

**University of Veterinary Medicine Budapest  
Rules of Organization and Operation**

**Volume III  
Code of Admission Procedure**



**Budapest**

**2022**

## ***I. GENERAL PROVISIONS***

### **Section**

#### **1**

(1) The Code of Admission Procedure (hereinafter: the Code) of the University of Veterinary Medicine Budapest (hereinafter: University or UVMB) is based on Government Decree No. 423/2012 (hereinafter: Government Decree) on Higher education admission procedure and Act CCIV of 2011 on the National Higher Education of Hungary (hereinafter: Higher Education Act).

(2) The Code applies to the admission procedure of Hungarian or non-Hungarian citizens applying to the Hungarian, English and German BSc, BA, MSc, MA and undivided (MSC) programmes conducted in all majors of all faculties of the University.

(3) The Code does not apply to specialist training programmes and the training programmes of doctoral schools.

(4) This Code shall be applied to all employees involved in the institutional section of the admission procedure.

### **Section 2**

(1) The central higher education admission procedure is conducted by the Educational Authority.

(2) The institutional processes of the central higher education admission procedure are supervised and coordinated by the Students' Secretariat under the direction of the Vice Rector for Study Affairs.

(3) The institutional section of the admission procedure, i.e., development and implementation of the University's codes requires the institution to apply, where relevant, the provisions laid out in Sections 1-8 of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services.

(4) The University of Veterinary Medicine Budapest conducts the foreign-language admission procedure according to its own rules, coordinated by the Vice Rector for International Relations.

## ***II. PREPARATION OF THE ADMISSION PROCEDURE***

### **Section**

#### **3**

#### **Higher Education Admission Bulletin**

(1) The University reports data to the Educational Authority for the purposes of compiling the annual Higher Education Admission Bulletin (hereinafter: Bulletin) regarding each Hungarian-language bachelor's, master's and undivided programme, in accordance with the provisions laid out in Section 5, 6 (2) c)-e) as well as Section 7 (1), (3) and (5) of the

Government Decree.

(2) Pursuant to Section 30 (2) of the System of Employment Requirements, the Students' Secretariat is required to report the data via the electronic platform operated by the Educational Authority.

(3) The head of the Students' Secretariat has the necessary administrator rights to edit the Bulletin.

(4) The data supplied for the compilation of the Bulletin are approved by the Rector or the person entrusted by the Rector under Section 3 (2) of the Decree.

(5) The data of the bachelor's, master's and undivided programmes announced in the Bulletin must also be published on the University's website at the same time with the Bulletin's release.

(6) The Admissions Bulletin of the foreign language programme is compiled and published by the Foreign-Language Programme Group on the University's website.

## **Section**

### **4**

#### **Keeping contact with applicants**

(1) Communication with applicants for the Hungarian-language programmes is conducted by the Students' Secretariat, while applicants for the foreign-language programme are contacted by the Foreign-Language Programme Group. Communication with applicants is conducted via the e-mail address provided by the applicants. In lack thereof, the University contacts them via phone or, if it fails, via mail.

(2) Information regarding the applicants' prescribed requirements or vital data for their admission procedure (e.g., time and place of exam) must be communicated to them in a documented and retrievable, verifiable form.

(3) With regard to matters related to their admission procedure, applicants must, in no later than eight days, provide relevant response to any communication sent to their address that they indicated in the Bulletin.

### ***III. PROCEDURE OF ADMISSION TO THE HUNGARIAN PROGRAMME***

#### **A) Calculation of score for applications to the bachelor's and the undivided programmes**

### **Section 5**

(1) In terms of applications to the bachelor's and the undivided programmes, the applicants' performance shall be evaluated in the form of total admission score calculated as follows:

*a)* the score received for their secondary school performance (hereinafter: academic score) plus the score given for their A-level exam performance (hereinafter: A-level exam score), or

*b)* double their A-level exam score, with the potentially obtained A-level exam bonus points or other bonus points added to their score in both cases.

(2) Of the calculations under Section (1), the calculation more beneficial for the applicant shall be applied.

(3) In total, applicants can attain the following scores:

*a)* up to 200 points based on the average of their percentage results achieved through their secondary school grades and A-level exams;

*b)* up to 200 points based on their A-level exam results defined as the requirement for their application;

*c)* Up to 100 bonus A-level points for Advanced A-level exams or higher education professional entrance exams

*d)* bonus points for equal opportunity, as defined under Section 28;

*e)* other bonus points as defined under Sections 10-11.

(4) The total bonus score under Section (3) *c)-e)* shall be no more than 100 points. Applicants are only given 100 points if the sum of their total bonus points earned under different title would exceed that amount.

## **Section 6**

(1) The academic score shall be calculated based on the percentage results applicant's grades achieved through their academic performance in years 9-12 (9-13 in case of an additional language prep year) and the subject grades of their A-level exams taken as the conclusion of their secondary school studies, as follows:

*a)* Double the sum, as determined under Subsections (2) and (3), of the grades achieved at the end of the year in the last two (studied) years in five subjects: Hungarian language and literature, history, mathematics, elected foreign language (or ethnic language and literature) plus an elected natural science subject that was studied for at least two years, or two elected natural science subjects that were studied for at least one year;

*b)* the rounded score of the average percentage-based result of the four required and one elected A-level exam subjects indicated in the A-level certificate.

