 2025.

they must obtain the difference between the required and the minimum number of credits in parallel with the Master's Degree Programme during the first two semesters.

(5) If the applicant's previous studies and the knowledge, work experience acquired during prior non-formal and informal learning, work experience, and knowledge acquired during studies leading to professional qualifications and skills cannot be recognized by the University as the minimum number of credits required in the field, the applicant cannot be classified and admitted to the given Master's Degree Programmes .

(6) In the case of applications for Master's Degree Programmes, the applicant's performance shall be evaluated using a scoring system, with the scores calculated as specified in the Information.

(7) The total number of points available is 100, which consists of the points achieved in the entrance examination and any additional points.

(8) The University calculates the total score for the entrance examination for Master's Degree Programmes from the results achieved in the entrance examination, the diploma grade, and any extra points. The University publishes the entrance examination requirements for each programme and the corresponding scores in the Information and on its website.

(9) The total number of points that can be obtained in the entrance examination is 70. The entrance examination may consist of

- a written exam,
- an oral exam,
- a practical exam.

(10) Based on the qualification of the diploma: 20 points may be awarded (the qualification of the applicant's diploma x 4 (if the applicant has more than one diploma, only the qualification of the diploma providing the qualification taken into account in the application shall be taken into account. If the applicant has more than one, the one that is more favorable to the applicant shall be taken into account)).

(11) Extra points for all majors: a maximum of 10 extra points may be awarded.

- Maximum equal opportunity points: 1 point
- disability: 1 point or
- childcare: 1 point or
- disadvantaged status: 1 point
- 1st language exam / advanced (C1) complex: 1 point
- Second language exam / advanced (C1) complex: 1 point
- OTDK 1st-3rd place: 1 point
- professional scientific work, activity: 1 point
- sports results: maximum 6 points

(12) Calculation of extra points for sports results:

Extra points may be awarded for results achieved in sports recognized by the International Olympic Committee.

6 points: Participation in the Olympic Games organized by the International Olympic Committee, the Paralympics or Deaflympics since 1984, or the Chess Olympiad organized by the International Chess Federation (FIDE)

5 points: At least 3rd place in World and European Championships

4 points: At least 3rd place in age group world or European championships, the Universiade, the World University Championships, or the Youth Olympic Games

3 points: At least 3rd place in national adult championships, participation in the Universiade

2 points: At least 3rd place in the national finals of the Student Olympics, at least 3rd place in national junior championships

(13)³³ Applicants must upload the documents required for calculating their admission points to the document upload interface of the E-admission system provided for this purpose when submitting their application. The documents required for the determination of additional points will be examined by the Education Records and Admissions Department, which will also seek the opinion of the relevant field (sports departments) if necessary. The University will not consider or evaluate documents submitted by e-mail, post, or in person.

The Education Records and Admissions Department shall record the awarded admission points for each applicant and each application on the editing interface of the E-admissions system by the date specified by the Educational Authority.

13/A. § ADMISSION PROCEDURE IN THE CASE OF A TWO-SEMESTER MASTER'S DEGREE PROGRAMMES IN TEACHING IN PHYSICAL EDUCATION³⁴

(1) Students with a valid legal relationship at our university in a Master's Degree Programmes in sports coaching have the opportunity to complete a two-semester Master's Degree Programmes in physical education teacher training in parallel as part of an internal admission procedure.

(2) The condition for applying for the two-semester Master's Degree Programmes in physical education is that the applicant must have earned at least 30 credits in the Master's Degree Programmes in sports coaching.

(3) Admission to the two-semester Master's Degree Programmes in physical education, which is pursued in parallel, takes place within the framework of an internal admission procedure, in accordance with the procedure published on the University's website.

(4) The diploma that can be obtained in the two-semester Master's Degree Programmes in physical education, which is pursued in parallel, can be awarded if the student passes the final exam in the Master's Degree Programmes in sports coaching in the same or previous semester prior to the final teacher exam.

³³ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

³⁴ Amended by Senate Resolution No. 41/2024 (X. 24.), effective as of November 1, 2024.

13/B. § RULES FOR THE ADMISSION PROCEDURE FOR FOREIGN LANGUAGE
(ENGLISH) COURSES ADVERTISED IN THE CENTRAL ADMISSION PROCEDURE ³⁵

(1) In the case of foreign language (English) courses advertised in the central admission procedure, the admission procedure shall be conducted in the language of the course.

(2) In the case of the Sports Management BSc in a foreign language (English), the health fitness test specified in Section 11 (2) of these Regulations and the completion of sports practice are not part of the successful admission procedure to the University.

