

6. ADMISSIONS AND TRANSFER REGULATIONS (ATR)¹

(applicable in the 2022 admission procedure)

unanimously adopted by the Senate of the Dharma Gate Buddhist College
The Senate of the Dharma Gate Buddhist College
– acting under the authorisation granted in Section 91 (7) of Act CCIV of 2011 on National Higher Education (NHEA); Section 41 (1) of Government Decree 423/2012 (XII. 29.) on the admission procedure to higher education; and Chapter VI of Annex 6 to EMMI Decree 18/2016 (VIII. 5.) amending EMMI Decree 8/2013 (I. 30.) on the training and learning outcomes requirements of higher education vocational programmes, bachelor's and master's programmes, as well as the common requirements of teacher training and the training and learning outcomes requirements of individual teacher training programmes,
– in line with the Maintainer's (the Dharma Gate Buddhist Church, hereinafter: Maintainer) policy guidance, hereby determines the deadline and manner for applying to the programmes commencing in the academic year 2020/2021, together with the admission procedure and its requirements.

6.1. GENERAL PROVISIONS

6.1.1. General provisions on the Regulations

6.1.1.1. Purpose of the Regulation:

6.1.1.1.1. The purpose of these Regulations is, as part of the student requirement system of the Organizational and Operational Regulations (OOR) of the Dharma Gate Buddhist College (hereinafter: College), and in line with the Maintainer's policy guidance, to regulate the issues relating to admission to the higher education vocational, bachelor's and master's programmes and their specialisations operating at the College in the field of theology (discipline: theology; training area: theology; training branch: theology), transfers from programmes at other higher education institutions to these programmes, the establishment of visiting student and parallel student legal relationships between students of other higher education institutions and the College, as well as the commencement, within an existing student legal relationship at the College, of studies required for obtaining an additional qualification.

6.1.1.2. Application of the Regulations

6.1.1.2.1. The provisions herein shall be applied in harmony with, and having regard to, the relevant provisions of the legislation listed in the Annex. Statutory references made by these Regulations shall be matched to the respective pieces of legislation as set out in the Annex.

6.1.1.2.2. The provisions of Section 6.1.1.2.1. do not preclude the application of provisions of these Regulations which deviate from the prescriptions of the legislation listed in the Annex in a manner permitted by provisions of other legislation of the same or higher rank.

6.1.1.2.3. Of the NHEA provisions on the creation of a student legal relationship, any provisions incompatible with these Regulations shall not be applicable—having regard to Section 91 (7) of the NHEA.

6.1.1.3. Development of the Regulations

6.1.1.3.1. The admission bodies [6.2.1.2.] and other college bodies [6.2.1.3.] shall inform the Senate, through the Rector, of any facts or circumstances that come to their knowledge in the course of their operation which, in their judgement, justify amending these Regulations on grounds of lawfulness or expediency. On behalf of the given body, and on the basis of a collegiate position, the head of the body is entitled and obliged to provide such information to the Rector.

¹ Text adopted by the Senate in Resolution 2/2020. (02.27.) of 27 February 2020. Points 1.9.3 and 2.2 of Appendix 1 to Annex 1 were amended by Senate Resolution 2/2022. (04.07.) of 7 April 2022. Point 6.3.1.21 was amended by Senate Resolution 35/2025. (07.10.) of 10 July 2025. Effective from 10 July 2025.

6.1.1.3.2. For the Rector and the members of the Senate, the obligation under Section 6.1.1.3.1. applies with the difference that notification to the Senate is made directly and without the collegiate position being required.

6.1.1.3.3. The Senate shall, within a reasonable time—on the basis of the prior opinion of the Quality Management Committee—examine the matters set out in the notifications under Sections 6.1.1.3.1. and 6.1.1.3.2., and, where justified, amend these Regulations accordingly.

6.1.2. Rules on equal treatment and religious or ideological conviction

6.1.2.1. Equal treatment

6.1.2.1.1. Any breach of the requirement of equal treatment is prohibited in the College's admission procedure.

6.1.2.1.2. In the admission procedure,

a) with regard to the characteristics set out in points a)–c), e) and j)–s) of Section 8 of the Equal Treatment Act, nothing may qualify as a reason within the meaning of Section 7 (2) of the Equal Treatment Act;

b) with regard to the characteristics set out in points d) and f) of Section 8 of the Equal Treatment Act, nothing may qualify as a reason within the meaning of Section 7 (2) of the Equal Treatment Act—or, where nationality or mother tongue also entails foreign citizenship, only the enforcement of legislation governing that legal status may so qualify;

c) with regard to the characteristics set out in points g)–h) of Section 8 of the Equal Treatment Act, nothing may qualify as a reason within the meaning of Section 7 (2) of the Equal Treatment Act—or, where disability or state of health manifestly prevents the successful pursuit of studies, only that circumstance may so qualify;

d) with regard to the characteristic set out in point i) of Section 8 of the Equal Treatment Act, only the implementation of Section 6.1.2.2.2. may qualify as a reason within the meaning of Section 7 (2) of the Equal Treatment Act;

e) with regard to the characteristic set out in point t) of Section 8 of the Equal Treatment Act, only the enforcement, within the framework of these Regulations, of the requirement of aptitude based on ability may qualify as a reason within the meaning of Section 7 (2) of the Equal Treatment Act.

6.1.2.1.3. College bodies shall observe Sections 6.1.2.1.1. and 6.1.2.1.2. when taking decisions in named or inherently discretionary powers. From provisions of these Regulations that do not provide for discretion and concern matters of equal treatment, college bodies may not depart on the basis of their own legal interpretation from Sections 6.1.2.1.1. and 6.1.2.1.2. In cases of doubt, the provisions of Section 6.1.1.3. shall apply.

6.1.2.2. Religious and ideological conviction

6.1.2.2.1. Acceptance of the Buddhist religion, or of any other religion or worldview, and proof thereof, is not a precondition for acceptance of an application.

6.1.2.2.2. In establishing the admission ranking, an individual commitment to Buddhism, or to knowledge corresponding to the specialisation chosen by the applicant, may be taken into account as an assessment factor as set out in these Regulations.

6.1.3. Certain fundamental rules of admission

6.1.3.1. Certain personal conditions

6.1.3.1.1. Studies at the College may be commenced by an applicant who has been admitted.

6.1.3.1.2. Admission—subject to the fulfilment of other conditions—may be granted to an applicant who

a) holds the required educational qualification;

b) has command of the language of instruction;

c) provides the data necessary for assessing the admission application as set out in these Regulations.

6.1.3.1.3. The admission decision shall be taken after applying the exclusionary criteria set out in these Regulations, on the basis of a ranking by ability.

6.1.3.1.4. Where so provided by these Regulations, the assessment of ability shall be based, in whole or in part, on actions performed by the applicant during or in connection with the admission procedure.

6.1.3.2. Questions of legal capacity

6.1.3.2.1. The applicant's legal capacity is immaterial for the purpose of assessing the admission application.

6.1.3.2.2. The applicant's admission application and other written statements made at the time of application or during the admission procedure shall be valid

a) in the case of an applicant with full legal capacity, with the applicant's sole signature;

b) in the case of a minor applicant with limited legal capacity—between 14 and 18 years of age and not under guardianship partially or fully restricting legal capacity— with the joint signature of the applicant and the applicant's legal representative, or with the sole signature of the legal representative [Civil Code Section 2:12 (1)];

c) in the case of an applicant whose legal capacity is partially restricted with regard to the admission application

or other written statements to be made on the application form, with the applicant's sole signature, or with the joint signature of the applicant and the guardian, depending on the content of the court judgement [Civil Code Section 2:20 (1)];

d) in the case of an applicant without legal capacity, with the sole signature of the applicant's guardian [Civil Code Section 2:22 (1)].

