

4/2024 Version Number: **01.**

ON THE TYPE OF CERTIFICATES REQUIRED FOR THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION PROCEDURE OF 2024

Person responsible for professional aspects:	Beáta Farkas	Head of Education Organisation
Professional aspects checked by:	Réka Franciska Vas	Vice-Rector for Education
Legal aspects checked by:	Emese Katalin Balogh	Senior Lawyer
Decision-maker:	Réka Franciska Vas	Vice-Rector for Education
Person responsible for editing and publishing the text:	Anikó Erős	Higher Education Expert

version number	publication date	effective date	version tracking
00.	17.06.2024	18.06.2024	publication



4/2024 Version Number: **01.**

ON THE TYPE **OF CERTIFICATES REQUIRED FOR** THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

Preamble

1.§

(1) Pursuant to Point t) of Subsection (2) of Section 2 of Part 1 "Admission Regulation" (hereinafter: AR) of the Student Requirements, I hereby issue the following rules for the central admission procedure of 2024 (general procedure and clearing process) as regards the type of certificates required for the calculation of institutional points in bachelor and single-cycle programmes and for the calculation of extra points in master programmes as well as the method and form of their submission.

Scope

2.§

- (1) The personal scope of the Provisions of the Vice-Rector for Education covers the following:
 - a) applicants applying for admission to the Corvinus University of Budapest (hereinafter: University) in the central admission procedure (general procedure and clearing process) of 2024 for bachelor, single-cycle and master programmes,
 - b) persons, organisational units and bodies involved in admission matters.

Definitions

3.§

(1) The terms used in these Provisions shall have the meanings given to them in Section 3 of the AR and in Section 3 of the AR.

Entitlements for institutional points in the admission procedure

4.§

(1) In the central admission procedure (general procedure and clearing process) of 2024, entitlements for institutional points for bachelor and single-cycle programmes are determined in Subsection (3) of Section 4 of Annex 2 of the Admission Regulation.

Entitlement	Levels/rankings	
languaga profisionay por languaga	B2 (intermediate) complex	
language proficiency per language	C1 (advanced) complex	
advanced-level secondary school-leaving	advanced-level secondary school-leaving	
examination (institutional points are	examination	



4/2024 Version Number: **01.**

ON THE TYPE OF CERTIFICATES REQUIRED FOR THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION PROCEDURE OF 2024

Entitlement	Levels/rankings
awarded only if the applicant passes an advanced-level secondary-school leaving examination in both admission subjects)	
International Baccalaureate (IB) diploma	
equal opportunities	disadvantaged status disability childcare
Achievement in the National Secondary School Academic Competition (OKTV) or in the Professional Preparatory Graduation	1st-10th place
Subjects Competition (SZÉTV), or in the Competition of Sectoral and Extra-Sectoral	11th-20th place
Subjects or in the Competition of Sectoral and Intra-Sectoral Specialised School Leaving Examination Subjects (ÁSZÉV)	21st-30th place
Achievement in the National Secondary School Academic Competition (OKTV) (if the achievement is not in a subject included in the secondary school leaving examination)	1st-10th place
Achievement at the National Conference of	grand prize winner
Secondary School Students' Scientific Associations (TUDOK)	first place
Sporting achievement (within 8 years, in a sport recognised by the National Olympic Committee)	
Achievement in the National Art Studies Competition	1st-3rd place (as an individual)



4/2024 Version Number: **01.**

ON THE TYPE OF CERTIFICATES REQUIRED FOR THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION PROCEDURE OF 2024

Entitlement	Levels/rankings
Achievement in the National Youth Science and Innovation Talent Competition	1st to 3rd place
Achievement in national professional study competition	
Achievement in a competition organised by the Students' Scientific Associations (TDK) or by the National Conference of Students' Scientific Associations (OTDK)	1st to 3rd place
Achievement in the "Young Scientists"	1st place
secondary school science competition	2nd place
secondary school science competition	3rd place
Achievement at the International Science Olympiad	1st-3rd place as an individual
Achievement at the V4 Olympiad in Economics	1st to 3rd place
National Military Tournament	
Participation in the Illyés Gyula programme	
Participation in university talent fostering programmes Kálmán Szabó Talent	
Programme, Luca Pacioli Award for Excellence	

(2) In the central admission procedure (general procedure and clearing process) of 2024, entitlements for extra points for master programmes are determined in Subsection (17) of Section 18 of the Admission Regulation.