(3)³⁶ For the Sports Management BSc offered in the central admission procedure, the Sport and Exercise Science BSc , Sport Coaching MSc and the International Sports Diplomacy MA offered in the central admission procedure, the admission requirement is B2 level (intermediate) language proficiency, which must be proven by the applicant with a state-recognized B2 language exam certificate or an equivalent document certifying language proficiency.

(4) The tuition fees for foreign language programmes advertised in the central admission procedure consist of the tuition fees for programmes conducted in Hungarian and a foreign language contribution, which is determined each year by the University Senate. In the case of programmes for which there is no self-financing fee set for the (same) programme in Hungarian, the tuition fee shall be equal to the tuition fee for programmes advertised in a foreign language for foreign citizens, converted at the MNB (the Central Bank of Hungary) mid-market exchange rate valid on October 15 of the given year.

13/C. § SPECIAL RULES FOR THE INSTITUTIONAL ADMISSION PROCEDURE FOR
PROGRAMMES CONDUCTED IN A FOREIGN LANGUAGE (ENGLISH) FOR FOREIGN
CITIZENS OUTSIDE THE CENTRAL ADMISSION PROCEDURES ³⁷

(1)³⁸ A citizen of a foreign country or a Hungarian citizen with a non-Hungarian high school diploma may apply for the University's training courses advertised for foreign citizens outside the central admissions process.

(2) For the purposes of these Regulations, applicants from EEA member states and Switzerland shall be considered to have the same legal status as foreign applicants from EU member states.

(3) In addition to the central admission procedure, the University offers the following courses advertised for foreign citizens:

Physical Training BA
Sports Management BSc

³⁵ Inserted by Senate Resolution No. 69/2025. (XII. 04.), effective as of December 5, 2025.

³⁶ Amended by Senate resolution No. 28/2026. (V. 21.) effective as of May 22, 2026.

³⁷ Inserted by Senate Resolution No. 69/2025. (XII. 04.), effective as of December 5, 2025.

³⁸ Amended by Senate Resolution No. 28/2026. (V. 21.), effective as of May 22, 2026.

Sport and Exercise Science BSc
International Sports Diplomacy MA
Sports Coaching MSc

(4) In addition to the central admission procedure, the tasks specified in the regulations for the institutional admission procedure organized for courses advertised to foreign citizens shall be performed by the International Relations Center in cooperation with the departments responsible for the implementation of the courses.

(5) Following the institutional admission procedure, the IDA shall forward the data of the admitted applicants to the Registrar's Office, together with the data contained in the documents submitted during the admission procedure.

(6) The International Relations Center is responsible for maintaining contact with applicants for programmes advertised in a foreign language (English) for foreign citizens.

(7) Foreign applicants interested in foreign language (English) courses shall submit their admission documentation through the institution's own online admission system (DreamApply). Foreign applicants from EU member states may upload their application documents by July 30 each year, while other foreign applicants may do so by June 30.

(8) Mandatory elements of the application documentation for basic training programmes:

- a) a copy of the photo page of your passport or ID card (the latter is only accepted for foreign applicants from member states)
- b) documents certifying secondary school results and qualifications in accordance with the education system of the country concerned

(9) Required application documents for Master's Degree Programmes:

- a) a copy of the photo page of your passport or ID card (the latter is only accepted for foreign applicants from EU member states)
- b) diploma certifying completion of a Bachelor's Degree Programmes and transcript

(10) Additional specifics of the Physical Training BA and the Sports Coaching MA:

- a) additional mandatory elements of the admission documentation are documents certifying experience in the chosen sport and a presentation video. These may also be submitted via sharing. In the case of multiple participants, foreign applicants shall provide the information necessary for their clear identification in writing in the presentation video or when sharing the video;
- b) the foreign applicant's admission documentation will be forwarded to the instructor(s) designated by the relevant department for the purpose of assessing suitability;
- c) only foreign applicants who are deemed suitable on the basis of their submitted admission documentation may be invited to a professional interview.

(11) During the institutional admission procedure, after reviewing the submitted admission documentation, the University may require applicants to submit additional documents before making an admission decision.

(12) It is not necessary to submit a language exam to prove that the applicant meets the entry requirements (intermediate level) for language proficiency; language skills will be assessed during the admission interview.

(13) The University may waive the institutional admission exam and reject the applicant based on the submitted admission documentation if:

- a) in the case of Bachelor's Degree Programmes, the applicant's grade point average is less than 60% (according to the grading system used in the given country and/or education system),
- b) in the case of Master's Degree Programmes, the applicant's qualifications are not recognized for further study or do not meet the entry requirements for the program,
- c) in the case of the Physical Training BA and the Sports Coaching MA, the applicant is not considered suitable based on the feedback from the Department.