6.1.3.3. Exclusivity of rights

6.1.3.3.1. The decision on admission falls within the exclusive right of the College.

6.1.3.3.2. The College decides on admission outside the central admission procedure, within its own procedure.

6.1.3.3.3. The provisions on exclusivity of rights may not be interpreted as preventing

- a) the effect of a final court judgement, or
- b) the effect of a final decision of the Equal Treatment Authority.

6.1.4. Fundamental questions of admission

6.1.4.1. Admission

6.1.4.1.1. Admission

Admission is to

- a) a training level;
 - b) a programme and—where so provided by these Regulations—a specialisation within it;
 - c) a study format (mode of study);
 - d) a language of instruction, or—where the programme is offered in multiple languages—languages of instruction; and
 - e) a form of funding,
- as set out in these Regulations.

6.1.4.2. Liability of the applicant

6.1.4.2.1. Serious and culpable breaches of obligations by the applicant during the admission procedure shall be governed, mutatis mutandis, by the rules on student disciplinary liability.

6.2. INSTITUTIONAL COMPETENCES RELATED TO THE ADMISSION PROCEDURE

6.2.1. College bodies and their functions in the admission system

6.2.1.1. The Senate and the Rector

6.2.1.1.1. In relation to the admission procedure, the Senate exercises directing powers.

6.2.1.1.2. In relation to the admission procedure, the Rector exercises directing powers and administrative competences.

6.2.1.2. Admission bodies and their tasks

6.2.1.2.1. The College's admission bodies are:

- a) the College Council;
- b) the admission examination committees;
- c) the committee for marking admission papers.

6.2.1.2.2. Within the framework of the Admission Regulations, the College Council defines the College's admission system.

6.2.1.2.3. [repealed]

6.2.1.2.4. The admission examination committees consist of three members:

- a) two instructors appointed by the Rector;
- b) one student delegated by the Student Government.

In the case of an aptitude assessment, at least one of the instructor members must be a practical instructor.

For applicants with disabilities, the admission committee is entitled to consult a specialist in pedagogy, psychology and subject methodology before taking its decision; therefore, such specialists are entitled to attend the applicant's admission interview and/or aptitude assessment.

6.2.1.2.5. In relation to the admission procedure, the admission examination committees exercise administrative competences.

6.2.1.2.6. The number and type of admission examination committees shall be determined by the Rector as required. The individual committees shall be distinguished from each other by numbering.

6.2.1.2.7. The Student Government shall submit the names of the student members of the admission examination

committees to the Rector in a delegation list. Where possible, the Rector shall assign each student—based on their specialisation—to a committee examining applicants for the corresponding specialisation. If the number of students on the list is less than the number of committees, the Student Government shall, at the Rector's request, duly supplement the list; if the number of students on the list exceeds the number of committees, the Rector shall take the submission into account to the extent of the number of committees.

6.2.1.2.8. The committee for marking admission papers consists of three members, who are instructors appointed by the Rector.

6.2.1.2.9. In relation to the admission procedure, the committee for marking admission papers exercises administrative competences.

6.2.1.2.10. Admission examination committees and committees for marking admission papers may be established with competences extending to all admission procedures of the College, or aligned with the aspects set out in points a)–e) of Section 6.1.4.1.1.

6.2.1.2.11. The work of the admission examination committees and of the committee for marking admission papers shall be directed by a chair designated by the Rector from among the instructor members.

6.2.1.3. Other college bodies

6.2.1.3.1. The Student Affairs Committee, acting as the Credit Transfer Committee [OOR 1.5.5., SER 2.1.4.6.9], exercises administrative competences related to credit recognition in connection with the admission procedure.

6.2.1.3.2. The Student Disciplinary Committee exercises administrative competences in disciplinary and compensation cases arising in connection with the admission procedure.

6.2.1.3.3. The Student Appeals Committee exercises second-instance administrative competences in matters related to the admission procedure.

6.2.1.3.4. The Quality Management Committee analyses from a quality assurance perspective the College's admission procedure, proposals for its amendment, and the admission process and application data, and—within the framework of its annual quality assurance report—provides information on these to the Senate.

6.2.2. Directing powers

6.2.2.1. Powers of the Senate

6.2.2.1.1. In exercising its directing powers, the Senate shall

a) within the framework of statutory provisions and the agreement concluded by the Maintainer and the minister responsible for higher education, decide—broken down by the types of admission defined in points a)–e) of Section 6.1.4.1.1.—on the announcement of the opportunity to apply for admission;

b) in the breakdown under point a), and—where so provided by these Regulations—also in a more detailed specialisation-based or other breakdown, determine, modify and reallocate the admission target numbers;

c) elect the instructor and administrative staff members of the College Council;

d) determine, in the breakdown under point a), the text of the application forms and the related completion guides, information notes and other documents required during the procedure, as well as—within the framework of these Regulations—the list of documents and copies to be submitted as attachments to the application form;

d) determine, in the breakdown under point a), the text of the application forms and the related completion guides, information notes and other documents required during the procedure, as well as—within the framework of these Regulations—the list of documents and copies to be submitted as attachments to the application form;

e) approve the final text of the institutional information to be published in the Higher Education Admission Guide and its official supplement, as well as other notices;

f) direct the College's information and advertising activities other than under point e), and in this context approve the text of specific information materials and advertisements, and their place, time (duration) and frequency of publication in the print press and electronic media, as well as on the website of the College and of the Education Office;

g) within the limits set by the institutional budget, ensure the financial conditions for conducting the admission procedure, the coverage of material expenditures, and the remuneration of those participating in the work of the admission bodies;

h) in the event of unfilled admission target numbers [point b)], decide on announcing the possibility of extraordinary applications (supplementary admission); if announcement is ordered, act within the competences under points d) and f)–g);

i) decide that, due to an insufficient number of applicants for a specialisation, no applicants will be admitted to that specialisation, or decide to discontinue the announcement of that specialisation;

j) perform other tasks defined in these Regulations.

6.2.2.1.2. The Senate may delegate the powers set out in points a) and b) of Section 6.2.2.1.1. to the College Council, and the powers set out in points d)–f) and h)–j) to the Rector.

6.2.2.2. Powers of the Rector

6.2.2.2.1. In exercising its directing powers, the Rector

- a) makes proposals on the substance of decisions falling within the Senate's directing powers, and ensures the proper preparation and implementation of those decisions;
 - b) ensures the organisation and continuous maintenance of cooperation with the ministry led by the minister responsible for higher education and with the Education Office;
 - c) ensures the appropriate training of the members of the admission bodies;
 - d) sets the dates of Open Days [6.3.1.3.];
 - e) sets the dates of the admission acts of the admission procedure;
 - f) ensures the development, production and confidential handling of the tasks, test papers and marking schemes of the written examinations;
 - g) ensures the organisation of appropriate information provision for those interested in admission;
 - h) coordinates student admissions and performs other tasks set out in these Regulations, including tasks delegated to the Rector under Section 6.2.2.1.2.
- 6.2.2.2.2. The power under point f) of Section 6.2.2.2.1. should preferably be exercised with the involvement of the committee for marking admission papers.
- 6.2.2.2.3. The Rector may, by decision, delegate in part or in full the powers under Section 6.2.2.2.1.—including the tasks under point h) of Section 6.2.2.2.1.—to the Vice-Rector for Education.