(2) In terms of Hungarian language and literature and/or ethnic language and literature, the mathematical average grade of the relevant language and literature subjects shall be considered without rounding.

(3) With regard to the application of Section (1) *a)*, biology, physics, chemistry, geography and nature (Earth and environmental studies) constitute natural sciences.

(4) If the applicant has less than five subjects in their A-level exam certificate, those subjects shall be considered for the calculation of the average score defined in Section 6 (1) *b)*.

(5) If the applicant applies to the higher education institution after completing their studies in a foreign or foreign-organized secondary school and therefore their score cannot be determined in the manner under Subsections (1)-(4), the Educational Authority shall decide on the consideration of the grades achieved during their studies.

## **Section 7**

(1) A-level scores shall be calculated as the average of the two A-level exam subjects required for the given training area or, if the applicant has relevant A-level exam results from more than two such subjects, then as the average of the two A-level exam subject grades that are most favourable for the applicant; in such cases, the results of the Advanced A-level exams required under Annex 3 of the Decree shall be considered.

(2) In case of both the standard and the Advanced A-level exams, the A-level exam score equals the percentage result achieved in the given exam subject at the A-level exam.

(3) The percentage results of the A-level exams are considered based on the information indicated in the A-level certificate and/or other certificates.

(4) If the applicant has multiple different grades in a given subject, the institution shall consider the grade that is more favourable for the applicant, under Subsection (1).

(5) Upon the applicant's request submitted at the same time with the application, the Educational Authority shall determine the cross-compliance level of the requirements for general discipline subject exams taken before the advanced A-level system was adopted, with the requirements for general discipline subject exams valid as of the time of the admission procedure, by comparing the academic content of the exam requirements as of the time when the A-level exam was taken with the requirements as of the time of the admission procedure. The Educational Authority shall establish full cross-compliance of subjects if at least 75% of the exam requirements are identical and deny compliance if the overlap is below 50%. The list of compliant A-level exam subjects is published by the Educational Authority on the website of admission procedure.

(6) Where the law excludes the results of A-level exams, A-level scores cannot be calculated.

(7) If the standard A-level exam result is registered on the basis of a language competency certificate, the result cannot be considered in cases where an advanced A-level exam of the given language is required for admission.

(8) Applicants can meet the centrally defined admission requirement of having an advanced A-level exam result in the given subject, if they achieve at least 45% in a higher education professional entrance exam organized by the higher education institution as part of the admission procedure, provided that they have

- a) a Hungarian A-level exam result of the given subject achieved before the Advanced A-level exam system was adopted,
- b) have an A-level exam result registered in a certificate issued by another EEA member state, Ukraine or Serbia
- c) a Diploma of the International Baccalaureate, or

d) An A-level exam result registered in an A-level exam diploma or certificate defined in Govt. Decree No. 322/2004. (December 6) on the announcement of the Convention on the Statute of the European Schools signed in Luxembourg on June 21, 1994.

(9) A-level exam scores cannot be calculated from the percentage-based result of an A-level subject if the applicant replaced the subject's practical exam component with an oral exam component and the A-level diploma and/or certificate was marked with a clause to such effect under Section 37 (3) of Govt. Decree No. 100/1997 (June 13) on the Code of A-level Examinations.

## **Section 8**

(1) Pursuant to Annex 1 of the Government Decree, the institution may, as part of the admission procedure to the bachelor's and the undivided programme, organize

- a) medical tests;
- b) career aptitude tests;
- c) practical exams;
- d) Hungarian language aptitude tests for non-Hungarian citizens.

(2) Test and/or exam performance under Section (1) a), b) and d) is evaluated as "pass" or "fail". "Fail" evaluation means that the applicant's total score will be zero.

## **B) Calculation of bonus points**

### **Section 9**

(1) If the applicant's A-level score is calculated on the basis of an Advanced A-level exam, the applicant will be entitled to bonus A-level points for a *second* A-level exam with a result of at least 45%.

(2) If the applicant is entitled to bonus A-level points under Section 7(8), they are entitled to 50 bonus A-level points per each advanced A-level subject.

### **Section 10**

(1) The applicant is entitled to per-language bonus points for state-recognized or equivalent foreign, non-Hungarian language competency certificates achieved on top of the admission requirements, as follows:

- a) Level B2 complex language exam: 28 bonus points, or
- b) Level C1 complex language exam: 40 bonus points.

(2) Under Subsection (1), the applicant may be granted up to 40 bonus points if they were entitled to bonus points based on language exams attained in several different languages, or if the total number of bonus points attainable based on their different language exams exceeded it. Bonus points in one language can only be granted for one certificate.

(3) Applicants with successfully completed, state-recognized B2 oral or written and/or C1

oral or written, or equivalent exams are only entitled to the 28 and/or the 40 bonus points if they verifiable are unable to take the complex exam due to their special education needs.

(4) If the applicant has multiple grounds for bonus points in a given foreign language (excluding a language competency test and a result achieved in the National Secondary School Academic Competition in the same language), the bonus points are given only once, under the title that is more favourable for the applicant.