(14) In addition to the original documents, an official English or Hungarian translation must be submitted in all cases where documents in languages other than English or Hungarian have been uploaded.

(15) The admission procedure must be completed by August 20 each year for foreign applicants from EU member states and by July 20 for foreign applicants from non-EU member states.

(16) In the case of applications for Bachelor's Degree Programmes, the institutional admission procedure always includes a general oral interview, during which English language skills, general motivation, and knowledge of sports and the country/intercultural issues are assessed. The oral interview takes approximately 15-20 minutes.

(17) Additional examination elements related to individual undergraduate programmes:

- a) in the case of the Sports Management BSc, the admission exam includes an online mathematics test, which applicants complete on the University's e-learning platform. Applicants must achieve the minimum score specified in Section 13/C (26) of these Regulations on the test.
- b) In the case of the Sport and Exercise Science BSc, the entrance exam includes an online biology test, which applicants complete on the University's e-learning platform. Applicants must achieve the minimum score specified in Section 13/C (26) of these Regulations on the test.
- c) In the case of the Physical Training BA, the entrance exam includes an online biology test, which applicants complete on the University's e-learning platform. Applicants must achieve the minimum score specified in Section 13/C (26) of these Regulations on the test. Following the general interview and the test, applicants who are deemed suitable by the Department will participate in a professional interview. The professional interview will assess the applicant's knowledge and experience related to their chosen sport.

(18) In the case of applications for Master's Degree Programmes, the Departments will assess whether the entry requirements have been met on the basis of the diploma and

transcript submitted by the foreign applicant certifying completion of at least a Bachelor's Degree Programmes. In all cases, the admission procedure includes a general oral interview, during which English language skills, professional knowledge, general motivation, and country/intercultural knowledge are assessed. The oral interview takes approximately 15-20 minutes.

(19) In the case of the Sports Coaching MA, following the general interview, foreign applicants who are deemed suitable by the Department will participate in a professional interview. The professional interview assesses the applicant's knowledge and experience related to the chosen sport. For the Master's Degree Programmes, applicants must demonstrate significant experience in the sport and complex knowledge.

(20) Recordings are made of both the general and professional interviews after the foreign applicant has been informed in advance and has given their consent. The recordings are stored by the International Relations Center. At the applicant's request, the International Relations Center is obliged to share the recordings of the general and professional interviews with the applicant.

(21) During the institutional admission procedure organized for foreign applicants to the University's foreign language (English) programmes, the evaluation of basic training programmes is based on the following point system:

Language proficiency	Professional knowledge related to the programme	Motivation, general preparedness	Knowledge of the country + intercultural knowledge	Mathematics/Biology test results
25	25	10	15	25

(22) During the institutional admission procedure organized for foreign applicants to the University's foreign language (English) programmes, evaluation for Master's Degree Programmes is based on the following point system:

Language proficiency	Professional knowledge related to the programme	Motivation, general preparedness	Knowledge of the country + intercultural knowledge	Department evaluation
25	25	10	15	25

(23) During the institutional admission procedure organized for foreign applicants to the University's foreign language (English) programmes, English language proficiency is assessed on the basis of oral skills using the following point system:

B2 and above	20
Below B1-B2	15
Below A2-B1	10
A2 and below	9

(24)³⁹ Applicants who have uploaded their language exam results to prove their language proficiency are also required to participate in the general oral interview that is part of the admission procedure. The University reserves the right to disregard the results of the language exam submitted when assessing English language proficiency and to evaluate the knowledge presented during the interview. If a foreign applicant does not achieve 20 points in the language component, they will not be able to begin their studies at the University in the programme they have indicated.

(25) Assessment of professional knowledge related to the programmes:

- a) in the case of the Sports Management BSc and Sport and Exercise Science BSc, foreign applicants answer questions related to the given field of study and the qualification that can be obtained by completing the programme,
- b) in the case of the Physical Training BA, foreign applicants answer questions related to the qualification that can be obtained upon completion of the program, as well as questions during a professional interview that demonstrate their knowledge and experience related to their chosen sport,
- c) In the case of the Sports Coaching MA, in addition to questions related to the qualification that can be obtained by completing the program, foreign applicants will answer questions during the professional interview that demonstrate their comprehensive and in-depth knowledge and extensive experience related to their chosen sport.
- d) In the case of the International Sports Diplomacy MA, foreign applicants will answer questions related to the relevant fields of study and the qualification that can be obtained upon completion of the programme. During the interview, they will demonstrate their comprehensive knowledge in both sports science and diplomacy.

