

PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
ADMISSIONS REGULATIONS

Admissions Regulations

Section 2¹ (1) In the cases specified in these Regulations, the University ranks applicants for bachelor, single-cycle, and tertiary vocational programs with higher education degrees by taking into account previous higher education studies and notwithstanding the requirement pertaining to an advanced-level secondary school-leaving examination.

(2) The ranking system differs between fields of training or, in certain cases, majors; paragraphs (5)-(10) lay down the detailed rules for ranking.

(3) In the fields of training not listed in paragraphs (5)-(10), the University will not use earlier higher education studies to calculate admission scores.

(4) If these Regulations permit the calculation of scores based on a previous higher education degree, the score shall be determined on the basis of the grade of the higher education degree, as set out below:

- a) 300 points for a grade of “pass” (or equivalent),
- b) 333 points for a grade of “satisfactory” (or equivalent),
- c) 366 points for a grade of “good” (or equivalent),
- d) 400 points for a grade of “excellent” (or equivalent).

(5)² When applying for a major in a field of training involving the arts and humanities and the social sciences, or teacher training, any degree obtained in any major can be taken into consideration, with the provision that when applying for a major in English and American Studies, Germanic Studies, Romance Philology and Cultures, Teacher of English Language and Culture, Teacher of German Language and Culture, Teacher of Italian Language and Culture, or Teacher of French Language and Culture (or any teacher training majors including these topics), a score can be calculated on the basis of the previous higher education degree only if the applicant has at least an intermediate-level (level B2) complex language exam certificate in the language relevant to the program.
(6)³

(7) The degrees that can be taken into consideration for ranking based on a previous higher education degree when applying for a major in a field of training involving economic science:

- a) all higher education degrees obtained in a major belonging to any field of training in the arts and humanities,
- b) all higher education degrees obtained in a major belonging to any field of training in economic science,
- c) all higher education degrees obtained in a major belonging to any field of training in computer science and information technology,
- d) all higher education degrees obtained in a major belonging to any field of training in legal science,
- e) all higher education degrees obtained in a major belonging to any engineering science field of training,
- f) all higher education degrees obtained in a major belonging to any field of training in social science.

(8) A previous higher education degree obtained in any major can be taken into consideration when applying for a field of training in legal science.

¹ Amended by Decision 7 of April 12, 2019 of the University Council.

² Amended by Decision 53 of July 23, 2019 of the University Council. Effective starting from the 2020 general admissions procedure.

³ Repealed by Decision 53 of July 23, 2019 of the University Council. Repealed starting from the 2020 general admissions procedure.

(9)⁴

Section 2/A⁵ (1) The Vitéz János Teacher Training Center organizes and holds vocational examinations for the admissions procedure.

(2) Only the applicant assigned to the Pázmány Péter Catholic University by the Educational Authority may take the vocational examination for higher education admissions. No applications may be submitted directly to the University for taking the examination.

(3) The Educational Authority specifies the exact time of the examination. No examinations may be scheduled for any other times.

(4) ⁶With the exception of the additional admission procedure in the same semester, the results of the examination may not be used for the purposes of any other admissions procedures.

(5) The examination invitation shall be sent to the applicant at a suitable time before the examination, in a provable manner. The examination invitation includes the date and time of the examination, the detailed rules for holding the examination, a list of the technical aids permitted for the examination (which applicants have to take with them), the method for disclosing the results of the examination, and the details pertaining to the possibility for reviewing the examination and for seeking legal remedy.

(6) The Educational Authority shall send the test sheets and the aids necessary for solving the exercises (hereinafter the test sheet and the aid jointly referred to as the test sheet), including guidelines for correcting and evaluating examinations, to the University prior to the examination. Test sheets shall be treated confidentially until the examination is started.

(7) Examinees participating in the examination shall be broken down into exam groups. All exam groups shall have consecutive numbering, starting with the Arabic numeral one, according to examination subjects.

(8) The examination shall be held in a part of the building where it is possible to ensure suitable supervision. During the examination, only the examiners, the supervising teachers, and the representatives of the official bodies attending to check the written examination may enter the part of the building set aside for the examination; all other persons may enter only with the permission of the head of the Teacher Training Center.