6.2.2.3. Powers of the College Council

- 6.2.2.3.1. In exercising directing powers, the College Council
- a) processes, analyses and evaluates data generated in connection with the admission procedure, on the basis of which it submits a summary report to the Senate, and may submit proposals to the Senate or to the Rector;
 - b) determines the actual admission numbers, taking into account the target numbers set by the Senate and the data generated in the admission procedure;
 - c) within a programme segment and funding form, allocates—under these Regulations—the remaining numbers of such specialisations whose quotas could not be fully filled during the admission procedure;
 - d) performs other tasks set out in these Regulations, including tasks delegated to it under Section 6.2.2.1.2.

6.2.2.4. Powers of the Student Government

- 6.2.2.4.1. In exercising directing powers, the Student Government
- a) delegates a member to the College Council [OOR 2.3.1.3];
 - b) delegates one member per committee to the admission committees;
 - c) performs other tasks set out in these Regulations.
- 6.2.2.4.2. The scope of delegation extends to the given admission procedure and to any extraordinary admission procedure ordered in connection therewith.

6.2.3. Administrative competences

6.2.3.1. Competences of the Rector

- 6.2.3.1.1. In exercising administrative competences, the Rector
- a) conducts, under the Act on Recognition and the rules of the General Administrative Procedure Act, the administrative authority procedure for the recognition, for further study purposes, of foreign certificates or diplomas;
 - b) summons applicants to the admission acts;
 - c) performs other tasks set out in these Regulations.
- 6.2.3.1.2. At the Rector's instruction, an instructor with adequate language proficiency shall verify the correctness of translations of documents submitted without an official translation in the framework of a recognition procedure falling within the College's competence.
- 6.2.3.1.3. The Rector may, by decision, delegate in part or in full the competences under Sections 6.2.3.1.1. and 6.2.3.1.2.—including the tasks under point c) of Section 6.2.3.1.1.—to the Vice-Rector for Education.

6.2.3.2. Competences of the Vice-Rector for Education

- 6.2.3.2.1. In exercising administrative competences, the Vice-Rector for Education
- a) assigns applicants to admission examination committees by means of a public draw;
 - b) supervises the conduct of the examination acts;
 - c) decides on admission—granting, rejecting or refusing the admission application—and notifies the applicant of the decision;
 - d) ensures the recording of data generated during, or in connection with, the admission procedure;
 - e) performs other tasks set out in these Regulations or delegated by the Rector.
- 6.2.3.2.2. The Vice-Rector for Education carries out administrative competences with the involvement of the Academic Affairs Office as the administrative unit, in cooperation with the Director of Studies who heads it.

6.2.3.3. Competence of the admission examination committees

6.2.3.3.1. For applicants assigned to them by public draw, the admission examination committees conduct the oral admission acts: the admission interview and the aptitude assessment, and determine the admission points obtainable therein (including the assessment of motivation and professional aptitude); they also assess the essay questions to be completed as part of the written admission examination and determine the admission points obtainable for that task.

6.2.3.3.2. The concepts and rules of the admission interview and the aptitude assessment are set out in Annex 4 to these Regulations.

6.2.3.4. Competence of the committee for marking admission papers

6.2.3.4.1. Except in the case defined in Section 6.2.3.3.1., the committee for marking admission papers

- a) marks applicants' admission examination papers;
- b) determines the admission points obtainable by the written examination;
- c) performs other tasks set out in these Regulations.

6.2.3.5. Competence of the Credit Transfer Committee

6.2.3.5.1. The Student Affairs Committee, acting as the Credit Transfer Committee, recognises knowledge previously acquired by admitted applicants and credits it, with appropriate credit value, to the curriculum of the relevant programme, in accordance with the rules governing this activity and its own operation.

6.2.3.6. [Repealed]

6.2.3.6.1. [Repealed]

6.2.3.7. Competence of the Student Appeals Committee

6.2.3.7.1. During the admission procedure, the Student Appeals Committee assesses appeals lodged against decisions taken in the admission procedure, in accordance with the rules governing this activity and its own operation, with the exception of recognition decisions.

6.3. THE ADMISSION PROCEDURE

6.3.1. The regular admission procedure

6.3.1.1. Purpose and framework of the admission procedure

6.3.1.1.1. The College decides on the possibility of establishing a student legal relationship within the framework of an admission procedure.

6.3.1.1.2. The College's admission procedure is a specific institutional procedural form established on the basis of Section 91 (7) of the NHEA.

6.3.1.1.3. An admission procedure may be conducted, in the given programme and training level, in programme segments jointly determined by the study formats (modes of study) and the languages of instruction.

6.3.1.1.4. Any of the existing forms of funding may be assigned to a programme segment, even jointly, provided this does not breach legislation. The assignment is made by the Senate in the exercise of its competence under point a) of Section 6.2.2.1.1.

6.3.1.1.5. The admission procedure is initiated by the applicant's admission application and concludes with the final decision on admission—granting, rejecting or refusing the admission application. On grounds of lawfulness, the admission decision may be amended or revoked ex officio until the establishment of the student legal relationship; in such cases the admission procedure concludes with the final decision amending or revoking the original admission decision. From certain provisions of the admission decision, it is permissible—during the existence of the student legal relationship—to depart for the purpose of enforcing a statutory provision, as set out in separate regulations.

6.3.1.1.6. In connection with the admission procedure—prior to submitting an admission application—those interested in admission may receive admission information, may learn about the College within the framework of an institutional visit, and may attend an Open Day.

6.3.1.1.7. The Rector may launch a paid preparatory course. Participation in the course is not a precondition for applying for admission and does not replace any admission act, except that a successful final written examination of the preparatory course may be taken into account as a written admission act.

6.3.1.2. Admission information

6.3.1.2.1. The College provides information on its institutional specificities, the content of the programmes it operates, the conditions of admission and the rules of the admission procedure.

6.3.1.2.2. Forms of information provision include in particular:

- a) the institutional overview and other notices published in the Education Office's official Higher Education

Admission Guide, as well as in the College's own Institutional Guide issued annually—published on the tkbf.hu website and issued also in printed form;

b) the written information accompanying the application form, which may be combined with the form's completion guide;

c) information and advertisements published in the print press and electronic media;

d) information and advertisements published on the website of the College and of the Education Office;

e) oral information provided in person or by telephone by the College's staff to interested parties.

6.3.1.2.3. For the forms of information provision under Section 6.3.1.2.2., the applicant's right to obtain information in a comprehensive, accurate and accessible form must be ensured.

6.3.1.2.3.4. The provisions of the Information Act shall also apply to information published on the College's website and to content on the website related to the admission procedure. The institutional guide must be made public on the College's website and—by the Rector's decision—also in paper format or on an electronic data carrier, in such a way that all its amendments and the effect of the changes are clearly traceable to students during the existence of their legal relationship.

6.3.1.3. Institutional visit, Open Day

6.3.1.3.1. The College ensures that those interested in admission may learn about the institution and its programmes by means of a personal visit, and may observe the conduct of classes (institutional visit).

6.3.1.3.2. On specified days, the College ensures that, in addition to the options set out in Section 6.3.1.3.1., those interested in admission receive group oral information and have their questions answered.

6.3.1.4. Admission application

6.3.1.4.1. An admission application may be submitted on the application form to be completed electronically on the College's website and then—after saving and printing—submitted to the College by post or in person, addressed to the College and bearing a date and signature, with due regard to the deadlines set by the College. For documents uploaded electronically, the date of dispatch shall be the date of sending the document. Deadlines are automatically extended by the number of days affected by service interruptions.

6.3.1.4.2. On the application form, the applicant makes the legal declarations required in the admission procedure and provides data.

