

The page features a decorative graphic consisting of three overlapping blue circles of varying sizes, arranged in a vertical line. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The circles are composed of concentric layers of different shades of blue, creating a 3D effect.

**ADMISSION REGULATIONS OF
KODOLÁNYI JÁNOS UNIVERSITY
FOR THE 2022 ADMISSION PROCEDURE**

Adopted at the 2022 Senate meeting

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Chapter I

Basic provisions

The Senate, pursuant to Articles 39 and 40 of Act CCIV of 2011 on Higher Education, Government Decree 432/2012 (XII.29.) on the general rules of the admission procedure of higher education institutions, and Government Decree 47/2013 (II.20.) amending it, hereby determines the admission regulations of Kodolányi János University.

§ 1 Scope of the Rules

- (1) The regulations apply to Hungarian and non-Hungarian citizens applying for higher education vocational training, bachelor's and master's degrees at the University.
- (2) The admission procedure for courses offered to foreign nationals in a foreign language is set out in Appendix VII to these Regulations.

§ 2 Application for the admission procedure

- (1) The admission procedure starts at the request of the applicant.
- (2) The central higher education admission procedure is an electronic procedure, which is carried out by the body responsible for the operation of the higher education information system via the personal administration interface set up for this purpose.
- (3) The application form must be submitted to the Education Office using the electronic form provided by the Office's IT system (www.felvi.hu). It can be submitted in two ways:
 - a.) printed, signed, sent by registered mail, or
 - b.) by authentication via the Hungarian citizen portal (Ügyfélkapu)
- (4) You can apply under the conditions and in the manner set out in the Higher Education Admission Guide (hereinafter: Guide).
- (5) Hungarian and non-Hungarian citizens who meet the conditions set out in the Government Decree are eligible to apply.
- (6) Unless otherwise provided for by law, non-Hungarian nationals – except nationals of all EU Member States – can only apply for training courses on a fee-paying basis.
- (7) You will not be admitted if you do not meet the admission requirements and/or if you do not pay the application fee.
- (8) During the admission procedure, you may change the order of your application one time by electronic means, within the deadline published on www.felvi.hu. You may withdraw your application during the admission procedure. You may not submit a new application for a withdrawn application.

- (9) The application form must be accompanied by the documents listed in the Guide. You are responsible for submitting the documents required for your application and for the calculation of the marks in the correct format. If your application form is incomplete, you must complete it by the closing date specified in the notification of the Office of Education, failing which you will be disqualified from the admission procedure.
- (10) The Education Office will also request completion if the data on higher education qualifications obtained after 1 February 2006 are not included in the student master record subsystem of the higher education information system for applications to master's programmes, except for graduates in the year of admission. Copies of diplomas and other certificates issued after the application deadline must be submitted to the Education Office by the deadline set by the Ministry of Human Resources and specified in the Guide.
- (11) The applicant is responsible for the accuracy of the information given on the application form. Any false declaration affecting the result of the admission procedure will lead to the subsequent annulment of the admission decision.
- (12) If, during the admission procedure, the candidate presents a document in which his/her personal data have changed after the document was issued, he/she must provide proof of the change as specified in the Guide.
- (13) The University will ensure that the applicant's data is protected as required by law.
- (14) Certificates of education obtained abroad may be accepted under a special law – Act C of 2001 (XII. 24.) – or after recognition based on an international treaty.
- (15) If an applicant with a foreign school-leaving certificate or diploma intends to continue his/her studies at a higher education institution in Hungary, the recognition of his/her foreign school-leaving certificate or diploma for the purpose of further studies is the responsibility of the higher education institution where the applicant intends to continue his/her studies.
- (16) The admission requirement for the Matura Examination or the diploma certifying higher education may be certified by a document issued by a state-recognised foreign educational institution outside Hungary attesting to the studies completed by the applicant, if it confers the same rights as the Matura Examination or the diploma certifying higher education under the legal system of the country concerned.
- (17) The successful candidate must present his/her school leaving certificate or diploma to the higher education institution at the latest at the time of enrolment.
- (18) If the successful candidate holds a document with the same legal effect as a school leaving certificate or diploma as referred to in paragraph 16, he/she shall present this document to the higher education institution at the time of enrolment. However, if the validity of this document is limited in time, after the expiry of its validity, the student may enrol for the next period of study only if he presents his school-leaving certificate or diploma by the time of enrolment.
- (19) Candidates will be admitted on the basis of a uniform ranking system, based on the establishment of a cut-off point scale, which will be published by the Education Office on <http://www.felvi.hu-n>.
- (20) There is no equity in the admission procedure.

- (21) The student or former student may apply for admission – without participation in the central higher education admission procedure, at his/her own expense – to a degree programme in the field of computer science at the same or another higher education institution, where he/she has at least 30 credit points to be credited according to the credit transfer rules of the higher education institution.

§ 3 Admission procedure, scoring, higher education entrance professional examination, exemption

- (1) For undergraduate, postgraduate, and post-secondary vocational education and training, the ranking is expressed in 400+100 points.

The overall admission score for applicants to undergraduate courses is determined as follows:

1. by summing up the study points and the final examination points and adding the extra points; or
2. by doubling the Matura points and adding the extra points.

The Education Office will calculate the candidate's score (automatically based on the results certified) in the way that is most favourable to him/her.

The overall admission score of qualified applicants may also be calculated as follows if they are applying for a bachelor or master's degree in the field of specialisation:

3. the sum of the number of study points and the results of one of the subjects for which admission is conditional on passing one Matura examination and one professional examination, plus any extra points; or
4. twice the result of one Matura examination and one professional examination, plus any extra points; or four times the result of the professional examination plus any extra points.

Scoring methods 3 to 5 can only be used for applicants with a diploma attesting a secondary vocational qualification and a post-2012 vocational qualification corresponding to vocational qualification numbers 54 or 55 according to the National Training Register (OKJ) published before 1 January 2020, as described in the admission information at www.felvi.hu.

In all cases, the calculation method most favourable to the applicant should be used.

The overall admission score for applicants for higher vocational education and training is determined as follows:

1. by doubling the study points, adding the extra points; or
2. by adding the extra points by adding the study points and the Matura points; or
3. by doubling the Matura points, adding the extra points.

The Education Office will calculate the candidate's score (automatically after the results are certified) in the way that is most favourable to him/her.

(2) Academic points (maximum 200 points): to be calculated on the basis of the applicant's secondary school marks (100 points) and the percentage of marks obtained in the final examination (100 points), as follows:

- a) Five subjects: Hungarian language and literature, history, mathematics, the results of the last two years of the last two (studied) years of a chosen foreign language (or national language and literature) studied for at least two years, the results of the last two (studied) years of the last two (studied) years of a chosen science subject studied for at least two years, or the results of the last two (studied) years of two (studied) years of a chosen science subject studied for at least one year, multiplied by two. (If the candidate has no marks in one of the subjects listed, the marks obtained in another subject studied for at least two years will be taken into account instead of the subject not studied, at the candidate's choice.)
- b) and the average of the percentages of the results of the four compulsory and one optional examination subjects in the school-leaving certificate, rounded up to the nearest whole number. (If the candidate's school-leaving certificate contains fewer than five examination subjects, only these should be taken into account in determining the average.)

In Hungarian language and literature and in national minority language and literature, the arithmetic average of the two grades is taken into account per year without rounding.

Science subjects: biology, physics, chemistry, geography, natural sciences.

Study points can be calculated without a time limit, i.e. the calculation of study points is independent of the year of continuation or completion of secondary education.

(3) Matura points (200 points):

It is calculated on the basis of the percentage of the results of the two Matura examinations that can be taken into account in the given field of study. The subjects and levels of the baccalaureate examinations which may be taken into account for a given degree programme are those published in the admission information. The number of points is equal to the percentage of marks obtained in the examination subject.

Percentage results in the Matura examinations are taken into account on the basis of the school leaving certificate or certificates.

The number of points is therefore equal:

- the Matura examination or
- a diploma of secondary vocational education, or
- the percentage of marks obtained in a vocational examination in the relevant subject in a certificate of vocational qualification with a vocational qualification number 54 or 55 obtained after 2012 (according to the National Training Register published before 1 January 2020).

If the percentage result of the professional examination cannot be determined (only a mark or a letter grade is shown on the certificate), the following results can be taken into account

as a professional subject as part of the Matura point: a mark of five is worth 100 points, a mark of four is worth 80 points.

Only if the mark for the professional examination is at least good, the mark for the Matura will be calculated on the basis of the mark for the professional examination only, so that the candidate can obtain a maximum of 400 points for the professional examination.

The professional examination included in the diploma of secondary vocational education is considered to be an advanced level Matura examination.

For holders of the old type of school-leaving certificate (before 2005), subject exams are automatically considered as intermediate level and the grades are given in the following percentages: excellent (5) – 100%, good (4) – 79%, medium (3) – 59%, satisfactory (2) – 39%.

For applicants with a vocational qualification, if they apply for a bachelor's or undivided degree in a specialisation as described in the admission guide, the Matura point may also be calculated as follows:

- the results of a Matura examination and a professional examination, as a condition for application, or
- only taking into account the results of the professional examination.

If only the professional examination result is used to determine the number of points, and the professional examination result is at least a 4, the candidate may obtain a maximum of 400 points, determined by quadrupling the percentage obtained in the professional examination.