### **Section 11**

(1) Applicants are entitled to bonus points in their admission procedure under Sections 21(1) and 22 of the Decree.

### **Section 12**

(1) Persons studying in Hungary under an international bilateral agreement and/or the Minister's decision in accordance with the Higher Education Act, who completed at least two semesters of preparatory studies and passed the final exam of such studies and comply with the requirement related to application and aptitude, can get a total number of 500 admission points. The University is informed of the scope of such persons by the organization entrusted by the Minister.

## **C) Organization of higher education professional entrance exams**

### **Section 13**

- (1) The time and the question papers of the higher education professional entrance exam are determined by the Educational Authority.
- (2) In terms of organizing higher education professional entrance exams, the head of the Students' Secretariat shall function as the contact person to the Educational Authority.
- (3) The higher education professional entrance exam is organized by the head of the Students' Secretariat.
- (4) The contact person shall
  - a) receive the question papers from the Educational Authority,
  - b) conduct the reproduction of the question papers,
  - c) keep the question papers secure in a locked container to prevent access until the examination starts.

## **D) Common rules for entrance exams**

### **Section 14**

- (1) In lack of other regulations, the time and place of the exams are decided by the head of the Students' Secretariat.
- (2) Entrance exams are organized by the head of Students' Secretariat.
- (3) Applicants are assigned to exams by the contact person.
- (4) Exam files and entrance exam documents shall be stored in the same manner and for the

same time as the data of the admission procedure.

## **E) Procedure of implementation**

### **Section 15**

- (1) At least 14 days prior to the examination, the contact person notifies the examinees about
  - a) the time and place of the examination,
  - b) the exam subjects,
  - c) the procedure of the exam.
- (2) The contact person also indicates
  - a) the manner and expected time of exam result announcements,
  - b) the order of handling objections related to exam evaluation.
- (3) Before starting the exam, the identity of the candidates is verified, based on their official documents,
  - a) by the exam board in case of an oral exam,
  - b) by the invigilator in case of a written exam.
- (4) Candidates shall sign the attendance register to prove their attendance.
- (5) After handing over and explaining the question paper, the exam shall be evaluated.
- (6) The contact person shall make a register of candidates per examination room, which shall indicate the place and time of the exam, as well as the following data of each candidate:
  - a) current name,
  - b) birth name,
  - c) mother's birth name,
  - d) place and date of birth:
  - e) applicant code,
  - f) exam subject.
- (7) In case of multi-component exams, exam register must be produced with a number of copies equivalent to the number of exam components.

### **Section 16**

- (1) During the examination, only the candidates, the examiners/invigilators and the representatives of official examination supervisory authorities can enter the examination room. Other persons are not allowed to enter the room without the contact person's permission.
- (2) The contact person may allow the presence of a person responsible for ensuring the technical conditions, if such a presence is necessary for the safe implementation of the exam.
- (3) Input or assistance shall not be given to the candidates to help them in completing/solving their tasks.
- (4) The candidates shall not be left without supervision in the examination room. The members of the examination board and/or the invigilators shall prevent candidates from utilizing any unauthorized tool or assistance from other persons.

## **F) Equal chances for applicants with disabilities**

### **Section 17**



- (1) Upon such request from applicants with certified disabilities, the Vice Rector for Study Affairs may allow the extension of the time allocated for the exam (exam component) by up to 20% and/or the utilization of tools prescribed by the expert committee.
- (2) Applicants' requests under Subsection (1) shall be submitted no later than 10 days before the date of the exam.
- (3) Applicants whose request under Subsection (1) is granted shall be allocated to a separate room for written exams.

## **G) Rules for oral exams**

### **Section 18**

- (1) The University prescribes an oral exam for admission to the Biology MSc programme.
- (2) Oral exam boards are put together by the affected heads of department; the composition of the boards is approved by the Vice Rector for Study Affairs.
- (2) Oral exam boards shall consist of at least three members.

### **Section 19**

- (1) Candidates must arrive at the location at least 15 minutes before the exam starts.
- (2) For oral exams, candidates must be given at least 10 minutes for preparation, their answer must not be longer than 20 minutes.
- (3) The result of the oral exam is determined by the board, which decides in its own discretion whether to communicate its decision orally immediately after the answer or in writing after all the answers. The result of the oral exam shall not be announced publicly without the explicit consent of all candidates. Candidates shall confirm the receipt of the written notification.
- (4) The minutes of the oral exam shall be taken with the following content:
  - a) the name of the admission procedure,
  - b) the place and time of the exam,
  - c) the oral nature of the exam,
  - d) the names of the president and the members of the examination board, their instructor (student) identification code and signature,
  - e) for each candidate:
    - ea) the name of the candidate(s),
    - eb) the candidate's code under the admission procedure,
    - ec) the exam subject,
    - ed) the questions asked,
    - ef) the result of the answer(s)
  - f) the description of any extraordinary events taking place during the examination.
- (5) The attendance register and the document confirming the receipt of the notification of the result are annexed to the oral exam minutes.