Entitlement	Levels/rankings
	disability
equal opportunities	childcare
	disadvantaged status
sporting achievement (within 8 years, in a	national championships 1st to 3rd place
sport recognised by the International	World and European Championships 1st
Olympic Committee)	to 3rd place
Achievement in a competition organised by	
the National Council of for Students'	1st to 3rd place
Research Societies (OTDK)	

Documents to be submitted in the admission procedure



4/2024 Version Number: **01.**

ON THE TYPE OF CERTIFICATES **REQUIRED FOR** THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD **OF** THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

5.§

- (1) Proof of language proficiency
 - a) Proofing method, by language and by level
 - b) Supporting document:

Proof of language proficiency can be provided by a language examination certificate recognised by the state or equivalent document, such as:

- a decision on the nostrification/recognition of the foreign language examination certificate in Hungary,
- a certificate of secondary education or higher education obtained abroad in a staterecognised institution,
- an appropriate secondary school-leaving certificate from a nationality secondary school, etc.
- c) Oral (formerly type A) and written (formerly type B) language examination certificates in the same language at the same level are automatically considered complex (formerly type C). If an applicant records oral (formerly type A) and written (formerly type B) examination certificates of two different levels, the lower level may be taken into account.
- d) A partial monolingual written/oral language examination certificate and a partial bilingual written/oral language examination certificate in the same language and at the same level are together considered to be a monolingual complex language certificate. The combination of partial monolingual and bilingual language examination certificates is governed by the previous Subsection.
- e) For specialist language examination certificates, the recognition of oral and written language examination certificates as complex language examination certificates is not automatic, as only partial specialist language examination certificates with the same content may be combined.
- f) An official certificate of combinability issued by the Language Examination Accreditation Department of the Educational Authority (Nyelvizsgáztatási Akkreditációs Központ in Hungarian, hereinafter: NYAK) may be accepted for the procedure.
- g) Correction of incorrect data on the certificate:

If the language examination certificate contains incorrect data (e.g. incorrect place of birth or two first names), the NYAK will issue an official certificate within 8 days on request to the NYAK, free of charge, which the applicant shall upload to the electronic admission interface (e-felvételi in Hungarian).



4/2024 Version Number: **01.**

THE TYPE OF **REQUIRED** FOR ON CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF SUBMISSION IN THE CENTRAL ADMISSION THEIR **PROCEDURE OF 2024**

h) Replacement of lost language examination certificates:

If the language examination certificate has been lost, the NYAK will issue an official certificate at the applicant's request, attesting to the fact that the language examination certificate in question was obtained.

- i) Provision of language examination certificate data:
 - ia) During the higher education admission procedure, the authenticity of staterecognised language examination certificates shall be checked on the basis of mandatory data (language, level, type, certificate number, registration number and date of issue).
 - ib) A certificate of successful language examination issued by the accredited examination centre or examination venue organising the examination shall not be accepted as a language examination certificate. The NYAK will not issue a certificate of successful language examination before printing the certificate.
 - ic) The official documents, certificates and naturalisation decisions issued by the NYAK attesting the level of language proficiency are also equivalent to a language examination certificate, so it is not mandatory to submit the document on which they are based.
 - id) The various documents issued by language examination centres do not certify the existence of a language examination certificate in the admission procedure. The NYAK issues a so-called information document on the documents certifying successful examination equivalent to the state language examination listed in the annex of Decree No. 3/1980 (25 October) of the Minister of Labour on the state language examination to demonstrate foreign language skills as well as language examination certificates, if the exam was passed on the basis of a legal relationship entered into after 31 December 1950 and before 31 December 1999.
 - ie) The rigorosum, final examination, interpreter diploma, etc. in the annex of the Decree above may entitle its holder to institutional points in combination with the information document issued by the NYAK. If the information document is submitted, it is not necessary to send the document on which it is based. If you do not have the NYAK information document, you shall send a copy of the pages of the transcript containing your personal data and details of the programme (programme title, course, mode of study, etc.).
- j) Language examination certificates obtained in another country:
 - ja) Language examination certificates obtained in another country may only be taken into account in the admission procedure if they have been naturalised by the NYAK or, before 2000, by the State Language Examination Board and a decision has been made on this.