6.3.1.4.3. The application form must be submitted with the following attachments:

a) a handwritten motivation letter [Annex 4 points 1.1–3];

ba) secondary school-leaving certificate (issued abroad; from a foreign-system school operating in Hungary; and for those who took the school-leaving examination in Hungary before 1 January 2006) or

bb) the secondary school-leaving diploma (for those who took the Hungarian secondary school-leaving examination after 1 January 2006), or

bc) secondary school certificate (in the case set out in point 6.3.1.4.5);

c) a higher-education diploma;

d) in the case of disability, a detailed expert opinion;

e) proof of payment of the institutional procedural fee;

f) other documents necessary for the calculation of additional points, as detailed in the completion guide to the application form.

6.3.1.4.4. All legal declarations and data provision required for assessing the admission application must be made on the application form, and all necessary attachments must be submitted together with the application form.

6.3.1.4.5. By way of derogation from Section 6.3.1.4.4., proof of the required educational qualification need not be required from applicants who, at the time of application, could not yet have obtained the required qualification, but are expected to do so in good time. In such cases, a reasonable date must be set as the deadline for proving the acquisition of the qualification—by which it is still expected to be obtained—and which at the same time allows the admission decision to be taken in due time.

6.3.1.5. Institutional procedural fee

6.3.1.5.1. For the conduct of the admission procedure, the applicant shall pay an institutional procedural fee in the amount specified in the specific rules for admission to the given programme set out in these Regulations.

6.3.1.5.2. Payment of the institutional procedural fee shall be evidenced, when submitting the admission application, by a bank transfer receipt or the sender's receipt of a postal payment order.

6.3.1.5.3. The College does not refund institutional procedural fees paid.

6.3.1.6. Remedying deficiencies

6.3.1.6.1. If the application form is incomplete, its attachments are not comprehensive or are missing, or the institutional procedural fee has not been paid or payment has not been evidenced, the applicant shall be called upon by the Academic Affairs Office to provide rectification.

6.3.1.6.2. The deadline for supplying missing documents is 8 days from receipt of the notice. If the applicant is

required to complete an admissions action, they may also be called upon in the summons letter to make good the deficiency by the start time of the first admissions action.

6.3.1.6.3. The notice to supply missing documents—if it is not part of the summons letter—shall include:

- a) the items specified in points b)–f) of paragraph 6.3.1.19.2 and the College's institutional identifier;
- b) the name of the deficiency to be remedied, and the manner and deadline (cut-off date) for supplying it;
- c) information on the legal consequences of failing to comply with the obligation to supply the missing documents;
- d) the place and date of issue of the notice, and, as issuing officer, the name, position and original signature of the Rector or the Vice-Rector for Education, together with the College's stamp impression (round seal);
- e) the number of copies of the notice and information on the purpose (recipients) of each copy.

6.3.1.6.4. An application for admission by an applicant who fails to supply the missing documents must be rejected.

6.3.1.6.5. If the deadline set in point 6.3.1.4.5 is missed, issuing a request to remedy deficiencies is not required.

6.3.1.7. Recognition

6.3.1.7.1. A foreign certificate or diploma attests to the possession of the qualification level required as an entry requirement for admission to the given study level if

- a) a relevant provision of an international (intergovernmental) agreement so provides; or
- b) recognition has been conducted under the provisions of the Act on Recognition (Elism. tv.).

6.3.1.7.2. The application for recognition must be accompanied by:

- a) an authenticated copy of the original certificate or diploma, or an authenticated copy of a document identical to the original diploma (duplicate);
- b) an authenticated copy of a document issued by the foreign educational institution (grade book, record book, curriculum map) that credibly certifies the duration of studies and the successful completion of the academic requirements prescribed for obtaining the certificate or diploma
- c) authenticated Hungarian translations of the documents referred to in points a) and b); and
- d) the bank receipt proving transfer of the procedural fee.

6.3.1.7.3. In a recognition procedure falling within the competence of the College:

A) the applicant may, as an exception—particularly in case of doubt, but then together with making the request referred to under point E)—be called upon to present the originals of the documents specified in points a) and b) of paragraph 6.3.1.7.2;

B) documents issued in English, French, German, Russian, Chinese, Japanese, Hindi, Sanskrit or Tibetan under paragraph 6.3.1.7.2 a) and b) may be submitted without authenticated translation;

C) if the documents submitted as annexes to the application do not provide sufficient information for assessment, the applicant may be called upon to

Ca) present copies of certificates or diplomas proving studies completed prior to the studies leading to the certificate or diploma; and/or

Cb) submit a copy of a document issued by the foreign educational institution from which the institution's and programme's academic regulations and curriculum can be learned.

Submission of copies of these documents shall be requested together with making the request referred to under point E), with the requirement to submit authenticated copies and—except where the documents are in the languages listed under point B)—authenticated translations at the same time;

D) submission of the copy referred to in point Cb) may be requested, as needed, when applying for master's programmes and postgraduate specialist training programmes, with the requirement to submit authenticated translations at the same time—except where the documents are in the languages listed under point B)—and, in case of doubt about the copy submitted, submission of an authenticated copy shall be required together with making the request referred to under point E);

E) in the cases set out in Sections 7 (1) and (2) of the Act on Recognition (Elism. tv.), the request specified therein must be made;

F) the Hungarian Equivalence and Information Centre (MEIK) of the Educational Authority may be consulted as an expert;

G) an appeal against the first-instance decision may be lodged with the minister responsible for education.

6.3.1.8. Grounds for exclusion from admission

6.3.1.8.1. A student whose student status was terminated by a disciplinary decision of expulsion may not be admitted to the College until the adverse consequences linked to the disciplinary sanction have been lifted [Student Disciplinary Regulations (HFKSZ) 4.8.1.1], or unless the Rector [HFKSZ 4.8.1], or in the case of expulsion the Disciplinary Council of the Student Appeals Committee, grants exemption from the effect of the disciplinary sanction upon request [HFKSZ 4.8.1.2].

6.3.1.8.2. If student status was terminated due to arrears, the applicant may not be admitted until the arrears have been paid.

6.3.1.8.3. The application for admission shall be rejected if, during the admissions procedure, a ground for

exclusion from the procedure exists.

6.3.1.8.4. An applicant admitted to the College who did not establish student status may be admitted to the College only within the framework of a new admissions procedure.

6.3.1.9. Rejection of the application for admission

6.3.1.9.1. If any ground for exclusion from admission exists, the application for admission shall be rejected without further actions.

6.3.1.9.2. If the application for admission is rejected, the applicant may not establish student status with the College.

6.3.1.10. Protection of first admission

6.3.1.10.1. An applicant excluded from the admission procedure may, after the exclusion period has elapsed, only be admitted to a self-financed programme at the College, if their admission to a state-funded (partial) scholarship programme would prevent the admission of another applicant — one who has not yet established a student status with the College — to a state-funded (partial) scholarship programme.

6.3.1.11. Admissions actions

6.3.1.11.1. Where these Regulations so provide, the selection of applicants to be admitted shall be based in part or in whole on admissions actions.

6.3.1.11.2. Admissions actions may include in particular:

- a) written examination, including
 - aa) multiple-choice test,
 - ab) essay questions to be developed;
- b) oral components, including
 - ba) admissions interview (motivation),
 - bb) assessment of general knowledge,
- bc) oral examination;
- c) aptitude assessment.

6.3.1.11.3. On the basis of the actions listed in points a)–c) of paragraph 6.3.1.11.2, an admissions score shall be determined. The admissions score shall be determined directly—without applying a system based on converting results from any special points systems used to assess particular actions. The application for admission shall be rejected if the applicant's aptitude assessment is graded "Not passed" [the action under point c) of paragraph 6.3.1.11.2]. The specific rules for admission to individual programmes determine which of the possible admissions actions are applied in the given programme.

6.3.1.11.4. Admissions actions are not public.

6.3.1.11.5. Results achieved in admissions actions completed in a previous admissions procedure shall not be taken into account.

