



# Rules and Principles for Application and Admission

**Academic Year 2026/2027**

**For the English Programs  
of the Faculty of Health and Public Administration:**

- Systemic Psychology M.Sc.

**Semmelweis University**

Budapest, Hungary

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# APPLICATION AND ADMISSION

## Application Criteria

Applicants must be at least 21 years of age by the end of the calendar year of application. Applicants are requested to either have completed their undergraduate studies before the time of application, or to currently attend the last year of their undergraduate studies. In the latter case, the degree certificate must be uploaded in SEMAPHOR by the **21<sup>st</sup> of August** of the year of application.

Semmelweis University Faculty of Health and Public Administration seeks students who possess a strong background and interest in natural sciences, a good command of English, and a strong motivation to study and practice psychology.

Applicants who violate the rules of the application / admission procedure as set out in this document and/or make a false declaration during the application / admission procedure, may be disqualified at any stage of the procedure.

## Application Procedure and Documents Required for Applications to the Faculty of Health and Public Administration

Applications should be submitted online in SEMAPHOR (Semmelweis Application Handling and Online Review) system at <https://semaphor.semmelweis.hu> until the **22<sup>nd</sup> of April, 2026**. The system keeps track of the applicants and their applications from the registration till the end of the admission process, throughout years if necessary, so it is important that each applicant has no more than one user account in SEMAPHOR. Therefore, creating parallel user accounts is not acceptable, and the admission management may delete the duplicates.

Applicants having been recruited by one of the officially appointed local representatives cooperating with Semmelweis University have to assign the representative who assists in their application. However, direct applications without the assistance of a representative are also welcome. The applicants who indicate that they were not recruited by any of the officially appointed local representatives, *will be assisted by Semmelweis University's Directorate of International Studies, Division of English Language Programs. Since the assignment of a local representative is based on a declaration by the applicant that the assigned local representative is the one who recruited the applicant and assisted the application process, the assignment is permanent, and it can only be changed in well justified cases with the consent of all the parties involved and with the permission of the Directorate of International Studies. This also applies to those who declare that their application is submitted without the assistance of a representative, i.e., their application will not be assigned to a local representative retrospectively.*

The following documents need to be uploaded (original, or as certified copies, in English or in the original language with a certified English translation) for organizing the entrance exams and verifying the admission requirements:

1. **Bachelor's or master's degree in psychology** from an accredited college or university. Registration number of documents should be indicated. If you have a degree in psychology obtained in an undivided degree program, attach the degree obtained at the end of the program. Those who have not yet received this certificate can also submit their application and take the entrance examination. The final deadline for uploading the degree certificate is the 21<sup>st</sup> of August.
2. **Academic Transcript (Transcript of Records)**. If you are currently enrolled in a bachelor's program in Psychology, please include your Academic Transcript (Transcript of Records) of your ongoing studies here (can be obtained from the registrar's office).
3. **Copy of passport (or ID card for citizens of Schengen Area member countries)** with your personal data.
4. **Portrait photo** (preferably passport size)
5. **Payment Certificate** about the payment of the 50 USD admission procedure fee if the applicant chooses not to use the online payment system.
6. **Curriculum Vitae (Resume)** in English. Attach a CV prepared in accordance with the EuroPass template. In your CV, please refer to any academic and other professional (e.g., volunteer) activities that provide an overview of your professional qualifications and experience. Applicants should also outline their professional vision, interests, and motivation. A maximum of 5 documents may be attached to the CV as background documents or appendices (these may include diplomas, certificates, references). It is not necessary to provide supporting documents for all the information in your CV, only for five selected items.
7. **Motivation letter** in English, where applicants should outline their professional vision, interests, and motivation.
8. **Essay on the mandatory elective group of courses (tracks)**. A maximum two-page long, free-form writing in English on which of the three mandatory elective group of courses (track 1, 2, or 3) the applicant would choose as their first and second choice. As part of the program, students must choose one of the following three groups of elective courses and complete it as part of their training: Track 1: Integration of Pediatric Psychology and Medical Family Therapy Approach into Systemic Psychology Interventions; Track 2: Integration of Attachment Focused Approach into Systemic Psychology Interventions; Track 3: Integration of Christian Pastoral Counselling Approach into Systemic Psychology Interventions. In this essay, applicants must indicate which of the above three tracks they would choose as their first and second choice, providing a brief justification for their choices. The courses belonging to each track can be found in the "List of courses" pdf document on the website of the Institute of Mental Health at Semmelweis University. The essay should present the professional and personal arguments, considerations, and reasons behind the applicant's choice. The essay is a free-form piece of writing that cannot exceed two typed pages in length. There are no other formal restrictions or mandatory requirements regarding the essay.
9. **Documents certifying additional points**. If you have documents certifying that you are

eligible for additional points according to the specified categories, please attach these documents. Please also attach the documents certifying your eligibility for additional points for equal opportunities.

