

THE UNIVERSITY OF PÉCS, FACULTY OF SCIENCES
DEAN'S ORDER no. 2/2020 (IV.28.)
ON THE ADMISSION PROCEDURE OF ENGLISH STUDY PROGRAMS
OFFERED AND ADMINISTERED BY THE FACULTY OF SCIENCES

PREAMBLE

The University of Pécs, Organisational and Operational Regulations, Annex 7/c (the Statutes of the University of Pécs, Code of admissions procedure to international study programmes open exclusively to foreign citizens) based on Article 7. (2) the Dean of the Faculty of Sciences regulates in the below order the admission procedure of study programs offered for foreign citizens at the Faculty of Sciences.

I. Scope of the order

Article 1. The present order shall extend to all foreign citizen applicants taking part in the process of admission of all courses run in English and offered by the Faculty of Sciences, University of Pécs. In addition, the present order shall extend to all participants and employees involved in the admission procedure.

II. Application for the study program

Article 2. English study programs offered by the Faculty of Sciences can be found in Appendix 1. The programs get offered in each academic year. Official information can be found on the website of the Faculty and on Dream Apply (hereinafter DA) online surface.

Article 3. (1) Study programs offered and announced in English can be fee-paying or financed by scholarships.

(2) The application fee is defined by the Faculty Council at the Faculty of Sciences for each year, which must be paid by the applicant by no later than the deadline of the application.

(3) Application data are handled by the International Office (hereinafter International Office) of the Registrar's Office, Faculty of Sciences.

Article 4. If the applicant wants his/her previous educational certificate to be taken into consideration as part of the entry requirements, he/she is liable for getting his/her higher education certificate recognised in order of his/her qualification levels and specialities to be recognised as part of the entry requirements. This process is carried out by the Credit Transfer Committee at the Faculty for BSc and MSc programs and by the concerned doctoral schools for PhD programs.

III. Admission procedure

Article 5. (1) The International Office as an organisational unit is responsible for organising, coordinating and managing of the admission procedure of the English study programs at the Faculty of Sciences.

(2) The admission procedure shall be carried out electronically via the DA application online system. All documents that the applicant intends to use during the application procedure must be uploaded and submitted to the DA's system. (<https://apply.pte.hu/>)

(3) The list of required documents distributed by programs and levels can be found in Appendix 2 of this present order.

(4) Condition of the application

a/ on BSc level, a certified copy of high school leaving certificate or equivalent document and certified translation of this document into English or Hungarian.

b/ on MSc level, a certified copy of qualifications and skills or equivalent documents defined in the decree of the Ministry of Human Capacities no. 18/2016. (VIII.5.) and its certified translation into English or Hungarian.

c/ on a PhD level, a certified copy of MSc/MA qualification or equivalent diploma and its certified translation into English or Hungarian.

(5) Besides the conditions defined in Article 5. (4) a/ - c/ points of this present order, the applicant is obliged to provide demonstrated evidence of an adequate level of English proficiency required of the study program.

(6) The International Office inspects the documents uploaded by the applicant to the DA online application system as part of the admission process. The applicant who does not meet the entry requirements and does not remedy the deficiency by the given deadline can be excluded from the admission procedure.

(7) Applicants take part in an entrance interview. Applicants are informed about the date and time of the entrance interview in advance. The date and time of the entrance interview can only be modified in extreme cases, if the applicants require it and if the Faculty of Sciences can provide another suitable date and time for the applicant. Admission can only be obtained for the courses of the Faculty of Sciences in the case of a successful entrance interview.

(8) The date and time of the entrance interview is set by Central European Time (CET) and/or Central European Summer Time (CEST)

(9) The entrance interview is oral and it is conducted in English. Overall scores are calculated based on the performance during the entrance interview and based on the submitted documents. Both professional competence and language proficiency are evaluated during the interview.

(10) If the authenticity of the documents submitted as part of the application process is questionable, the International Office consults with the Hungarian Equivalence and

Information Centre, Educational Authority. In justified cases, may oblige the applicant to request additional documents.

(11) The scoring criteria used by the Faculty of Sciences are described and contained in Appendix 3.

IV. Entrance interview, eligibility test

Article 6. (1) Entrance examination of the English study programs offered by the Faculty of Sciences can be carried out in official premises, through online video call or at external locations allocated by the dean of the Faculty. The Examination Committees are nominated by the Institutes of the Faculty of Sciences and in the case of doctoral programs by the concerned doctoral schools.