If the percentage of the professional examination result cannot be determined, the points are awarded on the basis of the result of the professional examination: 100 points for a professional examination with a mark of 5 and 80 points for a professional examination with a mark of 4.

The professional examination included in the diploma of secondary vocational education is considered to be an advanced level Matura examination.

The vocational examination included in the OKJ certificate is equivalent to an intermediate Matura examination.

- (4) For candidates applying for the Bachelor of Performing Arts, the overall admission score is calculated on the basis of the aptitude (theoretical) and practical examinations only. In this case, the overall admission score is determined by doubling the practical test score, with a maximum of 200 points, and adding the additional points.
- (5) The total number of points awarded to candidates who have achieved 1st-6th places in the Olympic Games organised by the International Olympic Committee, the Chess Olympiad organised by the International Chess Federation (FIDE), and, from 1984 onwards, the Paralympic Games and the Chess Olympiad, in the case of any course offered by the institution of their choice, provided that they meet the application and eligibility criteria

and, in the case of higher education vocational training, bachelor's degree courses and undivided courses, and have the statutory minimum points, is 500.

- (6) Extra points for bachelor, master and higher vocational education: the maximum number of extra points is 100.
- a) A pass mark of at least 45% in the optionally defined subjects at the advanced level Matura (in a maximum of two of the subjects required in the given group of subjects) is worth 50-50 points, i.e. a maximum of 100 points in total, in all fields of study, except for the fields of study in the Arts and Art Communication.
 - b) For the B2/intermediate complex (formerly type C) language examination or equivalent: 28 points, for the C1/advanced complex (formerly type C) examination: 40 points.
 - c) In the general admission procedure of 2021 and in the supplementary admission procedure of 2021, notwithstanding paragraph (1) of Article 20 of Government Decree 423/2012 (XII. 29.) on the admission procedure for higher education, applicants are entitled to 28 extra points per language for a language examination in a foreign language other than Hungarian, either a) in the case of an intermediate level (B2) written language examination or b) in the case of an advanced level (C1) written language examination, 40 additional points.
 - d) Candidates who do not claim extra points for a complex or written language examination in a given language are entitled to 14 extra points per language for a state-recognised or equivalent foreign language examination in a language other than Hungarian a) for an intermediate level (B2) oral language examination or b) for an advanced level (C1) oral language examination, 20 extra points.
 - e) If a candidate would be entitled to more than one mark in a given foreign language at the same time, he/she will be awarded the extra points only once, under the entitlement which gives him/her the highest mark. No extra points may be awarded for a language examination in the language of instruction or for an advanced level examination in the language of instruction.
 - f) In the case of vocational qualifications, vocational qualification number 54 or 55 according to the National Training Register (OKJ) published before 1 January 2020; vocational qualification according to the vocational qualification that can be taught in a vocational secondary school; vocational examination in the certificate of secondary vocational qualification as described in the Admission Guide on www.felvi.hu, in the case of further vocational education, if the applicant's graduation points are not calculated on the basis of the vocational examination, 32 extra points may be awarded.
- Extra points for sport achievements within eight years in all fields of study, except for courses in the arts and arts mediation field:
- g) In the case of a diploma in a postgraduate specialist training course in the same field of study, 32 points may be awarded if the admission is not calculated from the diploma.
 - h) If the volunteer reserve soldier pursuant to Article 214 (1a) of Act CCV of 2012 on the Status of the Defence Forces (hereinafter: Act on the Status of the Defence

Forces) a) has completed at least six months of service without specialised training, he/she shall be entitled to 16 additional points, b) during the six months of service – after the basic training – he/she has completed the basic training, he/she shall be entitled to 32 additional points. (c) during the six months of service following the six months of basic training, he has continued and completed training in accordance with the regulations issued on the basis of the provisions of the Act, he shall be entitled to 32 additional points.¹

- i) In the sports recognised by the International Olympic Committee, additional points are awarded for only the best result in terms of points. Such additional points are awarded in higher education courses, bachelor's degrees and master's degrees in the following fields: agriculture, political science, humanities, economics, information technology, law, engineering, medicine and health, teacher education (except for certain undivided teacher training courses and the basic course in vocational education and training), sports science (except for the basic course in coaching), social science and natural science:
- **50 extra points for participation in the Olympic Games** organised by the International Olympic Committee, the Hungarian Paralympic Committee or the Hungarian Sports Federation for the Hearing Impaired, or the Hungarian Chess Federation, on the basis of a certificate issued by the national sports federation of the sport concerned, or the International Olympic Committee, or, from 1984 onwards, the **Paralympic Games** or the **Chess Olympiad**, or the **Chess Olympiad** organised by the International Chess Federation (FIDE).
 - **30 additional points for a 3rd place at a World or European Championship or a European Championship in a sport** recognised by the International Olympic Committee or the International Paralympic Committee, based on the certificate of the national sports federation of the given sport, the Hungarian Paralympic Committee or the Hungarian Sports Association for the Hearing Impaired, which may be awarded only if the qualifying result was achieved **within 8 years prior to the year of application.**
 - **20 extra points for a third place or better in a sport** recognised by the International Olympic Committee at the **World or European Age Group Championships, Universiade, FISU World University Championships or Youth Olympics**, based on the national federation of the sport concerned, and only if the qualifying result was achieved **within 8 years preceding the year of application.**

¹ It will be applied for the first time in the cross-semester admission procedure for applications for courses starting in February 2023.

- **15 extra points for a third place or higher in a sport** recognised by the International Olympic Committee in a national **championship** organised by a national sports federation in Hungary and recognised by that federation as the highest level (regardless of age), based on a certificate from the national sports federation in Hungary for the sport concerned, which may be awarded only if the qualifying result was achieved **within the 8 years preceding the year of application.**
 - on the basis of a certificate from the Hungarian Student Sports Federation, **10 extra points** may be awarded **for placing at least 3rd in a national final of the Student Olympics** in a sport recognised by the International Olympic Committee, organised by or with the assistance of the Hungarian Student Sports Federation, provided that the candidate has achieved the qualifying result **within 8 years preceding the year of application.**
- j) Applicants must provide proof of sport achievement as described in the Admission Guide at www.felvi.hu.
- k) Extra points for results in academic competitions and other competitions:
- m.a. Extra points for placing in the National Secondary School Study Competition (OKTV), the Vocational Matura Subjects Competition (SZÉTV), the Sectoral and Non-Sectoral Vocational Matura Subjects Competition, the Sectoral Vocational Matura Subjects Competition or the Sectoral and Sectoral Specialisation Vocational Matura Subjects Examination Competition: 1-10. place: 100 extra points, 11th to 20th place: 50 extra points, 21st to 30th place: 25 extra points in all fields of study, except for the Arts and Arts Mediation fields. Additional condition: one result per subject may be used if the competition result is obtained in one of the subjects listed as a subject for the Matura in the relevant specialisation
 - m.b. 20 extra points may be awarded for placing 1-10th in the National Secondary School Study Competition (OKTV), in a subject for which Matura points are not awarded in the relevant subject, but about which the institutions have agreed in advance
 - m.c. 20 extra points are awarded for the 1st to 3rd place in the National Art Study Competition, in all fields of study, except for courses in the field of art and art mediation. Additional condition: for up to one result in a competition announced by the Ministry of Human Resources and supported financially for the academic year in question, as described in the Admission Guide at www.felvi.hu.
 - m.d. Based on their ranking at the National Conference of Secondary School Science Student Circles (TUDOK), Grand Prize winners receive 30 extra points and First Prize winners 20 extra points in all fields of study, except for Art and Art Mediation. Additional condition: up to one result per subject, if the competition result is obtained in one of the subjects which is included as a Matura examination subject in the respective degree programme.
 - m.e. For the 1st to 3rd place in the Youth Science and Innovation Talent Contest, 30 extra points are awarded in all fields of study, except for courses in the fields of art and art mediation.

- m.f. In the case of a place in the National Vocational Study Competition organised by the Minister responsible for vocational qualifications, if you have been exempted from all (part) of the vocational examination on the basis of your results in the competition, 30 points may be awarded for bachelor's degree courses in the fields of humanities, economics, information technology, in the case of further studies.
 - m.g. 20 extra points may be awarded for 1st to 3rd place in a competition organised by the Scientific Students' Council (TDK) or the National Scientific Students' Council (OTDK), and 10 extra points may be awarded for a special prize in the fields of study specified in the Admission Guide, if the candidate was a student at the time of the competition.
 - m.h. 100 extra points for 1st place in the "Young Scientists" Science Student Olympiad, 50 extra points for 2nd place and 25 extra points for 3rd place, as described in the Admission Guide.
 - m.i. For individual 1st to 3rd place in the International Sciences Student Olympiad, 100 extra points may be awarded as described in the Admission Guide.
 - m.j. For the 1st-3rd place in the V4 Student Olympiad in Economics, 30 extra points can be awarded for the courses in the field of Economics.
- l) Up to 40 extra points may be awarded for preferential admission, provided that the applicant meets the conditions for the preferential admission and provides credible proof of this as described in the Admission Guide:
- n.a. Disadvantaged applicants are entitled to 40 extra points in all fields of study, except for courses in the Arts and Art Mediation field.
 - n.b. Candidates with disabilities are entitled to 40 extra points in all fields of study, except for courses in the Arts and Art Mediation field.
 - n.c. Childcare: in all fields of study, except in the fields of art and art mediation, you are entitled to 40 extra points.
- (7) Candidates with a higher education diploma (at least a bachelor's degree or, under the old system, a college degree) or a higher education postgraduate specialist training course, if applying for a bachelor's degree, will be ranked by the institution on the basis of their diploma results, taking into account their previous higher education studies and excluding the higher-level Matura requirement, as follows:

Diploma result:

Distinguished/Exceptional/Medal of Honour – 400 points

Good – 360 points

Satisfactory – 320 points

Sufficient – 280 points

For applicants with a foreign diploma, the admission points required to qualify the diploma as a condition for admission are determined according to the following correspondence:

ECTS grading scale	Local rating scale
A – Excellent/Very good	5 – Jeles
B – Good	4 – Jó
C – Satisfactory	3 – Közepes
D – Sufficient	2 – Elégséges
E – Sufficient	2 – Elégséges

If the foreign degree is not graded according to the ECTS grading scale, the University's Credit Transfer Committee will determine the grading at its own discretion.