## **H) Rules for written exams**

### **Section 20**

- (1) Based on the expected number of candidates and exam subjects of the written exam, the contact person shall
  - a) determine and secure the place of the exam,
  - b) arrange for exam invigilators, and
  - c) appoints the persons involved in the evaluation of the exam,
  - d) appoints the persons involved in reviewing the evaluation of the exam.
- (2) For each examination room in written exams, at least two invigilators shall be assigned up to the first twenty candidates, and an additional invigilator for each additional twenty candidates or part thereof.
- (3) Persons involved in the evaluation of the exam or the review of the evaluation shall not be assigned as invigilators.
- (4) Persons involved in the evaluation of the exam shall not be assigned to review the evaluation.
- (5) Invigilators shall be allocated in such a manner that they can alternate at least by the hour.

### **Section 21**

- (1) The time allotted for candidates to complete their written answer is defined in the exam description.
- (2) In case of examinations conducted under the University's scope of authority, the total time of the examination shall not be longer than 240 minutes.
- (3) If the implementation of the examination is disrupted by any event, the time allotted to the complete the answers in the given exam component shall be extended by the duration of the downtime.
- (4) Candidates must arrive at the exam location at least thirty minutes before the time of the written exam.
- (5) At the beginning of the exam, the invigilators shall create a seating arrangement to prevent candidates from helping or disturbing each other. The seating arrangement is registered by the exam supervisors in writing.

### **Section 22**

- (1) Before the exam begins, the contact person shall explain the examination rules and the consequences of violations.
- (2) When the exam begins, each candidate receives the question paper (in case of multi-component examinations, the question paper of the first component). Candidates shall indicate their identification code on the question paper. Candidates shall begin answering the questions on the signal given by the invigilators. The invigilators shall indicate when the time allotted for the answering the questions is over; at that point, the candidates must stop writing. The invigilators collect the question papers and put them in single envelopes assigned to each candidate. The candidates' identification code and the name of the exam subject shall and may be indicated on the envelope.
- (3) When handing in the envelopes, the invigilator(s) shall record the hand-in time on the exam register.
- (4) In case of a multi-component exam, Subsections (2)-(3) apply to each component.
- (5) Unused question papers and exam papers shall be kept by the invigilators and handed over to the exam organizer at the end of the exam.
- (6) When the exam is finished, the candidates and the invigilators jointly check the question papers in the envelopes, as well as the identification codes on the papers and the envelopes,

respectively. By signing the envelope, the candidate and the invigilator jointly confirm the fact of their agreement, then seal the envelope.

- (7) The invigilator hands over the sealed envelopes to the contact person, who secures them and prevents access by unauthorized persons.

### **Section 23**

- (1) Candidates shall only write their answers on the authenticated question papers or the additional papers authenticated with the University's stamp.
- (2) Unless regulated otherwise, candidates shall only write their answers in blue or black ink. Candidates shall only use pencils for drawing tasks. Other pencil markings, or notes written in other ink than black or blue shall be ignored during the evaluation of the answers.
- (3) Candidates shall bring their own writing utensils.
- (4) The contact person shall provide all aids and tools to be supplied by the testing institution under the exam rules. Candidates shall bring any other aids and tools.
- (5) If the invigilators detect any wrongdoing, they shall take the question paper away from the candidate, indicate the fact of the wrongdoing on it, and exclude the candidate from the remaining part of the given exam component.

### **Section 24**

- (1) If the candidate wishes to leave the examination room at a time not prescribed by the exam rules, they shall hand over the question paper in progress to the invigilator who shall indicate the fact and time of the candidate's leaving and the time of returning on the question paper.
- (2) Candidates leaving the examination room of their own volition shall not be given an extension of their exam time.
- (3) The invigilators shall prevent the candidate from getting help from other persons while and after leaving the room.

### **Section 25**

- (1) The minutes of the written exam shall be taken with the following content:
  - a) the name of the admission procedure,
  - b) the place and time of the exam,
  - c) the written nature of the exam,
  - d) the names of the invigilators, the duration of their services and their signature,
  - e) for each candidate:
    - ea) the name of the candidate(s),
    - eb) the candidate's code under the admission procedure,
    - ec) the exam subject,
    - ef) the description of any extraordinary events taking place during the examination.
- (2) Annexed to the exam minutes, the exam register is signed by the exam invigilators upon the submission of the question papers. Candidates who failed to show up for the exam shall be marked "no show" in the exam register.

### **Section 26**

- (1) The contact person shall hand over the exam papers to the person(s) assigned to evaluate the exam (hereinafter: test scorer).

- (2) Test scorers shall mark the candidate's answers as correct or wrong, using an ink different from blue and black. Test scorers shall evaluate the tests based on the test scoring guide.
- (3) By the time determined by the contact person, test scorers shall return the scored tests to the contact person who establishes the result of the exam and registers it on the envelope that contains the scored exam papers.
- (4) The contact person shall indicate the candidate's name on the envelope that contains the scored exam papers.
- (5) The contact person shall inform the candidates about the result as well as the place and time of results inquiry.

