

## **Dean's order no. 1/2019. (7 January) of the Medical School**

### **on the procedures of the application to the English-language training programs (General Medicine, Dentistry and Biotechnology) offered exclusively for foreign citizens**

#### **I. General Provisions**

##### **The effect of this Order**

**Article 1.** The scope of this order shall extend to all the foreign applicants and students taking part in the application procedures of the English-language training programs at the University of Pécs, Medical School (hereinafter the Faculty or UPMS).

##### **The English-language programs**

**Article 2.** The UPMS announces self-financed, one-tier master programs in English language in general medicine and dentistry, and a master's program in biotechnology for foreign citizens. The official names of the majors:

- One-tier master programs
  - a, General Medicine
  - b, Dentistry
- Master's program
  - c, Biotechnology.

#### **II. Application to the programs**

**Article 3.** (1) Applicants shall apply to the English-language training programs of the UPMS by completing the electronic application form online published by the English Program Committee, submitting the application documents listed on the application form by post to the English Admissions and Student Service Center, paying the application fee to the University of Pécs in case of a direct application, or paying the application fee to the representative agency commissioned to arrange and manage the admission procedure. The application fee shall be determined by the dean until 15 September of the year preceding the admission procedure.

(2) In case of the one-tier master programs the prerequisite of the application is the original secondary school leaving certificate or the official copy of that certificate or a document certifying equivalent secondary education (in English or with an authorized translation). Admission may only be granted to applicants who are entitled to admission or application to undergraduate medical training in their country of origin. The Committee may request an official proof of this fact from the applicant. In case of the Biotechnology MSc program, the prerequisite of the application is the original or official copy of the BSc degree certificate (in English or with an authorized translation).

(3) As long as their student status at the UPMS exists, students pursuing studies at any one-tier master foreign language training of the Medical School may not apply for the same one-tier master major where they pursue their studies.

(4) If the student status of a student of a foreign language training of the Medical School has been terminated for disciplinary reasons, they may not apply for admission to any training of the Medical School. If the student's legal status has been terminated for educational or other reasons indicated in the Code of Studies and Examinations (Annex 5 of the Statutes of the University of Pécs) (including for their own request) except for disciplinary reasons, the application of the student whose student status has been deleted to any one-tier master foreign language training of the Medical School shall be accepted at the earliest two years after the termination of their student status. The Committee may refrain from the latter rule in case of students who, at the time of the termination of their student status, have completed all obligatory courses specified for the first six semesters of their recommended curriculum. The rule described in the second sentence of this paragraph may be refrained from on only one occasion regarding the same student.

(5) An applicant may participate in the same admission procedure - in case of an unsuccessful entrance examination - on three occasions at most.

**Article 4.** The application deadline shall be determined by the dean and announced on the admission website of the Faculty 30 days prior to the admission deadline. In case of the application to the General Medicine, Dentistry and Biotechnology Programs, the application and admission period lasts from 1 March until 30 June of the given year.

### **III. Admission procedure**

**Article 5.** (1) The Faculty shall use a unified electronic application form in case of foreign citizens applying for the one-tier master English-language trainings. The application form shall be completed online, then printed and signed; the form along with the necessary application documents shall be submitted personally or by post to the English Admissions and Student Service Center, by the last day of the admission period the latest.

(2) The language requirement of the trainings: CEFR B2 level command of the English language.

(3) The application documents shall be the following:

- an electronically completed, printed and signed application form, with a passport-size photo
- copy of the valid passport with personal data
- official copy of the secondary school leaving certificate or a document certifying equivalent secondary education (in English or with an authorized translation),
- official transcript of grades from secondary school (in English or with an authorized translation),
- a Europass CV with a photo,
- Payment receipt of the application fee (in case of direct applications).

(4) The application fee is 200 USD, the entrance examination fee (in case of an examination taken in Hungary) is 250 USD, in case of an entrance examination organized abroad by a commissioned representative agency, the agency is entitled to determine the amount of the entrance examination fee.

(5) Admission to the English-language program may be granted after a successful entrance examination.

(6) The entrance examination is a complex examination, it has a written and an oral part, and it shall be conducted in English. Topics of the entrance examination are the following: English language, motivational interview, Biology and Chemistry. The requirements of the subjects (Biology and Chemistry) correspond to the Hungarian secondary school study material. The examination topics are available on the admissions website. At the written examination a maximum of 100 points may be gained (20-20 from professional courses, 40 from general English, 20 from professional English). At the oral examination additional points shall be granted from the professional subjects; in addition, the examiner shall evaluate the supposed competency and English language skills of the applicant.