- (8) Higher education entrance professional examination: you can meet the requirement of the higher education entrance professional examination in the central admission procedure by passing the higher education entrance professional examination in the subject of the higher education entrance qualification, organised by the higher education institution as part of the admission procedure, if you have
- the Hungarian school-leaving certificate obtained before the introduction of the two-level school-leaving examination,
 - a school leaving certificate from a foreign EEA country with an exam result,
 - a Diploma of the International Baccalaureate, or
 - holds a European Baccalaureate certificate as defined in Government Decree 322/2004 (XII.6.) of 21 June 1994 on the promulgation of the Convention defining the Statute for European Schools, signed in Luxembourg on 21 June 1994.

An entrance professional examination in a Matura subject will be taken into account for all applications requiring that subject. A higher education entrance professional examination must be taken only once, at the higher education institution indicated first in the order of priority set at the time of application. In such cases, the results of the examination will be accepted in the other institutions and courses. Details of the admission professional examination are given in *Appendix VIII*.

§ 4 Aptitude and practical examination for the Bachelor of Performing Arts course

- For the Bachelor of Performing Arts, candidates must sit an aptitude test and a practical test, which consists of two parts: a theoretical test and an audition (instrumental), the aim of which is to assess whether the candidate has the individual artistic skills and talents required to participate in the course and to perform the activity corresponding to the qualification obtained. To be admitted successfully, candidates must pass both rounds.
- The detailed requirements for the aptitude test are set out in *Appendix III* by type of instrument.

§ 5 Qualifications, admission scoring for a master's degree, preliminary credit transfer procedure

To be admitted to a master's programme, you must have a bachelor's degree and a diploma certifying your professional qualifications and at least one state-recognised intermediate level complex general language examination, or equivalent (B2).²

This language requirement will be applied for the first time in the first year starting in September 2016 for those who obtained a diploma without fulfilling a language requirement before the entry into force of this Act.

For the **Master in Business Development**, you can apply as follows:

Degrees that can be taken into account for full credit: economics and management, international economics,

Other bachelor's degree courses: applied economics, economic analysis, public services, commerce and marketing, human resources, finance and accounting, tourism and catering, business studies,

Other courses that may be taken into account for the completion of specific credits: bachelor's and master's degree courses and courses under Act LXXX of 1993 on Higher Education that are accepted by the credit transfer committee of the higher education institution on the basis of a comparison of the knowledge on which the credit is based.

For the **Master in Tourism Management**, you can apply as follows:

The following courses may be taken into account for full credit: business and management, human resources, commerce and marketing, international business, finance and accounting, business education, applied economics, mathematical analysis of economics and finance, and bachelor of public administration.

In addition, bachelor's and master's degree programmes and programmes under Act LXXX of 1993 on Higher Education may be taken into account upon completion of specified credits, which are accepted by the credit transfer committee of the higher education institution on the basis of a comparison of the knowledge on which the credit is based.

The minimum number of credits required to enter the master's programme is 60 credits in the following areas:

- at least 40 credits in the fields of economics and methodology (microeconomics, macroeconomics, mathematics, statistics, informatics, business economics, accounting, controlling, finance, human resources management) and social sciences;

² It applies to students admitted for the academic year 2013/2014 and onwards.

- at least 20 credits in the fields of general theory of tourism, economics of tourism, geography of tourism, marketing of tourism, hospitality and hotel industry

To be admitted to the master's programme, students must have at least 30 credits in the listed areas from their bachelor's degree. In the master's programme, the missing credits must be acquired in accordance with the study and examination regulations of the higher education institution.

For the **Master in International Relations**, you can apply as follows:

Full credit may be awarded for: international studies and a bachelor's degree in international administration.

The following bachelor's degree courses in the following fields of study *may be taken into account in order to meet the credits specified for the entrance:* social sciences; humanities; economics; law; and political sciences.

In addition, bachelor's and master's degree programmes and programmes under Act LXXX of 1993 on Higher Education *may be taken into account upon completion of specified credits,* which are accepted by the credit transfer committee of the higher education institution on the basis of a comparison of the knowledge on which the credit is based.

The minimum number of credits required for admission to the master's programme from previous studies is 60 credits in the following subjects:

- basic social sciences: sociology, psychology, philosophy, anthropology, psychology,
- legal and administrative knowledge: public and private law, constitutional law, public administration, public policy, economic law,
- economic knowledge: economics, macroeconomics, microeconomics, business economics, finance, international economics,
- political science: political thought, political history, international studies,
- historical, cultural and linguistic knowledge: economic, social and cultural history, linguistics, philology.

To be admitted to the master's programme, students must have at least 30 credits. The missing credits must be obtained in accordance with the study and examination regulations of the higher education institution.

If a candidate for the Master of Business Development, Master of Tourism Management, Master of International Studies is applying with a diploma with less than full credit, a preliminary credit recognition procedure will be carried out upon the candidate's request (Appendix VI).

For the Master in Business Development, Master in Tourism Management, Master in International Studies, the ranking is expressed in a 100-point system, as follows:

- a) up to 10 points, based on the qualification of the diploma, with the qualification doubled;
- b) career aptitude interview (motivational interview on the candidate's professional skills, reasons for applying for the course, future plans, etc.) – maximum 80 points,
- c) plus any extra points the applicant may have earned.

Extra points for master's degrees:

Master in Business Development – up to 10 extra points:

Up to 1 extra point may be awarded for the following categories, provided that the applicant meets the conditions for the discount and provides credible proof of this by the deadline specified in the Guide:

- a) The disadvantaged applicant,
- b) The disabled applicant,
- c) Candidates who are on unpaid leave to care for their child, who are in receipt of pregnancy and childcare allowance (TGYÁS), childcare allowance (GYES), childcare allowance (GYET) or childcare fee (GYED) between the application deadline and the admission decision.

For professional practice: 2 points

A state-recognised language examination of a foreign language of a general or professional intermediate level (B2) complex type – 3 points; a state-recognised language examination of an additional foreign language of a general or professional intermediate level (B2) complex type or an advanced level (C1) complex type – 4 points.

Master's degree in Tourism Management – up to 20 extra points:

A maximum of 10 extra points may be awarded for preferential treatment, provided that the applicant meets the conditions for the preferential treatment and provides credible proof of this by the deadline specified in the Guide:

- a) A disadvantaged applicant is entitled to 5 extra points for each place he/she applies for.
- b) An applicant with a disability is entitled to 10 extra points for each place he/she applies.
- c) Candidates who are on unpaid leave to care for their child, on pregnancy and maternity allowance (TGYÁS), childcare allowance (GYES), childcare allowance (GYET) or childcare fee (GYED) between the application deadline and the admission decision are entitled to 10 extra points.

TDK 1st-3rd place – 2 points

OTDK 1st-3rd place – 2 points

Intermediate level (B2) complex language examination in the field of training, recognised by the state – 2 points, in another foreign language, advanced level (C1) complex language examination recognised by the state, – 4 points.

Master in International Relations – up to 10 extra points:

Up to 1 extra point may be awarded for a preferential treatment, provided that the applicant meets the conditions for the preferential treatment and provides credible proof of this by the deadline specified in the Guide:

- a) A disadvantaged applicant is entitled to 1 extra point for each place he/she applies for.
- b) Applicants with disabilities are entitled to 1 extra point for each place they apply.
- c) Candidates who are on unpaid leave to care for their child, receiving pregnancy and childcare allowance (TGYÁS), childcare allowance (GYES), childcare allowance (GYET) or childcare fee (GYED) between the application deadline and the admission decision are entitled to 1 additional point.

TDK 1st-3rd place – 1 point

State-recognised intermediate level (B2) complex type state-recognised language examination in a foreign language – 1 point, state-recognised advanced level (C1) complex type general language examination in another foreign language – 3 points

For professional practice: 2 points

For professional publications: 2 points

§ 6 Admission

- (1) The minimum performance required for admission is determined by applying a point threshold within the available number of points. The point thresholds for Hungarian state scholarships and self-financed training may differ for the same subject, subject group, subject area, type of training.
- (2) You will not be admitted if you are admitted to the higher education institution preceding the institution in the order in which you applied.
- (3) Candidates who do not reach the minimum number of points in the scoring system, without additional points, will not be admitted to either a Hungarian state scholarship or a self-financed course.
 - a) Only applicants whose score for language proficiency, the higher level of the Matura examination and further vocational education (on the basis of a ministerial decision, if the certificate of professional qualification or the diploma certifying secondary vocational education did not include the Matura examination), but without any other additional points, reaches or exceeds the minimum score required by law, i.e. 280 points, may be admitted to a bachelor's degree or an undivided course.
 - b) To be admitted to a higher-level vocational training course, you must have a score of 240 points, which is the minimum score required by law, plus the number of points awarded for the A-levels but excluding any other points.