6.3.1.11.6. Applicants shall be called to admissions actions in writing by the Academic Affairs Office in a summons letter. The summons letter must be sent so that the applicant receives it at least five working days before the admissions action specified therein.

6.3.1.11.7. The summons letter shall include:

- a) the items specified in points b)–f) of paragraph 6.3.1.19.2 and the College's institutional identifier;
- b) the names, content, place, date/time and duration of the admissions actions under paragraph 6.3.1.11.2;
- c) any aids required or permitted during each action;
- d) a request to verify identity with a photo-bearing official ID before the start of each action;
- e) a list of any additional documents required and a request to present or submit them;
- f) in the case of a notice to supply missing documents, the name of the deficiency to be remedied, and the manner and deadline (cut-off date) for supplying it, together with information on the legal consequences of failing to comply;
- g) the applicant's rights in connection with each admissions action;
- h) information on how, where and when the results of each action will be communicated;
- i) information on access to these Regulations and how to consult them;
- j) the place and date of issue of the summons letter, and, as issuing officer, the name, position and original signature of the Rector or the Vice-Rector for Education, together with the College's stamp impression (round seal);
- k) the number of copies of the summons letter and information on the purpose (recipients) of each copy.

6.3.1.12. The written examination

6.3.1.12.1. The written examination is a group examination.

6.3.1.12.2. The questions and tasks of the written examination must be kept confidential until the start of the examination; the marking keys until the end of the examination.

6.3.1.12.3. Before the written examination begins, candidates shall identify themselves with the summons letter and a photo-bearing official ID.

6.3.1.12.4. The anonymity of the individuals who prepared each exam paper must be maintained towards all persons other than the Rector, the Vice-Rector for Education and the Director of Academic Affairs—particularly the other candidates and the members of the committee marking the admissions exam papers—until the completion of the assessment of the papers. This requirement shall continue to apply thereafter towards the other candidates and persons outside the staff of the College bodies.

6.3.1.12.5. The duration of the written examination shall be determined by the Rector.

6.3.1.12.6. The candidate may not mark their paper with any sign suitable for personal identification.

6.3.1.12.7. Only the candidates, the Vice-Rector for Education, the Rector and persons authorised by the Rector may be present at the venue of the written examination during its duration.

6.3.1.12.8. Upon completion of the paper, the candidate shall hand it over in an envelope bearing their name—before placing the paper inside—to the person designated for this purpose by the Vice-Rector. The Vice-Rector for Education assigns a numerical identifier to each candidate's paper, which is indicated on the envelope, on the list of candidates and on the exam paper. The exam papers—removed from the envelopes but without the envelopes—shall be forwarded for marking to the committee marking the admissions papers, bearing only the identifier.

6.3.1.12.9. After the written examination has taken place, access to the papers is restricted to the Vice-Rector for Education, the members of the committee marking the admissions papers, those members of the College administration whom the Rector or the Vice-Rector for Education involves in marking the tests, and—for control purposes—the Rector.

6.3.1.12.10. After the written examination has taken place, the assessment criteria and the marking schemes must be published by way of notice.

6.3.1.12.11. The committee marking the admissions papers shall determine the result of the written examination within 5 working days after it has taken place—on the basis of uniform requirements, indicating the final score and the sub-scores on the exam papers—and shall communicate it to the Vice-Rector for Education.

6.3.1.12.12. The result of the written examination will not be communicated to the applicant separately.

6.3.1.12.13. After the date referred to in paragraph 6.3.1.12.11, candidates may inspect their exam papers.

6.3.1.12.14. After inspecting their paper, the candidate may lodge a written complaint about its marking or result, which must be prepared and submitted immediately after the inspection. If a later appeal is lodged, the complaint will be examined only within the appeal procedure; it cannot be considered and adjudicated separately.

6.3.1.13. Oral components

6.3.1.13.1. The oral components are individual components.

6.3.1.13.2. The questions for the oral examination must be kept confidential until the start of the examination.

6.3.1.13.3. The duration of the oral components shall be determined by the Rector.

6.3.1.13.4. Before the oral examination begins, candidates shall identify themselves with the summons letter and a photo-bearing official ID.

6.3.1.13.5. The results of the oral components shall be determined by the admissions examination committees immediately after they have taken place. In the case of multiple oral components following one another directly in time, results shall be determined and communicated after the last component. The result shall be determined as the sum of the individual scores proposed by the members of the admissions examination committee.

6.3.1.13.6. On account of the conduct of the oral examination, the applicant may lodge a written complaint, which must be prepared and submitted without delay after the notification of the result. The applicant's attention must be drawn to this after the result(s) are communicated. If a later appeal is lodged, the complaint will be examined only within the appeal procedure; it cannot be considered and adjudicated separately. The applicant's attention must be drawn to this after the result(s) are communicated.

6.3.1.14. Aptitude assessment

6.3.1.14.1. For the aptitude assessment, the provisions of paragraphs 6.3.1.13.4, 6.3.1.13.5 and 6.3.1.13.6 shall apply mutatis mutandis, with the modification that the question of whether an exclusionary criterion exists shall be decided by two concurring votes of the members of the admissions examination committee.

6.3.1.14.2. The rules of the aptitude assessment are set out in Annex 4 to these Regulations.

6.3.1.14.3. [Repealed]

6.3.1.15. Ranking

6.3.1.15.1. The Vice-Rector for Education shall determine the applicants' admissions ranking—divided according to the provisions of 6.1.4—by summing the admissions scores determined

a) by the admissions examination committees for the oral components and the essay question to be developed;

b) by the committee marking the admissions papers for the written examination action defined in paragraph 6.3.1.12.1; and

c) according to other criteria set out in these Regulations.

6.3.1.16. Forms of funding for studies

6.3.1.16.1. Admission may be to a programme supported by Hungarian state (partial) scholarship or to a self-financed programme. Hungarian citizens and persons specified in Section 39 (1) of the NHEA who enjoy the same rights as Hungarian citizens in respect of state funding may be admitted to a Hungarian state (partial) scholarship-supported or self-financed programme. Persons other than these may pursue their studies at the College exclusively in a self-financed form.

6.3.1.16.2. In the case of admission to a programme supported by Hungarian state (partial) scholarship, placement in such funding—unless the applicant's personal eligibility conditions imply a period of less than one academic year—applies only to the first academic year of studies, with the proviso that, while student status exists, placement shall be reviewed at the end of each academic year—unless otherwise follows from personal eligibility conditions—including any placement already modified as a result of a review [Student Tuition and Benefits Regulations (HTJSZ) 3.3.2.1.2]. If the applicant's personal eligibility conditions imply a support period of less than one academic year, placement in a Hungarian state (partial) scholarship-supported programme applies only to the first semester of studies.

6.3.1.16.3. In the case of admission to a self-financed programme, placement in such funding applies to the entire duration of studies, unless, at the student's request, re-classification is made to a programme supported by Hungarian state (partial) scholarship [HTJSZ 3.3.2.1.2.4].

6.3.1.16.4. By way of derogation from paragraph 6.3.1.16.1, admission may be obtained only to one of the funding forms specified therein if this follows from legislation, from an agreement between the Maintainer and the minister responsible for higher education, or from a decision adopted by the Senate in the exercise of its directing powers.

6.3.1.16.5. If admission can only be obtained to a programme supported by Hungarian state (partial) scholarship, the applicant may request admission exclusively to a place supported by Hungarian state (partial) scholarship.

6.3.1.16.6. If admission can only be obtained to a self-financed programme, the applicant may request admission exclusively to a self-financed place. In this case, re-classification under paragraph 6.3.1.16.3 may occur only depending on all legal facts that have a bearing on the given situation.