4/2024 Version Number: **01.**

ON THE TYPE **REQUIRED** FOR OF CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

- jb) An exception to this, i.e. no naturalisation is required, are the following language examination certificates that are equivalent to Hungarian language examination certificates under international cultural conventions
 - Language examination certificates obtained in the Cambridge Assessment English foreign language examination, if obtained after 24 December 2020, and
 - language examination certificates obtained in the Goethe Institut foreign language examination, if the applicant has obtained it after 2 October 2021.
- k) Language examination certificates based on a Hungarian secondary school-leaving certificate/attestation:
 - ka) Secondary school-leaving certificates obtained in secondary schools with two languages of instruction or national minority schools are considered equivalent to language examination certificates under the conditions set out in Section 54 of Government Decree No. 100/1997 (13 June) and certify specific language proficiency.
 - kb) Advanced level secondary school-leaving examination, passed with at least 60%, in a foreign language or in national minority education involving foreign language teaching, which is included in the secondary school-leaving certificate or attestation, shall qualify as a level B2 (formerly intermediate) complex (formerly type type C) language examination certificate, under the conditions set out in the examination regulations.
- l) Language examination certificate on the basis of a secondary school-leaving certificate obtained abroad:
 - la) A secondary school-leaving certificate from a foreign secondary school with Hungarian as the language of instruction shall qualify as a level B2 (formerly intermediate level) complex language examination certificate in the language of the country. If the applicant submits an official certificate (with proper heading, signature, stamp and date) issued by a secondary school with Hungarian as the language of instruction stating that the applicant studied at least one subject¹ in the language of its country for at least two years, his/her secondary school-leaving certificate is equivalent to a level C1 (formerly advanced level) complex language examination certificate in the language of that country.
 - lb) If the language of instruction is mentioned in the foreign secondary school-leaving certificate or its annex, the correspondence with the level of the language

¹ General secondary school-leaving examination subjects, if they are mentioned as such in the secondary schoolleaving certificate: e.g. mathematics, Hungarian language and literature, language of the country, language and literature of the country, foreign language, history, geography, physics, biology, chemistry, social studies, sciences, law enforcement, economics, informatics, physical education, military basics, Latin language.



4/2024 Version Number: **01.**

ON THE TYPE OF **REQUIRED FOR** CERTIFICATES THE **CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND** SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

examination certificate shall be established according to the language of instruction mentioned in the certificate. If the language of instruction for all subjects is Hungarian, school certificates on other languages may not be accepted and the secondary school-leaving certificate is equivalent to a level B2 (formerly intermediate) language examination certificate. In order to recognise it as a level C1 (formerly advanced level) language examination certificate, the applicant shall submit all pages of his/her foreign secondary school-leaving certificate, including the annex.

- Ic) A secondary school-leaving certificate from a state-recognised foreign secondary education institution attesting to studies in a foreign language, i.e. a language other than Hungarian, is equivalent to a state-recognised, general, monolingual, complex and level C1 (formerly advanced level) language examination certificate in the language of instruction.
- ld) An institutional point may therefore be awarded if the applicant has studied in a language other than Hungarian. Institutional points for languages may only be awarded on the basis of documents proving secondary education, which can be considered equivalent to a Hungarian school-leaving certificate and which have been uploaded in full.
- le) Primary school certificates are not acceptable in the admission procedure, because according to Subsection (9) of Section 14 of Government Decree No. 137/2008 (16 May) on the state-recognised language examination and the naturalisation in Hungary of language examination certificates issued abroad certifying foreign language proficiency, only studies at a foreign educational institution and successfully completed (certified by a secondary school-leaving certificate) may be certified.
- m) Language examination certificate on the basis of a Hungarian diploma:
 - ma) Only the following diplomas and degrees obtained from a Hungarian higher education institution may be recognised as a general bilingual complex level C1 (advanced level) language examination certificate recognised by the state:
 - liberal arts degrees in modern or classical languages,
 - teacher's diploma in living or classical language and literature, language teaching or teacher's diploma with a master's degree in foreign languages,
 - primary school teacher's diploma in foreign language teaching,
 - primary and secondary school teacher's diploma in national minority language and culture and national minority kindergarten teacher's diploma,
 - and diploma or certificate of competence awarded on completion of training as a professional translator or interpreter.