- c) Only candidates whose admission score, as determined by the institution, is at or above the minimum threshold of 50 points set by law may be admitted to a master's programme.
- (4) Candidates will be sent a classification decision by the Education Office by the date set by the Education Office.
- (5) The institution will notify the applicant in writing of its decision on admission.
- (6) The decision on classification may be appealed against in accordance with the provisions of the Act on National Higher Education.

§ 7 Takeover

- (1) Citizens who have been admitted to a foreign or other domestic higher education institution, have a student status and wish to continue their studies at Kodolányi János University may apply for admission within the same field of study.
- (2) For completed semesters, the transfer request must be submitted with a copy of the transcript(s) of the course(s). The deadline for transfer applications for the current semester is 15 September for the autumn semester and 15 February for the spring semester.
- (3) There is no right of appeal on grounds of fairness in the event of a rejection of a takeover bid.
- (4) In the case of transfer, the Credit Transfer Committee decides on the crediting of (part of) studies not completed at the sending college/university – based on a comparison of study obligations – on the recommendation of the Head of Department.
- (5) An international treaty or an inter-institutional agreement based on an international treaty may provide for the recommended or compulsory inclusion of part-time studies.

§ 8 Final provisions

- (1) The University also provides information on its admission rules on its website.
- (2) These Rules shall enter into force after the adoption of the Senate.

§ 9 Appendices

No. I: Recognition of foreign school leaving certificates for the purposes of further education

No. II: The provisions in force of Government Decree No.71/1998 (IV. 8.) on the Procedure for the Examination of State-recognised Foreign Language Proficiency and Language Examination Certificates, establishing the equivalence of language examinations

No. III: Admission requirements for the Bachelor of Performing Arts programme

No. IV: Additional credits courses

No. V: Postgraduate specialist training courses

No. VI: Prior information procedure (fact sheet)

No. VII: Procedure for the admission of foreign nationals to courses in a foreign language

No. VIII: Rules and annexes for the higher education entrance examination

Székesfehérvár, 17 October 2018.

Dr h.c. Péter Szabó PhD

Rector

APPENDIX I

On the recognition of foreign baccalaureates for the purposes of further education

§ 1 Basic principles of recognition

- (1) Recognition of a school-leaving certificate obtained in a foreign educational establishment (hereinafter referred to as “the certificate”) shall not entitle a person to more rights than those which the certificate confers in the state in which it was obtained.
- (2) A certificate recognised for the purpose of further education only entitles the holder to apply for further education, it cannot be used as the basis for any other entitlement. Recognition for the purposes of further education is the responsibility of the educational establishment in which the applicant intends to pursue his studies.
- (3) You do not have to pay a procedural fee if you are applying for recognition of your certificate or diploma for further studies at a higher education institution.

§ 2 Recognition procedures

- (1) The recognition of a secondary school certificate may be requested by a person who, at the time of submitting his/her application, provides proof of his/her nationality, personal data and place of residence in Hungary. In the absence of Hungarian residence, the procedure cannot be started.
- (2) Recognition of secondary education qualifications:
 - a) full legal recognition by the Hungarian Equivalence and Information Centre (MEIK) of the Education Office and the
 - b) recognition by an educational establishment for further learning purposes
- (3) If the applicant obtains his/her certificate in the year of application, a copy of the certificate must be enclosed without delay after receipt of the certificate, but no later than 11 July.

§ 3 Certificates recognised by international conventions or legislation

- (1) The institution does not have to recognise certificates whose equivalence is established by an international treaty or by law for the purposes of further studies, but accepts them without a separate decision. When such a certificate is submitted, the institution only examines whether it falls within the scope of the international treaty or the legislation (baccalaureate and issued by a recognised educational establishment), without examining the other conditions for recognition.
- (2) According to Act C of 2001, foreign certificates of secondary education issued in the countries listed below are equivalent to Hungarian certificates:
 - a) Albania, Australia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Czechoslovakia, Denmark, Estonia, Belarus, Finland, France, Greece, Georgia, the Netherlands, Croatia, Hungary, Iceland, India, Ireland, Yugoslavia, Kazakhstan, China, Kyrgyzstan, Laos, Poland, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Norway,

Germany, Italy, Russia, Armenia, Portugal, Romania, Spain, Sweden, Switzerland, Holy See (Vatican City State), Serbia and Montenegro, Syria, Slovakia, Slovenia, Soviet Union, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

- b) the international Baccalaurate Organization (IBO) and
- c) school leaving certificates issued by the Deutsche Schule.

§ 4 Recognition for the purposes of further education

- (1) For the purposes of further education, a secondary school leaving certificate is a certificate which:
 - a) attests completion of at least twelve years of public education or, if public education in the foreign State consists of eleven years, eleven years,
 - b) entitles the applicant to apply to higher education in the country, and
 - c) it is likely that the applicant is prepared to continue his/her studies.
- (2) If the applicant meets the requirements for admission, he or she is likely to be ready to continue his or her studies.
- (3) MEIK will issue a separate decision on the recognition or refusal of recognition for the purpose of further studies, which will be sent to the applicant or his/her authorised representative by registered post with recorded delivery.

Appendix II

The provisions in force of Government Decree 71/1998 (IV. 8.) on the Procedure for the Examination of State-recognised Language Proficiency in Foreign Languages and on Language Examination Certificates, establishing the equivalence of language examinations

§ 1 Equivalence of language examinations

- (1) Language equivalence is set by law, so if the conditions are met, a state-recognised language exam can be taken into account without a certificate.
- (2) If there is doubt as to whether the conditions are met, the interpretation of the legislation or the quality of the language test, the Ministry must be consulted.

§ 2 A certificate or diploma obtained abroad

- (1) A school-leaving certificate from a foreign public educational institution, other than an international school-leaving certificate, or a diploma from a recognised foreign higher education institution, once recognised, is equivalent to a type C advanced language examination in a language recognised by the state as the language of instruction. A foreign diploma on the basis of a recognised or naturalised vocational qualification or a foreign certificate attesting to a vocational qualification recognised in Hungary as a vocational qualification subject of a Matura examination is equivalent to a state-recognised monolingual advanced level professional complex language examination.
- (2) By way of derogation from the provisions of paragraph 2.1, a degree in humanities, a degree in living or dead foreign languages, a degree in teaching foreign languages and literature, or a degree of primary school teachers with foreign language specialisation, obtained in a Hungarian or foreign higher education institution, after recognition, shall be equivalent to a state-recognised C-level higher education language examination only in respect of the foreign language studied, equivalent to a bilingual certificate if obtained in Hungary and to monolingual if obtained abroad.
- (3) A certificate or diploma attesting to studies as a national minority teacher, national minority teacher or national minority kindergarten teacher at a higher education institution in Hungary, and completed there, is equivalent to a state-recognised type C advanced level language examination in the language of instruction of the educational institution.
- (4) An international baccalaureate certificate obtained abroad or in Hungary is equivalent to a state-recognised monolingual C-level advanced language examination in the language of instruction.
- (5) In the case of foreign citizens, a school-leaving certificate or diploma attesting to studies in Hungarian at a Hungarian public or higher education institution in Hungary, or a diploma attesting to studies completed in Hungarian, is equivalent to a state-recognised C-type advanced level language examination in Hungarian as a foreign language.
- (6) A diploma certifying studies in a foreign language completed at a higher education institution listed in Annex 1 of Act LXXX of 1993 on Higher Education is equivalent to a

state-recognised monolingual C-type advanced language examination in the language of instruction.

Appendix III

Admission requirements for the Bachelor of Performing Arts

I. Solfeggio – Music Theory

- a) recognising and describing chords (triads, quads and their translations) by ear
- b) recognising and describing scales (pentatonic, major, harmonic minor, melodic minor, whole-tone, half-part, whole-half) and their modes by ear
- c) description of a rhythm of medium difficulty after listening
- d) description of a tonal melody of about 8 bars, monophonic, tonal melody after listening
- e) description of a simple modulating melody of about 8 bars, two voices, after listening

II. Instrumental admission:

On some instruments (e.g. piano): knowledge of classical repertoire and ability to solve classical music theory problems on the instrument

Applies to all instruments:

- a) solving jazz theory problems (e.g. playing chord progressions, scales)
- b) solo performance of 3 jazz standards of different tempo and character (theme-improvisation-themes)
- c) stylistic presentation of an excerpt from a written improvisation (approx. 2 periods)
- d) knowledge of standard jazz repertoire (at least 10 pieces) (stylistic presentation of themes; improvisation if necessary)
- e) blues improvisation in 3 keys (C, F, Bb), various tempos
- f) card by card game

Some instruments (e.g. drums), due to their special nature, will be associated with detailed tasks in the near future.

III. Compulsory piano:

Knowledge of harmonies and scales, their translations and modes in the “solfeggio-music theory” material and playing them on the piano.

