

# **DENNIS GABOR COLLEGE, BUDAPEST**

## **ADMISSIONS REGULATIONS**

### **for foreign students applying for undergraduate programs in English**

#### **Valid from Academic Year 2013-2014**

The admission process of Dennis Gabor College, Budapest (hereinafter referred to as 'the College') is organized following the regulations of Act CCIV of 2011 on the national higher education (hereinafter: 'Nftv. '), and of Government Regulation No. 423/2012 (29. Dec.) on admission processes of higher education institutions (hereinafter: 'Gov. Regulation'). The Admissions Regulations of the College rules issues referred to the scope of authority of institutions by Nftv. and Gov. Regulation.

### **1. The Scope of Admissions Regulations**

#### **§ 1**

Present regulations apply to all foreign citizens applying for the English-language undergraduate programs of the College.

### **2. The Publication of Programs and Courses**

#### **§ 2**

Information on undergraduate programs and courses offered for foreign citizens (actual course offerings, fees, Admissions Information) is published on the English-language website of the College.

### **3. How to Apply for Admission Process**

#### **§ 3**

- (1) The admission process starts upon request from Applicant. Applications can be submitted according to the ways and conditions set in the Admissions Information, with adherence to the defined deadlines.
- (2) Applicant must have a certificate of secondary or high school education (school leaving exam, matura exam, baccalaureate or equivalent), and must have a basic command of English.
- (3) The request and the required documents (copy of passport, certificate proving the completion of secondary education, certificate proving the required level of English, CV, certificate or proof of any other studies or internships) should be submitted
  - a) online or
  - b) via email or
  - c) posted in printed form

as described in the Admissions Information.

#### **§ 4**

- (1) In the admission process Applicant should pay an application fee as defined in the Admissions Information.
- (2) Certificate of payment of the application fee (proof of remittance, official statement of bank transfer) should be attached to the request.

#### **§ 5**

- (1) All documents attached to the request should be in English or a certified English translation should be provided. Submitted certificates of secondary education should be notarized.
- (2) In the admission process it is enough to submit copies of the original documents; however, Applicant has to present the original certificates and documents at the time of enrolment.
- (3) If at the time of enrolment the College finds – when examining the original versions of the simple copies previously submitted in the admission process – that invalid data had been submitted, which affected the admission result, the rector of the College repeals the admissions decision.

### **4. The Admission Process**

#### **§ 6**

- (1) All required documents are needed already at the start of the Admission Process.
- (2) Applicant is required to take part in a test, combined with a personal interview with the local representative of the College, or with an online (Skype) interview with a fellow-worker of the College.

### **5. Admissions Decisions**

#### **§ 7**

- (1) Admissions decisions are made on the basis of the application data and the result of the interview by an Admissions Committee of three members appointed by the rector.
- (2) Applicant receives the admissions decision informally, within a month after the closing date for admissions.
- (3) Official letter of acceptance is posted to successful Applicant after the College has received the payment of the tuition fee valid for the first academic year.
- (4) The letter of acceptance contains the following information:
  - a) the name and identification number of the College;
  - b) the official name of the course selected by the Applicant;
  - c) the starting date of the course;
  - d) the name, address and passport number of the Applicant;
  - e) the notification for enrolment, and the warning about the consequences if Applicant does not fulfil enrolment;

- f) the references to laws and regulations on the basis of which the admissions decision has been made by the College;
- g) the date and time of the decision, as well as the name and position of the issuer.

(5) There is no appeal against admissions decisions.

## § 8

Official student status starts upon enrolment, on the basis of the admissions decision. Since the courses are subject to tuition fees, a Student Education Contract has to be signed prior to enrolment.

Budapest, 8th May, 2013

**Dr. Sarolta Zárda**

rector