III. STUDENT REGULATIONS
III/5. Regulations on the recognition of foreign certificates and diplomas

On 20 April 2009 in formal session, the Senate accepted the regulations on the recognition of foreign certificates and diplomas with Decree 71/2008/09.

At the same time, the previous regulations issued on the subject were repealed.
Regulations of the Corvinus University of Budapest on the recognition of foreign certificates and diplomas

Based upon Act C of 2001 on the recognition of foreign certificates and diplomas, foreign certificates or diplomas may be recognized according to two different forms or procedures: recognition for further education purposes only, which falls within the purview of educational institutions, and the full legal recognition of foreign qualifications which – with the exception of academic degrees – falls solely within the purview of the authority responsible for the recognition of foreign certificates and diplomas, the Hungarian Equivalence and Information Centre (hereinafter referred to as the ENIC) of the Educational Authority.

Under the provisions of the above-mentioned legislation, the Corvinus University of Budapest (hereinafter referred to as the University) hereby ordains the following regulations regarding the detailed rules of the recognition procedure:

1. §
Scope of the regulations

(1) These regulations shall apply during the recognition of certificates and diplomas issued according to the law of a foreign country for the purpose of further education at the University, as well as the recognition of academic degrees and periods of study.
(2) a) Certificates denoting the completion of secondary studies which are recognized for the purpose of further education shall not be taken into account in terms of employment. For that, full legal recognition is required by the ENIC.
   b) An officially recognized certificate of secondary studies obtained in a foreign educational institution, or an officially recognized diploma obtained in a foreign higher education institution, which confirms that studies were completed in a foreign language is equivalent to a state-recognized standard monolingual type C advanced level language exam. The foreign diploma, based on a recognized qualification, or the foreign certificate, which confirms a qualification that has been recognized as a qualification obtainable in Hungary, and tied to a secondary school final examination, is equivalent to an officially-recognized terminological monolingual type C advanced level language exam.
(3) A certificate or diploma is a document confirming primary, secondary or higher education, a primary, secondary or higher qualification, a higher vocational qualification, or academic status. An equivalent document may also be considered as a certificate or diploma. A decision on foreign recognition of a domestic certificate, diploma or professional qualification by a foreign authority does not classify as a foreign certificate, diploma or professional qualification.
(4) During the recognition procedure, the rules of Act CXL of 2004 on the General Rules of Administrative Proceedings and Services shall be applied with the exceptions set in these regulations.

2. §
Recognition principles

(1) Recognition of a certificate or diploma for further education purposes only enables application to pursue further education at the University.
(2) The recognition of a certificate or diploma obtained in a foreign educational institution does not entitle any person to more rights than to which they are entitled in the country in which the certificate or diploma was obtained.
(3) The recognition is based on the legal status of foreign educational institutions, the legal scope of the certificate or diploma, the length of studies and the study and examination requirements.
(4) The person requesting recognition of a certificate or diploma (hereinafter referred to as the requestor) is responsible for presenting the documents and information required for recognition.
(5) The requestor is entitled to indicate the domestic qualification level that he/she requests to be recognized and for what purpose.
(6) The costs of recognition are borne by the requestor.

3. §

Responsible authorities

(1) The recognition procedure for the purpose of further education in undergraduate training, supplementary undergraduate training, postgraduate training and professional further training is the responsibility, in the first instance, of the Admissions Board of the relevant major/faculty. The Board may request the opinion of a faculty’s Credit Transfer Committee, if necessary.
(2) The recognition of periods of study spent abroad by the students of the University is the responsibility of the faculty’s Credit Transfer Committee. The Board shall act based on the university regulations on the procedure concerning foreign partial training of full-time students participating in undergraduate training, and the Study and Examination Regulations of the University.
(3) In the case of acceptance, the relevant university or faculty acceptance committee shall act according to the admission and acceptance regulations.
(4) The rules of application for doctoral training and obtaining a doctoral degree, as well as the procedure and conditions for official recognition of a foreign academic degree, are set in the regulations of the procedure concerning doctoral (PhD) training and obtaining a doctoral degree, taking legal provisions into account.
(5) An appeal can be made to the Minister of Education (as the second instance body) on a decision made in the first instance on the recognition of a qualification.
(6) In the case of recognition of uncompleted high school study periods abroad, the committee appointed by the principal of the educational institution acts in the first instance.

