



TOMORI PÁL COLLEGE

**RULES ON THE SPECIAL ADMISSION PROCEDURE FOR
FOREIGN STUDENTS**

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Responsible person: vice-rector for scientific and international relations

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The Tomori Pál College (hereinafter referred to as the "College") shall apply the Rules of Procedure for the Special Admission Procedure for Foreign Students (hereinafter referred to as the "**Rules of Procedure**") in accordance with Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "Act on the National Higher Education Act"), Act 423/2012 (XII.29.(hereinafter referred to as the Government Decree) and the guidelines of the Office of Immigration and Citizenship, and the Government Decree No. 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education.

I. GENERAL PROVISIONS

1. § Scope of the Code

(1) The regulations apply to foreign nationals enrolled in the College's English-language undergraduate courses.

(2) The territorial scope of the regulations covers the training places of the College in Kalocsa, Budapest and Kecskemét.

2. § Publication of Programmes

(1) The College publishes information on courses offered to foreign nationals in English (courses offered, fees, other additional information) in the Admission Guide (hereinafter: the "Guide") published on its English language website.

II. THE ADMISSION PROCEDURE

3. § Opening of the procedure

(1) The admission procedure starts at the request of the applicant. Applications must be submitted in accordance with the deadlines, conditions and procedures set out in the Guide.

(2) Candidates must have a secondary school leaving certificate (or equivalent) and a basic knowledge of English.

4. § The application and its annexes

(1) The application and the accompanying documents (copy of passport, certificate of secondary education, certificate of English language skills, CV, other studies or work experience)

- a) in online form or
- b) by e-mail or
- c) in paper form by post

can be submitted in the way indicated in the Guide.

(2) All the documents accompanying the application must be in English or a certified English translation, and the certificate of education must be certified by a notary.

(3) The annexes may be submitted in a simple copy during the admission procedure, however, the presentation of the original certificates and documents is a condition for the establishment of the student status at the time of enrolment at the College.

(4) If, at the time of enrolment, the College finds, on examination of the original of the single copy of the application form, that false information has been provided which has affected the determination of the admission result, the Rector of the College shall annul the decision on admission.

5. § Registration fee

(1) During the admission procedure, you will be required to pay the registration fee set out in the Guide.

(2) When submitting the application, proof of payment of the admission fee must be provided by attaching a copy of the slip of the cash transfer order or a copy of the bank transfer receipt.

6. § The admission procedure

(1) To start the admission procedure, you must have all the documents required for the application.

(2) Candidates must attend a test and a personal interview with the College's local representative or online (Skype) with a College staff member. A record of the personal interview will be made and sent electronically by the College to the applicant for attachment to his/her visa application for the purpose of facilitating the processing of the application by the Consulate and the Immigration and Nationality Office.

III. CLOSING THE ENTRY PROCEDURE

7. § The admission decision

(1) The decision on admission is made by a three-member Admissions Committee appointed by the Rector on the basis of the application data and the results of the interview.

(2) There is no right of appeal against the admission decision.

8. § Documentation for the decision

(1) The College will informally notify the applicant of the decision on admission within 30 days of the closing date.

(2) The official letter of acceptance is sent to the applicant after payment of the tuition fee for the first academic year.

(3) The letter of admission must include

- a) the name and identification of the College;
- b) the exact name of the course chosen by the applicant;
- c) the start date of the training;
- d) the name, address and passport number of the applicant;

- e) an invitation to enrol as a student, a warning of the consequences of failing to enrol;
- f) the legal provisions on the basis of which the College has made the decision;
- g) the place and time of the decision, the name of the person who drew up the decision and his or her position.

9. § Establishment of student status

(1) The student status is established by the decision on admission, upon enrolment. In the case of tuition fees, a student training contract must be concluded before enrolment.

IV. MISCELLANEOUS PROVISIONS

(1) These Rules shall enter into force upon approval by the Senate.

- a) Decision number: 2021/4/9;
- b) Decision date: 05/10/2021
- c) Date of entry into force: 05/10/2021

(2) The Vice-Rector for Academic and International Relations is responsible for the preparation, updating and annual review of the regulations in accordance with the law.