Admissions policy for international students at the
Alexandre Lamfalussy Faculty of Economics, University of Sopron

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The admissions policy for international students applying to the Alexandre Lamfalussy Faculty of Economics (Faculty) at the University of Sopron is in accordance with the CCIV 2011 national higher education law and the 423/2012 (XII.29.) government decree regarding higher education admissions. This policy governs the issues referred to by the relevant legislation for institutional jurisdiction.

1. §
Scope of policy

The scope of this policy applies to the foreign nationals attending vocational training, undergraduate, or master's degree programs offered in a foreign language.

2. §
Admissions prospectus

1) Information about programs offered in a foreign language for international students is available on the Faculty’s website.
2) Admissions prospectus deadlines:
   – for programs beginning in February: October 31 of the year preceding the start of the course of study
   – for programs starting in September: April 30 of the given year
3) The English/German admissions prospectus includes:
   – language of the course of study,
   – the number of students admissible,
   – department schedule information; organization of the course of study,
   – duration of the course of study expressed in semesters,
   – the course of study location,
   – number of credits acquired during the course of study,
   – specific qualifications of the given course of study,
   – fee information regarding costs and benefits of self-financed students,
   – applicant ranking information; the ranking method,
– information about the scoring system and extra points,
– if applicable, duration of internships within the course of study,
– the specializations planned by the Faculty within the course of study,
– application submission deadline,
– application form completed in a language corresponding to the course of study language,
– list of documents to be attached to the application form,
– the Faculty contact to which the application package must be sent,
– application processing fee and payment method,
– information about college dormitories.

4) The Faculty outlines the conditions concerning the possible cancellation of a course of study in the admissions prospectus.

5) To compile the information on the specific course of study in the admissions prospectus, the dean’s office is responsible for general content, taking into account the relevant faculty council decisions, with particular regard to self-financing costs and the application fee.

3. §
Application form and its attachments

1) The following mandatory fields must be completed in the English/German application forms available for download on the Faculty’s website
– course of study name:
– language of instruction:
– level of the course of study:
– surname and first name,
– name at birth,
– mother’s maiden name,
– place of birth (country, settlement),
– date of birth,
– nationality,
– native language,
– gender,
– contact details: contact address, residential address, e-mail address, phone number,
– name and address of the high school diploma granting institution or its equivalent for students applying for vocational courses of study or for initial tertiary education
– name and address of the institution issuing the initial qualification; in the case of a master’s degree, the name of the undergraduate degree granting institution
– date, signature.

2) Application form attachments include the following:
– copy of identity card/passport,
– in the case of higher vocational education and undergraduate studies: a copy of high school diploma (or equivalent)
– in the case of a master's degree: a copy of the undergraduate degree,
– a copy of language proficiency certificate(s)
– documents verifying additional points,
– a copy of the document certifying application fee payment.

3) Documents submitted in English or German will be accepted without translation. Documents in other non-Hungarian languages can only be accepted with accompanying official Hungarian translations.

4. §

Applicant registry

1) Application documents submitted by international students are filed in the dean’s office by the instructor responsible for international student affairs.

2) The dean’s office manages personal data in accordance with the regulations governing data protection.

3) Copies of documents required for the application may be submitted initially, but the establishment legal student status requires the presentation of original documents upon enrollment.

5. §

Admissions process

1) All documents defined in the application form must be submitted to initiate the application process.

2) Students under 18 years of age may submit an application, but must be 18 or older upon enrollment.

3) Application procedures covered by the policy for
   – mid-term admissions: until January 5.
   – general admissions: until July 15.

4) Applications may be submitted electronically online via the Faculty’s website or in printed form via post (H-9400 Sopron, Erzsébet u. 9.).

5) The Faculty will notify applicants concerning missing application documents within 10 days following the application deadline; applicants will have 7 days after notification to provide any missing documents.

6) Basic conditions for participation in the application process:
   – Inclusion in vocational and initial tertiary education is conditional upon the successful completion of high school or its equivalent.
   – Master's degree applicants must possess an undergraduate degree to be accepted.

7) The admissions committee is responsible for the admissions process.

8) The deputy dean responsible for international affairs heads the admissions committee. The deputy dean for education, representative(s) of the relevant course(s) of study, and the dean’s office administrator responsible for managing international affairs comprise the admissions committee.

