



**JOHN VON NEUMANN UNIVERSITY**  
**ORGANISATIONAL AND OPERATIONAL REGULATIONS**

***PART THREE***

***ACADEMIC REQUIREMENTS FOR STUDENTS***

***Chapter I.***

***ADMISSION RULES***

4th VERSION<sup>123</sup>

(consolidated with the amendments)

APPROVED BY: Resolution 5/2025 (V.29.) of the Senate of John Von Neumann University

**DATE OF ENTRY INTO FORCE: 1 June 2025**

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<sup>1</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective from 29 January 2021

<sup>2</sup> Amended by Senate Resolution 32/2022 (IX.26) Effective from 30 September 2022

<sup>3</sup> Amended by Senate Resolution 5/2025 (V.29) Effective from 1 Jun 2025

The Senate of John Von Neumann University, acting in accordance with its authority under Section 12 (3) eb) of Act CCIV of 2011 on National Higher Education (Hungarian abbreviation: Nftv; hereinafter referred to as: Nftv.), and in compliance with the obligation set out in Section 11 (1) a) of the Nftv., and in accordance with the provisions of the Nftv. and Section 423/2012. (XII. 29.) of the Government Decree (hereinafter referred to as "D."), defines the admission procedure of John Von Neumann University (hereinafter referred to as "the University"), as the first chapter of the Student Requirements System, which is the third part of the Organisational and Operational Regulations of the University, as follows.

## **ORGANISATIONAL AND OPERATIONAL REGULATIONS OF THE UNIVERSITY**

### ***THIRD PART STUDENT REQUIREMENTS SYSTEM***

#### ***I.CHAPTER***

#### ***ADMISSION RULES***

##### **Conditions for admission to the University**

*[to Nftv 40. §, and to D. 18. § (1), 33. § (2) (e), 37. § (2)]*

##### **1. §**

- (1) The general requirement for admission to the University's undergraduate and higher education vocational programs is the successful completion of the secondary school leaving examination.
- (2) Admission to the dual training program takes place at the student's request, subsequent to the successful admission and enrolment. Admission is contingent upon selection by the dual partner.

##### **2. §**

- (1) The conditions for the admission to the Master's programme of the University is:
  - a) Bachelor's degree and professional qualifications,
  - b) <sup>4</sup>
  - c) attendance at an admission interview.
- (2) The topics of the oral examination will be published on the University and Faculty websites and will also be sent directly to applicants at the same time as the location and date of the examination are announced.

##### **3. §**

- (1) The conditions for admission to the University's postgraduate special training courses<sup>5</sup> ***regarding the prerequisite qualifications are published on the University's website.***
- (2) Depending on the programme's requirements, the university may stipulate that applicants hold a specific job position, have completed a defined period of professional training, or possess additional professional qualifications as prerequisites for admission.

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<sup>4</sup> Repealed by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

<sup>5</sup> Amended by Senate Resolution No. 15/2025.(V.29.) Effective from June 1, 2025.

- (3) The University publishes the prerequisites for application on the website of the announcing faculty in the announcement for admission to specialized further education.

### **Participation in the compilation of the admission guide**

*[to D. 3. §]*

#### 4. §

- (1) The rector is responsible for providing the institutional data required for the compilation of the admission guide (hereinafter referred to as the Guide).
- (2) The Vice Rector responsible for Education and the Director of Academic Affairs at the institutional level, and the Dean and the Deputy Dean at the faculty level participate in the compilation of the Guide.
- (3) The Directorate of Academic Affairs is responsible for the provision of data to the Office of Academic Affairs.
- (4) The Vice Rector responsible for Education and the Director of Academic Affairs may set tasks and deadlines for the Dean and the Vice Dean to fulfil the obligation to provide data.

### **Institutional publication of the Guide**

*[to D. 5. § (4)]*

#### 5. §

- (1) The University also publishes the Guide on its website.
- (2) The faculties concerned may also publish additional information on the courses advertised and the specificities of the application on the University's website or on their own website, separately from the general rules of the admission procedure and the information concerning the application.
- (3) The preliminary application advertised by the dual partner is published by the faculties concerned on the University's website, and by the dual partners on their own websites.