(7) The UPMS accepts the BioMedical Admissions Test (hereinafter: BMAT) of the University of Cambridge for applications to its General Medicine and Dentistry programs as the written part of the entrance exam. The BMAT exam is independent of the entrance examination of the UPMS, it has a separate examination fee structure and procedures. While applying to the BMAT examination, the applicants shall request their results to be submitted to the General Medicine or the Dentistry Program of the UPMS. The English Program Committee of the UPMS reserves the right to evaluate the results of the applicants at the BMAT exam, and to decide on the acceptance of the BMAT as the written part of its complex entrance exam or the whole complex examination based on the results of the applicants. The applicants having been granted exemption from the written part shall take an oral examination still at one of the examination locations. The examination fee of this kind of an oral interview is 40 USD.

(8) There is a possibility to request exemption from taking the entrance examination in the following cases:

- a) if the candidates possess a BA or a BSc degree in a medicine-related field from a state-recognized higher education institution in their home country, or
- b) if the candidates are currently studying and have completed at least 1 year for a BA or a BSc degree in a medicine-related field from a state-recognized higher education institution in their home country,
- c) and they possess a CEFR B2 level English language examination certificate.

(9) Direct applicants to the one-tier master programs of the Faculty, who are not represented by a recruiting agency, shall pay the application fee to the bank account of the University by bank transfer or by paying it in a cashier's office in cash. Applicants applying through a representative agency shall pay the application fee in accordance with the given agency

contract. The deadline to pay the application fee is 30 June, in case of direct applications the application file submitted shall contain the receipt of the payment.

(10) The application form shall contain the following data:

SZEMÉLYES ADATOK	PERSONAL DATA
Keresztnév	First/given name
Vezetéknév	Surname/family name
Nem	Sex
Családi állapot	Marital status
Születési hely	Place of birth (country, city)
Születési idő	Date of birth
Állampolgárság	Citizenship
Anyanyelv	Mother tongue
Angol nyelvismeret szintje	Proficiency in English
Magyar nyelvismeret szintje	Proficiency in Hungarian
Egyéb nyelvismeret szintje	Proficiency in other languages
Útlevszám	Passport number
Útlevelet kibocsátó ország	Passport issued by (country)
Útlevel érvényessége	Passport expiry date

ELÉRHETŐSÉGEK	CONTACT DATA
E-mailcím	E-mail address
Állandó lakcím	Home address
Mobiltelefonszám	Cell phone
Levelezési cím	Contact address
Veszély esetén értesítendő név, cím, telefonszám, e-mailcím, kapcsolat jellege	ICE - Person to notify in emergency (name, address, telephone, e-mail, relation)
Anyja leánykori vezetéknéve	Mother's maiden family name
Anyja foglalkozása	Mother's occupation
Apja teljes neve	Father's full name
Apja foglalkozása	Father's occupation
Magyarországon élő rokonok, kapcsolat foka	Family relations living in Hungary, degree of relation

KÉPZÉSI ADATOK	ACADEMIC RECORD
Középiskola neve	Name of high school
Középiskolai tanulmányok ideje (kezdés és végzés éve)	Duration of high school studies From - To (year)
Középiskolai tanulmányok hossza	Number of years attended
Középiskolai bizonyítvány száma	Registration number of high school leaving certificate
Érettségi bizonyítvány típusa	Type of degree/certificate
Tantárgyak eredményei (biológia, kémia, fizika, angol) az utolsó tanévben	Last year's grades in Biology, Chemistry, Physics, English
Felsőoktatási intézmény neve*	Name of college/university*

Felsőoktatási tanulmányok ideje (kezdés és végzés éve)*	Duration of studies From - To (year)*
Felsőoktatási tanulmányok hossza*	Number of years attended*
Felsőoktatásban szerzett oklevél száma*	Registration number of degree/certificate*
Felsőoktatásban szerzett oklevél típusa*	Type of (prospective) degree/certificate*
Előkészítő tanulmányok (helye, ideje, intézmény neve, eredménye)*	Preparatory courses (place, date, name of the institution, grade)*

\* To be completed if relevant.