### **Section 27**

- (1) The results inquiry allows the candidates to view their papers and their scoring in the presence of a person involved in the review of exam evaluation.
- (2) Candidates can make a copy or electronic photo of the scoring at their own expense.
- (3) Within 12 hours after the day of the inquiry, candidates can make a statement regarding the scoring, which shall be commented by the person involved in the review of exam evaluation.
- (4) The contact person shall make a decision regarding the potential amendment of the score based on the comment under Subsection (3).

## **I) Equal opportunities**

### **Section 28**

- (1) In order to guarantee equal opportunities, bonus points are given as follows:
  - a) Applicants who are disadvantaged, in long-term foster care or orphans shall be given 40 bonus points at each place they apply to;
  - b) Applicants with disabilities shall be given 40 bonus points at each place they apply to;
  - c) Applicants who, in the period between the admission deadline and the admission decision, are on unpaid leave for childcare, receive baby care allowances, childcare benefits, childcare contribution or childcare subsidies, shall be given 40 bonus points at each place they apply to.
- (2) Eligibility (the existence of the conditions for preferential treatment) must be demonstrated by the deadline defined in Section 4 (4) of this Code.
- (3) During the implementation of the admission procedure, the Educational Authority and the higher education institutions must enable applicants with disabilities to participate in the admission procedure.
- (4) Applicants with disabilities are entitled to the same preferential treatment in the admission procedure as they would be under the legal regulations related to public education.
- (5) If the higher education institution prescribes successful medical, career aptitude and/or professional aptitude tests as a requirement of admission, applicants with disabilities may be entitled to preferential treatment and/or exemptions under the code of the higher education institution.
- (6) Preferential treatments and exemptions under Subsections (3)-(5) must be in accordance

with the nature of the disability, and cannot lead to full exemption from fundamental academic requirements that are necessary for admission.

### **Section 29**

(1) Applicants to the bachelor's and/or undivided programme shall not be admitted unless their score, including the bonus points due under Government Decree Sections 19, 20 and 21 (1) j) but excluding bonus points due under any other title, is at least 280 points.

### **Section 30**

(1) For applicants to master's programmes, Section 28 shall be applied with the difference that the number of bonus points defined for guaranteeing equal opportunities shall not be higher than 10 and lower than 1.

### **J) Score calculation for admission to the higher education vocational training programmes**

### **Section 31**

(1) In terms of applications for admission to higher education vocational training programmes, the provisions of Sections 15-24 of the Government Decree shall apply with the difference defined under this Section.

(2) The performance of applicants to higher education vocational training programmes shall be evaluated by an admission score calculated as follows:

- a) double the academic score, or
- b) add up the academic score and the A-level exam score, or
- c) double their A-level exam score,

with the potentially obtained A-level exam bonus points or other bonus points added to their score in all three cases.

(3) Of the three calculation methods under Section (2), the method most beneficial for the applicant shall be applied.

(4) The A-level scores of applicants to higher education vocational training programmes shall be calculated based on the percentage result of the top two among the A-level exam subjects indicated in their A-level exam diploma or certificate.

(5) Applicants to higher education vocational training programmes shall not be admitted unless their score, including their A-level bonus points but excluding bonus points due under any other title, is at least 240 points.

### **K) Special rules for applicants with higher education degrees**

## **Section 32**

- (1) Applicants to any MSc and MA programme must meet the application requirements defined in the academic and outcome requirements of the given major.
- (2) Holders of any higher education degree may apply to graduate (BSc and BA) programmes.

## **L) Master's programme**

### **Section 33**

- (1) Applicants for admission to the master's programme are ranked by the University according to the provisions of Section 40 (7) of the Higher Education Act.
- (2) The provisions laid out in Sections 14-23 of the Government Decree shall not apply to the procedure of application to Master's programmes.
- (3) Applicants must meet all the admission requirements and, in addition, they can only be admitted if their score is at least 50% of the score defined under Subsection (5). The existence of the diploma and language exam certificates, the documents of the disadvantaged status, the disability, the unpaid leave for childcare, the baby care allowances, childcare benefits, childcare contribution or childcare subsidies under Section 40 of the Higher Education Act, shall be examined by the Educational Authority as part of the higher education admission procedure.
- (4) The applicant's performance shall be evaluated in a scoring system by determining the maximal score that can be given for their entrance exam performance and their additional performance, the sum of which shall be up to 100 points.
- (5) Calculation of admission score for the Biology MSc programme:

The total number of available points is 100.

- Applicants can attain a maximum of 40 points based on the grade of their diploma (eight times the grade of the diploma),
- And they can attain a maximum of 50 points based on the professional and motivational discussion.

Bonus points: a maximum of 10 bonus points can be given for

- complex C1 language exam certificate in an EU language attained in addition to the language exam certificate required for BSc diplomas:
  - 5 points,
- complex B2 language exam certificate: 3 points
- reaching the Top 3 spots in the institution's Student Research Society competition or attaining a special award therein: 3 points,
- participation in the National Student Research Societies competition: 3 points,
- reaching the Top 3 spots in the National Student Research Societies competition or attaining a special award therein: 10 points,
- scientific publication (e.g., article, poster) which is credited to the applicant as the first author: 10 points,

- co-author of scientific publication: 5 points,
- presentation at scientific professional forum: 5 points,
- preferential treatment (disability, childcare, disadvantaged status, highly disadvantaged status): 2 points.

