



University of Pannonia

Joint Directive 11/2023. (VII.03.) of the Rector and the Chancellor on the Rules of Procedure for the Admission of Third-Country Nationals Applying for the Foreign Language Academic Programmes of the University of Pannonia

The Rules of Procedure for the Admission of Third-Country Nationals Applying for the Foreign Language Academic Programmes of the University of Pannonia are set out on the basis of the provisions of the Organisational and Operational Rules of Procedure (hereinafter referred to as "OORP") adopted by the Senate of the University of Pannonia (hereinafter referred to as "University") as follows:

I. Purpose and the personal and material scope of this Directive

(1) The purpose of this Directive is to use a uniform system of concepts and rules of procedure in the internal regulations of the University and to define the related responsibilities.

(2) The personal scope of this Directive covers all the faculties, comprehensive organisational units and organisational units of the University, third-country nationals intending to obtain a student status and third-country nationals who already have a student status.

(3) The material scope of this Directive covers the fee-paying bachelor's, master's and undivided degree programmes offered to foreign students at the University of Pannonia in a foreign language.

(4) The material scope of this Directive does not cover the admission procedure for PhD courses, which is governed by the Regulation on Doctoral Studies.

II. Publication of the academic programmes offered

(1) The rules of procedure for the admission of foreign students is published on the website of the University of Pannonia in English and Hungarian,

- (2) The University of Pannonia publishes the academic programmes offered to foreign students and the related tuition fees on the English-language version of its website.

III. How to apply for admission

(1) The applicant applies for the academic programme in the faculty-specific admission management system of the University of Pannonia. The applicant uploads the documents required for the admission procedure into the admission management system or, if that is not possible, sends them in electronic form to the faculty coordinator. For the autumn semester, the application period starts on 1st February and ends on 30th April, while for the spring semester it is from 15th August to 1st November.

(2) To apply, you must be 18 years of age at the time of enrolment.

(3) The application documents of students applying within the framework of the Agency Contract concluded by the University of Pannonia are submitted by the agency to a digital platform/folder which is specified and communicated in advance by the Institution and to which the International Mobility Office (hereinafter referred to as: IMO), the faculties and the Directorate of International Relations and Communication will have access.

(4) Required admission documents:

1. Application form or an equivalent data sheet (in accordance with Annex 1)
2. In case of application for a bachelor's or master's degree programme, a copy of the final certificate of secondary education/secondary school-leaving certificate and a copy of the general certificate of secondary education with the marks obtained in each subject. If the documents are not in English or Hungarian, a certified translation into one of these two languages is required.
3. For master's degree programme applications, a copy of the certificate/degree certifying completion of the bachelor's degree programme and a copy of the Transcript of Records/Diploma Supplement listing the subjects and grades. If the documents are not in English or Hungarian, a certified translation into one of these two languages is required.
4. Curriculum vitae in English
5. Copy of a valid passport
6. Copy of a bank receipt (debit note) confirming payment of the registration fee

(5) For each academic programme, the competent faculty may specify additional documents required to prove knowledge of English, as follows:

1. One of the following documents proving knowledge of English:

- i. A copy of an English language examination certificate with an IELTS score of at least 5.5.
 - ii. A copy of a TOEFL iBT English language test certificate with a minimum score of 60.
 - iii. A copy of an English language proficiency certificate (both oral and written examinations) of at least intermediate level obtained at one of the language examination centres accredited by the Language Examination Accreditation Centre of Department of Education (for more information, see www.nyak.hu).
 2. If the student has completed his/her previous studies in English, the original certificate issued by the school may be submitted instead of the language examination certificate.
 3. Motivation letter in English, maximum 3,000 characters.
 4. Submission of a letter of recommendation is an advantage.
- (6) A copy of the documents can be submitted during the admission procedure, however the original documents must be presented when enrolling at the higher education institution in order to be admitted as a student. Of the documents required for the admission procedure, only the documents certifying qualifications may be submitted after the application period has expired. The deadline for submitting missing documents is 15th July for applications for the autumn semester and 5th January when applying for the spring semester.
- (7) Applicants must pay a registration fee of EUR 150 by the deadline for application. Information on how to pay the fee will be published on the website of the University of Pannonia in English and Hungarian. The registration fee is a non-refundable fee for the admission procedure. The registration fee is payable to the faculty conducting the admission procedure.
- (8) Within 3 working days after the registration fee has been credited to the bank account of the university, the Directorate for Economic Affairs of the University of Pannonia will notify the IMO and the Department of Student Financial Services. The IMO will verify payment in consultation with the faculties, after which the admission procedure can be carried out.
- (9) The formal criteria of the application (whether or not the documents required for the academic programme have been properly submitted and are legible) are checked by the relevant faculty. The applicant may be requested to remedy deficiencies arising due to a technical problem. This is possible only once, with a deadline of 8 days. After the 8-day deadline, if the applicant fails to make the necessary corrections in the incorrect documents, the application will be rejected by the faculty on grounds of formal defects.

(10) The faculty will use the documents submitted to check whether the applicant meets the entry requirements for the academic programme. If the applicant's qualifications are not satisfactory, the faculty will reject the application. If the uploaded materials are complete and adequate, the faculty will organise an entrance examination in accordance with the faculty's rules of procedures no later than 15th June and 15th November. The faculty will draw up a report and make a decision containing the results of the entrance examination (in accordance with Annex 2).

(11) Based on the result of the entrance examination, the faculty may take the following decisions:

1. admits the applicant,
2. grants conditional admission (in case of deficiencies to be remedied),
3. admits the applicant if he or she takes part in a preparatory course, or
4. rejects the application (in the case of formal defects, inadequate qualifications or failing the admission examination, Annex 2 is to be completed).