10. **Medical Certificate** – Certification that the applicant is physically and mentally able to complete higher educational studies and does not suffer from chronic or infectious diseases is **requested from the successful applicants for the acceptance of an offered admission**. The certificate downloaded from the link below should be issued within 90 days before the date of uploading: [https://semmelweis.hu/etk/files/2020/04/Medical\\_certificate\\_sample\\_20190\\_SEMAPHOR.pdf](https://semmelweis.hu/etk/files/2020/04/Medical_certificate_sample_20190_SEMAPHOR.pdf)

Applications can only be submitted after the payment of an **Admission Procedure Fee (50 USD)**, which covers the application fee and the costs of entrance examinations.

Entrance examinations to our Systemic Psychology training program consist of an oral interview. Applicants having submitted their application to the above training program are eligible to sign up to the entrance examination through SEMAPHOR.

The applicant is required to pay the Admission Procedure Fee through the online application portal by credit card, or by wire transfer directly to Semmelweis University's **USD account**. The transfer time takes approximately 3-5 business days. In the latter case, the name of the applicant and the application ID from the SEMAPHOR system has to be included in the comment field of the wire transfer and the proof of payment has to be uploaded at the application through SEMAPHOR. Please note that in case of wire transfer, the date on which the payment is credited to the University's account is considered as the date of payment!

Once all the required, compulsory documents have been uploaded, the application can be finalized. The deadline for this is April 22, 2026. The application interface on the SEMAPHOR platform for the Master's program in Systemic Psychology will automatically close at 24:00 on April 22, 2026.

## Withdrawal of Applications

Submitted applications can only be withdrawn before the application deadline (**the 22<sup>nd</sup> of April 2026**). Applications cannot be withdrawn if any of the following conditions apply:

- the applicant has attended an entrance examination,
- the applicant was registered for but did not attend an entrance examination,
- a decision has been issued regarding the application.

## Entrance Examinations

Once an application has been submitted to Systemic Psychology, the entrance examinations become available for signing up. The list of examinations appears in the application page in SEMAPHOR and applicants can sign up to or resign from them online.

## Date of Examinations

Entrance examinations are organized by Semmelweis University Faculty of Health and Public Administration. Dates of the entrance examinations are announced through SEMAPHOR and can be seen after submission of the application. The entrance examination period for the **2026/2027 academic intake for Systemic Psychology MSc. will be held from the 23<sup>rd</sup> of April, 2026 until the 31<sup>th</sup> of July 2026.**

## Process of the Entrance Examinations

The oral admission interview for the Master's program in Systems Psychology takes place before an admissions committee consisting of at least two members, which assesses the applicant's professional career to date, interests, development potential, motivation, ability to interpret and present professional literature, thinking about professional topics, and English communication and professional language skills. The admission interview is conducted in English (or partly in Hungarian and partly in English for Hungarian speaking students). During the interview, the interviewers shall award points based on the evaluation criteria by consensus.

### Topics and evaluation criteria for the oral admission interview:

- a) Presentation of previous studies, professional and academic activities; examination and evaluation of the alignment of professional career, motivation, and vision with training objectives.
- b) Evaluation of the essay on mandatory elective group of courses (tracks) and the thoughts shared in connection with it.
- b) Examination and evaluation of professional literature interpretation and presentation skills. (Referencing and discussing a few pages long excerpt from a professional literature text in English, received on the spot during the oral admission interview.)
- c) Examination and evaluation of English communication and professional language skills.

In the master's program in systemic psychology, the applicant's performance shall be evaluated on a 100-point scale:

- a) a maximum of 95 points may be awarded for the professional admission interview, and
- b) a maximum of 5 additional points may be awarded.

In the master's program in systems psychology, within the specified 100 points, applicants may earn additional points as follows

- a) 2 points for the first published/accepted professional publication,

- b) 2 points for the second published/accepted professional publication,
- c) 1 point for a presentation at a scientific conference,
- d) 1 point for a poster presented at a scientific conference,
- e) 3 points for 1st-3rd place in a National Scientific Student Conference,
- e) 1 point for participation in a National Scientific Student Conference.

The total score of applicants for the master's degree program in systemic psychology shall be determined by adding up the points obtained in the professional admission oral interview and adding the specified extra points.