(6) The title, extent and the determination of bonus points available for additional performances shall be defined by the institution's Code, providing that the score given as preferential treatment to ensure equal opportunities shall not be more than 10 points and less than 1 point.

### **M) Admission procedure for applicants with higher education specialist qualification**

#### **Section 34**

(1) In terms of applications for admission to postgraduate specialist training programmes, the evaluation of the applicant's achievements, the transferability of their specialist qualifications already attained, the ranking of the applicants, the admission requirements and the ranking method are determined by this Code.

(2) Bonus points are given as defined under Section B) of this Code.

### **N) Admission procedure fees**

#### **Section 35**

(1) Applicants for admission to higher education specialist training, bachelor's, undivided and master's programmes shall pay the basic admission procedure fees, the amount of which is HUF 9,000. The basic admission procedure fee allows applicants to contemporaneously submit their applications for three programmes.

(2) After the applications for the three programmes under Subsection (1), applicants shall pay an additional fee of HUF 2,000 for each additional application.

In the case of practical, medical aptitude, career aptitude, oral and linguistic aptitude testing, the University shall charge an additional administration fee to cover the expenses of organizing and conducting the exam, providing that the fee shall not be higher than HUF 4,000 per application. Applicants for admission to Biology MSc shall pay an exam fee of HUF 3,000 for the professional and motivational discussion.

(3) The basic admission procedure fee and the additional fee shall be paid to the Educational Authority, while the institutional fee and the special administration fee shall be paid to the higher education institution charging it.

(4) Participants of the prolonged entrance examination shall pay the basic admission procedure fee of HUF 5,000.

(5) The admission procedure fee payable for the higher education admission procedure shall be paid back to the applicant if

a) the applicant withdraws the application for admission by the admission deadline at the latest;

- b) the applicant's tardy application is rejected;
- c) the applicant paid a higher amount than the defined admission procedure fee, up to the difference;
- d) the applicant did not submit an application for admission.

#### ***IV. CAREER APTITUDE EXAM***

##### **Section 36**

(1) If the admission to a certain programme requires career aptitude testing, the competent organizational unit shall organize the career aptitude exams and notify the applicants in writing about the time and place of the exam as well as any other necessary information by no later than 15 days before the beginning of the examination. No administration fee shall be charged. This rule may be waived with the Minister's permission.

(2) The career aptitude exam is not public. Admission is subject to a successful career aptitude exam. The exam shall be evaluated as "pass" or "fail".

(3) Pursuant to Annex No. 1 of the Government Decree, the University may prescribe a medical aptitude test in this Code.

(4) Applicants for admission to the undivided veterinary medicine programme must meet requirements related to medical aptitude. The purpose of the medical aptitude test is to determine whether the applicant's physical characteristics and health enables them to prepare for the veterinary profession and whether their health would be at risk as well as whether they would be at risk during their practical work conducted at animal farms. Medical aptitude tests are implemented by the occupational health centres of the Division of Occupational Hygiene Health at the Labour Safety and Employment Affairs Directorate of the National Labour Authority. The candidate's total score shall be zero if the result of their medical test is "failed" (not suited for the profession) or if they fail to submit the official medical test certificate by the required deadline.

(5) In order to fulfill the tasks related to the entrance exam and to organize and conduct the career aptitude exam, the institution shall form

- a) an entrance exam committee,
- b) a career aptitude testing committee and a review committee. The formation of the committees is the responsibility of the Vice Rector for Study Affairs.

(6) Persons who are relatives and/or dependants of the candidate, have participated in the candidate's preparations or who cannot be expected to provide an unbiased evaluation of the exam for other reasons, are excluded from the examination.

(7) If the career aptitude testing process is conducted by multiple committees with the same tasks, candidates shall be allocated to each committee by way of an open draw. The candidates are allowed to participate in the draw. Candidates must be informed of the time and method of the draw.

(8) The career aptitude testing committee is chaired by the Rector, its members are the Vice Rector for Study Affairs, the head(s) of the major(s) and the student(s) delegated by the Student Council.



(9) In order to receive the preferential treatment due to persons with disabilities, applicants shall submit their requests addressed to the Vice Rector for Study Affairs and attach the medical opinion supporting the request under Section 19 (1) of Government Decree No. 79/2006 (April 5).

## ***V. THE ENROLMENT DECISION***

### **Section 37**

- (1) The Educational Authority shall make the enrolment decision as follows:
  - a) in terms of cross-semester admission procedure: by no later than the January 25 in the year of starting the programme;
  - b) in terms of general admission procedure: by no later than the August 5 in the year of starting the programme;
  - c) in terms of prolonged admission procedure: by no later than August 28 in the year of starting the programme;
- (2) The Educational Authority's enrolment decision shall establish which of the ranked programmes the applicant can be enrolled in due to the fact that the applicant achieved the score required for admission. Based on the ranking list submitted by the applicants, they can only be enrolled in one place of application within the same admission procedure.
- (3) Applicants to higher education specialist training, bachelor's and undivided programmes, are enrolled by the Educational Authority based on the national ranking list by major programme (specialization resulting in independent qualification), whereas applicants to master's programmes and applicants with degrees are enrolled based on the institutional ranking list and the maximum student capacity determined for the given institution in terms of major programmes.
- (4) Applicants shall be enrolled based on a universal ranking by applying a threshold score. Persons with results below the threshold score shall not be enrolled in the given programme. Persons who reached or exceeded the threshold score shall be enrolled.
- (5) The Educational Authority shall inform applicants of its enrolment decision as follows:
  - a) via e-mail, or
  - b) in lack of an e-mail address, by sending the applicant a written communication by post.
- (6) The explanation of the decision must contain the applicant's score pertaining to each of their applications.