(12) The faculty coordinator prepares the notification letter of the admission decision (hereinafter referred to as: admission notification letter) based on the decision of the faculty to admit the applicant (Annex 4: Notification of Admission) or refuse the applicant's admission (Annex 3: Notification of Refusal of Admission).

(13) If the admission of the applicant is supported, the faculty will send Annex 4, together with the application documents, to the IMO within 10 days of the entrance examination. The IMO will verify the documents. In the case of missing documents (e.g. admission report; credit administration), it will request the faculty to remedy the deficiencies and, if necessary, to amend the admission notification letter.

(14) The admission notification letter is signed by the Dean of the Faculty and the Director of Academic Affairs. The notification of the admission decision (Notification of Admission, Notification of Refusal of Admission) is sent to the applicant by the faculty.

(15) The admission notification letter, if the applicant is admitted, will include a request for payment of the tuition fee for the two semesters and, in the case of dormitory accommodation, of the dormitory fee.

(16) Tuition fees must be paid in the specified currency and by the specified method before the deadline set in the notification letter. In the case of a master's degree programme, the admission decision may include a request for credit transfer. If the applicant does not have sufficient foreign language knowledge, he or she may be admitted to a preparatory course, in which case the faculty, just like in the case of a notification letter, will make a decision on pre-admission (Annex 6: Letter of Pre-admission) and inform the faculty responsible for the preparatory course.

(17) The notification letter and the pre-admission decision alone cannot be used to enter Hungary and apply for residence permit.

(18) After the expiry of the extended application period for the submission of documents certifying qualifications, if the applicant fails to provide the missing documents, the faculty will reject the applicant and close the admission procedure.

(19) Within 3 working days after the tuition fee for the two semesters has been credited to the bank account of the university, the Directorate for Economic Affairs of the University of Pannonia will notify the IMO and the Department of Student Financial Services. The IMO will verify payment and notifies the faculty sends the Notification of Admission document to the Directorate for Economic Affairs and the Department of Student Financial Services.

(20) The official admission notification prepared by the faculty and signed by the Director of Academic Affairs (Annex 5: Official Letter of Admission) is sent to the applicant by the faculty. The official admission notification may be used to enter Hungary and apply for a residence permit.

(21) In the case of a preparatory course, the IMO issues a certificate of payment, which can be used together with the pre-admission decision to enter Hungary and apply for a residence permit (Annex 7). The IMO does not issue admission decisions, certificates of payment or accommodation certificates after 20th July for applications for the autumn semester and after 10th January for applications for the spring semester.

(22) After the deadline for payment, if no payment is made, the faculty will reject the applicant and close the application.

(23) If the applicant applies for dormitory accommodation, he or she will be required to make an advance payment of a dormitory fee of EUR 300, which will be paid at the same time as the tuition fee. After notifying of the Directorate for Economic Affairs of the University of Pannonia to the IMO/DAA, the faculty will contact the Dormitory Directorate to issue the accommodation certificate. The accommodation fee paid must be used by the enrolled student to cover the accommodation fee for the first two months and can be refunded to the applicant only in accordance with the Joint Directive of the Rector and the Chancellor on the rules of procedure for the refund of fees paid by third-country nationals enrolled in foreign language academic programmes at the University of Pannonia. The refund is initiated by the faculty concerned, the necessary certificate is issued by the Dormitory Directorate and the IMO forwards the documentation to the Directorate for Economic Affairs and the Department of Student Financial Services.

(24) The faculty will send a notification of the timetable of the following semester, the professional tasks and the timing of faculty programmes.

(25) If the applicant, as a citizen of a non-EEA Member State, is not resident in Hungary, he or she must obtain a residence permit that would entitle him or her to enter and stay in Hungary as defined by a specific law¹.

(26) The admitted student must start his or her studies by 30th September in the autumn semester and by 1st March in the spring semester.

(27) Applicants granted admission may obtain a student status in the semester for which they were admitted during the admission procedure.

(28) Students who are admitted and arrive by the deadline will be enrolled by the IMO which will also issue a student status certificate for them.

(29) Admitted students may, at their own request and with the agreement of the faculty, defer the start of their studies for a maximum of 1 year (in accordance with Annex 9). The request for deferral must be submitted to the faculty no later than 10 October in the autumn semester and 10 March in the spring semester. Following the faculty's acceptance of the request for deferral and the preparation of the admission decision, the IMO will issue a new admission decision in cooperation with the faculty.

(30) Students who have been admitted will be subject to the rules of the Student Requirement System.

IV. Effective date

(1) This Joint Directive of the Rector and the Chancellor will enter into force on the date of its publication and remain in force until revoked.

(2) The provisions laid down in this Joint Directive of the Rector and the Chancellor must be applied to the rules of procedure for the admission of third-country nationals applying for foreign-language academic programmes after the effective date of this Directive.

¹ see Act II of 2007 on the Admission and Rights of Residence of Third-Country Nationals, Government Decree 114/2007 (V. 24.) on the Implementation of Act II of 2007 on the Admission and Rights of Residence of Third-Country Nationals

V. Final provisions

(1) The translation of this Joint Directive of the Rector and the Chancellor into English must be completed when this Directive enters into force. Person in charge: Directorate of International Relations and Communication.

Veszprém, 03rd July, 2023.

Dr. András Gelencsér
m.p.
Rector

Zsolt Csillag
m.p.
Chancellor

Annexes:

Annex 1: Data and Documents to Be Uploaded

Annex 2: Admission Decision

Annex 3: Notification of Refusal of Admission

Annex 4: Notification of (Conditional) Admission

Annex 5: Official Letter of Admission

Annex 6: Letter of Pre-admission

Annex 7: Certification

Annex 8: Registration fee statement