

 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR FACULTY AND RESEARCH	1/2025 Version number: 00.
PROCEDURE FOR SCHEDULING THE ADMISSION PROCEDURE OF DOCTORAL PROGRAMMES COMMENCING IN SEPTEMBER 2025		

Person responsible for professional aspects:	Zsuzsanna Horváthné Krista	Head of UDO
Professional aspects checked by:	István Tamás Kónya Tamás Bartus	Dean of CDS Vice-Rector for Faculty and Research
Legal aspects checked by:	Zsuzsanna Borbás	Head of Legal and Procurement Services
Decision-maker:	Tamás Bartus	Vice-Rector for Faculty and Research
Person responsible for editing and publishing the text:	Anikó Erős	Higher Education Expert

version number	Publication date	Effective date	Version tracking
00.	21.01.2025	21.01.2025	Publication

**PROCEDURE FOR SCHEDULING THE ADMISSION PROCEDURE
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2025**

Preamble

1.§

- (1) Pursuant to section 21 (16) of the Doctoral (PhD) Regulation constituting Part 8 of Part III (Student Requirements) of the Rules of Organisation and Operation of the Corvinus University of Budapest, I hereby set the following schedule for the admission procedure of doctoral programmes commencing in September 2025 - the programmes announced under the general higher education admission procedure, the institutional admission procedure organised by the University, the Stipendium Hungaricum Scholarship Programme, and the Diaspora Higher Education Scholarship Programme.

2.§

- (1) Persons, bodies and organisations acting under these Provisions:
- a) applicant,
 - b) Vice-Rector for Faculty and Research (VRFR),
 - c) Dean of CDS,
 - d) heads of the Doctoral Schools,
 - e) competent Admission Committee (hereinafter referred to as AC),
 - f) Study Administration Services (hereinafter referred to as SAS),
 - g) Legal and Procurement services (hereinafter referred to as LEGAL),
 - h) University Doctoral Office (hereinafter referred to as UDO),
 - i) University Doctoral Council (hereinafter referred to as UDC),
 - j) Communications,
 - k) International Alliances (hereinafter referred to as IA)

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Scheduling of the admission procedure of doctoral programmes announced under the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Education Scholarship Programme, the general higher education admission procedure and the institutional admission procedure organised by the University

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serial No.	Task	Person/unit in charge of the task	Admission procedure Announced by the institution (general higher education, institutional admission)			Admission procedure Announced by Tempus (SH, Diaspora)		
			Admission Type 1 Start date	Admission Type 1 End date	Admission Type 1 Hours/minutes	Admission Type 2 Start date	Admission Type 2 End date	Admission Type 2 Hours/minutes
1	Drafting and publishing the description on the rules of the admission procedure (sending it to those involved: CDS, heads of doctoral school, LEGAL)	VRFR		16.01.2025			16.01.2025	
2	Editing the Prospectus on Admission to Higher Education	UDO	18.11.2024	22.11.2024				
3	Preparing information materials on admission for applicants, defining website content, preparing draft emails for applicants, organising open days	UDO/heads of DS/Communications		30.01.2025			30.01.2025	
4	Creating the application interface	Communications		30.01.2025				
5	Requesting document templates related to the admission procedure (model resolutions, data processing notices, information on the recognition of diplomas for further studies) from LEGAL.	UDO		31.01.2025			31.01.2025	
6	Preparing and returning to the UDO document templates related to the admission procedure	LEGAL		18.02.2025			18.02.2025	

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	(model resolutions, data processing notices, information on the recognition of diplomas for further studies).							
7	Disclosing the data processing notice, the information on the recognition of diplomas for further studies to applicants	UDO/Communications/LEGAL		21.02.2025			21.02.2025	
8	Open days	Dean of CDS/UDO/heads of DS	21.02.2025	14.03.2025				
9	PhD admission campaign	UDO/Communications	01.02.2025	18.03.2025			15.01.2025	
10	Application period	applicant	04.03.2025	25.03.2025			By the date to be set by the Tempus Public Foundation (TPF)	
11	Saving the data of Stipendium Hungaricum applicants from the TPF's DreamApply platform after nominations	UDO					20.03.2025	
12	Deadline for the electronic uploading of documents for application and admission	applicant	04.03.2025	18.03.2025	23:59	from the start date of application	18.03.2025	
13	Checking applicants' application documents, requesting them to correct deficiencies (request for correcting deficiencies).	UDO	on an ongoing basis from the moment the data of applicants is displayed	30.04.2025		on an ongoing basis from the moment the data of applicants is displayed	30.04.2025	