(9) At the beginning of the day of the examination, the supervising teacher shall determine the seating order in the examination room on the basis of the preliminary grouping in a manner that ensures examinees cannot help or hinder each other.

(10) Examinees shall arrive at the examination location at least thirty minutes before the examination. Before starting the examination, the supervising teacher shall check the identification of those present, inform the examinees of the rules of the written examination and the possible consequences for violating the rules, and hand out the test sheets. Only the members of the exam groups designated to take the given examination may be present when the test sheets are handed out. After handing out the test sheets, the supervising teacher will inform examinees to start the examination, the time of which is recorded in the minutes of the examination. The time available for answering the questions is calculated from this time.

(11) Examinees may not be given any instructions or help in answering the questions.

(12) Constant supervision has to be provided in the examination room. The supervising teacher is responsible for ensuring that examinees do not use any prohibited aids and do not receive any help from other examinees or persons. If necessary, more than one supervising teacher may be responsible for one examination so they can take turns.

⁴ Repealed by Decision 53 of July 23, 2019 of the University Council. Repealed starting from the 2020 general admissions procedure.

⁵ Enacted by Decision 60 of May 31, 2017 of the University Council.

⁶ Amended by Decision 27 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

(13) Examinees may use only the centrally issued test sheets and the additional sheets of paper bearing the stamp of the institution organizing the examination. Drawings shall be made with pencil; all other handwritten answers shall be written with blue or black ink (ball point pen). The test sheet may require the use of a typewriter or computer. For each examination subject, a test sheet must be attached to the minutes of the examination.

(14) Examinees shall bring their own writing implements and technical aids. The detailed examination requirements and specifications specify the tools that the University must provide. Examinees may not share technical aids.

(15) Examinees shall write their names on all test sheets and additional sheets they receive; they shall also write the date of the examination and the name of the subject on their additional sheets. All drafts and notes must be made on these sheets.

(16) During written examinations, examinees may only leave the room in justified cases and, as far as possible, only one at a time. Examinees who leave the room shall hand in their examination papers to the supervising teacher, who will record, on the examination paper, the time the student left the room and returned.

(17) After finishing the written examination, examinees shall cross out any parts of the examination paper left empty as well as the entirety of the draft sheets and shall write, on the examination paper title page, the number of additional sheets used. Examinees shall then put their examination papers with their answers, their draft sheets, and all additional sheets used, including those crossed out, into the envelope with their name on it, and shall hand it over to the supervising teacher without sealing the envelope. In the presence of the examinee, the supervising teacher shall check the number of additional sheets and whether the examinee has crossed out the empty parts of the examination paper and the draft sheets. The supervising teacher shall then seal the envelope in the presence of the examinee. The supervising teacher shall note the time of completion on the minutes and sign the entry. After the envelope is sealed, the examinee shall leave the part of the building set aside for the examination.

(18) The supervising teacher shall draw up minutes of the written examination. The minutes shall include the seating order and the events that transpired during the examination. The supervising teacher shall sign the minutes.

(19) If the supervising teacher notices any irregularity during the examination, (s)he shall collect the examination paper, write the given irregularity on it together with the exact time the irregularity was noticed, and shall then hand it back to the examinee, who may continue taking the examination.

(20) Promptly after the completion of the examination, the head of the Teacher Training Center shall examine the report pertaining to the irregularity. The findings shall be drawn up in detailed minutes. Such minutes shall include the statements of the examinee and the supervising teacher, as well as all events that help in investigating the perpetration of the irregularity. Both the supervising teacher and the examinee shall sign the minutes. The examinee may include his/her separate opinion in the minutes. If it is found that an irregularity took place, the examinee's examination shall be given a failing grade.

(21) If, for any reason, the examinee is unable to participate in or does not finish the examination, regardless of whether the examinee is at fault or not, there is no possibility for taking a make-up examination or to start the examination at a later time. Examinations may not be repeated or retaken.

