ACKNOWLEDGEMENT OF SECONDARY OR TERTIARY CERTIFICATES/DEGREES
FOR APPLICANTS APPLYING FOR THE STIPENDIUM HUNGARICUM SCHOLARSHIP
PROGRAMME

The Operational Regulations of Stipendium Hungaricum (in effect from April 4, 2018) (hereinafter referred to as: Regulations) require that the Corvinus University of Budapest formally examine the application materials of all applicants and conduct an admissions process in keeping Act CCIV of 2011 on Higher Education (hereinafter: Nftv.) and the university’s internal regulations. In the frame of the formal checking process, it also reviews whether or not the applicant meets the entry requirements as set out in the Nftv. and the official Training and Output Requirements.

The following requirements set out in the Nftv. must be emphasized:

- in keeping with 40§ (2), one of the requirements for admission to a bachelor degree programme or undivided training offering a master’s degree, is that the applicant have successfully matriculated (graduated) from secondary/high school.
- in keeping with 40§ (4) one of the requirements for admission to a master degree programme is that the applicant have achieved a degree and qualification at the bachelor level.
- in keeping with 40§ (5) one of the requirements for admission to a postgraduate specialist training course is that the applicant have achieved a degree and qualification in either a bachelor or a master degree programme.
- in keeping with 40§ (6) one of the requirements for admission into a doctoral programme is that the applicant have achieved a master degree and qualification.

Act C of 2001 on the Recognition of Foreign Certificates and Degrees (hereinafter: Act on Recognition) states that a secondary/high school diploma or a degree obtained in a foreign education institution can be considered to be equivalent with the same level Hungarian secondary/high school diploma, bachelor’s degree, or master’s degree if, in the frame of an equivalency recognition procedure, the Hungarian Higher Education Institution accepts it as being equivalent (hereinafter: recognition procedure).

In keeping with 4§ (2) of the Act on Recognition, the conducting of the recognition procedure must be implemented by the education institution to which the applicant has applied and where he/she wishes to continue his/her studies, i.e. in case of application to the Corvinus University of Budapest (hereinafter: CUB), it is CUB that is responsible for conducting the recognition procedure.

The recognition procedure, although tied to the Call for Applications for the Stipendium Hungaricum Scholarship Programme, is conducted independently and requires that the applicant's hand in a separate request for the recognition procedure.

International applicants to CUB can be accepted only after the official recognition procedure for the applicant’s previously achieved diploma or degree(s) has been conducted and the given diploma or degree(s) have been officially decreed to be equivalent to the required Hungarian diploma/degree.

In keeping with the Act on Recognition, the applicant has two options: he/she can state for which level education he/she requests the recognition of the foreign diploma/degree or the Applicant may delegate to CUB the decision to determine the level of equivalency of the foreign degree as compared to the Hungarian degrees.

In the first instance, BCE shall determine only whether or not the certification of the level of equivalency requested is possible. If the equivalency adheres to and meets the legal requirements, BCE’s decision
will be in keeping with this. If it turns out that the equivalency can only be determined for another educational level, BCE will inform the applicant about the possibility/need to modify the equivalency request. If the Applicant chooses the second option, CUB will determine the equivalency of the foreign degree taking into consideration all the possible levels of equivalency to the degrees issued in Hungary. IT IS HIGHLY RECOMMENDED THAT APPLICANTS CHOOSE THE 2ND OPTION WHEN SUBMITTING THE REQUEST FOR RECOGNITION OF THEIR DIPLOMA OR DEGREE.

In the frame of the recognition procedure the committee takes into consideration the legal status of the foreign institution, the degree issued, total duration and study requirements of the programme. It is legally prescribed that the institution awarding the degree be an officially accredited institution in the given country and that the diploma/degree certify the level of education required for the programme the applicant wishes to join.

**Deadline for submission of the Request for Determining Equivalency:**

While the Request for Determining Equivalency can be submitted at any time, it is **important that the Applicant know that a prerequisite for an official decision on acceptance to any of CUB’s programmes is that the Applicant’s foreign diploma/degree have undergone the Recognition and Equivalency Process and have been certified to be equivalent to the entry requirement for the given programme.**

In keeping with the above and to allow CUB to conduct the recognition process within the time frame available, we suggest that the equivalency recognition requests be submitted in the timeframe in keeping with the recommendations given in bold below.