(11) In case of the exemption request detailed in paragraph (8) of the present article, the following data shall be completed during the completion of the application form, in addition the official copy or the authorized English translation of the corresponding official documents shall also be submitted:

FELVÉTELI VIZSGA ALÓLI MENTESSÉG KÉRVÉNYEZÉSE	APPLICATION FOR THE EXEMPTION FROM THE ENTRANCE EXAM
Felsőoktatási intézmény neve	Name of college/university
Felsőoktatási tanulmányok ideje (kezdés és végzés éve)	Duration of studies From - To (year)
Felsőoktatási tanulmányok hossza	Number of years attended
Felsőoktatási tanulmányok szakiránya	Field specification of studies
Felsőoktatásban szerzett oklevél száma	Registration number of degree/certificate/transcript
Felsőoktatásban szerzett oklevél típusa	Type of (prospective) degree/certificate
Nemzetközileg elfogadott B2 szintű angol nyelvvizsga neve	Name of internationally recognized B2 level English language examination
Nemzetközileg elfogadott B2 szintű angol nyelvvizsga pontja	Points at the internationally recognized B2 level English language examination

**Article 6.** (1) The Faculty shall use an electronic application form in case of foreign citizens applying for the Biotechnology master's training program. The application form shall be completed online, then printed and signed; the form along with the necessary application documents shall be submitted personally or by post to the English Admissions and Student Service Center, by the last day of the admission period the latest.

(2) The language requirement of the training: CEFR B2 level command of the English language.

(3) The application documents shall be the following:

- an electronically completed, printed and signed application form, with a passport-size photo
- copy of the valid passport with personal data
- official copy of the secondary school leaving certificate or a document certifying equivalent secondary education (in English or with an authorized translation),
- official copy of the relevant BA or BSc degree and official transcript of grades from the higher education institution (in English or with an authorized translation),

- a Europass CV with a photo
- motivational letter.

(4) Admission to the English-language Biotechnology program may be granted after a successful oral entrance examination.

(5) The entrance examination is an oral interview, and it shall be conducted in English. Topics of the entrance examination are the following: English language, motivational interview, Biology and Chemistry. The requirements of the subjects (Biology and Chemistry) correspond to the Hungarian secondary school study material. The examination topics are available on the admissions website. At the oral examination points shall be granted from the professional subjects, in addition the examiner shall evaluate the supposed competency and English language skills of the applicant.

(6) The Biotechnology application form shall contain the following data:

SZEMÉLYES ADATOK	PERSONAL DATA
Keresztnév	First/given name
Vezetéknév	Surname/family name
Nem	Sex
Családi állapot	Marital status
Születési hely	Place of birth (country, city)
Születési idő	Date of birth
Állampolgárság	Citizenship
Anyanyelv	Mother tongue
Angol nyelvismeret szintje	Proficiency in English
Magyar nyelvismeret szintje	Proficiency in Hungarian
Egyéb nyelvismeret szintje	Proficiency in other languages
Útlevszám	Passport number
Útlevelet kibocsátó ország	Passport issued by (country)
Útlevel érvényessége	Passport expiry date

ELÉRHETŐSÉGEK	CONTACT DATA
E-mailcím	E-mail address
Állandó lakcím	Home address
Mobiltelefonszám	Cell phone
Levelezési cím	Contact address
Veszély esetén értesítendő név, cím, telefonszám, e-mailcím, kapcsolat jellege	ICE - Person to notify in emergency (name, address, telephone, e-mail, relation)
Anyja leánykori vezetéknéve	Mother's maiden family name
Anyja foglalkozása	Mother's occupation
Apja teljes neve	Father's full name
Apja foglalkozása	Father's occupation
Magyarországon élő rokonok, kapcsolat foka	Family relations living in Hungary, degree of relation

KÉPZÉSI ADATOK	ACADEMIC RECORD
Középiskola neve	Name of high school
Középiskolai tanulmányok ideje (kezdés és végzés éve)	Duration of high school studies From - To (year)
Középiskolai tanulmányok hossza	Number of years attended
Középiskolai bizonyítvány száma	Registration number of high school leaving certificate
Érettségi bizonyítvány típusa	Type of degree/certificate
Tantárgyak eredményei (biológia, kémia, fizika, angol) az utolsó tanévben	Last year's grades in Biology, Chemistry, Physics, English
Felsőoktatási intézmény neve	Name of college/university
Felsőoktatási tanulmányok szakiránya	Field specification of studies
Felsőoktatási tanulmányok ideje (kezdés és végzés éve)	Duration of studies From - To (year)
Felsőoktatási tanulmányok hossza	Number of years attended
Felsőoktatásban szerzett oklevél száma	Registration number of degree/certificate
Felsőoktatásban szerzett oklevél típusa	Type of (prospective) degree/certificate

**Article 7.** (1) Entrance examinations for the English-language one-tier master or the master's trainings may be held on the premises of the Faculty and at external locations designated by the dean (hereinafter: off-site entrance examination). The examiners are appointed by the English Program Committee.