In order to ensure equal opportunities in the systemic psychology master's program

- a) applicants with disabilities receive 1 point,
- b) applicants who are on unpaid leave to care for their children between the application deadline and the admission decision and who receive infant care allowance, child care allowance, child-rearing support, or child care allowance shall receive 1 point,
- c) 1 point for disadvantaged status,
- d) 1 point for multiple disadvantages

Applicants are eligible for additional points, with a maximum of 1 additional point awarded to ensure equal opportunities, even if the applicant is eligible for additional points on multiple grounds.

## **Registration for the examination**

Applicants have to register (sign up) for the entrance examinations in SEMAPHOR after having submitted a valid application (and paid the Admission Procedure Fee). Exam registrations can only be withdrawn before the deadline for registration for the given examination. The absence of a registered applicant at the entrance examination is not considered as the withdrawal of registration but as an examination attended without valuable result.

## **Evaluation**

The admissions committee evaluates the applicants' performance at the entrance examinations. Head of the Faculty makes decisions regarding admissions based on the skills, knowledge and attitude judged by the performance at the entrance examination.

## **Decision and appeal**

Decision regarding the admission is made by the Admission Committee. All the parameters, the uploaded documents, personal educational records are considered along with the performance at the oral interview. Beside the applicant's knowledge, his/her motivation, attitude, intellect, general information, communication skills and personality are taken into account. The decision is also based on the strategic aims of the University including geographical and cultural diversity and gender balance.

The decision appears in the header and status of the application in SEMAPHOR, and the decision letter is sent by e-mail and is uploaded to the applicant's documents in SEMAPHOR within 90 days.

If an applicant has an objection to the admission process and considers that the procedure by the Admission Committee was inappropriate or unfair, he/she can send an appeal within 15 days by e-mail to the Admission Team. The appeal must set out the specific procedural infringement and it must contain the arguments and evidence in support of the complaint. The appeal is investigated by the Director of the Directorate of International Studies, and the applicant is informed about the outcome within two weeks.

In order to comply with the legislation governing Semmelweis University, the Directorate of International Studies corresponds only with the applicant concerned and with a single local representative if such has been appointed by the applicant at the time of submitting his/her application. During the admission procedure, the Directorate acts in accordance with the rules in force, which are public and known to the applicants. No information is provided to, and no mandate is accepted from any person other than the above unless that person is legally authorized to represent the applicant. Those who wish to act on behalf of an applicant, must prove their authorization by a private document of full probative value in accordance with Code of Civil Procedure (Act CXXX/2016).

## **Postponement of admission/enrollment**

The decisions apply to admission in the current year, and accepted admission entitles the applicant to enroll for the academic year starting in September of the current calendar year. An applicant who has paid the deposit and formally accepted the offered admission but is unable to start his/her studies in the current year due to some unforeseen obstacle, may request a one-year deferral of admission/enrollment. The request for deferral needs to be submitted to [mental.tanulmanyi@semmelweis.hu](mailto:mental.tanulmanyi@semmelweis.hu), and must include an appropriate justification. If the one-year deferral is granted by the Admission Committee, the deposit remains on the University's account, and the admission process continues the following year when the applicant needs to confirm his/her intention to enroll and pay the balance of the tuition and enrollment fees. As the deferral of admission/enrollment is not an entitlement but a special treatment, there is no right to appeal against the refusal of a request for deferral.

## **Student visa**

Foreign nationals (under visa obligation) wishing to pursue studies in Hungary are required to apply for entry visa (exceeding 90 days) in their home countries and enter the country on the entry visa



issued by the Hungarian Embassy or Consulate. For more detail, please visit: <https://konzinfo.mfa.gov.hu/en/how-apply-visa>

Students coming from EU & EEA countries do not need a student visa, but have to apply for a registration certificate within 90 days after their arrival to Hungary.

## FEES AND COSTS

### Fees related to the application and enrollment procedure for the Faculty of Health and Public Administration

#### Admission Procedure Fee

##### Systemic Psychology master's program:

USD 50

*The Admission Procedure Fee is payable upon application.*

### Tuition Fees for Students of the Faculty of Health and Public Administration

#### Tuition Fees

Systemic Psychology M.Sc. (2 years / 4 semesters)

**7500 USD / semester**

The first semester's tuition fee has to be paid before the 1<sup>st</sup> of September.

Admitted applicants who need to apply for a student visa may be required to pay the tuition fee for the first one or two semester(s) before the visa application may be processed. Further details will be provided in the letter of admission.

#### Tuition fees should be paid:

before the 1<sup>st</sup> of September each year for all but the first fall semester (see above)

before the 1<sup>st</sup> of February each year for the spring semesters

Please note that special conditions apply for the first tuition fee payment before formal enrollment (see above).