4/2024 Version Number: **01.**

ON THE TYPE OF **REQUIRED** FOR CERTIFICATES THE **CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND** SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

- mb) A bachelor's degree in a foreign language, which certifies a professional qualification in a foreign language, is equivalent to a state-recognised, bilingual, complex and level C1 (advanced level) language examination certificate for the language indicated in the qualification. A bachelor's degree in humanities, which indicates a specialisation in a foreign language, is equivalent to a general bilingual complex language examination certificate at the level corresponding to the outcome level in terms of languages as specified in the programme and outcome requirements.
- mc) A diploma attesting to studies pursued and completed in a foreign language is equivalent to a state-recognised, monolingual, complex level C1 (advanced) language examination certificate in the language of instruction.
- md) A diploma or certificate of competence awarded on completion of training as a professional translator or interpreter qualifies as a state-recognised specialised bilingual complex level C1 (advanced) language examination certificate in the language studied. A diploma in interpreting and translating qualifies as a state-recognised general bilingual complex level C1 (advanced) language examination certificate in the language studies.
- n) Language examination certificate based on a foreign diploma:

As regards the language of instruction, a state-recognised diploma from a foreign higher education institution, which attests to tertiary education, qualifies as a staterecognised general monolingual complex level C1 (advanced) language examination certificate if the applicant has pursued his/her studies in a language other than Hungarian and he/she can produce documentary evidence thereof.

- o) Other rules for recognising attainments as language examination certificates:
 - oa) A degree in foreign languages from a foreign higher education institution and a teacher's diploma in a foreign language and literature, a diploma in language teaching and a teacher's diploma with a master degree in a foreign language also qualify as a state-recognised general complex level C1 (advanced) language examination certificate, but only for the foreign language studied.
 - ob) For recognition as a language examination certificate and determining the language of instruction, a certificate issued by the higher education institution or the diploma supplement is required. If the language of instruction cannot be clearly established from the documents submitted (diploma, certificate, diploma supplement) or due to their absence, no institutional points for language examination certificates can be awarded for the higher education diploma.
- p) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian). There



4/2024 Version Number: **01.**

ON THE TYPE OF **REQUIRED FOR** CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF SUBMISSION IN THE CENTRAL ADMISSION THEIR **PROCEDURE OF 2024**

is no need to upload state-recognised language examination certificates obtained in Hungary, as these results are automatically retrieved from an official public register.

- (2) Proof of advanced-level secondary school-leaving examination
 - a) Supporting document: secondary school-leaving certificate
 - b) Rules for submission:
 - ba) Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
 - bb) There is no need to upload Hungarian secondary school-leaving certificates and school-leaving attestations issued in Hungary after 1 January 2006, because these results are automatically obtained from an official public register.
- (3) International Baccalaureate (IB) diploma:
 - a) Supporting document: international baccalaureate diploma
 - b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (4) Documents for equal opportunities
 - a) Types of equality: disability, disadvantage, childcare
 - b) Proof of disability
 - ba) The applicant's disability or special educational needs can only be confirmed by a detailed expert opinion.
 - bb) The expert opinion must always include the name of the disability and/or the BNO code. Failing this, the document will not be accepted. If the expert opinion contains a reference to a review, the expert opinion (addendum, amendment) of the review must also be submitted. However, the addition or amendment can only be accepted together with the detailed expert opinion. The entitlement must apply for the period between the publication of the Higher Education Admission Bulletin and 10 July 2024. (This date is not the same as the date of issue of the document.)
 - bc) An extract, summary expert opinion, supplementary expert opinion or certificate from the issuing body alone is not acceptable as proof of disability, even if it would otherwise be (formally) appropriate. Nor can a preliminary expert opinion be accepted, as it only provides information on the expected content of the final expert opinion, which can still be appealed by the parent or adult pupil. If the applicant's disability or special educational need(s) already exist(s) during secondary education, the disability or special educational need can be confirmed by a detailed expert opinion. Pursuant to Decree No. 15/2013 (26 February) of the Minister of Human Capacities on the functioning of pedagogical service institutions, the expert report shall be prepared by the expert committee of the county (capital) pedagogical