(26) Applicants can earn a maximum of 10 points on the biology and mathematics tests. Foreign applicants must achieve a minimum of 5.9 points to pass the exam. Points are converted as follows:

Points earned	Converted points
0-5.8	0
5.9-6.5	11
6.6-7.5	15
7.6-8.5	19
8.6-9.5	22
9.6-10	25

³⁹ Amended by Senate resolution No. 28/2026. (V. 21.) effective as of May 22, 2026.

(27)⁴⁰ If the foreign applicant does not meet the language requirements specified in Section 13/C, Paragraph (24) of these Regulations for BSc studies but who achieve the minimum score specified in Section 13/C (29) of these Regulations may be offered the opportunity to join the Preparatory programme. Participation in the Preparatory programme takes place within the framework of student status, and upon successful completion (i.e. by passing the final test with at least 60%), the student is admitted to the programme for which they passed the entrance exam in their original application without having to take a separate entrance exam. In case of the final test is unsuccessful, the student status will be terminated.

(27a)⁴¹ In case of the application is made directly to the Preparatory programme for subsequent BSc studies, Section 13/C requirements of Paragraph (27) apply as well.

(28) The admission procedure for foreign applicants participating in the government scholarship programme (Stipendium Hungaricum, Stipendium Hungaricum Sports Scholarship Programme, Hungarian Diaspora Scholarship) may differ from those specified in this annex in accordance with the regulations of the given scholarship programme, but the professional admission process and requirements are the same.

(29) The admission procedure is successful if the foreign applicant achieves at least 55 points. A ranking is prepared based on the results achieved by foreign applicants. The University may set minimum and maximum quotas for each programme, meaning that achieving the minimum score does not guarantee automatic admission.

(30) Foreign applicants who have been admitted to a self-funded programme in a foreign language (English) will receive a Conditional Acceptance Letter, which will be sent within 5 days of the completion of the admission process and will specify:

- a) the tuition fee,
- b) the discounts available and their amounts,
- c) the payment deadline,
- d) if necessary, the documents still to be submitted.

(31) Foreign applicants who have been admitted are required to pay the tuition fee specified in the Conditional Acceptance Letter for the entire duration of the programme.

(31a)⁴² Foreign applicants who have been admitted have the opportunity to use the Visa support service offered in the Conditional Acceptance Letter for a fee specified in the Reimbursement and Benefit Policy. Details of how to use the service are included in the Conditional Acceptance Letter.

(32) The positive admission decision shall be finalized for those foreign applicants who pay the fee specified in the Conditional Acceptance Letter by the deadline specified therein.

(33) Foreign applicants who have been admitted may enroll by the date specified in the academic calendar, but no later than October 14 for the fall semester and March 14 for the

⁴⁰ Amended by Senate resolution No. 28/2026. (V. 21.) effective as of May 22, 2026.

⁴¹ Inserted by Senate Resolution No. 28/2026. (V. 21.), effective as of May 22, 2026.

⁴² Inserted by Senate Resolution No. 28/2026. (V. 21.), effective as of May 22, 2026.

spring semester. Upon enrollment, the University shall enter into a training contract with the student.

(34) All foreign applicants are required to pay an admission fee of EUR 150. The admission fee is non-refundable and will not be refunded in whole or in part if the applicant is rejected for any reason.

(35) Foreign applicants, except those with a valid residence permit in Hungary, are required to pay the tuition fees for the first two semesters. Those with a valid residence permit in Hungary are only required to pay the tuition fees for the first semester.

(36) If the visa application of an admitted foreign applicant is rejected or they do not wish to commence their studies, an administrative fee of EUR 150 will be deducted from the tuition fees paid before the refund is made.

(37) The University publishes the fees for foreign-language courses advertised for foreign citizens in December of each year for the following academic year.

(38) For foreign applicants with EU citizenship are subject to the fees announced in the central admission procedure for (identical) programmes conducted in Hungarian, supplemented by a foreign language contribution. In the absence of a fee for (identical) programmes conducted in Hungarian, the tuition fee is the same for all applicants. Tuition fees must be paid in Euros. The amount of the tuition fee is converted and determined at the MNB's mid-market exchange rate valid on the date of the decision on admission.

(39) Discounts available for foreign nationals for full foreign-language courses are set out in the University's Reimbursement and Benefits Policy.

13/D. § RULES FOR THE INSTITUTIONAL ADMISSION PROCEDURE FOR FOREIGN STUDENTS ARRIVING UNDER FREEMOVER MOBILITY⁴³

(1) A Freemover student is a student participating in international mobility who does not come to the University as part of a domestic or international exchange programme, but rather individually or based on an institutional agreement, and who pursues part-time studies while paying a mobility contribution.