## ***VI. THE ADMISSION DECISION***

### **Section 38**

- (1) The University shall inform the applicant of its admission decision
  - a) in case of a cross-semester admission procedure, within eight days after the

enrolment decision is made;  
b) in case of a general admission procedure by August 8,  
c) in case of a prolonged admission procedure by August 31,  
via a resolution sent to the applicant. The University shall admit such applicants who were enrolled in their programmes by the Educational Authority.

(2) The resolution shall contain

- a) the name and identification code of the higher education institution;
- b) the exact name of the programme chosen by the applicant;
- c) the name, address and, if available, the educational identification code, of the applicant;
- d) information on the available options for legal remedy;
- e) a call to establish student status, a warning of the consequences of failing to register;
- f) references to the legal regulations that formed the basis for the higher education institution's decision;
- g) The place and date of the decision, the name and official title of the issuer.

(3) The resolution may contain

- a) further information related to the establishment of student status;
- b) an offer for non-Hungarian citizens to be admitted to a one-year preparatory course.

(4) If the applicant has an e-mail address, the resolution may be sent out via e-mail as well.

## **VII. PROCEDURE OF ADMISSION TO THE ENGLISH PROGRAMME**

### **Section 39**

(1) Students are admitted to the English programme based on a special admission procedure determined by the University of Veterinary Medicine Budapest in accordance with the provisions of the Higher Education Act.

(2) Applicants to the English programme are required to submit the following documents:

- a) *secondary school leaving certificate* (A-level certificate)
- b) *curriculum vitae and motivation letter*
- c) *medical certificate* based on the specimen form in Annex 1;
- d) *copy of ID or passport*;
- e) *optional letter(s) of recommendation*.

(2) Applicants can conduct preparatory studies at the University and its partner institution prior to the entrance exam.

(3) In the English language training programme, the entrance exam consists of two exam parts (written and oral) which are counted with equal weight in the evaluation of the application.

(4) The written exam assesses the applicant's theoretical knowledge in biology and chemistry, and evaluates their command of general and professional English.

(5) The purpose of the oral exam is to enable the Foreign Language Admission Board to determine whether the applicant is able to understand the fundamental connections of biology and chemistry, to get an insight into their motivation and assess their professional background. The oral exam also involves the discussion of topics that help the board to make its decision and measure the applicant's active command of English that is necessary to conduct their studies at the University.

(6) Applicants who have already had **at least 1 semester of documented preliminary studies in the relevant subjects and wish to continue their studies at the University**, may be fully or partially exempted from the entrance exam. Full exemption is subject to the applicant, in biology and chemistry,

- a) having started a specialized training programme;
- b) having a **good or excellent** grade in the International Baccalaureate,
- c) having a British A-level certificate with a *good or excellent* grade,
- d) Or having attained the basic knowledge in the Classe Préparatoire BCPST programme in a documented way.

(6a) If the applicants comply with the provisions of Subsection (6) only in terms of one subject but not both, they shall take the entrance exam in the other subject.

(7) Native English students or applicants who conducted their related studies in English before, may be exempted from the language part of the entrance exam.

(8) Entrance exams are conducted personally or online, between February and July each year. The exact place and time of the exams are indicated on the University's website. Prolonged entrance exams may be taken in August.

(9) Exam registration is finalized upon the payment of the examination fee.

(10) The admission procedure fees are indicated on the University's website.

(11) Applicants need to achieve at least a 50% result in the written exam in such a way that they must achieve at least 33% in the biology and chemistry subjects each, while they need to attain at least fifty per cent in the English language placement test.

(12) If the requirements under Subsection (11) are not met, the applicant cannot participate in the oral exam.

(13) The admission decision of the Foreign Language Admission Board shall be made immediately but no later than in 10 days after the exam, and sent to the applicant via e-mail.

(14) In terms of applicants who have already had preliminary studies in the relevant subjects and wish to continue their studies at the University, the Foreign Language Admission Board shall make a decision at the beginning of each month, and inform the applicant accordingly, within two weeks after making the decision.

(15) After a successful admission, the applicant shall pay a security deposit, the amount of which is indicated on the University's website; the amount is going to be offset against the tuition fee for the first semester. The security deposit is non-refundable.

(16) The International Students' Secretariat shall send admitted students all the documents they need for processing their applications for a student visa or a potential student loan.

(17) Admission only applies to the academic year when the application for admission was submitted. Applicants may be allowed to defer their studies if they are unable to meet the requirements arising from their student status due to childbirth, accident, illness or other

unforeseen reasons beyond their control.

(18) Differences shall apply to foreign students under Section 80 (2) of the Higher Education Act.