### **Calculation of admission points<sup>6</sup>**

*[to D. 15. § (15/A, B), 20. 21. and 24. §]*

#### 6. §

- a) When applying for undergraduate and higher vocational education programs at the University, applicants with a higher vocational education diploma or higher education degree will be awarded the following points based on the classification of their higher education diploma:
- b) if the qualification is a five-level diploma:
  - i) excellent: 400 points
  - ii) very good: 400 points
  - iii) good: 360 points
  - iv) satisfactory: 320 points
  - v) pass: 280 points for undergraduate studies, 240 points for higher education vocational training
- c) if the qualification is a four-level diploma:
  - i) excellent (distinction): 400 points
  - ii) good: 360 points
  - iii) satisfactory: 320 points

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<sup>6</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective from 29 January 2021

- iv) pass: 280 points for undergraduate studies, 240 points for higher education vocational training
- d) if the qualification is a three-level diploma:
  - i) excellent / excellent pass / summa cum laude: 400 points
  - ii) good / well passed / cum laude: 360 points
  - iii) satisfactory (sufficient) / rite: 280 points for undergraduate studies, 240 points for higher education vocational training
- (2) The additional points<sup>7</sup> provided indicated in paragraph 20, 22 and 24 (1) of the D. are added to the score under subsection (1) of this paragraph to determine the total score obtained by the candidate.
- (3) Candidates to the University's undergraduate and higher education vocational training courses are entitled, in the cases indicated in paragraph 20 of the D., to obtain the maximum number of additional points specified therein.
- (4) If the conditions set out in paragraph 24 (1) of the D. are fulfilled, the candidates, to be ensured equal opportunities, are entitled to the number of additional points specified therein.

#### 6./A §<sup>89</sup>

- (1) In accordance with the provisions of the current D, starting with the 2024 admission procedure, the following subjects, activities, and conditions will be considered when determining the total admission scores:
  - a. With regard to §16 (1) a) of the D (the fifth subject considered for the calculation of academic points is the one listed on the university's website).
  - b. With regard to §16 (1) b) of the D (the fifth exam subject among those included in the high school diploma), shall be one of the subjects published on the university's website.
  - c. With regard to §17 (1) of the D (school leaving examination results that can be used to calculate school leaving examination points), shall be the subjects published on the university's website.
  - d. With regard to §5 (2) o) of D (the range of activities determining institutional points), shall be the activities published on the university's website.
- (2) In accordance with the provisions of the current D, starting with the 2024 admission procedure, regarding §5 (2b) of the D, the University may determine the minimum scores required for admission to its bachelor's programs and higher education vocational training programs, which scores shall be published on the university's website.

### **Provisions for people with disabilities**

*[to D. 24. § (3) and (5)]*

#### 7. §

- (1) The University shall ensure that applicants with disabilities are able to participate in the admission procedure in accordance with the nature of their disability, and shall provide them with all the benefits to which they are entitled under the legislation on public education.

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<sup>7</sup> Repealed by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

<sup>8</sup> Enacted by Senate Resolution No. 32/2022 (IX.26). Effective from September 30, 2022.

<sup>9</sup> Supplemented by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

## **Admission procedure to Master's programmes of the Faculty of Horticulture and Rural Development**

*[to D. 34 § (2) - (4)]*

### 8. §

- (1) Candidates for the master's programme of the Faculty of Horticulture and Rural Development are required to attend an admission interview conducted by the Admissions Committee of the Faculty of Horticulture and Rural Development (hereinafter referred to as the Committee). The admission interview may take place in person or online.
- (2) The purpose of the interview is to assess the knowledge and professional motivation of the candidates for the Master's programme.
- (3) The Committee is responsible for interviewing the candidates and determining their admission scores.