(22) The head of the Teacher Training Center shall recommend specialist teachers (with suitable experience in administering secondary school-leaving examinations) for correcting test sheets and for supervising the examinations. The Dean of the Faculty of Humanities and Social Sciences shall conclude the necessary contracts with the specialist teachers and the supervising teachers.

(23) The specialist teachers shall correct the completed test sheets, indicating the errors and mistakes with a color of pen that is easily distinguishable from that used by the examinee.

(24) The solutions provided in response to the exam questions have to be corrected and graded in line with the provided guidelines. The examination will receive a passing grade if its score is equal to at least 45%; otherwise, it shall be considered as having received a failing grade. If the examinee fails to appear at or does not start the exam, the examination shall be graded as “did not show”.

(25) If, during correcting the test sheets the specialist teacher comes to the assumption that the examinee used a prohibited technical aid or received help, the teacher shall indicate the finding on the test sheet and shall inform the head of the Teacher Training Center, who will promptly examine the issue. If it is found that an irregularity took place, the examinee’s examination shall be given a failing grade.

(26) The specialist teacher shall write the score of the examination and the time of correction on the corrected examination paper, after which (s)he shall return the examination to the head of the Teacher Training Center or the teacher contracted to organize the examination.

(27) Examinees may review their examination papers and the guidelines at a time and place indicated beforehand. At least one workday shall be provided for the review.

(28) An application for legal remedy may be filed against the grading of the examination in line with the general rules for seeking legal remedy against evaluation. The legal remedy proceeding shall be given priority.

Section 3 When applying for a master program, the performance of applicants shall be evaluated in a points-based system by determining the maximum number of points that can be awarded for admissions performance and additional performance, the total of which cannot exceed 100 points. The admissions requirements and the method for calculating points and for ranking shall be set out in the Faculty’s complementary provisions to these Regulations.

Section 4 (1)⁷ Applicants to specialist training programs must meet the conditions of the degree specified in the specialist training program’s training requirements. The performance of applicants is evaluated in a 100-point system. The Dean decides on admission based on the assessment.

(2) The Deans specify the deadlines and methods for applying separately for each Faculty, which shall be published on the Faculty websites and the Admissions Information at the recommendation of the units that deal with specialist training.

Section 5⁸ (1) Based on the recommendation of the Doctoral Council competent as regards the discipline/field, the University’s Faculties regularly announce admissions procedures and conditions in line with their training programs. Certain theological and Canon Law training programs approved by the Holy See are exceptions to the above, as they shall be considered announced every year.

(2) The University shall publish the following in the competent ministry’s Doctoral Admission Information, on the University website, the Association of Hungarian PhD and DLA Candidates (DOSZ) website, the University’s bulletin board, at partner universities, and in daily papers:

- a) the number of students planned to be admitted;
- b) information pertaining to tuition, reimbursement fees, and benefits;

⁷ Amended by Decision 27 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

⁸ Amended by Decision 46 of June 10, 2016 of the University Council.

- c) the requirements of admission, with special regard to the grading of the admission examination and the principle of the applied ranking;
- d) the amount of the admission procedure fee and information regarding payment thereof;
- e) other information necessary for applicants.

Section 6⁹ (1) The general conditions for admission to doctoral programs:

- a) a university or master diploma with at least a “good” grade or qualified “cum laude,” certifying the completion of university studies finished by passing a final examination or, in the case of theological and Canon Law doctoral programs, a theological or Canon Law baccalaureate degree equivalent to an MA degree, qualified at least as “cum laude,” and recognized by the Holy See,
- b) complex, state-accredited language exams in the foreign languages necessary for researching the selected topics and specified by the Disciplinary Doctoral Council, but at least one intermediate-level (level B2) complex language exam certificate, or equivalent,
- c) adequate technical proficiency in the selected subject field,
- d) certified scientific/professional achievements (e.g. TDK [National Conference for Student Researchers] paper, publications) are given preference.

(2) At the recommendation of the Doctoral School, the Disciplinary Doctoral Councils may add additional conditions to the general admission requirements.

(3) Admission to doctoral programs is possible on the basis of an admissions procedure.