(2) A Freemover student can start their mobility at the University in two ways:

- a) by joining the announced semester of the chosen programme; or
- b) by taking courses to be completed during the semester, compiled from a predetermined list of subjects, worth a maximum of 33 credits.

(3) Conditions for applying for Freemover mobility:

- a) active student status at a foreign higher education institution,
- b) at least one completed semester, and
- c) at least B2 level language proficiency in the language of instruction.

⁴³ Inserted by Senate Resolution No. 28/2026. (V. 21.), effective as of May 22, 2026.

- (4) During the admission process, applicants for Freemover mobility submit the admission documentation required for foreign citizens applying for the given programme through the University's own online admission system (DreamApply), as well as the documents supporting the requirements specified in points a) and b) of Paragraph (3).
- (5) The Freemover mobility admission process consists of an online oral interview, the purpose of which is to assess English language skills and professional knowledge related to the chosen training. A Conditional Acceptance Letter will be issued to admitted applicants, which will be sent no later than 5 days after the conclusion of the admission procedure.
- (6) The tasks related to the admission procedure for Freemover mobility are carried out by the International Relation Center, in cooperation with the Department responsible for the implementation of the training courses. Maintaining continuous contact with applicants is also part of the International Relation Center 's responsibilities.
- (7) Following the admissions process, the International Relation Center transfers the data of the admitted students, along with the data of the documents presented in the admissions process, to the Registrar's Office.
- (8) An applicant admitted to Freemover mobility is required to pay the mobility contribution according to the Conditional Acceptance Letter.
- (9) If the Freemover student joins the announced semester of the chosen programme and
- a) the student arrives from an EU member state, an EEA member state or Switzerland (with citizenship), the amount of the mobility contribution for foreign applicants is the semester fees for (identical) programmes conducted in Hungarian advertised in the central admissions procedure, supplemented by a foreign language contribution,
 - b) does not come with citizenship specified in point a) the amount of the mobility contribution is the amount of the fee per semester determined by the University for the given training course advertised for foreign citizens and conducted in a foreign language.
- (10) If the Freemover student compiles the courses to be completed during the semester from a predefined list of subjects, the amount of the mobility contribution is the amount specified in the University's Reimbursement and Benefits Regulations.
- (11) In the case of Freemover students arriving under an institutional agreement, the amount of the mobility contribution may differ from that set out in this Paragraph.
- (12) Applicants for Freemover mobility have the opportunity to use the Visa Support service offered in the Conditional Acceptance Letter for a fee specified in the

Reimbursement and Benefits Policy. Details of how to use the service are included in the Conditional Acceptance Letter.

- (13) The mobility contribution must be paid in EUR currency. The amount specified in Hungarian forints (HUF) is converted into EUR based on the MNB's mid-exchange rate valid on the date of the Conditional Acceptance Letter on the admission notification.
- (14) Payment of the semester mobility contribution is mandatory even if the Freemover student takes fewer than the maximum number of credits that can be taken, 33 credits; the amount of the contribution to be paid will not be reduced in this case.
- (15) Applicants for Freemover mobility are not required to pay an admission fee.

14. § PRELIMINARY CREDIT TRANSFER PROCEDURE

(1)⁴⁴ If an applicant has a diploma that cannot be counted as full credit, the University's Credit Transfer and Validation Committee shall examine in a preliminary credit recognition procedure how many credits from the applicant's previously acquired credits can be recognized for the given Master's Degree Programmes. The preliminary credit recognition procedure is conducted ex officio by the University and begins with the submission of the application for the Master's Degree Programmes.

(2)⁴⁵ For the preliminary credit recognition procedure, the applicant shall pay a fee of HUF 15,000 as specified in the University's Reimbursement and Benefits Policy, provided that if the applicant submits an application for more than one programme, the fee shall be paid for each programme. The fee shall be paid electronically by credit card.

(3)⁴⁶ If the applicant has the required documents available at the time of application, they must send the following documents to elozetes.kreditelismeres@tf.hu at the same time as submitting their application:

- a) a transcript or diploma supplement certified by the issuing higher education institution,
- b) in the case of subjects completed abroad, a certified syllabus in Hungarian or English,
- c) a notification confirming payment of the tuition fee.

(4)⁴⁷ If the applicant obtains the diploma serving as the basis for admission in the year of application, the documents specified in Paragraph (3) may be uploaded by the deadline specified by www.felvi.hu for the completion of the admission procedure. In this case, in order to carry out the preliminary credit recognition procedure, the applicant must submit a written statement about the diploma serving as the basis for admission to the e-mail address elozetes.kreditelismeres@tf.hu at the time of application.

⁴⁴ Amended by Senate Resolution No. 42/2024. (X. 24.), effective as of February 1, 2025.