### 9. §

- (1) The committee of the Faculty of Horticulture and Rural Development consists of three members.
- (2) The chairperson of the committee is elected by the Faculty Council.
- (3) The chairperson and the members are appointed by the Dean.
- (4) A quorum is reached when all three members of the Committee are present.

### 10. §<sup>10</sup>

### 11. §<sup>11</sup>

- (1)
  - (a) At the Faculty of Horticulture and Rural Development, oral examinations can be conducted in person or online.
  - (b) The purpose of the interview is to assess the relevant professional knowledge and motivation of applicants for the master's program.
  - (c) The committee is responsible for interviewing applicants and determining their admission scores s.
- (2) During the oral interview, the committee asks three questions on professional and motivational topics, for which the topics/items available on the website provide help. The topics/items for the interview are compiled by the course leader.
- (3)<sup>12</sup> The members of the committee will award the applicant a score ranging from 0 to 30 for their performance, which will be added together to give the final score for the interview.
- (4) The committee will record the interview scores in the minutes, which will be signed by the chairman.
- (5)<sup>13</sup> The applicant will be notified of the score achieved at the interview by the administrator of the Education and Training Directorate on the first working day subsequent to the admission interview.

### 12. §

- (1) The candidate's admission score will be composed of the points of the admission interview and the additional points according to subsections (2) - (3) of this paragraph.

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<sup>10</sup> Repealed by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>11</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>12</sup> Amended by Senate Resolution No. 32/2022 (IX.26). Effective from September 30, 2022.

<sup>13</sup> Amended by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

- (2) <sup>14</sup> Applicants are entitled to 5-5 extra points in the cases listed in §34 (2) of the D
- (3) For the additional performances specified below, the candidate shall receive the following additional points:
- a) 5 for a second foreign language examination at the advanced level (C1),
  - b) 3 for a second foreign language examination at intermediate level (B2),
  - c) 10 for 1st-3rd place in the OTDK (National Conference of Students' Scientific Associations),
  - d) 5 for 1st to 3rd place in an institutional TDK (Conference of Students' Scientific Associations),
  - e) 4 for published/accepted publications.
- (4) When determining the number of scores for admission, a maximum of 10 points may be taken into account from the additional points pursuant to subsections (2) - (3) of this paragraph.

### **Admission procedure to Master's programmes of the Faculty of Economics and Business**

[to D. 34. § (2) - (4)]

#### 12/A. §

- (1) (a) Candidates for the Master's programme of the Faculty of Economics and Business are required to attend an admission interview conducted by the Admissions Committee of the Faculty of Economics and Business (hereinafter referred to as the Committee). The admission interview may take place in person or online.
- (b) The purpose of the interview is to assess the knowledge and professional motivation of the candidates for the Master's programme.
- (c) The Committee is responsible for interviewing the candidates and determining their admission scores
- (2) (a) The committee is established by the Faculty Council of the Faculty of Economics and Business and consists of two members. The Faculty Council, if necessary, may elect 1 alternate member to ensure the smooth operation of the committee and to replace a member who is prevented from attending.
- (b) The chairperson and the alternate member of the committee are also elected by the Faculty Council.
- (c) The alternate member and the chairperson are appointed by the dean, based on the decision of the Faculty Council.
- (d) The quorum is reached when both members are present.
- (3) (a) During the admission interview, the committee will ask three questions on professional and motivational topics.
- (b) The members of the committee will award a score for the candidate's performance ranging from 0 to 15 points per question, the simple mathematical sum of which will give the points for the interview.
- (c) The points of the interview are recorded in minutes signed by the chairperson.
- (d) No later than three days after the end of the interview that day, the chairperson of the committee shall inform the candidate of the score obtained in the interview.
- (4) (a) The candidate's admission score will be composed of the points of the admission interview and the additional points according to subsections (b) - (c) of this paragraph.
- (b) <sup>15</sup> In the cases listed in paragraph 34 (2) of the D., the candidate is entitled to 5 - 5 additional points.

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<sup>14</sup> Amended by Senate Resolution No. 32/2022 (IX.26). Effective from September 30, 2022.