4/2024 Version Number: **01.**

THE TYPE **REQUIRED** FOR ON OF CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

service (or their member institutions acting as county or national expert committees) in the context of expert committee activities. (Of the legal predecessors of the pedagogical services, the expert and rehabilitation committees for learning ability and the national expert and rehabilitation committees may issue expert opinions.)

- bd) Students (applicants) who did not have a disability or special educational needs during their secondary education may apply for a disability assessment from the ELTE National Pedagogical Professional Service (ELTE Gyakorló Országos Pedagógiai Szakszolgálat) after 1 September 2020. Expert opinions that are final (i.e. without a review period) and were issued by the legal predecessors of rehabilitation administrative bodies (e.g. capital and county government offices, NRSZH, OOSZI, etc.) are of course still acceptable.
- be) Certificates, decisions and other documents issued by the following organisations are also not acceptable: Authority positions and official certificates, because they only contain the extent of the impairment, not the name of the disability. Expert reports issued by the county (capital city) pedagogical services on integration, learning and behavioural difficulties, and previously issued by educational counsellors. Expert opinions, extracts of expert opinions and certificates issued by a forensic expert (if issued after 1 January 2008). Specialist medical opinion (if issued after 1 January 2008). Ambulance card, hospital discharge report, specialist certificate, medical report, referral. Other certificates with medical signature and stamp (e.g. Hungarian State Treasury, Regional State Treasury Office, National Health Insurance Fund, etc.). Secondary school decisions on a subject exemption. A decision issued by a higher education institution exempting the applicant from taking a state-recognised language examination on the grounds of disability. Repords, treatment sheets and other certificates issued by psychiatric hospitals, the Hungarian Autism Foundation (and Research Group), the Vadaskert Hospital and the Budapest Early Development Centre. Decision on disability benefit, because it does not specify the disability, only a reference to the decision of the National Office for Rehabilitation and Social Affairs or its predecessors. Decisions on blindness benefits, because they do not specify the disability, but only refer to the decision of the National Office for Rehabilitation and Social Affairs and its predecessors. Official cards (blind, disabled or deaf card). Documents issued by speech and language therapy institutes. Certificates issued by the Demosthenes Foundation. Certificates of the Meixner Foundation. Bank statements for disability benefits, blindness benefits or so-called "pink payment orders". Payment receipts, tax documents or certificates for tax relief. Prescription exemption certificate. Expert opinions of speech improvement institutes. Official certificates issued by the Hungarian State Treasury (MÁK) or the National Health Insurance Fund (OEP) on the increased amount of family allowance. Certificates from the general



4/2024 Version Number: **01.**

REQUIRED FOR THE TYPE ON OF CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

practitioner. The audiogram and the recommendation to wear a hearing aid. In the case of applicants living/residing abroad or if the applicant does not have a residence or domicile in Hungary, an expert opinion issued by the ELTE National Pedagogical Professional Service may be accepted.