6.3.1.16.7. If admission can be obtained both to a programme supported by Hungarian state (partial) scholarship and to a self-financed programme, the applicant may request admission

a) exclusively to a place supported by Hungarian state (partial) scholarship, with the proviso that they are applying only if—on the basis of their personal eligibility conditions, apart from any possible future change of funding form for the reason set out in paragraph 6.3.1.16.8—their studies can be maintained in this funding form for the full duration of the given programme;

b) exclusively to a place supported by Hungarian state (partial) scholarship, accepting that the funding form of their studies—based on their personal eligibility conditions—may change to self-financed during the programme;

c) primarily to a place supported by Hungarian state (partial) scholarship and secondarily to a self-financed place, while making a statement that, to their knowledge, there is no legal obstacle to their admission to a place supported by Hungarian state (partial) scholarship;

d) primarily to a self-financed place and secondarily to a place supported by Hungarian state (partial) scholarship, while making a statement that, to their knowledge, there is a legal obstacle to their admission to a place supported by Hungarian state (partial) scholarship; or

e) exclusively to a self-financed programme.

6.3.1.16.8. For the purposes of paragraph 6.3.1.16.7 (b), a change in the funding scheme of the studies to self-financed during the duration of the programme shall exclusively mean the case foreseeable in the admission procedure where the change occurs due to time previously spent in a state-funded (partial) scholarship higher education programme. The possibility of a later change in the funding scheme for other reasons – in particular for failure to meet the conditions set out in Sections 48 (3) and (4) of the NHEA, or in Section 48 (2) of the NHEA (or determined on that basis) – shall not be affected by the applicant's request or by the content of the admission decision.

6.3.1.16.9. The actual funding scheme shall be determined for the given applicant by taking into account:

a) their personal eligibility criteria;

b) their request concerning the funding scheme of their studies; and

c) their position in the admission ranking.

6.3.1.16.10. The admission request shall be rejected if the applicant's request concerning the funding scheme of their studies cannot be fulfilled on the basis of their personal eligibility criteria or their position in the admission ranking.

6.3.1.16.11. If, at the time of enrolment, a student who is eligible for a state-funded (partial) scholarship programme but has been admitted, at their request, to a self-financed programme, modifies their request regarding the funding scheme, this may be authorised by the Vice-Rector for Education by amending the admission decision. After enrolment, such a request shall be governed by the rules set out in Section 3.3.2.1.2.4.

of the STBR.

6.3.1.17. Specific rules of admission

6.3.1.17.1. The admission procedure shall be conducted in accordance with the specific rules of admission to the given programme.

6.3.1.17.2. The specific rules of admission to the undergraduate programmes offered at the College are set out in Annex 1.

6.3.1.17.3. The specific rules of admission to the Master's programmes offered at the College are set out in Annex 2.

6.3.1.17.4. The specific rules of admission to higher education vocational training programmes offered at the College are set out in Annex 3.

6.3.1.17.5. An applicant admitted may establish a student status only in the semester for which they have been admitted in the admission procedure; thereafter the admission decision shall lose its validity.

6.3.1.18. Decision-making

6.3.1.18.1. Admission decisions shall be made in several rounds, based on the given ranking – with the first round consisting of decisions rejecting admission requests and decisions refusing admission requests – in such a way that, between the implementation of each round, a preliminary assessment of the number and substantiation of appeals, or the actual completion of appeal procedures and any new procedures ordered as their result, shall ensure that the admission quota for state-funded (partial) scholarship programmes is not exceeded.

6.3.1.18.2. The decision-making procedure shall include the aggregation of scores achieved in individual admission actions and of other admission scores.

6.3.1.18.3. Decisions refusing admission requests may also be made before the ranking is established, at the time corresponding to the knowledge of the underlying facts.

6.3.1.19. Content and communication of the admission decision

6.3.1.19.1. The admission decision shall be set out in writing in two copies that are identical in wording.

6.3.1.19.2. A decision granting the admission request shall include:

- a) the designation of the Vice-Rector for Education of the College as the decision-making authority and the institutional identifier of the College;
- b) the case number of the admission procedure;
- c) the name of the administrator in charge of the admission case;
- d) the name of the applicant;
- e) in the case of several applicants with the same name participating in the admission procedure, the applicant's place and date of birth, as well as their mother's name;
- f) the applicant's residence or place of stay (accommodation), in line with Section 6.3.1.19.5.;
- g) the substantive admission decision, indicating the programme – in the case of admission to a specialisation, the programme and the specialisation – the level of study (cycle), the study format (programme type, schedule), the duration of studies according to the Programme and Learning Outcomes Requirements, the language(s) of instruction, and the funding scheme;
- h) in the case of admission to a state-funded (partial) scholarship programme:
 - ha) the information specified in Section 6.3.1.16.2.;
 - hb) the fact and extent of the reduction of the period that may be spent in a state-funded (partial) scholarship programme, if the reduction results from the period available in the given programme and the period previously used by the applicant in a state-funded (publicly funded) programme, as well as from the nature of the earlier programme;
 - hc) information on the possibility of subsequent modification of the reduction – especially if based on incorrect or otherwise false data provision, or on the specifics of parallel studies – and on the possibility of subsequent modification of classification into a state-funded (partial) scholarship programme in accordance with legal provisions or to enforce a legal requirement;
 - hd) in the case of the application of the presumption under Section 113 (2) of the NHEA, the certificate specified therein, and on that basis information on the possibility of amending or revoking the decision on the state-funded (partial) scholarship period or its reduction;
 - i) in the case of admission to a state-funded (partial) scholarship programme, information on the possibility of the funding scheme later changing to self-financed in accordance with law and institutional regulations, due to reasons not assessable in the admission procedure, in particular the failure to collect the credit amount defined for this purpose within the programme duration, or the exceeding of the programme duration;
 - j) in the case of admission to a state-funded (partial) scholarship programme, information that the applicant may only continue their studies in a self-financed programme if, during those studies, they obtain a final certificate in a state-funded (partial) scholarship programme at another higher education institution at the same level of study;
 - k) enrolment authorisation valid for the enrolment period of the autumn semester of the academic year

commencing in the given calendar year;

l) information on the place and date of enrolment, as well as on the requirements at enrolment – in particular on an official photo ID suitable for identification, the document certifying the required entry qualification (secondary school leaving certificate, diploma), the admission decision, the decision on credit transfer; the amount of money required for the issuance of student ID cards and for any applicable tuition fee, the appropriate number of passport photographs, and an appropriate writing tool;

m) information on the temporal validity of the admission decision;

n) in the case of admission to a self-financed programme, the amount of the initial tuition fee applicable in the autumn semester of the academic year commencing in the given calendar year, and information on the possibility of the tuition fee being changed by law and institutional regulations, as well as the information specified in Section 6.3.1.16.3.;

o) information on the possibility of appeal, if a reduction of the period that may be spent in a state-funded (partial) scholarship programme or admission to a self-financed programme occurs;

p) information on the expected date of conclusion of any pending credit transfer case and on the fact of a later separate notification;

q) information on the expected date of conclusion of any pending student accommodation case and on the fact of a later separate notification;

r) the applicant's total admission score in full, their position in the given admission ranking, and the admission cut-off score in the given ranking – including for admission to state-funded (partial) scholarship and self-financed programmes;

s) specific reasoning of the decision, if a reduction of the period that may be spent in a state-funded (partial) scholarship programme or admission to a self-financed programme occurs;

t) the designation of the applicable legal and regulatory provisions, if a reduction of the period that may be spent in a state-funded (partial) scholarship programme or admission to a self-financed programme occurs;

u) the place and date of issue of the summons letter, and, as issuing officer, the name, position and original signature of the Rector or the Vice-Rector for Education, together with the College's stamp impression (round seal);

v) the number of copies of the decision and information on the purpose (recipients) of each copy.