(2) The security officer of the University of Pécs can participate in the entrance interview and can address questions to the applicant.

(3) The examination committee makes the suggestion for the acceptance, conditionally acceptance or rejection of the applicant based on the result of the entrance interview. Reasons must be given for any rejection.

(4) The report is prepared of the entrance interview, for what a template can be found in Appendix 4.

(5) Report of the entrance interview is forwarded to the International Office by the Examination Committee in order to record the result of the interview in the DA system.

(6) Applicants may also be required to take an eligibility test.

V. Decision of Acceptance

Article 7. (1) The acceptance letter is prepared by the Centre for Internationalization and Connections in the case of scholarship applicants, while the final acceptance letter is prepared by the International Office in the case of fee-paying applicants.

(2) The Final Acceptance Letter (FAL) contains:

a/ applicant's personal data

b/¹ admission decision with the details of the study program the applicant is accepted to

c/² the amount of the paid tuition fee

¹ The amendment was made on 8th September 2020

² The amendment was made on 8th September 2020

d/³ if, in the case of admission to the study level specified in Article 5 (4) (b) the credits to be replaced are prescribed, the code, title and credit number of the subjects necessary for the replacement,

e/⁴ verification of dormitory placement, and the address of the dormitory in case the applicant submitted a claim for dormitory placement in advance, particularly the name and address of the college.

(3) a/⁵ In the case of students admitted to a fee-paying study program the acceptance letter is a document registered by the Registrar's Office, signed by the dean of Faculty of Sciences and sent to the applicant by the International Office primarily through the DA system or by post if it is requested by the applicant.

b/⁶ In the case of students admitted through the Stipendium Hungaricum Scholarship program the acceptance letter is a document registered by the Centre for Internationalization and Connections, signed by the educational director and sent to the applicant by SH coordinator of the Centre for Internationalization and Connections through the DA system.

(4) a/ The fee-paying admitted student can start the visa application administration after paying the tuition fee.

b/ ⁷SH scholarship holder admitted student can start the visa application administration after receiving the SH Letter of Award, which is sent directly to the applicant by the Tempus Public Foundation through the DA system by scanning.

VI. CLOSING PROVISIONS

Article 8. The present order enters into force after the announcement, on 27th April 2020.

Pécs, 28th April 2020

Dr Attila HORVÁTH
Dean
Faculty of Sciences

³ The amendment was made on 8th September 2020

⁴ The amendment was made on 8th September 2020

⁵ The amendment was made on 8th September 2020

⁶ The amendment was made on 8th September 2020

⁷ The amendment was made on 8th September 2020

The present order was amended on 8th September 2020.

Dr Attila HORVÁTH
Dean
Faculty of Sciences

Appendix

Appendix 1 English study programs offered by the Faculty of Sciences

Appendix 2 Entry requirement documents

Appendix 3 Criteria of scoring process

Appendix 4 Report

Appendix 1

English study programs offered by the Faculty of Sciences, University of Pécs

Name of the program in English	Level of the program	Name of Qualification	Specialisations linking with the program
Biology	BSc	Biologist	-
Chemistry	BSc	Chemist	-
Computer Science	BSc	Computer Scientist	Software Developer
Earth Sciences	BSc	Earth Scientist	Geology
Geography	BSc	Geographer	Applied Geography
Mathematics	BSc	Mathematician	-
Physical Training	BSc	Physical Trainer	-
Physics	BSc	Physicist	-
Physics	MSc	Physicist	Applied Physicist
Applied Mathematics	MSc	Applied Mathematician	-
Recreation	MSc	Recreation Expert	-
Chemistry	MSc	Chemist	-
Biology	MSc	Biologist	Molecular Biology Ecology
Geography	MSc	Geographer	Geomorphology
Doctoral Program in Biology and Sport Biology	PhD	-	-
Doctoral Program in Chemistry	PhD	-	-
Doctoral Program in Earth Sciences	PhD	-	-
Doctoral Program in Physics	PhD	-	-