⁴⁵ Amended by Senate Resolution No. 41/2024. (X. 24.), effective as of November 1, 2024.

⁴⁶ Amended by Senate Resolution No. 45/2024 (XII. 05.), effective as of December 6, 2024.

⁴⁷ Amended by Senate Resolution No. 45/2024 (XII. 05.), effective as of December 6, 2024.

(5)⁴⁸ Preliminary credit recognition is carried out by the competent Credit Transfer and Validation Committee, after consulting the opinion of the person responsible for the subject.

(6)^{49 50} The competent Credit Transfer and Validation Committee shall decide on preliminary credit recognition within a maximum of sixty (60) days after receiving the documents and the applicant's statement. The Education Records and Admissions Department shall send the decision made in the preliminary credit recognition procedure to the applicant's email address.

(7) The applicant may use the decision – concerning the same credit recognition – in another admission procedure for the same programme within five (5) calendar years from the date of the decision. In this case, they do not need to submit a new application, but they must upload the credit recognition decision previously sent to them for the programme to the document upload interface of the E-admission system.

(8) There is no separate legal remedy against the decision on preliminary credit recognition; the applicant may challenge it in an appeal against the admission decision.

15. § COMMON RULES FOR ORAL, WRITTEN, APTITUDE/PRACTICAL EXAMS

(1)⁵¹ The date and location of the examinations shall be determined by the head of the Education Records and Admissions Department after consultation with the relevant departments. The head of the Education Records and Admissions Department shall perform the duties of the examination organizer in cooperation with the department heads. The head of the Education Records and Admissions Department coordinates the formation of the individual exam groups.

(2) The University shall inform applicants about the examinations at the e-mail address provided in their application form. It is the applicant's responsibility to provide an e-mail address that they check regularly, and no complaints will be accepted in this regard.

(3)⁵² The Education Records and Admissions Department will inform applicants of the dates of the examinations and other relevant information at the email address provided in the application form. The date of notification shall be set so that applicants receive notification of their exam at least 8 days before the exam. The notification shall include:

- a) the date and location of the exam,
- b) the exam subjects and topics,
- c) the method of communicating the exam results,
- d) information about the equipment that the examinee must bring to the exam.

⁴⁸ Amended by Senate Resolution No. 42/2024 (X. 24.), effective as of February 1, 2025.

⁴⁹ Amended by Senate Resolution No. 42/2024 (X. 24.), effective as of February 1, 2025.

⁵⁰ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

⁵¹ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective August 1, 2025.

⁵² Amended by Senate Resolution No. 41/2025 (VI. 26.), effective as of August 1, 2025.

(4) The University shall provide the venue and IT facilities necessary for the written examination requiring personal attendance. In the case of online examinations, the University shall determine in advance the IT requirements necessary for taking the examination and shall inform the applicant thereof in the examination notice. The applicant shall be responsible for ensuring that the technical requirements are met at his or her own expense.

(5) If the exam is in written form, it shall be organized in such a way that the confidentiality of the questions in the written exam paper (hereinafter: paper) is ensured until the start of the exam.

(6) After the papers have been written, they shall be graded with partial points indicated and shall bear the name and signature of the grader.

(7)⁵³ The Education Records and Admissions Department shall ensure that the scores achieved in both the written and oral examinations are recorded in the www.felvi.hu system. Applicants may view their recorded examination results in the www.felvi.hu system.

(8) Applicants have the right to personally inspect the evaluation of their written exam. Inspection shall take place under supervision, during which it must be ensured that applicants do not make corrections to the exam, but may take photographs and make notes.

(9)⁵⁴ Applicants may request access to their files in writing to the head of the Education Records and Admissions Department until the E-admissions system closes. During the review of the evaluation of the thesis, the applicant may submit a written objection addressed to the head of the Education Records and Admissions Department, requesting an investigation of any errors in grading or scoring that they have noticed. No excuses will be accepted for missing the deadline.

(10)⁵⁵ The head of the Education Records and Admissions Department is required to investigate the complaint within 3 working days. The objection submitted shall be reviewed by the person involved in the evaluation of the examination, and the competent Head of the Department shall decide on the modification of the examination result. Following the investigation of the request, if there has been a modification in the recorded result, the Education Records and Admissions Department shall take steps to inform the EA.

16. § CLASSIFICATION DECISION

(1) The Educational Authority shall make the classification decision

a) in the case of cross-semester admission procedures, no later than January 25 of the year in which the training begins;

⁵³ Amended by Senate Resolution No. 41/2025 (VI. 26), effective August 1, 2025.

⁵⁴ Amended by Senate Resolution No. 41/2025 (VI. 26), effective August 1, 2025.