- c) Proof of disadvantaged status
 - ca) A certificate or a resolution of the notary or the competent guardianship authority may be accepted as proof of disadvantaged status. If it establishes only a regular child protection benefit, it cannot be accepted as a proof of disadvantaged status on its own under Section 67/A of Act XXXI of 1997.
 - cb) The entitlement must apply for the period between the publication of the Higher Education Admission Bulletin and 10 July 2024.
 - cc) The certificate/resolution can be accepted if it contains: the name and the identification data of the applicant, the fact and date of eligibility, the name of the issuer and the number of the certificate/resolution, the authentic signature and stamp of the issuing authority.
 - cd) Inadmissible documents: a certificate of national minority origin, orphan benefit documents, document appointing a guardian on an ad hoc basis, document on adoption into the family, family allowance resolution, probate report, death certificate, certificate/resolution issued by the pension disbursement authority, resolution awarding pension payment to a relative, divorce papers, official certificates on an increased amount of family allowance, medical documents/expert opinions, medical documents/expert opinions of relatives, documents not in the applicant's name, reports, certificate of the infrastructure situation of the place of residence, housing allowance document, a certificate of independent living, a declaration of address of the persons living in the same household, a document on social shopping discount, official certificates, information materials, a resolution with an expired eligibility deadline, a resolution establishing only the regular childprotection benefit, only a certificate of full-time student status issued by the educational institution, absence of page(s) containing personal identification data (date and place of birth, mother's name), eligibility period and entitlement, absence of page(s) bearing the authentic signature and stamp of the issuing authority.
 - ce) A certificate of full-time student status issued by the educational institution must also be submitted.
 - cf) Institutional points for disadvantaged status can only be awarded on the basis of documents issued by a Hungarian authority.
- d) Proof of childcare
 - da) Eligibility for institutional points for childcare shall be supported with the following:



4/2024 Version Number: **01.**

ON THE TYPE **REQUIRED FOR** OF CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

- in the case of infant care benefit (CSED), adoption benefit (ÖD), child-care assistance benefit (GYES), child-care benefit (GYED) and child rearing allowance (GYET), a certificate or resolution issued by the body disbursing the aid (branches of the Hungarian State Treasury, government offices),
- in the case of child home care allowance (GYOD) and child care allowance, an official certificate issued by the body that established the aid (the District Office of the Capital City/County Government Office),
- in the case of unpaid leave, a certificate issued by the employer, together with a resolution establishing one of the above entitlements,
- for members of the professional staff of law enforcement agencies, both the employer's resolution establishing the absence fee and the employer's certificate,
- if the applicant is on maternity leave or unpaid leave as a professional or contracted military staff member, then, during this period, the employer's resolution and certificate.
- db) If the resolution determining one of the above entitlements in the case of unpaid leave has been issued between the publication of the Higher Education Admission Bulletin and 10 July 2024, the certificate issued by the employer is not required.
- dc) For a professional member of a law enforcement agency, the certificate/resolution shall include the fact that the applicant is receiving an absence fee for childcare for the period between the publication of the Higher Education Admission Bulletin and 10 July 2024.
- dd) For a professional and contracted military staff member, the certificate/resolution shall include the fact that the applicant is on maternity leave or unpaid leave for childcare purposes for the period between the publication of the Higher Education Admission Bulletin and 10 July 2024.
- de) The certificate issued between the publication of the Higher Education Admission Bulletin and 10 July 2024 must contain the following information:
 - the applicant's name and personal identification data (date and place of birth, mother's name),
 - the fact that the applicant is on unpaid leave or receives infant care allowance (CSED), adoption benefit (ÖD), child care allowance (GYED), child-care assistance benefit (GYES), child raising support (GYET), child home care allowance (GYOD) or child care allowance or absence fee, is on maternity leave or unpaid leave for childcare purposes between the publication of the Higher Education Admission Bulletin and 10 July 2024.



4/2024 Version Number: **01.**

ON THE TYPE OF **REQUIRED FOR** CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF **SUBMISSION** IN THE CENTRAL ADMISSION THEIR **PROCEDURE OF 2024**