4. §

General rules of the recognition procedure

(1) In order to initiate the procedure, the requestor must submit a request to the relevant faculty office of the University at the same time as the admission, using the recognition request form shown in Annex 2. The bodies responsible in the first instance and the places for submitting requests are included in Annex 3.
(2) The requestor must attach to the request
   a) a certified copy of the original certificate or diploma, as well as, in this instance, a certified copy of a document identical to the original diploma (e.g. copy);
   b) a certified copy of the document (e.g. course book, grade book issued by the foreign educational institution, which certifies the duration of studies, and the successful completion of academic requirements (subjects, exams, theses, state examination, etc.) necessary for obtaining the certificate or diploma;
   c) a certified Hungarian translation of the documents specified in a) and b);
   d) a voucher of payment of the procedure fee.
(3) The faculty offices mentioned in point (1) shall immediately forward the request for assessment to the relevant office or body (hereinafter referred to as the competent body) acting in the first instance.
(4) The competent body may require the requestor to present the original copies of the documents specified in point (2) a) and b).
(5) The competent body may exempt the requestor from submitting the documents specified in point (2) a) and b) if the requestor is a refugee, asylum seeker or grantee, asks for recognition for further education purposes, and proves or presumes that the documents are not available for reasons not attributable to him/her.
(6) A certified translation is a translation with the verification clause of the Hungarian Office for Translation and Attestation, the Hungarian embassy or a Hungarian notary.

(7) A certified copy is a copy certified as authentic under the legislation, as well as a copy of the original document made and certified by the University.

5. §

(1) During the recognition procedure, the requestor may be required to, in addition to the documents specified in Section 4,
   a) present a copy of the certificates or diplomas verifying the studies pursued before the studies aimed to obtain the certificate or diploma, as well as
   b) submit copies of the documents issued by the foreign educational institution, on which the study schedule and program of the institution, and majors are shown, if the documents submitted with the request do not provide sufficient information for the assessment.

(2) The competent body may request the requestor to submit a certified copy and a certified translation of the documents specified in point (1).

(3) If the authenticity of the documents submitted by the requestor comes into question, or the requestor does not possess the documents necessary for recognizing the diploma and those are, according to the competent body, impossible or difficult to obtain, the competent body, after suspending the proceedings, may make inquiries from the competent foreign institution organization or authority.

(4) The competent body shall act based on the request.

(5) If the conditions for recognition are not met, the competent body may decide to refuse recognition.

6. §

(1) The competent body shall require the requestor to remedy any deficiencies within 30 days of receiving the request, if the request is not submitted in accordance with the law.

(2) The competent body shall decide within 60 days of submitting the request.

(3) The procedural deadlines may be extended once by a maximum of 30 days.

(4) The day of submitting the request is the day when the requestor submitted all documents specified in Sections 7 and 8.

7. §

(1) If the competent body determines that its decision, not assessed by a superior body or a court of law, infringes legislation, then it shall amend or revoke its decision within one year of delivery.

(2) If the requestor made a decision resulting in a criminal act during the administrative proceedings regulated by these regulations, the competent body may amend or revoke the decision regardless of the deadline.

(3) The competent body may amend or revoke its decision, not assessed by a superior body or a court of law, in favour of the requestor, regardless of the deadline, if the decision is unlawful, or if facts or evidence arise which are relevant to the assessment of the request but were not taken into account when making the decision, and which the requestor could not vindicate at the time through no fault of his/her own.