6.3.1.19.3. A decision rejecting the admission request shall include:

a) the designation of the Vice-Rector for Education of the College as the decision-making authority and the institutional identifier of the College;

b) the case number of the admission procedure;

c) the name of the administrator in charge of the admission case;

d) the name of the applicant;

e) in the case of several applicants with the same name participating in the admission procedure, the applicant's place and date of birth, as well as their mother's name;

f) the applicant's residence or place of stay (accommodation), in line with paragraph (4);

g) the substantive decision rejecting admission, indicating the programme – in the case of admission to a specialisation, the programme and the specialisation – the level of study (cycle), the study format (programme type, schedule), the duration of studies according to the Programme and Learning Outcomes Requirements, the language(s) of instruction, and the funding scheme(s);

h) information on the possibility of appeal;

i) information on the omission of the conclusion of any pending credit transfer case;

j) information on the omission of the conclusion of any pending student accommodation case;

k) the applicant's total admission score in full breakdown, their position in the given admission ranking, and the admission cut-off score in the given ranking – including for admission to state-funded (partial) scholarship and self-financed programmes;

l) the designation of the applicable legal and regulatory provisions;

m) the place and date of issue of the summons letter, and, as issuing officer, the name, position and original signature of the Rector or the Vice-Rector for Education, together with the College's stamp impression (round seal);

n) the number of copies of the decision and information on the purpose (recipients) of each copy.

6.3.1.19.4. A decision refusing the admission request shall include:

a) the designation of the Vice-Rector for Education of the College as the decision-making authority and the institutional identifier of the College;

b) the case number of the admission procedure;

c) the name of the administrator in charge of the admission case;

d) the name of the applicant;

e) in the case of several applicants with the same name participating in the admission procedure, the applicant's place and date of birth, as well as their mother's name;

f) the applicant's residence or place of stay (accommodation), in line with Section 6.3.1.19.5.;

- g) the substantive decision refusing admission, indicating the programme – in the case of admission to a specialisation, the programme and the specialisation – the level of study (cycle), the study format (programme type, schedule), the duration of studies according to the Programme and Learning Outcomes Requirements, the language(s) of instruction, and the funding scheme(s);
- h) information that the applicant may not participate in the admission procedures of the next three calendar years — covering all special admission procedures conducted by the College — while they may participate in the admission procedures of subsequent calendar years;
- i) information on the possibility of appeal;
- j) information on the omission of the conclusion of any pending credit transfer case;
- k) information on the omission of the conclusion of any pending student accommodation case;
- l) the reason for refusing the request;
- m) the designation of the applicable legal and regulatory provisions;
- n) the place and date of issue of the summons letter, and, as issuing officer, the name, position and original signature of the Rector or the Vice-Rector for Education, together with the College's stamp impression (round seal);
- o) the number of copies of the decision and information on the purpose (recipients) of each copy.

6.3.1.19.5. One copy of the decision containing the admission decision, as the issued instrument, shall be sent to the applicant by post, using the return-receipt additional service, to their place of residence. If, in addition to a place of residence, the applicant also has a place of stay (accommodation), the decision shall be sent there instead of to the place of residence, as specified above.

6.3.1.19.6. The other copy of the decision containing the admission decision shall be placed in the archives.

6.3.1.20. Temporal scope and validity of the admission decision

6.3.1.20.1. An applicant admitted may establish a student status in the semester for which they have been admitted in the admission procedure. If this is not done, the decision granting the request shall lose its effect.

6.3.1.20.2. In the case of a decision rejecting the admission request, the applicant may participate in the admission procedures of the next and subsequent calendar years.

6.3.1.20.3. /Repealed/

6.3.1.20.4. The validity of the adopted admission decision is not affected if the provisions of these Regulations have been breached by the applicant or by the College. Where a remedy under Section 6.3.1.1.5. is applied, or the rules on the applicant's liability (6.1.4.2.) are enforced, the validity of the admission decision shall be determined in accordance with the College's measure.

6.3.1.21. Appeal at the Applicant's Request

6.3.1.21.1.² Pursuant to Section 28 (6) of Government Decree No. 423/2012 (XII. 29.) on the higher education admission procedure: The higher education institution shall adopt the exclusion decision within 15 days following the establishment of non-compliance with the admission requirements. The provisions laid down in Section 57 (6) of the NHEA for ruling on an appeal shall apply to the exclusion decision, and the applicant may seek a remedy against it in the manner set out in Section 57 (1) (c) of the NHEA.

6.3.1.21.2. In the appeal procedure — with the exception set out in Section 6.3.1.7.3. G) point, the Exceptions — the Appeals Committee shall proceed.

6.3.1.21.3. In the case of an appeal based on the incorrectness of an admission score determined by the Appeals Committee in the exercise of its discretionary powers, the Committee may not alter the admission decision; rather, it shall either annul the decision taken in the admission procedure and instruct the admissions committee to conduct a new procedure, or it shall reject the appeal.

6.3.1.21.4. Within the appeal deadline, the applicant may inspect in full the materials of their own written examination, including the corrections, and may make copies thereof at their own expense.

6.3.1.21.5. In the case of an appeal disputing the assessment of a paper, for the purpose of verifying the assessment the Appeals Committee shall appoint an ad hoc committee from among the College's instructors, and in adopting its decision it shall take into account the result of the verification. No instructor who was a member of the committee marking the admission papers may be a member of this committee.

6.3.1.21.6. In view of a successful appeal, or for that purpose, the decision adopted in another applicant's admission case may not be withdrawn (annulled) or amended (changed).

6.3.1.22. Collection of data necessary for institutional planning tasks

6.3.1.22.1. The Senate or the Rector may order the collection of data necessary for institutional planning tasks among those interested in admission and among applicants.

6.3.1.22.2. The provision of data shall be carried out in a manner that does not allow identification.

6.3.1.22.3. The provision of data is voluntary, and participation therein or the omission thereof does not affect

² Point 6.3.1.21.1 was amended by Senate Resolution 35/2025. (07.10.) adopted on 10 July 2025.07.10

the admission decision.

6.3.1.23. Admission based on an agreement

6.3.1.23.1. If the application is made on the basis of an opportunity provided by an international (intergovernmental) agreement, the content of the agreement may not deviate from these Regulations.

6.3.1.23.2. In the case of a training agreement [NHEA Section 83 (5)], a person who meets the admission requirements and is designated by the contracting partner under the agreement shall be admitted to a self-financed programme, provided that the given programme is launched and the College has capacity in the given field of study. The agreement shall determine, for each academic year, the number of persons to be admitted to the given programme, which shall not be fewer than five. The agreement shall stipulate that all costs related to the students' training shall be borne by the contracting party.

6.3.1.24. Admission to parallel studies

6.3.1.24.1. Admission to parallel studies shall in all respects be conducted in accordance with the rules laid down in these Regulations for the admission procedure.

6.3.1.24.2. In the case of parallel studies, the applicant may be admitted to a state-funded (partial) scholarship programme even if, within the framework of their existing or simultaneously to be established student status, they are already participating in a state-funded (partial) scholarship programme.

6.3.1.24.3. /Repealed/

6.3.1.24.4. The period that may be spent in a state-funded (partial) scholarship programme within parallel studies shall be determined and, where appropriate, adjusted with regard to Section 47 (7) of the NHEA; that is, a student who is pursuing studies in a state-funded (partial) scholarship programme within one study cycle shall, when pursuing another (parallel) programme within the same study cycle, have deducted from their support period, each semester, as many semesters as the number of state-funded (partial) scholarship programmes pursued in parallel.

