



**THE MEASURE No. 1/2024  
OF THE DEAN OF  
THE LUDOVIKA UNIVERSITY OF PUBLIC SERVICE  
FACULTY OF WATER SCIENCES**

regarding the admission rules for foreign citizens to Bachelor's and Master's programs announced in a foreign language

By the provisions of Section 52 (1) of the Admission Regulations of the Ludovika University of Public Service (hereinafter referred to as the University), Section 27 (2) (a) of the Organizational and Operational Rules of the University, Paragraph 2 of Section 2 of Rector's Directive No. 36/2019 regarding internal regulations and legal coordination, as well as the University's:

- Admission Regulations,
- Student Fee and Benefits Regulations, and
- Recognition Regulations,

I hereby issue the following measure (hereinafter referred to as the measure) for implementing the admission procedure to programs announced in a foreign language for foreign citizens at the Faculty of Water Sciences (hereinafter referred to as the Faculty).

**I. General Provisions  
Section 1**

- (1) The purpose of this measure is to organize the higher education admission procedure for foreign citizens, as well as to determine the members of the Faculty Admissions Committee (hereinafter referred to as the FAC) and their tasks.
- (2) The material and temporal scope of this measure extends to the admission procedures for foreign citizens starting in September of the current year for programs announced in a foreign language. The personal scope of this measure applies to those participating in these admission procedures.

**II. Details of the Announced Programs  
Section 2**

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Program Name	Environmental Engineering	Civil Engineering	Water Operation Engineering	International Water Governance and Water Diplomacy
Degree Level	Bachelor (BSc)	Bachelor (BSc)	Bachelor (BSc)	Master (MA)
Language of Instruction	English or Hungarian	English or Hungarian	English	English
Schedule	Full-time	Full-time	Full-time	Full-time/Part-time
Funding Type of Program	Scholarship* or Self-funded	Scholarship* or Self-funded	Self-funded	Scholarship* or Self-funded

\* Stipendium Hungaricum (SH) or Scholarship for Christian Young People (SCYP) or Diaspora Scholarship (DS)

### III. Admission Procedure Process Section 3

The provisions specified in the current Admission Regulations of the University and in this measure apply to the admission procedure.

#### 1. Deadline, Submission Method, and Location of Admission Application Section 4

(1) Deadline for Admission Application:

Applications are submitted exclusively through the DreamApply platform:

- SH: [apply.stipendiumhungaricum.hu](http://apply.stipendiumhungaricum.hu), deadline (TBD): January 15, 2024.
- SCYP: [apply.scyp.hu](http://apply.scyp.hu), deadline (TBD): January 15, 2024.
- DS: [apply.diasporascholarship.hu](http://apply.diasporascholarship.hu), deadline (TBD): January 30, 2024.
- Self-funded: [apply.uni-nke.hu](http://apply.uni-nke.hu), deadline (TBD): April 30, 2024.

(2) Method and Form of Admission Application Submission:

The admission application is submitted through the DreamApply platform as an application request, along with uploading the required documents simultaneously.

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(3) On the admission application platform, the applicant is required to provide the following information:

- a) Personal data: name; birth name; mother's maiden name; place and date of birth; gender; citizenship; passport number; passport expiry date; address; email address; phone number,
- b) Personal contact details: address, email address - with a notice that further communication will occur at this address -; phone number; online access data used for the admission exam,
- c) If relevant, data regarding current employment: name of institution; address; applicant's position, field of work,
- d) Details of school/higher education qualifications: name of institution; address; level of qualification; field of study; grade, date of the certificate,
- e) For English language instruction, details of the English language proficiency certificate; for Hungarian language instruction, details of the Hungarian language proficiency certificate: type; level; achieved result; other language proficiency certificates: type(s); level(s); achieved result(s). This requirement can be waived if the applicant can prove they completed their high school or university studies in the chosen language of instruction.

(4) Documents to be Submitted Concurrently with the Application, to be Attached as Appendices to the Application:

- a) Europass CV and Motivational Letter in English;
- b) For English language instruction, an English, for Hungarian language instruction, a Hungarian state-recognized language proficiency certificate or an equivalent document according to Hungarian regulations;
- c) For application to bachelor's programs, a secondary school leaving certificate (GCE) recognized as a high school diploma according to Hungarian regulations;
- d) For application to master's programs, a diploma recognized as at least a bachelor's degree according to Hungarian regulations; if the diploma does not include the qualification, a certificate issued by the higher education institution indicating the qualification;