⁵⁵ Amended by Senate Resolution No. 41/2025 (VI. 26.), effective August 1, 2025.

- b) in the case of the general admission procedure, no later than August 5 of the year in which the training begins;
- c) in the case of a supplementary admission procedure, no later than August 28 of the year in which the training programme begins

(2) In its classification decision, the Educational Authority shall determine which of the programmes indicated and ranked in the applicant's application is the first programme for which the applicant has achieved the minimum score required for admission. In a single admission procedure, the applicant may only be classified for one place based on the ranking specified by the applicant.

(3) The Educational Authority shall classify applicants for vocational training in higher education, Bachelor's Degree Programmes and One-tier Master Programmes by subject (by specialization leading to an independent professional qualification) in an uniform ranking, for Master's Degree Programmes, and in the case of applicants who already hold a degree, based on the institutional ranking and the maximum student capacity set by the minister for the given institution.

(4) Decisions on applicants shall be made on the basis of a uniform ranking system using a minimum score. No one may be admitted to a given programme with a score below the minimum score. Those who have reached or exceeded the minimum score shall be admitted, unless they have already been admitted to a programme higher in the ranking order.

(5) The Educational Authority shall notify the applicant of its decision on admission by the deadline specified in Paragraph (1) of this section at the latest, via the official website of the admission procedure, through the personal administration interface.

(6) The Educational Authority shall inform the applicant in writing of the classification decision and how it can be viewed.

(7) The Educational Authority and the University shall participate in the preparation of the classification decision.

(8) By November 30 of the year preceding the admission procedure, the minister shall determine by decision which courses at the University are eligible for Hungarian state (partial) scholarships. The decision shall be published in the Official Gazette, which is an annex to the Hungarian Gazette.

(9) The University shall forward the results determined by it to the Educational Authority by the date specified by the Educational Authority.

(10) In preparation for the classification decision, the Educational Authority shall prepare a draft of the minimum score requirements for each programme based on the available data and in accordance with Section 39 of the Nftv.

(11) The University may request a reduction in the minimum number of students and an increase in the maximum number of students for state-funded scholarship programmes

as published in the Information. However, the University may not request a reduction in the minimum score it has set for admission to the programme.

17. § ADMISSION DECISION

(1) In the central admission procedure, the University shall notify the applicant of its decision on admission within 5 working days of the date of the classification decision in the given admission procedure. The University shall admit the applicant who has been classified on the basis of the notification from the Educational Authority.

(2) If an appeal against the classification decision justifies a change in the admission decision, the University shall decide on the change. If, on the basis of an appeal against the classification decision, the applicant is classified to another higher education institution, both institutions shall decide on the admission decision.

(3) The decision on admission must include

- a) the name and institutional identification number of the University;
- b) the exact name of the programme chosen by the applicant;
- c) the applicant's name, place of residence, and, if available, their educational identification number;
- d) information on the available legal remedies;
- e) a call for the establishment of student status, a warning about the consequences of failure to enroll;
- f) the legal provisions on the basis of which the University made its decision;
- g) the place and time of the decision, the name and official position of the person who issued the decision.

(4) The decision may include:

- a) further information on establishing student status;
- b) an offer of admission to the Preparatory year for applicants who are not Hungarian citizens.

(5) In the institutional admission procedure, the decision on admission shall be made by the rector, who shall sign the decision.

(6) The decision on the admission of foreign students shall be made within a time limit that allows the successful applicant to fulfill their enrollment obligation in accordance with the academic calendar.

(7) The decision on the admission of applicants for Postgraduate specialisation Programmes shall be made within one month of the application deadline specified in the Information, in accordance with the conditions announced on the University's website, in such a way that the successful applicant can fulfill their enrollment obligation as specified in the academic calendar.

18. § APPEAL AGAINST THE ADMISSION DECISION

(1) An administrative lawsuit may be filed against the classification decision made in the central admission procedure within fifteen days of the notification of the decision, in accordance with the provisions of the Educational Authority 's classification decision. Based on the appeal, the Educational Authority may modify or revoke its classification decision. If the Educational Authority does not agree with the content of the appeal, it shall forward the appeal to the competent court. If the appeal against the classification decision concerns a decision made by the University during the admission procedure, the University shall be named as the defendant in the proceedings.

(2) If the appeal decision against the classification decision justifies a modification of the admission decision, the University shall take measures to modify the decision. If, on the basis of the appeal decision against the classification decision, the applicant is classified at another higher education institution, both institutions shall be notified of the admission decision.

(3) If, in their appeal against the classification decision, the applicant requests a review of the institutional points awarded by the University or the results of the preliminary credit recognition procedure, and the Educational Authority forwards the request to the University for review, the University's Appeals Committee shall act in accordance with the University's Appeals Regulations during the review of the request.