<sup>15</sup> Applicants are entitled to 5-5 extra points in the cases listed in Section 34 (2) of the D

(c)<sup>16 17</sup>For the additional performances specified below, the candidate shall receive the following additional points:

- 5 for a second complex foreign language examination at the advanced level (C1)
- 3 for a second foreign language examination at intermediate level (B2)
- 2 for the written part of a second foreign language examination at the advanced level (C1)
- 2 for the oral part of a second foreign language examination at the advanced level (C1)
- 2 for presentation at a scientific conference
- 4 for higher education qualifications
- 2 for 1st-3rd place in an institutional TDK (Conference of Students' Scientific Associations)
- 1 for special prize in an institutional TDK (Conference of Students' Scientific Associations)
- 1 for OKJ (National Qualification Register) certificate
- 3 for 1st-3rd place or a special prize in the OTDK (National Conference of Students' Scientific Associations )

(d) When determining the number of points for admission, a maximum of 10 points may be taken into account from the additional points pursuant to subsections (4) b) and c) of this paragraph.

### **Admission procedure to Master's programmes of GAMF Faculty of Engineering and Computer Science**

[to D. 34. § (2) - (4)]

#### 12/B. §

- (1) (a) Candidates for the Master's programme of the GAMF Faculty of Engineering and Computer Science are required to attend an admission interview conducted by the Admissions Committee of the GAMF Faculty of Engineering and Computer Science (hereinafter referred to as the Committee). The admission interview may be conducted either in person or online.  
(b) The purpose of the interview is to assess the knowledge and professional motivation of the candidates for the Master's programme.  
(c) The Committee is responsible for interviewing the candidates and determining their admission scores.
- (2) (a)<sup>18</sup> The Committee is established by the course leader of the Master programme of Engineering and Computer Science and consists of two members. (b) The members and the chairperson of the Committee<sup>19</sup> are proposed by the course leader of the Master's programme.  
(c) The chairperson and the members are appointed by the Dean.  
(d) A quorum is reached when all three members of the Committee are present.
- (3) (a) The date or dates of the admission interview - if there are more than 20 candidates - are set by the Committee in accordance with the law.  
(b) After the interview, the members of the Committee will award a score for the the candidate's performance ranging from 0 to 30.  
(C) A maximum of 90 points out of 100 may be awarded for a motivational interview.  
(d) The points of the interview are recorded in minutes signed by the chairperson.  
(e) At the end of the interview on the day of the interview, the chairperson of the committee shall inform the candidate of the score obtained in the interview.

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<sup>16</sup> Amended by Senate Resolution No. 32/2022 (IX.26). Effective from September 30, 2022.

<sup>17</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>18</sup> Repealed by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

<sup>19</sup> Repealed by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

(4) (a) The candidate's admission score will be composed of the points of the admission interview and the additional points according to subsections (b) and (c) of this paragraph. (b) The candidate is awarded 5 extra points for disability, childcare or handicap.

(c) For the additional performances specified below, the candidate shall receive the following additional points:

- i) 5 for a second complex foreign language examination at the advanced level (C1),
- ii) 3 for a second foreign language examination at intermediate level (B2),
- iii) 10 for published/accepted publications,
- iv) 5 for 1st-3rd place in the OTDK (National Conference of Students' Scientific Associations)

(d) When determining the number of points for admission, a maximum of 10 points may be considered from the additional points.

### **Admission procedure for postgraduate special training**

*[to Nftv. 39. § (6), and to D. 37. § (2) - (3)]*

#### 13. §

- (1) The application deadline for the autumn semester is 25 August, for the spring semester 25 January.
- (2) The application for admission shall be submitted via the online application form on the University's website, together with the attachments provided for therein.
- (3) Applications for admission are registered by the Directorate of Academic Affairs.
- (4) Admission decisions are made by the Dean of the faculty concerned.