9) The appointment of the admissions committee is the responsibility of the chairperson; the committee shall render admission decisions based on available documents. A record of the decision on admission shall be prepared.

10) Appeals of admission committee decisions may be filed to the Faculty dean within 5 days of receipt of the decision. The dean makes his decision within 2 days of receiving the appeal; the candidate is notified immediately following the dean’s decision.

11) Admissions decisions:
   – mid-term admissions: until January 22.
   – general admissions: until August 15.

12) The dean’s office is responsible for applicant notification regarding admissions decisions.
13) The admission decision (provided in the language of the course of study) includes:
   – the Faculty’s name, identification,
   – name, language, and level of the course of study chosen by applicant
   – the date and location of the course of study,
   – applicant’s personal data,
   – notification of student status enrollment and deadline; a warning regarding the consequences of failing to register,
   – place and time of the decision-making process; the name and position of the person responsible for decision,
   – manner of legal remedies,
   – the name and contact details of the associate who deals with the student’s education and stay in Hungary.

6. §
Non-general provisions

1) The admissions process to a course of study for third-country nationals under an international agreement may differ from those set out in this policy; the current international agreement, and in particular its deadlines, is based on the requirement of a verbal hearing (e.g. Skype).

2) Admission process to a course of study for third-country nationals under the international agreement (with special regard to registration in central databases, access to foreign trade fair exhibitions, and the exploitation of marketing opportunities) is the responsibility of the deputy dean of international affairs. In carrying out this task, the dean cooperates closely with the deputy dean for educational affairs.

3) The submission of mandatory data and documents required for the admissions process must be in accordance with the general policy; the same applies to admissions decisions.

4) Based on the agreement of the deputy dean of international affairs, the dean can authorize an admissions process that does not abide by the general admissions schedule.

7. §
Data reporting obligation

The Faculty shall provide statistical information to the Education Office (within the form defined by the Education Office) by October 15. of the year in which the course of study starts.

8. §
Regulations in effect

1) The policy was adopted by Alexandre Lamfalussy Faculty of Economics Faculty Council through its 36/2018. (05-22) decree.

2) This policy shall enter into effect on June 6, 2018 and shall apply, for the first time, to the 2018 general admissions process.

3) This policy is governed by University of Sopron Senate decree 122/2018. (VI.06).

Sopron, June 6, 2018

_________________
Prof. Dr. Attila Fábián
Dean
Attachment: Application form

<table>
<thead>
<tr>
<th>Name of course of study:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of course of study:</td>
<td></td>
</tr>
<tr>
<td>Level of course of study:</td>
<td></td>
</tr>
<tr>
<td>Surname and first name:</td>
<td></td>
</tr>
<tr>
<td>Name at birth:</td>
<td></td>
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<tr>
<td>Mother’s maiden name:</td>
<td></td>
</tr>
<tr>
<td>Place of birth (country, settlement):</td>
<td></td>
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<tr>
<td>Date of birth (year, month, day):</td>
<td></td>
</tr>
<tr>
<td>Citizenship (1):</td>
<td></td>
</tr>
<tr>
<td>Citizenship (2):</td>
<td></td>
</tr>
<tr>
<td>Native language:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td></td>
</tr>
<tr>
<td>Name and address of the institution issuing high school diploma or its equivalent for students applying for vocational or tertiary education:</td>
<td></td>
</tr>
<tr>
<td>Name and address of the institution issuing the initial qualification; name of the undergraduate degree for master's degree applicants</td>
<td></td>
</tr>
<tr>
<td>Permanent residence (country, postal code, settlement, address):</td>
<td></td>
</tr>
<tr>
<td>Contact address (country, postal code, settlement, address):</td>
<td></td>
</tr>
<tr>
<td>Other contact details:</td>
<td></td>
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<tr>
<td>Telephone number:</td>
<td></td>
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<tr>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Skype name:</td>
<td></td>
</tr>
</tbody>
</table>

Attached/uploaded documents:

- copy high school diploma or equivalent document in case of tertiary or undergraduate studies
- copy of undergraduate degree for master's degree program applicants
- copy of personal identification card or passport
- copy of language proficiency certificates
- documents verifying extra points
- copy of document verifying application fee payment
- other document(s), such as:

Date (country, settlement, year, month, day):

With full legal responsibility, I declare the information I have provided is true. I am fully aware of the consequences for providing misleading or incorrect information in the application form.

___________________
Applicant’s signature