19. § ELECTRONIC ADMINISTRATION DURING THE ADMISSION PROCEDURE

(1) Applicants shall perform certain actions electronically during the admission procedure.

(2) The Educational Authority shall ensure the creation and operation of an information system supporting electronic administration in such a way that the time of each action performed in the system, in particular the modification of data, can be verified and the person performing the action can be identified.

(3) The Educational Authority shall provide applicants and higher education institutions with comprehensive information on the conditions and methods of electronic administration, as well as comprehensive guidance on the services, functions, and use of the system.

(4)⁵⁶ The University shall manage the data provision necessary for the compilation of the Information Brochure and the entire admission procedure through the electronic system made available by the Office. The tasks necessary for the provision of data shall be performed by the Education Records and Admissions Department

(5) During the admission procedure, the University communicates with applicants primarily by electronic means and, in special cases, by telephone. It is the applicant's

⁵⁶ Amended by Senate Resolution No. 41/2025, effective August 1, 2025.

responsibility to provide an email address that they check regularly when applying, and no complaints can be made in this regard.

(6) The Educational Authority creates and maintains a central register of applicants in electronic form.

(7) If, during the admission procedure, an applicant submits a document containing personal data that has changed since the document was issued, the applicant is required to certify the change in accordance with the provisions of the Information Notice.

(8) The Educational Authority shall obtain data relating to the secondary school leaving examination electronically from the public education institution and the public education information system, within the framework of the legislation on the processing of personal data. The authority providing the data shall be responsible for its authenticity.

(9) The Educational Authority shall obtain the data necessary to verify the authenticity of the document certifying the passing of the language exam electronically from the exam center issuing the language exam certificate. The authority providing the data shall be responsible for the authenticity of the data thus obtained.

20. § SPECIAL RULES IN THE CASE OF POSTGRADUATE SPECIALISATION PROGRAMMES

(1) The deadline for providing the data specified in Sections 3-7 of Fe. with regard to Postgraduate specialisation Programmes is October 15 of the year preceding the start of the training.

(2) The Educational Authority shall publish the Information on Postgraduate specialisation Programmes in electronic form by December 31 of the year preceding the start of the training.

(3) The University shall publish the exact admission requirements for Postgraduate specialisation Programmes on its website.

(4) With the exception of the Equestrian Instructor Postgraduate specialisation Programme, the admission exam for all Postgraduate specialisation Programmes consists of a written and/or oral exam. In the case of the Equestrian instructor Postgraduate specialisation Programme, the admission exam consists of a practical exam.

(5) The University shall compile the results of applicants for Postgraduate specialisation Programmes and rank them based on the scores achieved in the entrance examination and the specified quotas.

(6) The University shall provide statistical data on the courses launched and the applicants admitted to the Educational Authority in the form specified by the Educational Authority by October 15 of the year in which the course starts.

21. § PROCEDURAL FEES

(1)⁵⁷ During the admission procedure, applicants must pay an additional fee, as well as the institutional procedural fee and separate procedural fee specified in the University's regulations. During the admission procedure, the additional fee must be paid to the Educational Authority, while the institutional fee and separate procedural fee must be paid to the University. The separate procedural fee payable for aptitude tests, practical exams, and entrance exams organized by the University is 5,000 forints, payable per exam.

(2) In the case of applications for Bachelor's Degree Programmes, Master's Degree Programmes, or One-tier Master Programmes, the applicant may submit applications for three programmes at the same time free of charge.

(3) If the additional fee is not paid, the place generating the additional fee, in accordance with the original order of application specified at the time of submission of the application, shall be excluded.

(4) For each additional application submitted after the three applications specified in Paragraph (2), an additional fee of HUF 2,000-2,000 shall be paid, of which HUF 1,000-1,000 per programme shall be paid to the University.

(5) In the case of applications for Postgraduate specialisation Programmes, the University may determine an institutional procedural fee, which may not exceed 9,000 forints per application.

(6) The admission fee payable for the higher education admission procedure shall be refunded if the applicant

- a) withdraws their application by the application deadline at the latest;
- b) their late application is rejected;
- c) has paid an amount higher than the specified admission procedure fee, up to the amount of the difference;
- d) did not submit an application.

22. § FINAL AND ENFORCEMENT PROVISIONS

(1) These regulations were adopted by the Senate by Resolution No. 60/2023. (XII. 14.) and shall enter into force on the day following their adoption. The provisions of these regulations shall apply to procedures initiated after their entry into force.

⁵⁷ Amended by Senate Resolution No. 41/2024. (X. 24.), effective as of November 1, 2024.