### **Organisation of the Higher Education Entrance Examination** (Hungarian abbreviation: FFSZV; hereinafter referred to as: **FFSZV**)

#### 13/A. §

*[to D. 17. § (8)]*

- (1) The date and the task list of the entrance examination are determined by the Office of Academic Affairs.
- (2) The Director of Academic Affairs shall liaise with the Office of Academic Affairs in the organisation of the higher education entrance examination (institutional contact person of the FFSZV).
- (3) The Director of Academic Affairs is the organiser of the entrance examination.
- (4) The Director of Academic Affairs
  - a) receives the task sheets from the Office of Academic Affairs,
  - b) ensures that the task sheets are reproduced,
  - c) ensures that the task sheets are stored in a locked place in such a way that they cannot be seen until the start of the examination,
  - d) ensures the sending out of the scheduled invitations drawn up by the Office of Academic Affairs,
  - e) arranges the conduct of the entrance examination as described in Annex 2,
  - f) ensures that the results of the written examination are recorded in the Gólya programme on the basis of the assessment of the written examination, as follows: pass, fail, no show.

- (5) Candidates may appeal against the decisions taken in the framework of the higher education entrance examination.
- (6) The rules set out in the Student Requirements System shall apply to the appeal procedure, except that the candidate shall submit the appeal to the Office of Academic Affairs, which shall forward it to the University for a professional opinion. After the University has received the opinion of the Board of Studies, the University will return the candidate's appeal to the Office of Academic Affairs, which will make a decision.

### **Procedure fees**

*[to D. 42. §, 44. § (2)]*

#### 14. §

- (1) The basic and additional fees payable during the admission procedure and the amount thereof is determined in accordance with paragraph 42 of the D.
- (2) The fee for the application for further education pursuant to paragraph 42 (5) of the D. is HUF 4500 per faculty. The fee paid is refunded in the cases indicated in paragraph 44 (4) of the D.<sup>20</sup>
- (3) For the purposes of paragraph 42 (6) of the D.
  - a) the special procedural fee for the admission interview organised in the Master's programme is HUF 4000.
- (4) (The institutional procedural fee for applying for training advertised for foreign citizens in a foreign language pursuant to Section 44(2) of the D is EUR 200.

### ***Special admission provisions for foreign nationals enrolling in foreign-language courses****[to D. 7. § (4), 8. § (4), 9. § (5), 41. § (1)]*

#### 15. §<sup>21</sup>

- (1) Information on courses offered to foreign nationals in a foreign language is published on the websites of the University and the faculty concerned.
- (2) The deadline for application for courses under paragraph (1) is set by the university for the relevant training cycle.<sup>22</sup>
- (3) <sup>23</sup> The International Office is responsible for conducting the admission procedure, with the cooperation of the faculty advertising the program.
- (4) <sup>24</sup> Pursuant to Section 15(3), the International Office recommends or does not recommend the admission of foreign applicants, based on which the Dean of the relevant faculty decides on admission. In the event of successful admission, the International Office prepares a Conditional Acceptance Letter (hereinafter: CAL) for the applicant, which is signed by a representative designated by the institution.
- (5) <sup>25</sup>The applicant is obliged to pay the fees imposed by the University and published on its website (tuition fees, admission procedure fees, dormitory fees) based on the CAL.
- (6) <sup>26</sup>If Section 15 (5) is fulfilled, the International Office shall prepare the applicant's Final Acceptance Letter (hereinafter: FAL), which shall be signed by the President and CEO of the University.

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<sup>20</sup> Repealed by Senate Resolution No. 15/2025 (V.29.). Effective from June 1, 2025.

<sup>21</sup> Amended: Senate Resolution No. 32/2022 (IX.26). Effective from September 30, 2022

<sup>22</sup> Repealed by Senate Resolution No. 15/2025 (V.29.). Effective as of June 1, 2025

<sup>23</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>24</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>25</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>26</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

(7) <sup>27</sup>The International Office shall forward the completed and signed FAL to the applicant, who shall present it at the visa interview.