(4) The requestor is entitled to submit an application for a rehearing up to three years after the final decision is made as a result of the recognition procedure. The decision made during the rehearing procedure cannot affect the rights, legitimate interests or legal positions of others.
8. §
Recognition of high school education for the purpose of further education

(1) In case of recognition for the purpose of further education, a foreign certificate can be recognized as a secondary school certificate, if it
   a) certifies completion of at least twelve years, or if the standard educational period in a particular foreign country is made up of eleven years, then eleven years in an educational institution,
   b) makes the requestor eligible for applying to a higher education institutions in the particular country, and
   c) presumes that the requestor is prepared to pursue further studies.
(2) The University accepts those foreign certificates, which are established as equivalent by international treaty, without making a separate decision. The conditions are that:
   a) the particular certificate is subject to the international treaty,
   b) the submitted document is in fact a secondary school certificate,
   c) this certificate was issued by a state-recognized educational institution.
(3) The countries with which Hungary has an active international agreement on the mutual recognition of secondary school certificates are listed in Annex 1.
(4) Secondary school certificates recognized by the international agreement include those issued by the International Baccalaureate Organization (IBO) and by the Deutsche Schule Budapest.
(5) If the conditions for recognition of secondary school certificates obtained abroad are not fulfilled, the competent body shall refuse the request.

9. §
Recognition of higher education level for the purpose of further education

(1) A foreign diploma can be recognized – for the purpose of further education – as a diploma which certifies a college level education obtained in a domestic higher education institution, if it
   a) certifies completion of at least three years spent in a bachelor's degree programme,
   b) certifies obtainment of a first-stage university degree, if the foreign programme is multi-stage, and
   c) proves identical education levels were attained.
(2) A foreign diploma can be recognized – for the purpose of further education – as a diploma which certifies a university level education obtained in a domestic higher education institution, if
   a) the foreign diploma
      - certifies the completion of studies in a university level bachelor's degree programme,
      - certifies the completion of a complementary university bachelor's degree programme after obtainment of college level education, or
      - certifies obtainment of the second-stage of university education after the first-stage of university education if the foreign programme is multi-stage;
   b) the foreign diploma proves identical education levels were attained;
   c) the diploma or diplomas together certify completion of at least four years spent in the programme; and
   d) the foreign diploma enables obtainment of academic (PhD) degree.
(3) A foreign diploma can be recognized – for the purpose of further education – as a diploma which certifies a postgraduate level education (based on college or university level education) obtained in a domestic higher education institution, if it
   a) proves identical education levels were attained, and
   b) certifies completion of at least one year spent in a postgraduate programme, based on college or university level education.
(4) The competent body also makes a decision on how the requestor may use the title granted by the foreign higher education institution. If the title of the requestor could be confused with a domestic title, the University prescribes that the foreign title can only be used by naming the institution or authority which issued the diploma.
(5) If the foreign higher education institution organizes regular undergraduate, professional or doctoral training programmes (independently, within the framework or in cooperation with another organization, via distance learning or in a similar manner) in Hungary, then its diploma can be recognized, if this activity was approved by the Minister of Education.

(6) If the foreign higher education institution organizes regular undergraduate, professional or doctoral training programmes (independently, within the framework or in cooperation with another organization, via distance learning or in a similar manner) in a country other than where its headquarters are, its diploma can be recognized, if the programme is recognized in both countries.

10. §
Recognition of academic degrees

(1) The University shall officially recognise an academic degree obtained abroad as a doctoral (PhD) degree or masters (DLA) degree [hereinafter referred to together as: doctoral (PhD) degree], if
   a) it was issued by a foreign educational institution, which is entitled by law in that foreign country to issue academic degrees, and
   b) the requirements for obtaining the academic degree meet or, by satisfying complementary conditions, can meet the requirements set by law on obtaining the doctoral (PhD) degree and the regulations of the procedure concerning the doctoral (PhD) training of the University and the obtainment of the doctoral degree.

(2) The Doctoral Council shall determine the conditions (doctoral exam, defending the doctoral dissertation, etc.) for recognition of the foreign academic degree.

(3) If the foreign academic degree is recognised, the Doctoral Council entitles the requestor to use the title of Doctor.

11. §
Procedure fee

(1) For the procedure, the requestor shall pay an amount equal to one-fourth of the mandatory minimum wage set by law at the time of submitting the request\(^1\) (hereinafter referred to as: procedure fee) to the account of the proceeding body.