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- e) For application to bachelor's programs, a study certificate and description of the final two years of secondary school according to the secondary school qualification;
- f) Transcript of Records - documentation of previous academic achievements;
- g) Passport or identification document;
- h) Document describing the grading system of the country's secondary school leaving certificate/diploma - if available;
- i) Certificate of language of instruction, if the language of secondary education was English for English, or, Hungarian for Hungarian language of instruction;
- j) Medical certificate not older than 3 months certifying that the applicant's health condition is adequate to prove that the applicant does not suffer from any of the following diseases: AIDS, Hepatitis A, B, C, or other infectious diseases. Scholarship applicants must upload the medical certificate by the forfeiture deadline specified in the DA system, while self-funded students must provide it at the latest at the time of enrolment if they do not upload it to the DA system.;
- k) Proof of payment of the institutional procedural fee for self-funded applicants;
- l) Parental consent statement if the applicant with a secondary school leaving certificate has not yet reached the age of 18;
- m) For application to master's programs, documents confirming the competencies acquired during previous studies are necessary for the recognition of credits earned.

(5) If the attached documents are not in English or only partially in English, the applicant must provide the required documents in English translation, with the specification that certified translations by a translation office in the respective country, stamped and countersigned, are needed. Section (1) a) documents must be submitted exclusively in English.

(6) The applicant attaches the required documents as electronic copies of the original documents. After successful completion of the admission procedure, during enrolment, the admitted applicant must present the original copies of all documents attached during the admission application.

(7) Third-country nationals, visa-required citizens as defined in the law on the entry and stay of third-country nationals, who apply for self-funded programs announced in a foreign language for foreign citizens offered by the University,

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(8) are required to pay an institutional, procedural fee by the provisions of the Student Fee and Benefits Regulations (SFBR) (SFBR Section 77/A (1)).

(9) Under Section 43 of the Admission Regulations, I hereby order the registration of admission applications received electronically. The Department of International Affairs of the Faculty is responsible for maintaining the registry.

## **2. Processing of Admission Applications**

### **Section 5**

(1) The Department of International Affairs is responsible for processing admission applications.

(2) The deadline for making admission decisions is May 24th of the current year. The deadline for sending out admission decisions is May 31st of the current year.

(3) The Department of International Affairs is responsible for downloading the complete admission materials of foreign applicants from the DreamApply system.

(4) The Department of International Affairs verifies the submitted documents and notifies applicants of deficiencies. Applicants have until August 1st of this year to provide the required documents for supplementation if they were unavailable at the time of application (e.g., secondary school leaving certificate, language proficiency certificate, passport, etc.). Please comply with the request for supplementation within the specified deadline or in an appropriate manner to avoid rejection of the application.

The Department of International Affairs is responsible for the formal evaluation of admission applications received.

(5) If an applicant submits a preliminary credit recognition request, the Faculty Credit Transfer and Validation Committee shall act by the Recognition Regulations.

(6) The Department of International Affairs is responsible for data management.

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### 3. Method of Admission Score Calculation Section 6

(1) For the Master's program in International Water Governance and Water Diplomacy, the admission procedure process and the score calculation method are determined by Sections 52-54 of the Admission Regulations.

(2) For the Bachelor's programs in Civil Engineering, Environmental Engineering, and Water Operation Engineering, the score calculation is based on the documents submitted by the applicant and the criteria assessed during the career suitability orientation interview specified in Section 9, with a maximum of 100 points available. From these, applicants can earn up to 30 points based on the of their secondary school leaving certificate qualification and up to 70 points during the career suitability orientation interview.

### 4. Faculty Admissions Committee

#### Section 7

(1) The committee chairperson is the Head of Department at the Department of International Affairs, who makes recommendations to the Dean for FAC members. Following approval by the Dean, the Head of the Department of International Affairs organizes the admission procedure. In case of the chairperson's absence, arrangements are made for their substitution.

(2) The administrative support for the activities of the FAC is provided by the Department of International Affairs.

(3) The task of the FAC is to conduct and evaluate the oral (online) career suitability orientation interview (for self-funded and SCYP applicants) or evaluate the admission video and/or motivational letter recorded in the DreamApply platform (for SH and DS applicants), as part of the admission procedure for foreign citizens applying for bachelor's and master's programs, by Section 53 of Chapter VII of the Admission Regulations.

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## 5. Admission Examination for Master's Programs

### Section 8

(1) The recording dates for the admission oral (online) interview and the admission video interview available on the DreamApply platform are between March 1st and May 31st of the current year, according to the schedule provided by the administrators of individual scholarship programs. The detailed scheduling of motivational interviews (day, hour, minute) for self-funded and SCYP applicants will be communicated to them through the DreamApply system by the Department of International Affairs.