(8) The admission announcement shall provide information on the qualifications and prior professional trainings required for admission, the method of verification thereof, as well as the possibility of an oral interview prior to admission and its subject matter.

(9) <sup>28</sup> If the number of successful applicants does not reach the minimum required to start the program, the University may offer admission to another program (within the same field of study). If the applicant does not accept this, they are entitled to a full refund of the fees paid (except for the admission procedure fee).

#### 15/A. §

##### **Procedure for Stipendium Hungaricum scholarship students**

(1) Students of foreign nationality applying for the Stipendium Hungaricum scholarship may apply for those English and Hungarian language courses of John Von Neumann University which are advertised and with authorised capacity of the SH programme.

(2) The registration of the applications and the candidates per institution are managed via the Tempus Public Foundation's electronic platform *Studyinhungary.hu*. Through this platform the institutional contact person(s) can contact the candidates for the scholarship-based training. Documents uploaded by the candidate can be viewed on this platform (Annex 1).

(3)<sup>29</sup> Applications will be evaluated based on the uploaded documents, with in-person or online interviews scheduled as necessary (especially to assess the Hungarian language proficiency of applicants for Hungarian-language programs). The task of preparing the minutes of the assessment and the decision proposal is the responsibility of the SH Admissions Committee(s) designated for each program.

(4)<sup>30</sup> The members of the committee are appointed by the Dean of the faculty concerned with the application.

(5) The admission decision is made by the Dean of the faculty responsible for the program.

#### 15/B §

##### **Procedure for students applying for an Erasmus part-time course**

(1) Erasmus part-time courses are open to students of foreign nationality who are students of a partner university of John von Neumann University, who are entitled to attend Erasmus courses and to receive credits at the University through the Erasmus bilateral agreement.

(2)<sup>31</sup> Applications are submitted via the NJE electronic platform by completing the following application form: [https://www.uni-neumann.hu/en\\_GB/application](https://www.uni-neumann.hu/en_GB/application)

(3) Application deadlines: 30 April for the autumn semester; 30 November for the spring semester.

(4) The Erasmus coordinator of the sending university must also nominate the student applying for the part-time course by email.

(5) The Dean of the faculty or a person authorised by the dean is entitled to assess the applications. Deadline: 20 June for the autumn semester; 20 December for the spring semester.

(6) The Erasmus coordinator in the institution or faculty notifies the student and the coordinator of the partner university of the admission decision by email.

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<sup>27</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>28</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>29</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>30</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>31</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

- (7) Following the admission decision, students of foreign nationality may also contact the Erasmus coordinator in the faculty.
- (8) Courses may be chosen from the list of courses advertised on the University's website and sent to the partner universities in an information letter.
- (9)<sup>32</sup> Faculties are required to compile and submit their course offerings for the spring semester by September 25 and for the fall semester by February 25 to the International Office. It is the joint responsibility of the student and the faculty coordinators of both universities to draw up the Learning Agreement between the partner universities and the student.
- (10) The Learning Agreement between the partner universities and the student is the responsibility of the student and the faculty coordinators at both universities.

### **Final provisions**

#### 16. §

- (1)<sup>33</sup><sup>34</sup><sup>35</sup> These Regulations were adopted by Senate Resolution No. /2025. (V.29.).
- (2)<sup>36</sup> These Regulations, consolidated with the amendments, shall enter into force on June 1, 2025, following their adoption by the Senate.
- (3)<sup>37</sup> Upon the entry into force of these Regulations, the Organizational and Operational Regulations, Part Three, Student Requirements, Chapter I, Admission Regulations, Version 3, adopted by Senate Resolution No. 32/2022 (IX.26.), shall cease to be in force.

**Kecskemét, 29 May, 2025.**

**Dr. Fülöp Tamás m.p.**  
Rector

**Dr. Nagy Zoltán m.p.**  
President and CEO

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<sup>32</sup> Amended by Senate Resolution No. 15/2025 (V.29). Effective from June 1, 2025.