6.3.1.24.5. Following the admission decision to a programme belonging to the field of dual training, the applicant may, upon request and on the basis of a separate decision by the higher education institution authorised for dual training, participate in dual training.

6.3.2. The extraordinary admission procedure

6.3.2.1. Exclusion of an extraordinary admission procedure

6.3.2.1.1. An extraordinary admission procedure may not be ordered due to an insufficient number of applicants for a specialisation. In such a case, the launching of the specialisation shall be omitted, as specified in these Regulations.

6.3.2.2. Rules applicable to the extraordinary admission procedure

6.3.2.2.1. If the Senate orders an extraordinary admission procedure, the provisions of Chapter 6.3. shall apply to it in all respects, except that the Rector may order the partial application of the provisions of Section 6.3.1.2., and the complete omission of Section 6.3.1.3.

6.4. FUNDAMENTAL RULES OF CERTAIN SPECIFIC PROCEDURES

6.4.1. Transfer, establishment of visiting student status, commencement of a new programme within an existing student status

6.4.1.1. Transfer

6.4.1.1.1. A student of another higher education institution may, on the basis of consideration, be transferred to the College to a level of study equal to or lower than the level of their original programme.

6.4.1.1.2. Transfer may be granted only from higher education institutions listed in Annex 1 to the NHEA.

6.4.1.1.3. Transfer may be made from a programme, track or specialisation whose content is related to the given programme operating at the College, or to a specialisation operating within that programme. The conditions for transfer shall be determined by the programme director of the programme concerned; however, even in the case of transfer, the examination of motivation and professional aptitude in accordance with Annex 4 may not be omitted.

6.4.1.1.4. Transfer may take effect only from the beginning of a study period (semester).

6.4.1.1.5. As regards the assessment of transfer requests — substantively by examining the fulfilment of the conditions set out in Section 6.4.1.1.3. — the Vice-Rector for Education shall act at first instance, and formally in the manner set out in Chapter 2.1.3.3 of the Study and Examination Regulations.

6.4.2. Commencing a new programme within an existing student status

6.4.2.1. Commencing further studies within the framework of an existing student status

6.4.2.1.1. For a student of the College, a change of programme, track, specialisation, place of study, language of instruction or study schedule, or the pursuit of studies necessary for obtaining an additional qualification or professional qualification (hereinafter: change of programme) may be authorised within the framework of the existing student status, at a level of study equal to or lower than the level of their original programme.

6.4.2.1.2. A change of programme may take place from the end of the previous teaching period until 15 September for the autumn semester, and until 15 February for the spring semester.

6.4.2.1.3. A change of programme shall be authorised by the Student Affairs Committee if the programme director of the receiving programme, or the specialisation director — on the basis of the applicant's motivation and professional aptitude — agrees with the change of programme in a reasoned, written opinion.

6.4.2.1.4. If the change of programme is from higher education vocational training to an undergraduate programme, or from an undergraduate programme to higher education vocational training, in its decision authorising the change the Student Affairs Committee shall, ex officio and acting as the Credit Transfer Committee, also decide on the recognition in the new programme of the study units of the student's previous programme.

6.4.3. Partial studies

6.4.3.1.. The College may admit, for the purpose of partial studies, persons with higher education qualifications who do not have a student status with it, to any course or module of the institution within a student status — without a separate admission procedure — on a self-financed basis. The College shall issue, through the Academic Affairs Office, a certificate of academic performance. Completion of the course or module may be recognised towards higher education studies in accordance with the rules on credit transfer.

6.4.3.2. The conditions for admission to partial studies shall be determined by the Senate. As regards admission requests — depending on whether the conditions determined by the Senate are met or not — the Vice-Rector for Education shall decide.

6.4.4. Foreign-language programmes

6.4.4.1. The rules for admission to foreign-language programmes for international students, as well as to international joint programmes, shall be determined by the Senate.

6.4.4.2. As regards admission requests for the programmes specified in Section 6.4.4.1., decisions shall be taken by the Erasmus Committee, and the provisions of the ERASMUS Regulations shall apply in such procedures.

6.5. DATA PROCESSING, DATA PROTECTION

6.5.1. Data processing, data protection

6.5.1.1. Legal basis of data processing

6.5.1.1.1. The provision of data by the applicant necessary for conducting the admission procedure and assessing the admission request is voluntary.

6.5.1.1.2. For conducting the admission procedure and assessing the admission request, the processing of the personal data specified in Section 6.5.1.2. is required.

6.5.1.1.3. The processing of personal data not necessary for conducting the admission procedure and assessing the admission request requires the applicant's consent. [GDPR Article 6 (1) (a)]. Such data processing may only take place under the provisions of the Data Protection and Data Management Policy.

6.5.1.2. Scope of data that may be processed, the purpose and duration of processing

6.5.1.2.1. The types of personal data that may be processed in the admission procedure, the purpose and conditions of processing, the accessibility of data, the duration of processing, and the identity of the controller are laid down in Annex 3 I/B. 1. a) of the NHEA.

6.5.1.3. Data protection information

6.5.1.3.1. Before starting any data processing carried out in or in connection with the admission procedure, the applicant shall be informed with content and in a manner compliant with the GDPR and the Info Act (Infotv.). The information shall also cover the consequences of failure to provide data or of providing false data. The applicant shall likewise be informed of the provisions set out in Section 6.5.1.1.3. In the case of written data provision, the information on the above shall be included in the form used for the provision of data and its accompanying guide, or in an equivalent notice, in such a way that the applicant can become acquainted with it before making the data

available (data protection notice). The data protection notice shall be kept continuously up to date and accessibly available on the College's website.

6.5.1.3.2. The admission request shall become valid by the applicant's declaration — made in the knowledge of the information provided in the data protection notice — which also extends to the processing of their personal data.

6.5.1.3.3. The Academic Affairs Office shall provide statistical data to the Educational Authority by 15 October of the year in which the programme is launched, regarding programmes and admitted students [Felvr. Section 41 (2)].

6.6. FINAL PROVISIONS

6.6.1. The Programme and Learning Outcomes Requirements defined in these Regulations shall apply to students who commence their studies in the first year of higher education vocational training, Bachelor's or Master's programmes in the academic year 2020/2021, and thereafter on a rolling basis [NHEA Section 116 (8)].

6.6.2. These Regulations shall be published on the College's website in such a way that the previously effective text and the current text, as well as the date from which the changes take effect, can be clearly followed by students for the duration of their student status.

6.6.3. These consolidated Regulations, incorporating the amendments, shall enter into force on 27 February 2020, pursuant to Senate Resolution No. 2/2020. (02.27.) adopted on 27 February 2020.

6.6.4. *The present amendment to the Study and Examination Regulations, the Student Tuition and Benefits Regulations, the General Student Procedural Code, and the Admission and Transfer Regulations—effective as of its adoption—shall ^{3be} incorporated into the texts of the affected regulations. The consolidated Study and Examination Regulations and Student Tuition and Benefits Regulations, signed by the Rector and the Vice-Chair of the Student Representation, are Appendices 2 and 3 to the Senate minutes; the consolidated Admission and Transfer Regulations and General Student Procedural Code, signed by the Rector, are Appendices 4 and 5. This amendment was adopted by the Senate in Resolution No. 2/2022. (04.07.) of 7 April 2022.*

Dated at Budapest, on 10 July 2025.

Gábor Karsai rector

³ "Amendment of the TKBF Student Requirements System due to the launch of the Mánfa correspondence programme in the 2022/2023 academic year", adopted by the Senate in Resolution 2/2022. (04.07.) of 7 April 2022, Section 5 (1)–(2).