**IMPORTANT:** If the Applicant does not submit the request for the equivalency recognition process by the recommended deadlines, CUB cannot guarantee or be held responsible for not being able to administer the equivalency assessment process in time. As a result, the application for the 2019 intake process may be rejected due to the absence of an officially decision on recognition of equivalency of the applicant’s diploma or degree.

**Recommended deadline for submission of the Request for Recognition for Equivalency:**

The request for equivalency recognition as a supplementary document should be submitted when CUB has placed you in “Conditionally Acceptable” status.

**If you already have the official diploma/degree at your disposal when you are placed in a “Conditionally Acceptable” status, hand in the Request with the required documents WITHOUT DELAY.**

**If you have been placed in a “Conditionally Acceptable” status, BUT HAVE NOT AS YET BEEN AWARDED YOUR DIPLOMA/DEGREE, hand in the Request WITHOUT DELAY as soon as you receive them together with the other required documents, but no later than 1 August, 2019.**

While requests handed in after the above set final deadline will be processed, CUB cannot undertake to guarantee to meet the time limit for conducting the equivalency recognition process by the time for the finalised TEMPUS decisions. This, in turn, can result in the rejection of the Applicant to the chosen CUB programmes due to lack of recognition of equivalency.
Request for supplementary documents:
In the frame of the equivalency recognition procedure, CUB may request supplementary documents. The deadline for submission in such cases is 20 calendar days from the date of the request.

Submission of the Request for Equivalency Recognition:

The Request for Equivalency Recognition must be submitted on the form available on CUB’s website. The Request must be filled in by hand or electronically and must be signed by the Applicant (blue pen required).

Where to submit the Request for Equivalency Recognition:

The Request will have to be submitted electronically and at the same time in hard copy in person or via mail or courier to CUB’s address (precise contact details to be given later).

Fee for the Request for Recognition of Equivalency:

In keeping with CUB’s Operational Regulations (III.3.3.9), the Request for Equivalency Recognition is free of charge.

Required attachments to the Request:

If the Applicant did not submit the documents listed below when handing in their application via the 2019 Stipendium Hungaricum scholarship application, the scanned (color) versions must be attached to the Request for the Recognition of Equivalency (NB: do not, under any circumstances, send any original diplomas/degrees by post!):

1. Acceptable official documents to verify personal data and nationality:
   a. For Hungarian citizens and permanently settled immigrants, the document containing personal details (ID card), passport or driving licence,
   b. For citizens of an EU member state\(^1\) or a state for which the same rules apply in acknowledgement matters as for EU member states\(^2\), documents which are deemed official according to the authorities of the respective state.
   c. For 3\(^{rd}\) country citizens, passport, or, if available: residence permit and residence visa issued for work, income generation or family reunification.

   (IMPORTANT: a simple copy is sufficient, no authentication or attestation is needed)

2. An officially attested copy of the diploma/degree/postgraduate professional qualification or if the document is not available (because it was lost or destroyed), a document of equivalent legal force issued to replace the original degree. IMPORTANT: Certificates (even official) stating that the diploma/degree will be issued at a later date cannot and will not be accepted for the Recognition of Equivalency process!
   a. In case of diploma(s)/degree(s) issued in an EEA member state\(^1,2\):
      - A copy of the original degree prepared and officially attested by the institution issuing it (with seal and clause) or a copy officially attested by the relevant Hungarian Embassy/Consulate.

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\(^1\) Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom,

\(^2\) Iceland, Liechtenstein, Norway, Switzerland.
b. In the case of diplomas and degrees issued in the countries listed in the footnotes:
   - Certification must be achieved in keeping with the regulations as set out in the official bilateral agreement between the country of origin and Hungary. Information on the requirements as given in the bilateral agreements can be obtained from the Ministry for Foreign Affairs of the given country or the relevant Hungarian Embassy/Consulate.

   c. Apostille is required in the case of diploma(s)/degree(s) issued by a country not listed under points 2. a. or b., BUT which is a signatory member of the Hague Convention.

   d. Diplomatic legalization is required in the case of a diploma/degree issued in countries not listed under points 2. a., b., or c.