(2) At the off-site entrance examinations, the lecturer of the Faculty delegated by the dean shall conduct the examination, according to the above.

(3) Based on the results and performance of the applicant at the entrance examination, the admission examination committee shall recommend the applicant for acceptance, for conditional acceptance, for waiting list or for rejection. (Applicants conditionally accepted are obliged to attend and complete a 3-week summer Biology-Chemistry-Physics preparatory course organized by the Faculty as the condition for acceptance. Applicants on the waiting list do not have a seat within the capacity of the program at the given occasion, however they might get accepted in case of an event of withdrawal.)

(4) The admission decision shall be made by the English Program Committee based on the proposal of the admission examination committee.

(5) The applicant shall be notified about the admission decision by the Chairman of the English Program Committee in a letter.

(6) The last day of entrance examination shall not exceed the tenth day prior to the beginning of the academic year. After the commencement of the academic year no applicant shall be admitted.

(7) Members of the Entrance Examination Board shall be remunerated. The dean shall enter into contract with the members of the Examination Board based on the proposal of the English Program Committee. The remuneration shall be laid down in the contract.

#### **IV. Miscellaneous procedural provisions**

**Article 8.** (1) The Faculty Council shall specify the amount of tuition fee for the next academic year, the deadline to pay the tuition fee and the number of students to be admitted to foreign language trainings in the next academic year. The amount of tuition fee shall be specified before 15 September, the deadline for payment of the tuition fee shall be set at the same time as the schedule of the academic year, the number of students to be admitted shall be published on the Faculty's website before 15 February the latest. The amount of tuition fee and the deadline for payment shall also be indicated in the foreign language admissions booklet.

(2) Further requirement of establishing a student's legal status is attendance at the health aptitude test and having "suitable" result.

(3) The applicant may appeal against the admission decision.

(4) The Educational Committee of the Medical School shall decide about transfer from other higher education institutes to foreign language trainings.

#### **V. The health aptitude test**

**Article 9** (1) The health aptitude test mandatory for the establishment of the student's legal status with the University is conducted during the registration week. If due to the lack of capacities the health examinations cannot be completely conducted for all the freshmen during the registration week, the examinations must be executed as soon as possible after the commencement of the academic year, but by 30 September the latest. In case the times of the examinations are on a weekday of the instruction period, the appointments shall be arranged so that they do not interfere with the times of the obligatory classes of the first year students. Those freshmen whose health aptitude test cannot be conducted during the registration week due to the lack of capacities, shall not be disadvantaged in academic matters because of that.

(2) In case of one-tier master trainings, according to the prescriptions of the Center for Occupational Health and Work Hygiene of the University, the submission of the following documents are necessary during the registration week at the latest, but before the preliminary health aptitude test of the freshmen:

- medical certificate preferably previously completed in the applicant's home country
- chest X-ray result (not older than 1 year)
- vaccination card (showing that the applicant is immunized against Hepatitis B)
- Hepatitis C serology test result
- HIV test result (not older than 3 months)

(3) In case of the Biotechnology master's training, according to the prescriptions of the Center for Occupational Health and Work Hygiene of the University, the submission of the following documents are necessary during the registration week at the latest, but before the preliminary health aptitude test of the freshmen:

- medical certificate preferably previously completed in the applicant's home country



- chest X-ray result (not older than 1 year)
- vaccination card (showing that the applicant is immunized against Hepatitis B)
- Hepatitis C serology test result
- HIV test result (not older than 3 months)
- Full laboratory checkup: including ion levels (Na, K), liver functions (total bilirubin, GOT, GPT, GGT), renal (kidney) functions (carbamid, creatinin), blood sugar levels, blood sedimentation, blood count (haemogramm)

## **VI. Provisions of giving effect to the Order**

**Article 10.** This Order is valid as of 7 January 2019.

Dr. Miklós Nyitrai

dean