Appendix IV

Additional credits courses

- (1) Students who have obtained a bachelor's or master's degree and a degree certifying professional qualification and who are not students at another higher education institution may be admitted to a course of study for the purpose of acquiring partial knowledge, subject to the maximum number of students at the university.
- (2) For the Bachelor of Performing Arts, candidates must sit an aptitude and practical examination, which consists of two parts: a theoretical and a practical (instrumental) examination. To be admitted successfully, candidates must pass both rounds. The detailed requirements for the aptitude test are set out in Annex III by type of instrument.
- (3) Applications must be made on the application form issued by the University and must be accompanied by:
 - a) A copy of your bachelor's or master's degree and diploma,
 - b) For English or German Studies minors, a copy of a document certifying B2 (complex) level in the language concerned.
- (4) The deadline for applications:
 - a) For the Bachelor of Performing Arts: 15 October each year.
 - b) For other partial studies courses: 15 March each year.

Appendix V

Postgraduate specialist training courses

- (1) You must apply for a postgraduate specialist training course on the application form issued by the institution by 31 January each year in the case of a cross-semester course and by 31 August each year in the case of a normal course.
- (2) The application form must be accompanied by a copy of the diploma certifying the qualification required for the course and, in the case of Translator and Interpreter in Social Sciences and Economics, a copy of the general language examination at the advanced level (C1) complex type or equivalent in the chosen foreign language.
- (3) An additional condition of application is the payment of 10% of the tuition fee (registration fee – the registration fee paid will be deducted by the University from the fee for the first semester of the course).
- (4) In the event of cancellation of participation in the course by the applicant, the amount paid will be considered as a forfeit and will not be refunded by the University, according to the conditions publicly announced in advance (website, application form).
- (5) If the course is cancelled by the university (e.g., the minimum number of applicants specified in the application criteria is not reached), the university will refund 100% of the paid fee, including the registration fee, to the applicant.
- (6) The registration fee includes the procedural costs of crediting prior knowledge and/or qualifications (e.g., previously obtained professional exams or other professional qualifications), the costs of consultancy and customer service related to the application procedure.
- (7) For Interpreters in Social Sciences and Economics, candidates must sit an aptitude test. A successful aptitude test is a condition for admission.

The aptitude test consists of two parts:

- a) During the first, interview, stage, we ask candidates to introduce themselves briefly in English/German. Here we mainly ask about their previous studies and their plans for interpreting and related motivational factors.
- b) In the second stage, the examiner gives a short speech of about 3 minutes on a topical but not too specific subject (the candidate does not have the opportunity to take notes). The candidate has to recall and orally reproduce this text in the target language as faithfully as possible to the original.

Competences measured during admission:

- a) language skills,
- b) expressiveness,
- c) communication skills,

- d) memory, tracking and reproducing the logical chain.

Appendix VI

Prior credit recognition procedure forms

Kodolányi János University
Study Office

Székesfehérvár
Fürdő u. 1.
8000

Subject: recognition of prior learning credits

DEADLINE FOR SUBMISSIONS:

REQUEST

to the Academic and Credit Transfer Committee

Name: _____

Address: _____

Notification address*:

Phone number: _____

E-mail address: _____

Please apply prior credit recognition for the MSc in Business Development. I have attached a copy of my transcript of records.

Date: _____

signature of applicant

*** Notification address is only required if you request notification to an address other than your home address!**

Annexes:

- **Copy of transcript of records** (If you are applying for a transcript of records based on your studies at Kodolányi János University, you do not need to attach a copy of your transcript of records).
- **Credit recognition table**

Credit recognition table – MSc in Business Development

Name: _____

Subject name in the master's programme	Subject(s) studied during previous studies	Subject studied Credit value
<i>Methodological Foundations – up to 8 credits</i>		
Subject name in the master's programme	Subject(s) studied during previous studies	
Mathematics		
Statistics		
<i>Theoretical and economic foundations – 10 credits</i>		
Microeconomics		
Macroeconomics		
Finance		
<i>Integrated Business Basics – 12 credits</i>		
Marketing		
Economic law		
Business Economics		
Accounting		
Corporate finance		

Kodolányi János University
Study Office

Székesfehérvár
Fürdő u. 1.
8000

Subject: recognition of prior learning credits

DEADLINE FOR SUBMISSIONS:

REQUEST

to the Academic and Credit Transfer Committee

Name: _____

Address: _____

Notification address*:

Phone number: _____

E-mail address: _____

Please apply prior credit recognition for the MSc in Tourism Management. I have attached a copy of my transcript of records.

Date: _____

signature of applicant

*** Notification address is only required if you request notification to an address other than your home address!**

Annexes:

- **Copy of transcript of records** (If you are applying for a transcript of records based on your studies at Kodolányi János University, you do not need to attach a copy of your transcript of records).
- **Credit recognition table**

Credit recognition table – MSc in Tourism Management

Name: _____

Subject name in the master's programme	Subject(s) studied during previous studies	Subject studied Credit value
<i>Basic knowledge in economics and methodology; basic knowledge in social sciences 40 credits</i>		
Microeconomics		
Macroeconomics		
Mathematics		
Statistics		
Informatics		
Business Economics		
Accounting		
Controlling		
Finance		
Human resource management		
<i>General theory of tourism, economics of tourism, geography of tourism, marketing of tourism, hospitality and hotel management 20 credits</i>		
Basics of tourism theory		
Tourism Geography 1.		
Tourism Geography 2.		
Tourism marketing		
Hospitality and hotel management		

**Kodolányi János University
Study Office**

**Székesfehérvár
Fürdő u. 1.
8000**

Subject: recognition of prior learning credits

DEADLINE FOR SUBMISSIONS:

REQUEST

to the Academic and Credit Transfer Committee

Name: _____

Address: _____

Notification address*:

Phone number: _____

E-mail address: _____

Please apply prior credit recognition for the MA in International Relations. I have attached a copy of my transcript of records.

Date: _____

signature of applicant

*** Notification address is only required if you request notification to an address other than your home address!**

Annexes:

- **Copy of transcript of records** (If you are applying for a transcript of records based on your studies at Kodolányi János University, you do not need to attach a copy of your transcript of records).
- **Credit recognition table**

Credit recognition table – MA in International Relations

Name: _____

Subject name in the master's programme	Subject(s) studied during previous studies	Subject studied Credit value
<i>Social sciences basics</i>		
Sociology		
Psychology		
Philosophy		
Anthropology		
<i>Legal administrative skills</i>		
Public and Private Law		
Constitutional law		
Public Administration		
Public policy		
Economic law		
<i>Economic knowledge</i>		
Economics		
Macro and Micro Economics		

Business Economics		
Finance		
International Economics		
<i>Knowledge of political science</i>		
Political Thinking		
Political History		
International Studies		
<i>Historical, cultural and linguistic knowledge</i>		
Knowledge of Economic, Social and Cultural History		
Linguistics, Philology		

Appendix VII

Procedure for admission to courses for foreign nationals in a foreign language

Special Rules Pertaining Exclusively to Non-Hungarian Citizens Applying for Degree Courses Taught in a Foreign Language

1. § Admission Procedure

- (1) According to the Government Decree 423/2012 (XII.29), KJU regulates the admission procedure in its own jurisdiction as follows:
- (2) The rules hereby specified shall be applied to applicants holding non-Hungarian citizenship with respect to the stipulations specified in the present chapter.
- (3) The application documents of the applicant shall be submitted to the Centre for International Education and Development (CIED) by meeting the following conditions:
 - a) application form filled in and signed;
 - b) copy of the secondary school-leaving certificate or higher school certificate
 - c) copy of the degree obtained at a higher education programme, copy of the transcript of records and copy of the grades of the final examination
 - d) copy of the translation of the above-mentioned certificates in case the certificate was not issued in English or Hungarian
 - e) document certifying a successful English language examination (optional)
 - f) copy of the page of the passport where the photo is inserted (the passport must be valid throughout the full length of studies);
 - g) proof of payment of the application fee.
- (4) The submitted documents are assessed, the date of the admission interview is fixed and published by CIED. The procedure of the admission interviews may be assigned to the Agency in the respective country conform to the provisions of the signed Working Agreement.
- (5) Upon the decision CIED shall issue the final and valid admission decision: the Letter of Acceptance (LOA) annexed with the terms and conditions of enrolment and fee payment at KJU, and the Confirmation of Accommodation (COA) both documents necessary for the visa application procedure.
- (6) It is the student's responsibility to obtain the necessary visa and residence permit as conditions for the enrolment and start of the studies in Hungary.
- (7) Once the student has met the conditions to secure a place in the program and proceed with the enrolment, the student needs to transfer the deposited fees as defined in the LOA, return the completed reply slip and the signed terms and conditions, annex to the LOA.
- (8) On enrolment, students will be expected:

- a) To have paid the full balance of your tuition fees for the first year of studies (first 2 semesters) defined in the Letter of Acceptance
 - b) To agree and abide by university rules and regulations
 - c) To make available information required to process the enrolment
 - d) To sign the Study Contract
- (9) The language of study, tuition and administration for international students is English. The University will endeavour to deliver courses as advertised. The University can only do this if sufficient students enrol to make the course viable. In exceptional circumstances, the University reserves the right to alter, reschedule or close a course that does not remain viable. If the University cancels the chosen course, prior to the start date, then a full refund will be given.
- (10) The University has endeavoured to publish accurate and up-to-date information about the courses offered to international students. However, the University takes no responsibility for any errors or omissions at the time of publication.
- (11) If upon arrival the chosen course is cancelled, or the course tutor feels that the level of course offered is inappropriate, the University reserves the right to transfer the student to another program after consulting with the student.
- (12) The university assumes the responsibility of not modifying the fees defined in the Letter of Acceptance for the entire duration of the chosen course. In case of exceeding the length of study defined in the Letter of Acceptance, the University reserves the right to change the defined tuition and other fees based on previous announcement.
- (13) Admission of candidates in all cases is valid to the so-called Preparatory Semester. During the exam period following the preparatory semester, each student's language skills are tested by an English one-language B2 level language exam. Students who have a total score of the skills measured in the exam of min. 60% of the total score, will be admitted to the first semester of the Degree Program (BA / MA/MSc), if they meet all the other input criteria of the chosen program.
- (14) Foreign nationals who possess a secondary school certificate issued by a foreign state, or non-Hungarian certificate, may apply for degree courses taught in a foreign language and advertised for foreign nationals.