(2) The language of the admission motivational interview and admission video interview is the same as the language of instruction chosen by the applicant (Hungarian or English).

(3) During the admission procedure, the FAC need to evaluate applicants based on the following criteria:

- a) Personal competencies, motivation, career orientation, assessment of the applicant's professional orientation;
- b) Professional and academic background;
- c) Professional experience;
- d) Public and professional activities;
- e) Significant professional, academic and research activities;
- f) Future utilization of the degree to be obtained;
- g) Professional awareness, general awareness of current domestic and international processes;
- h) Additional language proficiency beyond the admission requirement, disadvantaged social status, disability.

(4) Taking into account the above criteria, the following points are determined for the evaluation of admission interviews (conversations, videos), which correspond to the content elements of the motivational letter:

1. Professional career, experience (introduction, skills, strengths, summary of previous studies, professional experience) **10 points**

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2. Career orientation (plans and expectations regarding university studies, motivation, professional direction) **10 points**
3. Answering professional questions (research activities, public and professional activities) **20 points**
4. Institutional points (language proficiency exceeding admission requirements, administrative or water management, water industry work experience, ties to Hungary (e.g., family relationships, previous studies or employment in Hungary, disability) **10 points**

(5) Those who do not attend the motivational interview or do not upload the recorded video at the specified time designated by the University and fail to provide documented evidence demonstrating a valid reason for their absence will receive a rating of "Failed" for admission.

## 6. Admission Examination for Bachelor's Programs

### Section 9

(1) The recording dates for the admission oral (online) interview and the admission video interview available on the DreamApply platform are between March 1st and May 31st of the current year, according to the schedule provided by the administrators of individual scholarship programs. Detailed admission procedure schedules (day, hour, minute) will be communicated to self-funded and SCYP applicants through the DreamApply system.

(2) The language of the admission procedure and admission video interview corresponds to the language of instruction chosen by the applicant (Hungarian or English).

(3) The topics for the career suitability orientation interview for bachelor's programs are developed by the Heads of the Training programs and the Department of International Affairs.

(4) The FAC communicates the result of the admission procedure to the applicant through the DreamApply system.

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(5) Those who do not attend the admission procedure or do not upload the recorded video at the specified time designated by the University and fail to provide documented evidence demonstrating a valid reason for their absence will receive a rating of "Failed" for admission.

## **7. Admission Decision**

### **Section 10**

The admission decision deadline is May 24th of the current year.

## **IV. Entry**

### **Section 11**

(1) Entry and enrollment are only possible with a valid visa and health certificate. If the visa application is rejected, establishing student status is not possible. There is no recourse against this decision.

(2) Admitted applicants must notify in writing (via email) of the expected arrival date and their dormitory accommodation needs to the program's contact person at least ten days before their arrival.

(3) The deadline for the arrival of admitted applicants is September 1st of the current year. However, according to Section 7(1)(j) of the University's Study and Examination Regulations, enrolment and registration can be permitted by the 5th working day following the registration period, until September 6th of the current year.

(4) Communication is conducted with the Department of International Affairs via email at [international.fws@uni-nke.hu](mailto:international.fws@uni-nke.hu).

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## V. Enrolment Procedure

### Section 12

(1) Enrolment is possible in person after arrival at a time and place coordinated with the Registrar's Office. Following the receipt of the admission decision, during the registration period and before the start of the academic term, students must log in to the Neptun system to activate the semester, and in case of self-funded students, after paying the first instalment of tuition fees. Personal enrolment is possible during the registration period until September 6th.

(2) During enrolment, admitted applicants must present the following documents:

- a) For undergraduate programs: original high school diploma and one photocopy, for MA programs: original bachelor's/master's degree diploma and one photocopy, transcript of records, study record book, and their copies, original language proficiency certificate(s) and one photocopy;
- b) Original criminal record certificate issued no more than 3 months ago;
- c) Passport;
- d) Original medical certificate;
- e) One passport-sized photograph (standard size – 35\*45 mm) with the student's name written on the back;
- f) One printed and filled out enrolment form, signed and with missing data filled in;
- g) Signed student oath and fire safety declaration;
- h) Student training agreement filled out with missing data, signed, in three copies, printed from the Neptun system.

(3) The deadline for enrolment is the 5th working day following the end of the registration period. The admitted applicant must notify if unable to enrol by the end of the deadline.

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(4) After enrolment, handling non-academic matters (especially those related to residence permits, bank card processing, social security card processing, insurance and medical care) is the responsibility of the Department of International Affairs.

## **VI. Final Provision**

### **Section 13**

This measure shall enter into force on the day following its signature.

Baja, 24 March 2024

**Dr. Tibor Bíró**

Dean

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