<sup>33</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective from : January 29,2021

<sup>34</sup> Amended by Senate Resolution 32/2022 (IX.26) Effective from September 30, 2022

<sup>35</sup> Amended by Senate Resolution: 15/2025 (V.29) Effective froo Jun 1, 2025

<sup>36</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective: January 29,2021

<sup>37</sup> Amended by Senate Resolution 3/2021 (I.28.). Effective: January 29,2021

## Annex 1.

### **DOCUMENTS RELATING TO THE ADMISSION PROCEDURE (FOR STUDENTS WITH STIPENDIUM HUNGARICUM SCHOLARSHIP)**

The full application file consists of the following documents (available on the Tempus Public Foundation's *Studyinhungary.hu* website):

- Application form
- Motivation letter
- English language examination certificate (FCE or CAE, IELTS 6+ or TOEFL 79+) and its translation if it is not in English or Hungarian  
Exemption from the English language test applies to native English speakers or who have attended an English language secondary school/ higher education institution
- certified photocopy(s) of secondary school diploma(s) or higher education degree(s) and certified English or Hungarian translations of them (if not in English or Hungarian)
- a semester-by-semester description of the content of previous studies and a certified translation into English or Hungarian
- Mandatory medical certificate specified by the Tempus Public Foundation
- Electronic version of a valid passport
- application form (downloadable from the platform)

Information on the *studyinhungary.hu* website about the admission procedure and deadline:

<http://studyinhungary.hu/study-in-hungary/menu/stipendium-hungaricum-scholarship-programme/apply-for-a-stipendium-hungaricum-scholarship>

### **ADMISSION PROCEDURE FOR FOREIGN STUDENTS WHO PAY THEIR OWN FEES**

The complete application file consists of the following documents:

- completed application form
- motivation letter
- certified photocopy(s) or electronic version(s) (in English) of secondary school diploma(s) or higher education degree(s)
- a semester-by-semester description of the content of previous studies and a certified translation into English or Hungarian
- English language examination certificate (FCE or CAE, IELTS 6+ or TOEFL 79+)  
Exemption from the English language test applies to native English speakers or who have attended an English language secondary school/ higher education institution
- electronic version of a valid passport (with expiry date and place)
- Curriculum vitae in English

Candidates must complete the application form accurately and send it electronically, together with the required documents, before the closing date for applications.

Once the above documents have been received, the candidate will sit a professional admission test conducted by the admissions committee. After the examination, the committee will make a recommendation on the candidate's admission. The oral part of the admission exam can be held either

at John Von Neumann University or via an online platform specified by the university (in the case of online admission, primarily via a real-time meeting on Microsoft Teams).

Applications are evaluated based on the documents submitted, with online interviews scheduled as necessary. The evaluation and decision-making process are conducted by the Admissions Committee(s) designated for each program.

The members of the committee are: the Dean of the faculty offering the program (chair of the committee) and a representative of the International Office. The admission decision is made by the dean of the faculty responsible for the program.

Following the entrance examination, the University will notify applicants of the results of their admission via its online system.

If the applicant is successful, they will be sent a CAL document.

If the applicant pays the necessary fees specified in the CAL, their application will be accepted and the University will send them an admission decision (FAL). The applicant must submit this certificate when applying for a visa.

After the admission test, the university will send the candidate a Letter of Notification of the result of his/her admission.

If the application is accepted, the official Letter of Admission will be sent to the candidate. This certificate must be presented by the candidate at the Embassy or Consulate of the Republic of Hungary in the country concerned when applying for a visa.

## Annex 2

### Process of the FFSZV:

- seating in the examination room should be arranged so that the candidates do not disturb or assist each other,
- 240 minutes (four hours) are provided for the written test for the candidates,
- the attached guidelines must be followed when allocating and collecting each written part of the examination,
- if the written examination is interrupted by any event, the time missed must be added to the time available,
- the candidate must arrive at the examination venue at least 30 minutes before the time of the written examination,
- at the start of the examination, the identity of the candidates present must be checked,
- candidates are informed of the rules of the written examination and the possible consequences of breaking them, and then the test papers are distributed. Only members of the group designated for the examination may be present when the tests are handed out. After the distribution of the tests, the room supervisor will indicate that the candidates may begin their work and record the time in the examination record. The time allowed for the preparation of the tests shall be calculated from that time.
- Candidates shall not be given any guidance or assistance in completing the task.
- Permanent supervision must be provided in the examination room and in the corridor. It is the responsibility of the supervising teacher/room supervisor to prevent candidates from using unauthorised aids, or getting help from peers or other persons.
- In the written examination, candidates can only work on the centrally issued test paper and on the supplementary papers stamped with the stamp of the higher education institution.
- Drawings must be done in pencil, all other written work in blue or black ink (ballpoint pen). The task paper may require the use of a typewriter or computer.
- Undistributed task papers must be invalidated.
- One worksheet for each examination subject must be attached to the record of the FFSZV examination.
- Candidates are responsible for providing their own writing utensils and aids. The detailed examination requirements and exam specifications specify the equipment to be provided by the organising institution. Candidates may not exchange aids between themselves.
- Candidates must indicate their name on each test paper and additional sheet received, together with the date of the test and the name of the subject on the additional sheets. Drafts and notes may be made only on these sheets.
- During the written examination, only one candidate at a time, and only one at a time if possible, may leave the room. Care must be taken to ensure that candidates do not come into contact with anyone.
- When the candidate leaves the room, he/she hands his/her examination paper to the supervising teacher/room supervisor, who will indicate the exact time of departure and return.
- After completing the written task, the candidate writes the number of the additional sheets used on the title page of the paper. The examination paper containing the solutions and the draft papers must be handed to the supervising teacher/room supervisor either in an envelope or stapled together. The supervising teacher/room supervisor checks, in the presence of the candidate, the number of additional sheets and whether the blank spaces and the draft sheets have been crossed out by the candidate. The envelope is then sealed in the presence of the candidate. The supervising teacher/room supervisor will record the date of completion in the minutes and sign them. After sealing the envelope, the candidate leaves the part of the building reserved for the examination.
- The supervising teachers/room supervisors keep a record of the written examination. The record should include the participants, the seating plan and the events of the examination. The record shall be signed by the supervising teacher/room supervisor.
- The coordinator of FFSZV will take the record of the written examination and the envelopes containing the papers, together with the blank papers, from the supervising teachers at the end of

the time allowed for the written examination. He signs the minutes and attaches them to the examination documents. The coordinator of FFSZV will hand the sealed envelopes containing the solutions, counted, to the teacher who will mark them

- If the supervising teacher/room supervisor 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 can continue the written examination.
- After the written examination has been completed, the coordinator of FFSZV will immediately investigate the irregularity. He shall record his findings in a detailed report. The report shall include statements by the candidate and the supervising teacher/room supervisor and any events which help the investigation of the irregularity. The report shall be signed by the supervising teacher/room supervisor, the coordinator of FFSZV and the candidate. The candidate may add a separate opinion to the report.
- The examination papers for the written examination are corrected by the person(s) designated by the institution, and errors and mistakes are marked in ink of a colour clearly distinguishable from the ink used by the candidate.
- The solutions to the examination questions must be corrected and marked on the basis of the answer key available on the website provided by the Office of Academic Affairs.
- If, in the course of correcting examination papers, the marking teacher comes to the conclusion that the candidate has used an unauthorised aid or assistance, he/she will mark the examination paper with his/her finding.
- The corrected and marked examination papers will be handed over to the coordinator of the FFSZV.
- After the correction, the candidate must be given one working day to view the corrected examination paper.
- Comments can only be made in the case of a correction or a numerical error in the assessment other than those described in the guidelines.
- Candidates must be informed before the written examination where and when they can view their papers and can comment on their marking.
- In the case of school-leaving examination subjects requiring a practical examination, it is the responsibility of the higher education institution to provide appropriate equipment and other conditions (equipment, tools, etc.).