2. § Exam for international applicants to the BA in Vocal & Instrumental Performance

First Circle (to be sent as attachment to the Application Form):

Curriculum Vitae

Two recorded pieces with different characters and tempos submitted:

The first piece must be a jazz-standard, second can be either a jazz-standard, an original, a folk-song, an R&B-, a soul, or pop-rock piece. There are no strict stylistic restrictions, however, first piece should be performed in the traditional jazz idiom, while the other can contain modern jazz, fusion, ethno, pop-rock, R&B or soul elements as well, either originally or as in form of an arrangement.

Second Circle (practical exam):

Duration cca. 30 minutes

- a) Short interview focusing on applicant's motivation
- b) Music Theory (cca. 15 minutes)
- c) Identification of triads and fourth chords by listening and in the form of oral responses. Inversions of triads are also part of the listening exercise (major triad, minor triad, augmented & diminished triad, dominant 7th, minor 7th, major 7th, minor triad+major7th, major 7th with augmented 5th, diminished, half-diminished, diminished triad+major 7th).
- d) Identification of scales (modes of major scale, modes of harmonic&melodic minors, half-diminished scale, whole-tone scale, pentatonic, blues-scale) by listening and in the form of oral responses.
- e) Dictation of a simple, 4-bar, tonal, non-modulating melody, to show by camera.
- f) Re-singing or re-playing of rhythms after listening.

Performance of a characteristic piece, well-representing the strengths of the applicant, either in solo, with accompaniment or "minus one". There are no stylistic restrictions, but a big advantage is a good knowledge of jazz-idioms, and quality is a requirement, meaning that we are waiting for performances from the genre of jazz, ethno, R&B, soul, or pop-rock.

Admission exam scoring (English language)

A total of 200 points could be achieved in the oral and written sections:

- oral 120 points
- written 80 points (automatically calculated by the online exam system)

Results:

- Below 100 points: English Foundation Course (2 semesters) + the course of your choice
- 100-181 points: Preparatory Course (English Language, Culture and Academic Skills) 1 semester + the course of your choice
- 182-200 points: without preparatory semester course

Calculated as a percentage:

- 50% below English Foundation Course (2 semesters) + your chosen course
- 50-90% Preparatory Course (English Language, Culture and Academic Skills) 1 semester + your chosen course.
- 91-100% without preparatory semester course

Entrance exam scoring (English language)

A total of 200 points could be achieved with the oral and written parts:

- 120 points orally
- 80 points in writing (this is automatically calculated by the online examination system)

Results:

- Less than 100 points: English Foundation Course (2 semesters) + university degree chosen by the applicant
- 100-181 points: Preparatory Course (English Language, Culture and Academic Skills) 1 semester + university degree chosen by the applicant
- 182-200 points: Without preparatory semester course

Calculated as a percentage:

- Less than 50%: English Foundation Course (2 semesters) + university degree chosen by the applicant
- 50-90%: Preparatory Course (English Language, Culture and Academic Skills) 1 semester + university degree chosen by the applicant
- 91-100%: without preparatory semester course

Admission Criteria

BPROF IN COMPUTER SCIENCE OPERATIONAL ENGINEERING

- completed secondary education which entitles the applicants to pursue bachelor studies (high school diploma)
- high school Mathematics subject graduation with a minimum score of 60%

- good command of English (minimum IELTS 5.5-6.0 or equivalent)

If the applicant does not meet the minimum Mathematics requirements, the university will classify him/her for Preparatory Course in English and Basics of Informatics.

BSC IN TOURISM & CATERING

BSC IN BUSINESS ADMINISTRATION & MANAGEMENT

BA IN INTERNATIONAL RELATIONS

- completed secondary education which entitles the applicants to pursue bachelor studies (high school diploma)
- good command of English (minimum IELTS 5.5-6.0 or equivalent)

If the applicant does not meet the minimum English language requirements, the university will classify him/her for 1 semester preparatory course (Preparatory Course (English Language, Culture and Academic Skills) or 2 semester preparatory courses (English Foundation Course) prior to university education.

BA IN JAZZ VOCAL & INSTRUMENTAL PERFORMANCES

- completed secondary education which entitles the applicants to pursue bachelor studies (high school diploma)
- good command of English (minimum IELTS 5.5-6.0 or equivalent)
- complex [entrance exam](#) for all instruments

If the applicant does not meet the minimum English language requirements, the university will classify him/her for 1 semester preparatory course (Preparatory Course (English Language, Culture and Academic Skills) or 2 semester preparatory courses (English Foundation Course) prior to university education.

MSC IN BUSINESS DEVELOPMENT

MA IN INTERNATIONAL RELATIONS

MSC IN TOURISM MANAGEMENT

- good command of English (minimum IELTS 5.5-6.0 or equivalent)
- completed bachelor studies of 6 or more semesters (Bachelor Honours degree):
 - bachelor's degree obtained in the same field of study is certified with 60 ECTS credits on admission
 - bachelor's degree obtained in a different field of study is accepted with a minimum of 30 ECTS credits transferred from the completed bachelor program and extra 30 ECTS credits must be completed within the chosen master's program

If the applicant does not meet the minimum English language requirements, the university will classify him/her for 1 semester preparatory course (Preparatory Course (English Language,

Culture and Academic Skills) or 2 semester preparatory courses (English Foundation Course) prior to university education.

The entrance examination will take place online.

The examination is made up of a written and an oral part:

Duration: 60 minutes

- 20 minutes interview
- 40 minutes online test (English language proficiency test)

The exact time and date as well as the link for the online meeting will be sent to agencies 10 days before the examination.

Appendix VIII

Higher education entrance professional exam

1. § Professional examination for admission to higher education

- (1) Pursuant to Article 17 (8) of Decree 423/2012 (XII.29.) on Higher Education, applicants may meet the requirement of the advanced level subject examination requirement set as a condition for application in the central admission procedure by passing the higher education entrance professional examination with a minimum score of 45% in the given subject, if
 - a) the Hungarian school-leaving certificate was obtained before the introduction of the two-level Matura examination,
 - b) the applicant has a school leaving certificate from a foreign EEA Member State or a school leaving certificate from Ukraine or Serbia
 - c) a Diploma of the International Baccalaureate, or
 - d) holds a European Baccalaureate certificate as defined in Government Decree 322/2004 (XII.6.) of 21 June 1994 on the promulgation of the Convention defining the Statute for European Schools, signed in Luxembourg on 21 June 1994.

2. § Application for the professional examination for admission to higher education

- (1) You must apply for the higher education entrance professional examination at the same time as you submit your application for admission at www.felvi.hu. In the general admission procedure, applications for the professional examination for admission to higher education admission must be submitted by 30 April of the year in which the course starts, as described in the Admission Guide.
- (2) Only candidates who have applied for a course of study that requires at least one A-level examination, who have an intermediate A-level in the subject in question and who belong to the above-mentioned group of candidates can apply for the professional examination for admission to higher education.
- (3) For the professional examination for admission to higher education, the applicant can choose the subject in which he/she wishes to take the professional examination for admission to higher education, based on the selected application places and the requirements of the Matura examination subject(s) specified for these, only during the application period.
- (4) Those who have obtained their school-leaving certificate in the two-level Hungarian Matura examination system, regardless of the subjects included in the Matura examination, cannot apply for the higher education entrance professional examination.
- (5) During the admission procedure, you can only apply for a maximum of three higher education entrance professional examinations in general subjects, with the provision that the results obtained in the general higher education entrance procedure can also be taken into account in the admission procedure for the supplementary admission.

3. § Date of the professional examination for admission to higher education

- (1) The professional examination for admission to higher education is held on one day per subject in all the higher education institutions concerned.
- (2) Candidates may take the exam only at the higher education institution and on the date indicated in the invitation to the exam, and may not make up the exam, transfer to another exam date or to another institution.
- (3) The higher education institution sends the candidate an invitation letter for the professional examination for admission to higher education, which (*Annex I*) contains the following information:
 - a) the date, venue, time and arrival time of the professional examination for admission to higher education,
 - b) the course of events,
 - c) a list of aids that can be used in the professional examination for admission to higher education,
 - d) information about the examination papers and the correction of the decision taken by the higher education institution.