- df) Inadmissible documents: Stamped applications for GYES, GYED, GYET, CSED, ÖD submitted to the Hungarian State Treasury, a medical certificate of an established week of pregnancy, documents of statutory sick pay, hospital discharge report on childbirth, pregnancy booklet, birth certificate, if there is no reference to an allowance, postal money transfer orders ("yellow slips"), an applicant who is on child-care assistance benefit (GYES) for a child with a long-term illness and who only submits proof that his/her child is permanently ill, a document proving maternity allowance, a document proving your family allowance, "CST: family support benefit" on the payslip, payment for CSED, GYED, GYES, GYET and/or absence pay, as shown on the pay slip or tax document, current account statement for the payment of GYES, GYED, GYET, CSED, ÖD, GYOD, care allowance or absence fee, orphan benefit documents, divorce papers, documents not in the applicant's name, documents issued before the publication of the Higher Education Admission Bulletin, absence of page(s) containing personal identification data (date and place of birth, mother's name), eligibility period and entitlement, absence of page(s) bearing the authentic signature and stamp of the issuing authority.
- dg) Institutional points for childcare can only be awarded on the basis of documents issued by a Hungarian authority.
- e) Submission for claiming extra points for equal opportunities: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (5) Achievement in the National Secondary School Academic Competition (OKTV) or in the Professional Preparatory Graduation Subjects Competition (SZÉTV), or in the Competition of Sectoral and Extra-Sectoral Professional School Leaving Examination Subjects or in the Competition of Sectoral and Intra-Sectoral Specialised School Leaving Examination Subjects (ÁSZÉV)
 - a) Proof of eligibility (1st to 30th place):

The result of the National Secondary School Academic Competition (OKTV) must be certified by a certificate or a copy of the certificate issued by the Educational Authority, stating the result of the competition. The result of the Competition in Vocational Preparatory Subjects of the Secondary School-leaving Examination (SZÉTV) must be certified by a copy of the certificate issued by the Directorate for Vocational and Adult Education of the National Labour Office or its predecessor, stating the result of the competition. The result of the successor of the SZÉTV competitions, the Competition in Sectoral and Non-sectoral Vocational Subjects of the Secondary School-leaving Examination (ÁSZÉV) and the Competition in Sectoral and Intra-sectoral specialisation Subjects of the Secondary School-leaving Examination must be certified by a copy of the certificate issued by the National Office for Vocational and Adult Education containing the result of the competition.



4/2024 Version Number: **01.**

THE TYPE **REQUIRED FOR** ON OF CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD CENTRAL OF THEIR SUBMISSION IN THE ADMISSION **PROCEDURE OF 2024**

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (6) Achievement in the National Secondary School Academic Competition (OKTV) (if the achievement is not in a subject included in the secondary school leaving examination)
 - a) Proof of eligibility (1st to 10th place):

The result of the National Secondary School Academic Competition (OKTV) must be certified by a certificate or a copy of the certificate issued by the Educational Authority, stating the result of the competition.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (7) Certification of achievement at the National Conference of Secondary School Students' Scientific Associations (TUDOK)
 - a) Proof of eligibility for Grand Prize and First Prize:

The result of the competition of the National Conference of Secondary School Students' Scientific Associations (TUDOK) must be supported by a copy of the certificate issued by the National Association of Research Students, stating the results of the competition.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (8) Achievement at the International Science Olympiad
 - a) Proof of eligibility (1st to 3rd place, individual):

The result of the International Science Olympiad competitions must be supported by a copy of the certificate issued by the organiser, stating the results of the competition.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (9) Certification of sporting achievement (within 8 years, in a sport recognised by the International Olympic Committee)
 - a) At least 3rd place in the national finals of the Student Olympiad organised by or with the assistance of the Hungarian Student Sports Association:
 - aa) Proof of eligibility: certificate of the Hungarian Student Sports Association
 - b) European Championship result OR World Championship result with a 3rd place or better:



4/2024 Version Number: **01.**

ON THE TYPE OF **REQUIRED FOR** CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

- ba) Proof of eligibility: a certificate from the Hungarian national sports federation of the given sport, the Hungarian Paralympic Committee or the Hungarian Sports Federation for the Hearing Impaired
- c) In case of an at least 3rd place in the World or European Championships in the relevant age group, in the Universiade, in the World University Championship organised by the International University Sports Federation (FISU), at the Youth Olympics
 - ca) Proof of eligibility: a certificate from the Hungarian national sports federation of the given sport
- d) Achievement of at least 3rd place in a national championship organised by a national sports federation in Hungary and recognised by it (regardless of age group) as the highest level:
 - da) Proof of eligibility: a certificate from the Hungarian national sports federation of the given sport
- e) Participation in the Olympic Games organised by the International Olympic Committee (IOC), from 1984 onwards in the Paralympic Games or the Deaflympics, the Chess Olympiad organised by the World Chess Federation (FIDE) except for the provisions of Subsection (1) of Section 22 of Government Decree No. 423/2012 (29 December)
 - ea) Proof of eligibility: a certificate issued by the Hungarian national sports federation, the Hungarian Paralympic Committee, the Hungarian Sports Association for the Hearing Impaired or the Hungarian Chess Federation
- f) Submission of sporting achievements: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).