Appendix 2

Entry requirement documents

Level of program	Required documents
BSc	Certified and translated (if originals are not in English) copy of high school transcripts showing satisfactory completion of senior high school.
	Certified and translated (if originals are not in English) copy of school leaving certificate.
	Demonstrated evidence of an adequate level of English proficiency – B2 intermediate level language certificate or proof that high school studies were continued in English language.
	Motivation letter (introduction plus field of interest, etc.) in 3000 to 3500 characters
	Europass CV in English
	Copy of passport or national ID
	Medical certificate including vaccination card, negative test of Hepatitis B, C and HIV and negative chest X-ray result
MSc	Copy of other documents that can gain extra application points
	Certified and translated (if originals are not in English) copy of transcript of higher education/BSc degree program.
	Certified and translated (if originals are not in English) copy of completed BSc degree.
	Demonstrated evidence of an adequate level of English proficiency – B2 intermediate level language certificate or proof that previous higher education studies were continued in English language.
	Motivation letter (introduction plus field of interest, etc.) in 3000 to 3500 characters.
	Europass CV in English
	Copy of passport or national ID
PhD	Medical certificate including vaccination card, negative test of Hepatitis B, C and HIV and negative chest X-ray result
	Copy of other documents that can gain extra application points.
	Certified and translated (if originals are not in English) copy of previous higher education studies.
	Certified and translated (if originals are not in English) copy of completed MSc studies (MSc degree)
	Recommendation letter(s)
	Supporting letter from the prospective supervisor of the research (preliminary confirmation letter)
	Publicity list (if any)
PhD	Demonstrated evidence of an adequate level of English proficiency – B2 intermediate level language certificate or proof that previous higher education studies were continued in English language.
	Motivation letter (introduction plus field of interest, etc.) in 3000 to 3500 characters.
	Professional CV in English language
	Copy of passport or national ID
	Medical certificate including vaccination card, negative test of Hepatitis B, C and HIV and negative chest X-ray result

Appendix 3

Criteria of scoring process

1. Bachelor and Masters Programs

On Bachelor and Master Level 100 points can be given in total according to the followings:

	Parts of evaluation	Points	Notes
1.	Educational achievements, professional performance supported by documents	40	Evaluated during the application process (prior the entrance interview)
2.	Professional competence and adequate level of language	60	Evaluated during the entrance interview

Educational achievements, document – supported professional performance evaluated by the admission committee are as follows:

- high school modules' marks/results,
- school leaving exams' marks/results,
- other, chosen program-related educational or professional achievements (e.g. study competition, sport competition, etc.),
- proof of language adequacy,
- other documents evaluable by the decision of the admission committee

Entrance exam can be oral.

Oral exam is a motivational discussion aimed for the applicant to prove his/her familiarity with and interest in the field of his/her choice and professional level of English.

BSc and MSc programs	
Exam requirements	Type of exam
BSc in Biology	professional and motivational discussion
BSc in Physics	professional and motivational discussion
BSc in Geography	professional and motivational discussion
BSc in Earth Sciences	professional and motivational discussion
BSc in Chemistry	professional and motivational discussion
BSc in Mathematics	professional and motivational discussion
BSc in Computer Science	professional and motivational discussion
BSc in Physical Training	professional and motivational discussion

MSc in Biology	professional and motivational discussion
MSc in Physics	professional and motivational discussion
MSc in Geography	professional and motivational discussion
MSc in Recreation	professional and motivational discussion
MSc in Chemistry	professional and motivational discussion
MSc in Applied Mathematics	professional and motivational discussion

2. Doctoral programs

In case of the doctoral programs maximum 100 points can be given by the evaluation of the interview committee. Aspects of the point's scores:

- acceptance of the thesis topic application
- submitted documents
- oral entrance interview
- other, professional activity evaluated by the committee.

Themes of the doctoral programs are listed on www.doktori.hu website.

Applicants family and given name:

Study program:

Financial type of the program: Stipendium Hungaricum , or Fee-Paying

Date of the entrance exam:

Type of the entrance exam: video call phone personal

Place of the entrance exam:

Members of the committee:

.....

Topic of the entrance exam and a short evaluation of the committee/examiner:

.....

.....

.....

A short evaluation of language knowledge of the applicant:

.....

.....

.....

Exam score based on the above assessments (max. 60 points): points

Listing and scoring of evaluated documents (max. 40 points can be awarded)

- 1. point
- 2. point
- 3. point
- 4. point

Applicant's total score (max. 100 points): point

The Commission recommend the applicant to accept / conditionally accept/ reject admission.
 (The relevant part should be underlined!!)

Reasoning of the decision:

Signature:

Place and date: