

**Annex 7/c of the Statutes of the University of Pécs**

**The rules of admission procedure of foreign language trainings at the University of Pécs  
offered exclusively for foreign citizens**



**Pécs 2018**  
effective from 21<sup>st</sup> June 2018

Based on the Government Decree No 423 of 2012 (XII. 29.) (hereinafter Decree) the Senate of the University of Pécs (hereinafter University) establishes the following regulation (hereinafter Regulation) pertaining to the foreign language trainings offered exclusively for foreign citizens.

## **Chapter I. The scope of the Regulation**

**Article 1 (1)** The scope of the Regulation in regards of people covered shall extend to all organizational units of the University.

(2) The scope of the Regulation in regards of the objects covered shall extend to the foreign language trainings which are announced by the University exclusively for foreign citizens by conducting the University's own admission procedure instead of the central admission procedure of the Education Authority.

(3) In regards of this Regulation the person who owns a foreign citizenship and does not own a Hungarian citizenship shall be considered a foreign citizen.

## **Chapter II. Information on the trainings, application for the trainings**

**Article 2 (1)** The University keeps an independent database with the content elements specified in the higher educational admission information brochure of the foreign language trainings offered exclusively for foreign citizens (hereinafter: trainings).

(2) The detailed information regarding the trainings shall be available on the international enrollment webpage (<http://international.pte.hu>) of the University based on the independent database of Section (1). The training-related information of the faculty webpages are also available through the links on the international enrollment webpage of the University.

(3) The application for the trainings is conducted on the Dream!Apply online surface (<https://apply.pte.hu>, hereinafter: surface).

(4) The Faculties determine the deadline and conditions of the application for the trainings in the relevant Dean's Order by taking into consideration that the deadline of the application – except in case of cross-semester trainings – shall be set between February 1 and August 15 (July 31 in case of citizens of countries that require visa).

(5) The deadline for making up for the missing documents to be attached to the application shall be at least five days before the the decision on the admission. Contrary to the provisions of this Article, in case the Faculty makes it possible in the relevant Dean's Order, the applicant can declare during the admission procedure that he/she submits the secondary school leaving certificate at latest until the enrollment.

(6) The evaluation of the application, handling and storing of the documents submitted during the application is conducted primarily on the online surface.

(7) The following documents - besides the ones specifically required in the given trainings - are obligatory to be submitted in every case during the application:

- a) the document certifying the qualification necessary for the admission,
- b) document for personal identification,
- c) curriculum vitae with a photo.

(8) In the course of determining the application fee for the given training it shall be taken into consideration that the application fee cannot be less than 100 EUR. Without paying the application fee the applicant – except the applicants participating in the Stipendium Hungaricum Scholarship Program and the applicants of trainings for which the application fee is not allowed due to law or a bilateral contract with the University – cannot take part in the admission procedure.

(9) The student shall be notified about the admission decision on the surface. In case the given program wishes to provide a further, paper-based information can do it independently.

(10) Determining the admission requirements (documents to be uploaded, the procedure of the entrance examination) is the duty of the Faculty offering the training, publishing the requirements on the surface is the competence and obligation of the Directorate of International Relations. Determining the documents to upload regarding the health state is an exception as it is institutional competence.

### **Chapter III. The admission procedure**

**Article 3 (1)** The entrance examination can be held in the seat, location of the University or in an other place in Hungary or abroad specified in the admission rules of the given major by the Faculty.

(2) The entrance examination can be conducted only by a lecturer who is in public service employment or has a contract of services with the University. The colleagues of the Recruitment Agency affiliated with the University can take part in the organization of the entrance examination, but cannot participate in the examining process.

(3) The entrance examination may also be conducted by using online video call service. In this case the person assigned by the University shall check the identity of the applicant before the examination. Entrance examination through online video call service can be held on in the places determined by the Faculty. Only the examinee and person assigned by the Faculty to check the identity of the examinee and the legitimacy of the examination can be present at the place of the examination. Further detailed provisions pertaining to the entrance examinations conducted through online video call services shall be specified in Dean's Order.

(4) In the frame of the admission procedure written exam, oral exam, practical exam and aptitude test can be organized.

(5) The presence of one examinee shall be sufficient to hold the entrance examination, unless the Faculty offering the training does not require in Dean's Order the participation of more examinees in case of the given training.

(6) If its stipulated by the Faculty's admission rules regarding the given training the admission decision can be made based on the documents without entrance examination.

(7) Only the applicant with at least CEFR B2 level language examination in the language of the given training can be admitted. The language knowledge of the applicant shall be checked during the admission procedure except in case he/she pursued his/her previous studies in the language of the training. In this case the Faculty offering the training is not obliged to check the applicant's language knowledge.

(8) In case the University ascertains that the admission decision was made based on false data or information following the admission decision, but at latest during the enrollment, the committee entitled to make admission decisions shall annul them and make a resolution on rejecting the admission.

(9) The rules regarding the financial, accounting process related to the admission procedure is determined by the joint Rector's and Chancellor's Order.