4. § Persons acting in connection with the professional examination for admission to higher education

- (1) The requirements for the professional examination for admission to higher education are based on the advanced level written tests for the given subject, which were developed and published on the website of the Education Office (www.oktatas.hu) by the two-level Matura examination system in force since 2005.
- (2) The Hungarian Rectors' Conference selects by lot the set of questions relevant to the given admission procedure, and in the case of sectoral vocational examination subjects, the National Office for Vocational Education and Adult Education selects by lot the set of questions relevant to the given admission procedure and submits it to the Education Office.
- (3) The Education Office will send the selected set of tasks to the higher education institutions no later than one week before the day of the higher education entrance professional examination, together with the correction and assessment guidelines for the correction and assessment of the task sheets (*hereinafter referred to as the Guidelines*).
- (4) Persons involved in the professional examination for admission to higher education on behalf of the higher education institution:

Institutional coordinator:

- a) liaises with the Education Office on matters relating to the higher education vocational examination,
- b) takes over the task lists from the Education Office,
- c) ensures that the question papers are stored in a locked place in such a way that they cannot be seen until the start of the examination,

- d) reproduces the test papers and deliver them to the venue of the higher education entrance examination,
- e) notifies the candidate in writing at least 14 days before the date of the professional examination for admission to higher education, at the e-mail address provided by the candidate during the admission procedure:
 - the subject, date and venue of the exam,
 - the order of the exam,
 - how and when the results of the examinations will be communicated,
 - the procedure for handling objections to the assessment of the examination,
 - a list of the aids the candidate can use in the test.
- f) books a classroom for the higher education vocational examination,
- g) is responsible for ensuring that the examination materials provided by the higher education institution are available for use in the examination,
- h) sends the examination papers to the teacher who marks them,
- i) draws up the forms (minutes) for the higher education entrance examination and keeps them for two years,
- j) records the result of the exam in the “Stork Programme” (Gólya program) within the deadline.

The duties of the institutional coordinator are carried out by the academic director of the higher education institution.

Correcting teacher:

is responsible for correcting and marking the written examination papers within the time limit set by the institutional coordinator, on the basis of the guidelines.

Supervising teacher:

the higher education institution will provide a teacher to supervise the written examination. A person who has a qualification or professional qualification entitling him/her to teach the subject in question may not be a supervising teacher. It is the responsibility of the invigilator to prevent candidates from using unauthorised aids or from seeking help from peers or other persons.

- (5) The institutional coordinator is appointed by the rector of the higher education institution.
- (6) The correcting teacher and the supervising teacher are assigned these tasks by the institutional coordinator.
- (7) The institutional coordinator must ensure that an appropriate substitute is available in case any of the supervising teachers or correcting teachers need to be replaced or substituted.
- (8) The institutional coordinator is bound by a duty of confidentiality in relation to the professional examination for admission to higher education.

5. § Documents for the professional examination for admission to higher education

- (1) The higher education institution must keep the following forms (*Annex 2*) for the higher education vocational examination per examination subject:
 - a) minutes,
 - b) attendance sheet,
 - c) scorecard.
- (2) The minutes contain by subject:
 - a) the place and time of the higher education entrance examination,
 - b) the name of the supervising teacher(s),
 - c) the seating plan for candidates,
 - d) relevant information on the process of the higher education entrance examination,
 - e) the mark sheet for the examination subject.
- (3) The minutes are kept by the institutional coordinator in the archives of the Study Office for two years after the higher education entrance examination.

6. § Procedure of the professional examination for admission to higher education

- (1) The professional examination for admission to higher education is a written examination consisting of the tasks of the central task sheets.
- (2) The examination subjects based on the central examination requirements, the parts of the examination and, if the written examination is based on several test papers, the rules for the use and allocation of the time available for the written examination in each subject are set out in *Annex 3* to these Rules.
- (3) Unless otherwise specified in the detailed requirements and test specifications, the maximum time allowed for the written tests per subject is four hours (240 minutes) per subject.
- (4) The benefits available to disabled candidates are set out in the *Regulations for the Equalisation of Opportunities for Students with Disabilities*.
- (5) If the written test is interrupted by any event, the time missed must be added to the time available.
- (6) Candidates taking the written test will be allocated to an examination group. Each group should be numbered consecutively, starting from one per subject, using Arabic numerals.
- (7) The written examination must be organised in a part of the building where supervision can be adequately ensured. During the written examination, access to the part of the building reserved for candidates other than the candidates, the institutional coordinator and the supervising teachers, shall be subject to the permission of the Rector. In the case of written

examinations using technical equipment, a person responsible for ensuring that the technical conditions are maintained at all times may be present in the separate part of the building, subject to the permission of the rector, if this is necessary for the safe conduct of the examination.

- (8) In the examination room, the seating plan for each examination subject is drawn up by the institutional coordinator on the basis of the list of names received in advance from the Education Office, so that candidates cannot disturb or assist each other.
- (9) Candidates must arrive at the examination venue at least fifteen minutes before the time of the written examination. Before the start of the test, the supervising teachers in each room will verify the identity of those present by means of an identity card or other form of identification (e.g. driving licence, passport).
- (10) The candidate will certify his/her presence by means of an attendance sheet.
- (11) Afterwards, the supervising teachers in each examination room will explain the rules of the written test and the possible consequences of breaking them, and remind candidates to switch off their mobile phones and place them on the desk. Mobile telephones may not be used in any way during the admission tests for admission to the higher education profession.
- (12) The supervising teachers then hand out the worksheets. Only members of the group designated for the test are allowed to be present when the test papers are handed out. After the distribution of the test papers, the invigilator will indicate that the candidates may begin their work and will record the time in the examination minutes. The time allowed for working on the tasks shall be counted from that time.
- (13) Candidates will not be given any guidance or assistance in completing the task.
- (14) Permanent supervision must be provided in the examination room and in the corridor.
- (15) It is the responsibility of the supervising teacher to prevent the candidate from using unauthorised aids, peers or other persons.
- (16) In the written examination, you can only work on the centrally issued question paper and on the supplementary papers stamped with the stamp of the higher education institution. Drawings must be done in pencil and all other written work in blue or black ink (ballpoint pen).
- (17) Unallocated worksheets are kept by the institutional coordinator until the written examination is completed. One worksheet for each subject must be attached to the record of the higher education entrance examination.
- (18) Candidates are responsible for providing their own writing utensils and aids. The detailed test requirements and test specifications specify the equipment to be provided by the organising institution (*Annex 4*). Candidates may not exchange aids.
- (19) The examinee must indicate his/her name on each test paper and supplementary paper received, as well as the date of the test and the name of the subject on the supplementary papers. Sketches and notes may be made only on these sheets.
- (20) During the written examination, only one candidate at a time, and only one at a time if possible, may leave the room. During the test, the supervising teacher will ensure that candidates do not come into contact with anyone.

- (21) When the candidate leaves the room, he/she hands his/her examination paper to the supervising teacher, who will indicate the exact time of departure and return.
- (22) After completing the written work, the candidate crosses out any blank spaces and drafts and writes the number of the extra sheets used on the title page of the task sheet. The answer paper, together with the crossed-out extra sheets, including the drafting sheets, is placed in the envelope marked with the candidate's name and given to the supervising teacher. The invigilating teacher checks, in the presence of the candidate, the number of continuation sheets and whether the blank spaces and the scratch sheets have been crossed out. He then seals the envelope in the presence of the candidate. The invigilating teacher records the date of completion in the minutes and signs them. After sealing the envelope, the candidate leaves the part of the building reserved for the examination.
- (23) The supervising teachers keep a record of the written examination. The minutes shall include the order of the examination and the events relating to the examination. The minutes shall be signed by the supervising teacher before being handed over to the institutional coordinator.
- (24) The Institutional Coordinator will hand the sealed envelopes containing the examination papers, counted, together with the guide, to the teacher for assessment.
- (25) If the invigilating teacher detects an irregularity in the written examination, he/she takes the candidate's examination paper, writes down the irregularity and the exact time of the taking, signs it and returns it to the candidate, who may continue the written examination. The supervising teacher shall record his/her findings in the examination record book. The candidate may make a separate comment on the examination record.
- (26) The teacher corrects the examination papers for the written examination, marking errors and mistakes with ink in a colour clearly distinguishable from the ink used by the student.
- (27) The solutions to the examination questions should be corrected and marked according to the guidelines.
- (28) If, when correcting examination papers, the teacher suspects that the candidate has used an unauthorised aid or assistance, he/she will note this on the paper and inform the Institutional Coordinator.
- (29) By the deadline set by the Institutional Coordinator, the teacher hands the corrected exams to the Institutional Coordinator, who enters the assessment on the grade sheet and records it in the "Stork Programme" (Gólya program).

7. § Inspection of the written examination paper

- (1) The marks given for the written examination questions must be made public. The examination paper and the guide may be consulted by the candidate in the presence of the Institutional Coordinator at a place and time determined by the Rector.
- (2) You must allow one working day – eight hours – for the inspection.
- (3) The candidate may submit comments until the end of the first working day following the inspection – sixteen hours. The time limit for submitting comments is time-barred. Comments may be made only in the case of a correction or a numerical error in the assessment other than those indicated in the guidelines. Before the written examination,

candidates must be informed of where and when they can inspect their examination papers and comment on the marking made by the marking teacher.

8. § Correction of a decision taken by the higher education institution

- (1) The rules for the correction of a decision made by an institution of higher education are set out in the *Regulations on the Student Appeal Procedure of Kodolányi János University*.

Annexes to the professional examination for admission to higher education

Annex No. 1.

Forms for the professional examination for admission to higher education

Invitation letter to the professional examination for admission to higher education

Dear Candidate!

We are pleased to accept your application for admission to the ... degree programme of the Kodolányi János University.