(10) Certificate of achievement in the National Art Studies Competition

a) Proof of eligibility (1st to 3rd place (as individual competitor)):

Competition results achieved as an individual in the National Art Studies Competition for students of vocational secondary art schools must be certified by a copy of the certificate issued by the Educational Authority. A result not obtained as an individual competitor is not accepted. The results of a competition for pupils from primary art schools are not admissible.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (11) Certification of achievement in the National Youth Science and Innovation Talent Competition
 - a) Proof of eligibility (1^{st} to 3^{rd} place):



4/2024 Version Number: **01.**

ON THE TYPE OF **REQUIRED** FOR CERTIFICATES THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

The result of the Youth Scientific Innovation Competition must be confirmed by a copy of the certificate issued by the Hungarian Innovation Association, the organizer of the contest, stating the result of the competition.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (12) Achievement in national professional study competition
 - a) Proof of eligibility (in case of exemption from all parts of the vocational examination): Placement in the National Vocational Studies Competition and exemption from all parts of the vocational examination must be confirmed by a certificate issued by the organiser of the competition (e.g. Hungarian Chamber of Commerce and Industry, Chamber of Agriculture, etc.).
 - b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (13) Achievement in a competition organised by the Students' Scientific Associations (TDK) or by the National Conference of Students' Scientific Associations (OTDK)
 - a) Proof of eligibility (1^{st} to 3^{rd} place):

The result of a competition of the Scientific and Student Council or the National Scientific and Student Council must be confirmed by a copy of the certificate issued by the organising institution, stating the result of the competition.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (14) Certification of the achievement in the "Young Scientists" secondary school science competition
 - a) Proof of eligibility (1st to 3rd place):

The result of the "Young Scientists" secondary school science competition must be confirmed by a copy of the certificate issued by the Educational Authority, the organizer of the contest, stating the result of the competition.

- b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (15) Achievement at the V4 Olympiad in Economics
 - a) Proof of eligibility (1st to 3rd place):

The result of the international final of the Student Olympiad in Economics must be proved by a copy of the certificate of the Hungarian Economic Association containing the results of the competition.



4/2024 Version Number: **01.**

ON THE TYPE **OF CERTIFICATES REQUIRED FOR** THE CALCULATION OF INSTITUTIONAL POINTS IN BACHELOR AND SINGLE-CYCLE PROGRAMMES AND FOR THE CALCULATION OF **EXTRA POINTS IN MASTER PROGRAMMES AND THE METHOD** OF THEIR SUBMISSION IN THE CENTRAL ADMISSION **PROCEDURE OF 2024**

b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).

(16) National Military Tournament

a) Proof of eligibility:

The result of the National Military Tournament competitions must be supported by a copy of the certificate issued by the Ministry of Defence, stating the results of the competition.

b) Proof of eligibility:

The result of the National Military Tournament competitions must be supported by a copy of the certificate issued by the Ministry of Defence, stating the results of the competition.

- (17) Participation in the Illyés Gyula programme
 - a) Proof of eligibility: A certificate of participation in the Gyula Illyés Programme.
 - b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).
- (18) Participation in university talent fostering programmes Kálmán Szabó Talent Programme, Luca Pacioli Award for Excellence
 - a) Proof of eligibility:

Certificate of participation in the Szabó Kálmán Talent Programme, certificate of the Luca Pacioli Award for Excellence.

b) Rules for submission: Documents supporting entitlement shall be uploaded to the Educational Authority's electronic admission system (e-felvételi in Hungarian).

6.§

- (1) All pages of the supporting document(s) required by these Provisions must be legibly filled in, in the correct page number order.
- (2) Supporting document(s) under these Provisions must be uploaded in Hungarian or English.

Miscellaneous and final provisions

7**.**§

(1) The present Provisions shall take effect on the day following their publication and shall remain in force until 30 September 2024.