3. An officially validated copy of the document (e.g. transcript, Diploma Supplement) issued by the educational institution that credibly attests to the duration of the completed study programme and the successful completion of the academic requirements for the given programme. (IMPORTANT: An officially attested copy is required, i.e. the document must be validated – with seal and official signature – by the awarding institution or a notary public.)

4. If the documents listed under points 1-3 were not issued in English or Hungarian, they must be submitted with
   - a certified Hungarian translation (Certified translations in Hungary can be issued by the Hungarian Office for Translation and Attestation. Contact details for HOTA: http://www.offi.hu/en/attested-translation, or
   - an attested English translation (Attested English translations can be prepared by the Hungarian Embassies/Consulates or official designated notary publics in Hungary.)

If the documents attached to the request do not include adequate information, the Applicant may be requested to
   - present copies of his/her certificates which are to certify previous studies based on which he/she intends to have his/her certificate acknowledged (e.g. for having a Master's degree acknowledged, an Applicant may be requested to present a copy of his/her Bachelor's degree.) (ATTENTION: An authenticated copy is required, i.e. the document has to be signed and sealed by an authorised member of the issuer (university or institution of public education), or by a notary public, or
   - submit a copy of a certificate issued by the foreign institution of education that contains information about the academic requirements of the finished programme (ATTENTION: An attested/validated copy is required, i.e. the document has to be signed and sealed by an authorised member of the issuer (university or institution of public education), or by a notary.

Should the authenticity of the documents the Applicant submits be challenged, or if the Applicant fails to present the documents required for the acknowledgement of a diploma/degree, because they are too difficult to obtain, if at all feasible, the University may turn to the foreign institution, organisation, or acting authority.

3 Albania, Belorussia, Bosnia and Herzegovina, Egypt, Iraq, South Korea, Cuba, Macedonia, Mongolia, Montenegro, Russia, Serbia, Syria, Turkey, VietNam.

4 Please note that in the case of countries that are a signatory member of the Hague Convention signed in The Hague on October 5, 1961 (regarding the waiving of the requirement for diplomatic legalization of authentic and official documents) documents (diplomas/degrees) must be Apostilled. In these cases no further authentication/verification is required for the diploma/degree. For information on the list of members of the Apostille Convention and the authorities empowered to issue the Apostille, please check here: https://www.hcch.net/en/states/hcch-members. Obtaining the Apostille usually takes no 3 to 5 workdays.
Acting department:

In matters of recognition of equivalency, the Directorate of Administration is the first level authority.

Administration deadline:

While legally, the procedure for the recognition of equivalency is initiated when the hard copy of request arrives by post, the University will start checking the submitted document already at the time that the request is submitted electronically.

The Directorate of Administration shall issue a final decision no later than 45 calendar days after receiving the official request for Recognition of Equivalency.

The Directorate of Administration will notify the Applicant within a period of max. 20 calendar days of the receipt of the request if does not comply with formal requirements.

Resolutions are disclosed:

The official resolution regarding the request for the determination of equivalency must be communicated by mail or via personal delivery.

Legal redress:

The Applicant may appeal against the decision taken at first level to the minister responsible for education.

Any acknowledgement made in an equivalence procedure does not validate a certificate to be accepted for any reasons other than education, i.e. documents acknowledged as valid for further studies may not be used for the purpose of employment!

The acknowledgement of qualifications does not entail the acknowledgement of other qualifications or equivalence approvals, nor does it serve as an exemption for the student from fulfilling requirements as prescribed by law to qualify for a specific, given profession.

I hereby acknowledge and accept that my personal data shall be treated in keeping with Act of Recognition - 4. § (2), 6. § (2), 13. § and 14/A§.

In Budapest, on the 14th of November, 2018

Dr. Barbara Bíró
Deputy Director, Directorate of Administration