If the amount of tuition fee changes, it will be applied in ascending order, and the students repeating due to failed exams or inactive semester(s) will pay the same amount as the other students in the same year group.

### Payment Details

There are multiple ways to pay the various fees. However, certain payment methods are only available for paying certain fees, as summarized in the table below. In particular, admission procedure fee cannot be paid by cash payment and the online payment method (credit/debit card

payment through the SEMAPHOR system) is only available for payment of the admission procedure fee. Checks and money orders are not accepted. Payment instructions for enrolled students are provided after the enrollment separately.

The following table summarized the different payment method options.

Fee	Payment method options		
	Online by card	Wire transfer	Cash payment
Admission procedure fee	Yes	Yes	No
First tuition fee	No	Yes	No

#### **Online payment by credit/debit card through the SEMAPHOR system**

This payment method is only available for paying the admission procedure fee. Card payments are made through a secure online system of OTP Bank, the largest commercial bank in Hungary. The payment can be initiated automatically from the online application system (SEMAPHOR). This is the preferred route of paying the admission procedure fee.

#### **Payment by wire transfer**

All payments can be made by wire transfer to Semmelweis University's below bank account.  
**Payments have to be made in USD.**

Account details of Semmelweis University are as follows:

<b>Bank name:</b>	OTP Bank Nyrt.
<b>Bank address:</b>	Nádor utca 16., H-1051 Budapest, Hungary
<b>Account holder:</b>	Semmelweis University
<b>Account Number (IBAN):</b>	HU57-11763842-00881016-00000000
<b>SWIFT code (BIC):</b>	OTPVHUHB

The money transfer sheet should include the name of the applicant as written in the passport, as well as the SEMAPHOR Application ID as a note. The money transfer note should also include the correspondent Swift/BIC code. In case of paying the Application procedure fee, a scanned copy of the transfer sheet has to be uploaded into the SEMAPHOR system as proof of payment prior to submission of the application.

The above-mentioned net amounts have to be credited to the account, i.e. all bank commission fees and other charges have to be paid by the applicant/student. The date of payment is the date on which the payment is credited to the University's bank account, i.e. payments have to arrive to the University's bank account by the given deadline. Since international wire transfers may take several days, applicants/students are advised to initiate the wire transfer several days before the given deadline. If the above fees are not credited to our bank account by the above deadlines, applications will not be valid, and admissions will be automatically canceled.

Please contact the Admission Team's administrator at the email address:  
[manyai.vegh.judit@semmelweis.hu](mailto:manyai.vegh.judit@semmelweis.hu) to inquire about further information on payment details.

## Refund Policy

### 1. After enrollment (registration) at the university

Withdrawal of studies: Students, compelled to withdraw for academic/disciplinary reasons or have been accepted/transferred by another institute of higher education are not entitled to a refund of the tuition fee.

Students are entitled to a refund on a *pro rata* basis if studies are interrupted due to a sound reason (e.g. a medically certified severe illness, the death of one of the parents/guardians, an obligatory military service or visa problems). The refund is applicable from the first day of the month following the reporting of the above-mentioned conditions with accompanying official certificates.

### 2. Suspension of studies (after registration):

- a. Student's legal relationship is suspended within a month following the beginning of the semester. Tuition is non-refundable. It can be transferred to the next active semester.
- b. Student's legal relationship is suspended more than a month after the beginning of the semester. Such deregistration is subject to special permission in duly justified cases. A reduction of the tuition fee up to its 75% may be granted and the surplus can be transferred to the next active semester. If the request for such a special permission is rejected, the semester must be considered as active, and the tuition fee cannot be refunded.

### 3. The Admission Procedure Fee can be refunded only if

- a. the application covered by the fee has never been submitted or it has been withdrawn before the application deadline;
- b. the applicant paid a higher fee (please note that only the overpayment can be refunded).

*No other claims are acceptable. Requests for reimbursement of the Admission Procedure Fee must be sent by e-mail to [manyai.vegh.judit@semmelweis.hu](mailto:manyai.vegh.judit@semmelweis.hu) before the 5<sup>th</sup> of September of the current year.*

*Refund process may take between 30-60 calendar days.*

## PROVISION OF HEALTH CARE

Students are provided a health care service, which includes an English-language call center, GP-service and treatment at the Polyclinics and Clinics of Semmelweis University. This service is granted during the active semesters until the end of the studies provided that tuition fee has been paid. Further details are included in the letter of acceptance. The health care service is automatically suspended when the student's semester is passive.

## DIVISION OF ENGLISH LANGUAGE PROGRAM

### **Secretariat and Office**

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