(19) In terms of Stipendium Hungaricum scholarships, the provisions of this Section shall apply with the differences under Government Decree No. 285/2013 (July 26).

### **VIII. RULES OF ADMISSION TO THE GERMAN PROGRAMME**

(1) Students are admitted to the German programme based on a special admission procedure determined by the University of Veterinary Medicine Budapest in accordance with the provisions of the Higher Education Act.

(2) Applicants are eligible for admission if they have the same eligibility in Germany (or other German educational and academic system) to veterinary higher education, i.e., if they have A-level degrees in natural science subjects.

(3) ***Applicants to the English programme are required to submit the following documents:***

- a) *Zeugnis der allgemeinen Hochschulreife Falls dieses zur Zeit der Bewerbung noch nicht vorliegt, wird um das Halbjahreszeugnis des laufenden Schuljahres gebeten;*
- b) *Lebenslauf, Motivationsschreiben;*
- c) *Gesundheitsattest über Studientauglichkeit based on the specimen form in Annex 1;*
- d) *Kopie des Personalausweises / Reisepasses;*
- e) *Empfehlungsschreiben sind willkommen;*
- f) *evtl. Nachweise von absolvierten Studienleistungen.*

(4) The University's partner institution provides an opportunity for applicants to conduct their preparatory studies in biology, chemistry and physics.

(5) The admission procedure lasts from February to July and may be prolonged until August for additional applications/admission, subject to capacity.

(6) As a rule of thumb, applicants who passed the entrance exam start their studies in the fall semester.

(7) The registration and enrolment fees are indicated on the University's website. After a successful admission, the applicant shall pay a security deposit within three weeks, the amount of which is indicated on the University's website; the amount is going to be offset against the tuition fee for the first semester. The security deposit is non-refundable.

(8) The University's admission procedure does not replace the German, Austrian and Swiss A-level exams.

(9) With regard to applicants who have already had documented preliminary studies in the relevant subjects and wish to continue their studies in the University's German programme, their transfer request can only be accepted if they come from the German, Austrian or Swiss education system.

(10) The Foreign Language Admission Board shall make its decision about the application in 10 days and send it to the applicant via e-mail and by post as well.

(11) Since the University's curriculum is primarily based on natural sciences, priority is given to applicants who

- a) studied natural science subjects and attained grades/A-level degrees thereof;
- b) was actively involved in working groups related to biology;
- c) conducted relevant professional practice or training.

## ***IX. OTHER PROVISIONS***

### **Section 40**

(1) Legal remedy procedures in terms of decisions and/or omissions related to the higher education admission procedure within the scope of the institution's authority shall be conducted by the University in compliance with Sections 57-58 of the Higher Education Act and/or the relevant provisions laid out in the University's Rules of Organization and Operation. Consequently:

- Appeals shall be addressed to the Rector and submitted to the Students' Secretariat, along with the documents that can help deliberation,
- the appeal shall be evaluated by the University Student Appeals Committee.
- If the appeal is rejected, the applicant has the right to turn to the court under the Higher Education Act.

(2) In relation with the admission procedure, data reporting to the central Educational Authority is conducted by the Students' Secretariat via a central computerized register. Furthermore, the Rector shall receive the report, based on the measures and by the deadline determined by the Vice Rector for Study Affairs, with the following data:

- the applicants for admission;
- the current admission score and the planned threshold score;
- the number of admitted students and their distribution per programme.

(3) The Vice Rector for Study Affairs is responsible for reporting the admission data.

## ***X. CLOSING PROVISIONS***

### **Section 40**

(1) The provisions of this Code shall enter into force subject to the Senate's approval.

(2) Issues not regulated in this Code shall be governed by the provisions of the Higher Education Act, Government Decree No. 423/2012 on Higher Education Admission Procedures and the relevant legal regulations.

## ***XI. CLAUSE***

(1) This Code was adopted by Resolution No. **6/2022/2023 SZT** by the meeting of the Senate of the University of Veterinary Medicine held on **October 5, 2022**.

(2) This Code shall enter into force as of the day following the Senate's resolution; its provisions shall apply to the admission procedures conducted after the Code's entry into force.

(3) Upon its entry into force, this Code shall replace the earlier Code adopted by University Senate Resolution No. 3/3/2015/2016 SZT on the University's Admission Procedure.

### Representing the University Senate

  
dr. Battay Márton  
a Szenátus titkára

Dr. Márton Battay  
Secretary of the Senate



  
Dr. Sótónyi Péter  
a Szenátus elnöke

Dr. Péter Sótónyi  
President of the Senate

Annex 1  
1<sup>st</sup> Amendment

MEDICAL CERTIFICATE

of suitability and fitness for the purpose of applying to the  
University of Veterinary Medicine Budapest

I, the undersigned Doctor in Medicine,

(Full name) ..... certify that I examined the below  
patient:

Full name: .....

Nationality: .....

Date of Birth: .....

Place of Birth: .....

Country of residence: .....

I have found him/her to be physically and mentally fit to pursue veterinary studies at a  
university and not suffering from any infectious diseases.

Comment:

.....  
.....  
.....  
.....

Date: .....

.....  
Physician's signature and stamp