(4) Degrees obtained abroad have to be recognized in line with the provisions of relevant legislation prior to applying for admission. University students applying before taking their final examinations are to attach a copy of their registration book or, in absence thereof, of their final certificate and credit certificate. Decisions on their admission is conditional. Degrees with grades worse than “good” or “cum laude” invalidate the conditional admission.

(5) Applications for admission may be submitted to the Faculty’s competent organizational unit at the time announced and shall include the provided registration sheet and a voucher certifying payment of the admission administrative fee. Applications for theological and Canon Law doctoral programs shall be submitted by registering for the licentiate period as specified by the Doctoral Regulations of the Doctoral School of Sacred Theology and in line with the legislative provisions of the Catholic Church and the Statutes of the Faculty of Theology and the Institute of Canon Law, as approved by the Holy See.

(6) The admissions committee, consisting of at least three members appointed by the University Doctoral Council, shall hold an admissions hearing with the applicants to ascertain their technical proficiency and to discuss their ideas regarding their doctoral work, their previous scientific activities, and their language skills. The committee evaluates the applicants’ performance, ranks them, and categorizes their applications as “strongly recommended,” “recommended,” or “not recommended.” The given disciplinary doctoral regulations specify the additional details of the admissions procedure.

(7) Applicants to programs with state scholarships and to self-funding programs participate in the admissions procedure with the same requirements and conditions.

(8) The admissions committee may recommend the admission of applicants to the Disciplinary Doctoral Council in the order of their scores. The Disciplinary Doctoral Council decides on the score required for admission on the basis of the scholarship allocation provided by the University Doctoral Council and by taking into account both the opportunities of the Faculty competent in the given discipline or field and the capacity of the doctoral school.

⁹ Amended by Decision 46 of June 10, 2016 of the University Council.

(9)¹⁰ In exceptional cases, students may participate in the program based on individual preparation, if substantiated by the applicant's professional and scientific background, the applicant has shown suitable scientific performance, and the applicant has met the admission requirements. In this case, the student status of the applicant is established upon successful performance of the complex examination.

(10) Additional conditions for applying for the complex examination besides the general requirements for admission to doctoral training:

- a) the knowledge of two foreign languages at a level required by the scientific discipline, proven with at least a B2 level complex state-accredited language exam or an equivalent certificate; with the provision that deaf students may certify the above with proof of knowledge of a sign language other than the Hungarian; foreign doctoral students shall certify knowledge of another foreign language in addition to their native language, in line with the provisions of these Regulations, and
- b) certification of the professional and scientific conditions and performance that justify acceptance of the application for the complex examination.

(11) The University Doctoral Council shall notify the applicant of its decision within eight days. In the decision on admission, admitted doctoral students shall be informed of the time and place of enrollment and all other conditions that have to be met.

(12) The Doctoral School shall publish the list of admitted applicants and their results in the manner customary at the University.

(13) Doctoral students who have gained admission shall enroll at the start of the semester (possibilities for which are provided at the time(s) specified in the schedule for the academic year) and shall be issued a student card.

(14) The University keeps records of the doctoral students who have gained admission. The University shall disclose the data of admitted doctoral students to the Association of Hungarian PhD and DLA Candidates, if the given student has granted his/her consent on the application form.

Section 6/A¹¹ (1)¹² Programs offered in foreign languages can be announced independently for foreign citizens – or for Hungarian citizens with foreign secondary school-leaving examinations (hereinafter jointly: foreign citizens) – only or together with the general admissions procedure. Hungarian citizens without a foreign secondary school-leaving examination may be admitted to a program offered in a foreign language only as part of the general admission procedure specified by law. Foreign citizens may be admitted to a program offered in Hungarian only as part of the general admission procedure specified by law or as part of the Stipendium Hungaricum Scholarship Program.

(2) A program in a foreign language announced for foreign citizens shall be announced on the University website. Additionally, the program may also be advertised and announced in any other manner.

(3) The various Faculties may specify, in their complementary provisions to these Regulations, the conditions for applying to programs offered in foreign languages for foreign citizens and for assessing the applications, with the provision that at least the following documents must be submitted:

- the application form completed in full,
- the applicant's professional curriculum vitae,

¹⁰ Amended by Decision 3 of February 10, 2022 of the University Council.