(2) For the procedure defined in Section 10, the requestor shall pay triple the procedure fee to the account of the proceeding body.\(^2\)

(3) The procedure fee shall be refunded to the requestor, if he/she revokes the request before the decision is made or the voucher is issued.

(4) The requestor shall pay no fee, if he/she requests for recognition of periods of study.

12. §
Final provisions

These regulations shall come into effect on the day of approval by the Senate, 20 April 2009, and at the same time, the previous regulations issued on the subject shall be repealed.

Budapest, 20 April 2009

Tamás Mészáros
Rector

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\(^1\) Based on paragraph 64. § (1) of Act C of 2001 C. Effective from 1 November 2005.

\(^2\) Based on paragraph 64. § (3) of Act C of 2001 C.
Annex 1

The countries with which Hungary has an international agreement or treaty on the recognition of secondary school certificates:

- Albania
- Australia
- Austria
- Belgium
- Bulgaria
- China
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Iceland
- India
- Ireland
- Italy
- Israel
- Laos
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Syria
- Turkey
- United Kingdom
- Vatican

International agreements containing provisions concerning recognition of high school certificates signed with Czechoslovakia, the Socialist Federal People's Republic of Yugoslavia, and the Soviet Union are also in effect, based on which the certificates issued by Czechoslovakia, the Socialist Republic of Yugoslavia and the Soviet Union, as well as independent states formed from their ex-member states can be accepted without making a separate decision.

Hungary’s bilateral agreement with Ukraine came into effect on 27 October 1998. Secondary school certificates issued before this international agreement came into effect may be accepted for the purpose of further education by virtue of the laws based on the Soviet treaty, without making a separate decision. However, in the case of Ukrainian secondary school certificates issued after the Ukrainian-Hungarian treaty came into effect (27 October 1998), a separate decision must be made on recognition for the purpose of further education.

The secondary school certificates recognized by the international agreement also include the international and “European” secondary school certificates issued by the International Baccalaureate Organization (IBO) and the Schola Europaea, and the German secondary school certificate issued by the Deutsche Schule Budapest.
RECOGNITION REQUEST FOR THE PURPOSE OF FURTHER EDUCATION

Undersigned

Name:...........................................................................................................................................................................

Place and Date of Birth: ..................................................................................................................................................

Mother's name: ...............................................................................................................................................

Nationality: ...........................................................................................................................................................

Identity card / right of abode / residence permit number: ..................................................................................

Address, phone: ..................................................................................................................................................

requests the ..........................................................................................................................................................

...(name and date of the certificate/ diploma) to be recognized on the ........................................ major

Faculty of the Corvinus University of Budapest for the purpose of further education.

Attachments: (please indicate the documents submitted):

In case of documents in English:
  • certified copy or certified copy by the issuing institution of the original certificate/diploma;
  • certified copy of the document (e.g. course book, grade book) issued by the foreign educational institution, which certifies the duration of studies, and the successful completion of academic requirements (subjects, exams, theses, state examination, etc.) necessary for obtaining the certificate or diploma;
  • voucher of payment of the procedure fee.

In case of documents in any other foreign language:
  • certified translation of the original certificate/diploma;
  • certified copy or certified copy by the issuing institution of the original certificate/diploma;
  • certified copy and certified translation of the document (e.g. course book, grade book) issued by the foreign educational institution, which certifies the duration of studies, and the successful completion of academic requirements (subjects, exams, theses, state examination, etc.) necessary for obtaining the certificate or diploma;
  • voucher of payment of the procedure fee.

The indicated documents are attached.

Date: 
Signature of requestor
The competent university bodies acting in the first instance on the request concerning recognition and the place of submission:

<table>
<thead>
<tr>
<th>Request type</th>
<th>The request place of submission</th>
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<td>Application for further education in professional further training</td>
<td>dean's/registration offices</td>
</tr>
<tr>
<td>Recognition of periods of study spent abroad for the students of the CUB</td>
<td>dean's/registration offices</td>
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<td>dean's/registration offices</td>
</tr>
<tr>
<td>doctoral training obtaining doctoral degree official recognition of a foreign academic degree</td>
<td>Secretariat of the University Doctoral Council</td>
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<td>Principal's Office</td>
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