#### **Chapter IV. The admission decision**

**Article 4.** (1) The admission decision shall be made by a committee of at least three members.

(2) The objective criteria of the admission decision shall be published on the surface at least 30 days preceding the starting date of the deadline application. The admission decision shall be a transparent decision based on these criteria in every case. The admission decision shall contain the identification of the applicant and the information on legal remedy.

(3) The resolution on the admission decision (admitting the student) shall contain the following:

- a) personal data of the applicant (name, place of birth, date of birth, citizenship),
- b) name of the training (the Faculty of the University and the major in which the training is pursued),
- c) the length of the training (number of semesters),
- d) expected end date of the student status,
- e) schedule of the training (full-time or correspondence),
- f) financing form,
- g) information on the possibility of legal remedy,
- h) certifying that the applicant paid the charges imposed by the University,
- i) certifying that the applicant possesses the language knowledge required to continue his/her studies (checked by the University).

(4) The applicant shall be notified about the admission decision (at least in electronic way) at a time when he/she has enough time to fulfil the university-related and other administrative tasks including the duties required by the Immigration and Asylum Office.

(5) In case the applicant disapproves the admission decision from a professional point of view, he/she may submit an appeal within 8 days from notification on the admission decision. The person entitled to review the appeal is the Dean of the Faculty offering the training. In case the applicant disapproves the admission decision referring to breach of law or regulation, he/she may submit an appeal within 15 days from notification on the admission decision, which shall be reviewed by the Secondary Educational Committee.

(6) In case of applicants for the English language trainings with rejective admission decisions the admission resolution shall offer or in case the relating Dean's Order stipulates so it may offer the applicant the establishment of student's legal status in the University's preparatory training.

**Chapter V.**  
**Special provisions pertaining to the health aptitude test**

**Article 5.** (1) In case of trainings in which the University's regulation based on law requires it, a valid health aptitude result on a test organised by the University shall be the condition of the establishment of student's legal status.

(2) In case the relating Dean's Order makes it possible in case of the given training the admitted applicant can enrol – provided that based on the health statement signed by him/her and the documents submitted by him/her there is no reason that would exclude the establishment of the student's legal status – preceding the health aptitude test organised by the University, however, in this case the University's decision on accepting enrolment shall be a conditional decision requiring the valid health aptitude result on the test organised by the University. If in this case the applicant does not pass health aptitude test organised by the University and it can be stated that the valid health aptitude result on the test organised by the University is not fulfilled as the condition of the establishment of student's legal status, the student's legal status of the applicant cannot be considered established and the applicant – as a person whose student's legal status has not been established – shall be deleted from the student registry.

**Chapter VI.**  
**Special provisions pertaining to the preparatory trainings of the International Studies Center of the Medical School**

**Article 6.** (1) The International Studies Center of the Medical School (hereinafter: ISC) organizes preparatory trainings with student's legal status. The relating codes of the Medical School and the following special provisions of the Regulation shall be applied to the preparatory trainings.

(2) The preparatory trainings can be 1 semester (5 month), 2 semester (10 month) or 3 semester (15 month) long.

(3) The requirement of participating in preparatory trainings is secondary school qualification or a qualification identical with secondary school qualification. The applicant shall submit the document certifying the qualification at latest during the enrolment.

(4) In the course of determining the application fee for the preparatory training it shall be taken into consideration that the application fee cannot be less than 100 EUR. Without paying the application fee the applicant cannot take part in the admission procedure.

(5) The extent of the application and/or registration fee to be paid by the person applying for preparatory training shall be determined by the Dean's Order issued with the approval of the Chauncellore, the rules on the related financial, accounting process related are determined by the joint Rector's and Chauncellor's Order.

(6) The admission procedure consists of a written test and – by using the online video call service- a motivational interview determining whether the applicant is „eligible” or „ineligible”.

(7) The applicant shall be professionally evaluated by the head of the English Programme of the International Studies Center of the Medical School in case of English language preparatory courses or by

the head of the Hungarian Programme of the International Studies Center of the Medical School in case of the Hungarian language preparatory trainings and makes a proposal about the applicants to the director of the ISC. The admission decisions shall be made by the director of the ISC.

## **Chapter VII. Closing and enacting provisions**

**Article 7.** (1) This Regulation shall come into effect on the day it was accepted by the Senate. The provisions of this Regulation shall be first applied to the applications for the training announced for the academic year 2019/2020.

(2) The Faculties are obliged to prepare and publish the Dean's Orders on the detailed admission rules of their foreign language trainings offered exclusively for foreign citizens in accordance with the provisions of this Regulation at latest until October 15, 2018. In case the Dean's Order contains accounting, financial provisions it can come into effect only with the preliminary approval of the Chauncellor.

(3) The joint Rector's and Chauncellor's Order referred to in this Regulation shall be prepared and published at latest until October 15, 2018.

(4) The Medical School is obliged to prepare and publish the codes of preparatory trainings determined in Article 6 of this Regulation at latest until December 31, 2018. In case these codes contain accounting, financial provisions these can come into effect only with the preliminary approval of the Chauncellor.

Pécs, June 21, 2018

Dr. Bódis József  
Rector

### **Additional clause:**

This Regulation was adopted by the Senate by its Decision No 80/2018. (June 21) on its meeting held on 21st June 2018.