¹¹ Enacted by Decision 2033 of October 30, 2015 of the University Council.

¹² Amended by Decision 27 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

- the documents certifying the applicant's secondary school education if applying for a bachelor program and certifying a bachelor's degree if applying for a master program,
 - documents certifying the applicant's language skills in the language of the program.
- (4) The deadline for foreign citizens to apply for a program in a foreign language is August 10 of the year in which the program is launched. The University maintains the right to refrain from launching the program if the number of applicants is insufficient and from admitting foreign citizens as part of the procedure specified in the present Section.
- (5) The Dean of the Faculty competent for announcing the given program shall decide on the admission of foreign citizens to foreign language programs.
- (6) The fee for the admission procedure for foreign language programs announced only for foreign citizens shall be set when announcing the program, also indicating the data necessary for transferring the fee. Payment of the administrative fee is a requisite of the admission procedure. The admission administrative fee may not be returned to the applicant even if the admission application is rejected or the program is not launched due to an insufficient number of foreign citizen applicants.
- (7) During their studies in Hungary, foreign citizens shall have adequate health insurance, for which they are liable. Admitted students shall provide for their own accommodation and living costs. At most, the University can provide advice in connection with these issues.
- (8) Citizens of the EU and EEA Member States may enter Hungary without a visa. If they stay in Hungary for more than 90 days, they must apply to the Immigration and Asylum Office for a residence permit for educational purposes. Third country nationals have to apply for a visa at the Hungarian diplomatic representation in their own respective countries. They must present the documents certifying their student status (e.g. letter of acceptance) when applying for a visa. After arriving in Hungary, they must apply to the Immigration and Asylum Office for a residence permit for educational purposes.
- (9) The University shall send one original copy of the certificate necessary for applying for a visa to admitted students after having made its decision on admission if the student so requested on the admission form.

Section 6/B^{13,14} (1) The Tempus Public Foundation's team responsible for the Stipendium Hungaricum Programme shall submit the names and admission documents of the students applying for Stipendium Hungaricum Scholarship Programmes to the Central Office for Foreign Affairs. The Office shall forward the documents to the competent Faculties.

(2) The admissions of students applying for the Stipendium Hungaricum Scholarship Programme are ranked in a 100-point system. Scores are determined by the competent admissions committee on the basis of the application documents and after holding an admission hearing, if applicable.

(3) The Faculties are entitled to require admissions hearings when announcing the programs. Admissions hearings may be held with the use of real-time electronic systems that allow the identity of the applicant to be credibly proven.

(4) There is no possibility for submitting additional information in the admission procedure.

(5) Based on the ranking determined in the admission procedure and the number of available places, the Faculty groups the applicants into the following categories:

- a) recommended for admission
- b) not recommended for admission
- c) conditionally recommended for admission.

(6) Those applicants may be conditionally recommended for admission who are unable to submit the documents proving their education or language skills due to pending examinations.

¹³ Enacted by Decision 46 of June 10, 2016 of the University Council.

¹⁴ Amended by Decision 3 of February 10, 2022 of the University Council.

(7) ¹⁵The Faculty shall inform the Office for Foreign Affairs on the results of the admission procedure by the deadline specified in advance.

(8) ¹⁶ ¹⁷ The admission rules pertaining to the Stipendium Hungaricum Scholarship Program shall be applied mutatis mutandis to applicants in the Scholarship Programme for Christian Young People and the Diaspora Scholarship Program.

Section 7 ¹⁸ The institutional procedural fee is determined for each academic year in advance by the University Doctoral Council.

¹⁵ Amended by Decision 3 of February 10, 2022 of the University Council.

¹⁶ Enacted by Decision 46 of July 17, 2019 of the University Council. Effective as of August 15, 2019.

¹⁷ Amended by Decision 27 of June 16, 2022 of the University Council. Effective as of August 15, 2022.

¹⁸ Amended by Decision 46 of June 10, 2016 of the University Council.