I hereby inform you that the written professional examination for admission to higher education in subject ... will take place at the following date and place:

date

location

Date and time of appearance, proof of identity

Procedure of the examination

Aids to be used by the candidate

Inspection

Procedure for correcting a decision made by the higher education institution

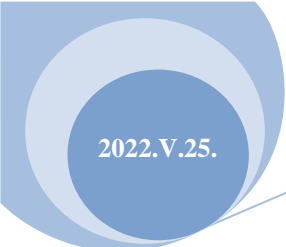
Your kind appearance is definitely expected!

Best regards:

Ph.

name and signature of the
Institutional Coordinator

Date: place, dd / mm / yyyy



MINUTES

Professional examination for admission to higher education in ...

Location:

Date:

Seating plan:

Teachers' desk

.....

.....

.....

.....

Relevant information on the process of the higher education entrance examination:

.....

.....

.....

.....

.....

.....

signature of the supervising teacher

Annexes:

1. scorecard
2. exam papers

I have received the minutes and annexes:

.....

signature of the Institutional
Coordinator

Date: place, dd / mm / yyyy

stamp

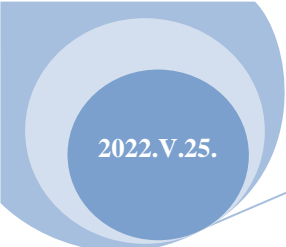
ATTENDANCE SHEET**Professional examination for admission to higher education in ...**

Location:

Date:

Number	Name of the candidate	Place and date of birth	Identity card number	Signature of the candidate

.....
supervising teacher



EVALUATING SHEET

Professional examination for admission to higher education in ...

Location:

Date:

Number	Name of the candidate	Place and date of birth	Evaluation score

.....
signature of the correcting teacher

Annex No. 2.

Parts of the professional examination for admission to higher education by subject, allocation of time available, assessment of the examination

Hungarian language and literature written professional examination for admission to higher education

General rules

Exam duration: 240 minutes

The written test has a total score of 100 points, which consists of:

- Reading comprehension and language-literature test: 40 points,
- Writing tasks: interpretative text and reflective text together 50 points, of which:
 - Interpretative text: 30 points:
 - content: 15 points,
 - text structure: 5 points,
 - linguistic accuracy (style, correctness): 10 points.
 - reflective text: 20 points:
 - content: 5 points,
 - problem sensitivity: 5 points,
 - train of thought: 5 points,
 - linguistic accuracy (style, correctness): 5 points.
- Spelling: 8 points,
- Writing style: 2 points.

In the written test, candidates must write a central test paper.

You will be given a single sheet of paper; you can allocate the time you have as you wish and you can decide the order in which you solve the problems.

A spelling dictionary, at least four copies of which are required for each examination paper, may be used for the written tests. The dictionaries are provided by the higher education institution.

Features of the written exercise sheet

The written test will consist of tasks measuring the application of subject knowledge in the areas of reading comprehension, linguistic and literary competences, and two different writing tasks. The two writing tasks require the creation of two independent texts on two different topics, each with a different subject and genre. The expected length of the interpretative text is 400-800 words. The reflective text is expected to be 150-450 words.

Assessment of the written exercise sheet

The central revision assessment guide contains the distribution of points for each task. The marking guide gives headings indicating the possible content of the solution and the possibility of deviating from it. The evaluation of the candidate's performance should not be affected by the evaluator's personal assessment of the problem, question or phenomenon addressed in the task, or by the candidate's opinion differing from the generally accepted approach.

In each task, the correcting teacher marks the spelling mistakes according to the types of mistakes given in the central marking guide. In the final mark, the spelling and punctuation of the whole essay will be assessed.

Mathematics written professional examination for admission to higher education**General rules**

Exam duration: 240 minutes.

The total score for the written exam is 115 points.

In the written test, candidates must write a central test paper.

The candidate may divide the time available between Part I and Part II and between the individual tasks and may also determine the order in which they are to be solved.

The following aids are allowed for each candidate: function charts (up to several at the same time), pocket calculators not suitable for storing and displaying text, a pair of compasses, rulers, and protractors, which are provided by the candidate. These devices may not be exchanged between candidates during the examination.

Characteristics of the written test

Subtask I consist of four tasks.

Section II consists of five tasks, each worth 16 points. Candidates must select and solve four of the five problems, and only these four can be marked. The tasks contain several sub-questions and generally draw on knowledge from several topics.

Assessment of the written exercise sheet

The assessment is based on a centralised assessment guide. The assessment guide contains detailed solutions to the problems, possible variants of the solutions and the sub-scores for each step.

Only 4 of the 5 tasks in Part II of the written test can be marked. In the box provided, candidates must indicate the number of the task for which they will not be awarded a mark. This must be checked by the supervising teacher when the examination paper is collected. If this is not done, and the choice is not clear from the paper, the task not to be marked will automatically be the last task in the order set.

Social studies written professional examination for admission to higher education**General rules**

The exam lasts 240 minutes.

The written exam has a total score of 75 points.

In the written test, candidates must write a central task sheet.

The candidate may divide the time available between Part I and Part II and between the individual tasks and may also determine the order in which they are to be solved.

Aids allowed per candidate: —

Characteristics of the written test

The written exam is 75% society and contemporary issues, and about 25% economic and financial studies.

The test is divided into two parts: part I contains problems from the society and contemporary issues topics to be done by everyone; part II contains a test on economic and financial literacy.

Assessment of the written exercise sheet

The assessment is based on a centralised assessment guide. The assessment guide contains detailed solutions to the problems, possible variants of the solutions and the sub-scores for each step.

The assessment is based on a centralised assessment guide. A total of 75 marks will be awarded for the examination paper, made up of 55 marks for Part I and 20 marks for Part II.

History written professional examination for admission to higher education

General rules

The duration of the exam is 240 minutes, divided as follows: first part 100 minutes, second part 140 minutes.

The written test has a total score of 100 points, which consists of:

- *simple, short-answer tasks*: 50 points
- *essay tasks (2 short, 2 long, 2 complex)*: 50 points

Within Parts I (100 minutes) and II (140 minutes), the candidate may divide the time available between the tasks and the order in which they are to be solved.

In the written test, candidates must write a central task paper.

The candidate first solves Exam Paper I. After 100 minutes, the supervising teacher collects the papers. After this, the second paper is distributed and solved.

For Part II, the required aid per candidate is a secondary school history atlas without chronological data table, published by the state body responsible for the development and publication of textbooks, which is provided by the candidate; and at least three copies of a spelling dictionary per examination group, provided by the higher education institution.

Features of the written task sheet

The worksheet consists of two parts:

- *simple, short-answer tasks: text tasks (to be explained) from which the candidate answers based on the information given in the task sheet.* The candidate must indicate his/her choice on the paper.

Assessment of the written task sheet

The assessment is based on a centralised assessment guide.

The assessment criteria for the text tasks (to be explained) are: comprehension, orientation in space and time, communication, use of language, knowledge acquisition, use of sources, identification of factors shaping events, critical and problem-oriented thinking. If the task is scored 0 points for task comprehension, it will not be assessed under the other criteria and will be scored 0 points overall. The drafting of the text and the correctness of the language used will be assessed under the criterion “communication, use of language”.

In the event of a non-compliant choice of task, the following procedure should be followed:

- if the candidate's choice is clear but wrong, it should be marked with the lowest possible loss of marks;
- if the candidate starts more than three problems but does not clearly indicate his/her choice, the problems will be marked in ascending order starting from the one with the lowest number of problems solved, according to the rules of good choice.

Living foreign language written professional examination for admission to higher education

General rules

Exam duration: 240 minutes + 15 minutes break, divided as follows:

- Reading comprehension: 70 minutes,
- Language accuracy: 50 minutes,
- 15 minutes break,
- Listening: 30 minutes,
- Writing: 90 minutes.

The written test has a total of 120 points, consisting of:

- Worksheet I: 30 points,
- Worksheet II: 30 points,
- Worksheet III: 30 points,
- Worksheet IV: 30 points.

Aids allowed per candidate: monolingual or bilingual printed dictionary for Part IV (writing) only, to be provided by the candidate. Provided by the higher education institution: CD player for Part III (listening comprehension).

The order of the examination sections (test papers) is fixed and the candidate may not deviate from it.

Each part of the examination is assessed independently. Each part is assessed on the basis of centrally developed assessment and marking guidelines.

Features of the written exercise sheet

The assessment of each part of the test is independent. Each part of the examination is assessed on the basis of centrally developed guidelines for marking and assessment.

The tasks are specified in a foreign language.

Annex No. 3.

Aids for the written professional examination for admission to higher education

Aids for the written professional examination for admission to higher education in **Hungarian language and literature:**

- the candidate provides: —
- provided by the higher education institution: spelling dictionary (four copies per classroom)

Aids for the written higher education entrance professional examination in **mathematics:**

- the candidate provides: function charts (up to several at the same time), a pocket calculator not suitable for storing and displaying text data, a pair of compasses, rulers, and protractors
- the higher education institution provides: —

Aids for the written professional examination for admission to higher education in **history:**

- the candidate provides: secondary school history atlas without chronological data table
- provided by the higher education institution: spelling dictionary (three copies per classroom)

Aids for written professional examination for admission to higher education in a **foreign language:**

- provided by the candidate: printed dictionary for Part IV (writing) only
- provided by the higher education institution: CD player for Part III (listening comprehension)