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14	Giving access to LEGAL of the documents submitted by applicants for recognition for further studies	UDO	on an ongoing basis from the moment the data of applicants is displayed	on an ongoing basis, but within 2 working days from the moment the application is displayed in DreamApply		on an ongoing basis from the moment the data of applicants is displayed	on an ongoing basis, but within 2 working days from the moment the application is displayed in DreamApply	
15	Checking the documents submitted by applicants for the recognition for further studies and, if necessary, requesting applicants to correct deficiencies	LEGAL	From the date of receipt from the UDO	3-5 working days after receipt from the UDO		From the date of receipt from the UDO	3-5 working days after receipt from the UDO	
16	Forming the Admission Committees, appointing their members	UDC		05.03.2025			05.03.2025	
17	Assigning applicants to committees, notifying applicants of the dates and venues	UDO		31.03.2025			31.03.2025	
18	Organising and conducting doctoral admission examinations	Heads of DS/Admission Committees	01.04.2025	28.04.2025		01.04.2025	28.04.2025	
19	Ranking applicants by the Admission Committees	Admission Committees		29.04.2025			29.04.2025	
20	Setting the cut-off score			30.04.2025			30.04.2025	
21	Adopting the decision on admission (based on admission results)	UDC/Dean of CDS		30.04.2025			30.04.2025	
22	Recording the decision for Stipendium Hungaricum applicants in the TPF's DreamApply system	UDO					30.04.2025	

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23	Sending final resolutions on the rejection of admission to students who do not achieve the minimum score	UDO		12.05.2025			12.05.2025	
24	Notifying students who have applied for admission of (conditional) admission, sending information to eligible applicants on the possible withdrawal of their application for admission and informing foreign nationals that they must present the diploma required for enrolment by the given deadline (01.08.2025), and initiate the necessary procedure for its recognition, otherwise the decision on admission will retroactively be null and void. If the applicant declares that he/she will present the diploma and have it recognised by the given deadline, the UDO will issue and send the decision on admission to the foreign applicant.	UDO		12.05.2025				
25	Withdrawing applications for admission	applicant		30.05.2025				
26	Notifying applicants of (conditional) admission who may be admitted in place of eliminated applicants in proportion to the number of applications for admission or sending the final resolution on the rejection of admission	UDO		06.06.2025				
27	Sending documents associated with the recognition of diplomas for further studies	applicant	on an ongoing basis	06.06.2025		on an ongoing basis	06.06.2025	

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28	Importing admitted students into the Neptun system	UDO/SAS		20.06.2025			20.06.2025	
29	Generating final resolutions on admission (for all eligible applicants), sending them out (to eligible applicants who have fulfilled all admission requirements)	UDO/SAS		30.06.2025			30.06.2025	
30	Final deadline for sending the documents required for admission and for the recognition of a diploma for further studies (deadline for correcting deficiencies)	applicant	on an ongoing basis	01.08.2025		on an ongoing basis	01.08.2025	
31	Should the deadline for correcting deficiencies pass, modifying the decision on admission, and in the case of foreign nationals (see: row 27) establishing that the admission decision is null and void with retroactive effect.	UDO		05.08.2025			05.08.2025	
32	Adopting the resolution on the recognition for further studies and forwarding it to the UDO in electronic form	LEGAL	from the date on which deficiencies are corrected	3-5 working days from the date on which deficiencies are corrected		from the date on which deficiencies are corrected	3-5 working days from the date on which deficiencies are corrected	
33	Forwarding resolutions on the recognition for further studies to applicants (by email, electronically in DreamApply, with the original handed over in person at the time of enrolment).	UDO	From the date of transmission by LEGAL	within 5 working days		From the date of transmission by LEGAL	within 5 working days	

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34	Handing over 1 original paper copy of the resolutions on applicants' further studies to IA (International Alliances)	LEGAL		no later than 3 working days before the enrolment period			no later than 3 working days before the enrolment period	
35	Sending the final resolution on admission to those who have sent in a document for the purposes of correcting deficiencies	UDO		25.08.2025			25.08.2025	
36	Submitting a legal remedy request	applicant		within 15 days of communicating the final resolution on admission			within 15 days of communicating the final resolution on admission	
37	Processing requests for legal remedy	UDO/LEGAL		30 days from receipt			30 days from receipt	

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Closing provisions

4.§

- (1) The present Provisions shall enter into force on the day following their publication and shall remain in force until 31 August 2026.