



**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE  
SCIENCES  
ORGANIZATIONAL AND OPERATIONAL REGULATIONS**

**III. VOLUME  
REQUIREMENTS FOR STUDENTS**

**III.1 STUDY AND EXAMINATION REGULATIONS**

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This document is the English translation of the Study and Examination  
Regulations in Hungarian

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## I. GENERAL PROVISIONS

Pursuant to Act CCIV of 2011 on National Higher Education (hereinafter referred to as ‘NHE Act.’), Government Decree 87/2015. (IV. 9.) on the Implementation of Certain Regulation Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as ‘NHE Gov. Decree’), Government Decree 248/2012 (VIII. 31.) on Measures Required for the Implementation of Act CCIV of 2011 on Higher Education, Act CL of 2016 on General Public Administration Procedures, the Senate of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the ‘University’) and the Board of Trustees of the Foundation for Hungarian University of Agriculture and Life Sciences in agreement with the Student Union of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as the ‘University Student Union’) established the following Study and Examination Regulations (hereinafter referred to as ‘SER’).

### 1. Scope of the Regulation

#### Section 1 (1. §)

- (1) The scope of the SER, irrespective of the form of financing, extends to the study and examination affairs of all Hungarian and non-Hungarian citizens having a student status with the University, taking part in undergraduate (bachelor’s) training, postgraduate (master’s) training, integrated (undivided) one-tier training, higher educational vocational training, postgraduate specialist training, who study at any degree programme, in any work schedule, including guest students and those taking part in simultaneous study programmes.
- (2) The regulations for students participating in doctoral (PhD) training are specified in the Doctoral Regulations, stipulating that the SER must be properly applied in matters not regulated there.
- (3) The scope of the SER shall extend to the bodies and persons acting in student matters covered by these Regulations: all organizational units involved in, contributing to study programmes, lecturers, researchers, persons employed as instructors or employees of the University acting in study, examination and other educational organizational matters, and other persons under a contract of employment with the University. With a view to the application of these Regulations, a person who, in addition to lecturers employed by the University, also provides teaching and examination services within the framework of other legal relationships shall be considered a lecturer.
- (4) The introduction of new or amended study and examination requirements is only possible in a phasing-in system.
- (5) Specific provisions for each campus and study programme are set out as a thematic appendix to this Regulation.
- (6) The provisions of the University Documents Management Regulations shall apply to the management of documents generated in connection with study matters.

### 2. Interpretative Provisions

#### Section 2 (2. §)

- (1) **Active semester:** With respect to the student, every semester following enrolment in the training programme (when student status is granted), in which the student takes at least one subject and their student status is not suspended, is an active semester. A student studying

- abroad or doing an internship abroad that is organized or permitted by the University has an active semester if they have registered at the University for the given semester.
- (2) **Internal additional (parallel) training:** In case of internal parallel training, the student pursues several training programmes within the University at the same time in order to obtain various qualifications.
  - (3) **Enrolment period:** the period during which the person admitted or transferred to the University acquires a student status with the University.
  - (4) **Registration period:** the period during which the University student, in any semester following the first enrolment, indicates via the Neptun Unified Education System whether they intend to have an active semester (in which they continue their studies) or a passive one (in which they temporarily pause their studies).
  - (5) **Block education (class blocks):** instead of a weekly class—depending on the number of hours of the subject—a class held one or more times over a period of several hours in full-time, correspondence, evening or distance education programme. The University may decide to hold any programme in full or in part (e.g. a semester) in the form of block education.
  - (6) **Doctoral dissertation:** a written piece of work or piece of art prepared by a doctoral candidate that proves their aptitude to carry out scientific work, and which serves to meet the requirements for obtaining a doctoral degree during the doctoral degree acquisition procedure.
  - (7) **Dual training:** a form of training organised in the fields of technology, information technology, agriculture studies, sciences or economics in practice-oriented undergraduate programmes, social work undergraduate programmes, as well as in the graduate programmes of the fields listed above in which practical training takes place at a qualified organisation in line with the given programme's curriculum (compiled in line with the programme and outcome requirements and containing unique provisions on the duration of the training, training methods, classes and testing) within a framework determined by the Dual Training Council.
  - (8) **Individual curriculum:** the completion of individual subjects is usually not assigned to a given study period. With regard to the pre-study obligations, other rules and regulations, and the possible options, the student can proceed according to an **individual curriculum** and schedule.
  - (8a) **Preparatory studies:** a person of foreign nationality who claims to be of Hungarian nationality but does not reside in Hungary may—irrespective of his/her Hungarian nationality—pursue preparatory studies in Hungarian for a maximum of two semesters while holding student status before starting his/her higher education studies.
  - (9) **Prerequisite:** the proven completion of the material of a subject, a group of subjects, and/or the required criteria for understanding the material of a given subject. The prerequisite can be partial or complete. In case of a partial prerequisite, the student may take the subject based on it if they have been granted a signature in the prerequisite subject at the end of the semester, but they cannot obtain a grade until the completion of the prerequisite subject. In the case of a complete prerequisite, the student cannot take the subject based on it without completing the prerequisite subject or criterion requirement.
  - (10) **Prerequisite order:** the set of prerequisites for the subjects included in the curriculum of the degree programme.
  - (11) **Evening education schedule:** evening classes are held after 4:00 p.m. on weekdays or on weekends during the academic year.

- (12) **Phasing-in system:** an organizational principle on the basis of which any new or amended study and examination requirements can only be applied to students who have started their studies after the introduction of the regulations, or to students who started their studies before the introduction, but who have chosen to work towards their degree according to the new or amended study and examination requirements. New study and examination requirements can generally be applied to all students if they establish a more favourable condition for students.
- (13) **Semester:** a five-month educational organizational period.
- (14) **End-of-semester signature:** the completion of mid-term requirements for a course is confirmed by the signature of the instructor. Subject requirements rules include the conditions for obtaining the signature. The condition for exam registration is having the signature at the end of the semester. A no-credit value or a criterion requirement subject may also be completed with a signature at the end of the semester as set out in the model curriculum. It must be recorded in the Neptun Unified Education System by the last day of the study period, but no later than the last day of the first week of the examination period, whether the end-of-semester signature was obtained or refused.
- (15) **Practical grade (mid-term grade):** based on the continuous assessment of the study requirements of the subject, it expresses the student's mid-term performance. The practical grade may be obtained during the study period, but no later than the second week of the examination period, in accordance with the assessment procedure specified in the subject requirement rules.
- (16) **Higher Education Information System (FIR):** a central electronic public register containing the data necessary for state competences related to higher education, macroeconomic level planning of the national economy, and the rights and obligations of higher education participants. FIR consists of the following subsystems and applications: the register of higher education institutions, which contains data from the Statutes and operating license of the higher education institutions; the higher education admission system, which contains the institutional and personal data necessary for the higher education admission procedure; higher education personnel register, which contains data on students and employees in higher education; diploma register, which contains data on certificates, diplomas, diploma supplements and doctoral degrees awarded by higher education institutions after the completion of higher education; the graduate career tracking system, which provides grouped data and summaries using data derived from FIR subsystems and institutional registers in such a way that the individuals are not identifiable; sectoral management information system supporting public education management and maintainer management, which provides grouped data and reports using data derived from FIR subsystems and institutional registers in such a way that the individuals are not identifiable unless otherwise provided by law.
- (17) **Higher education research and development entrepreneurial activity:** the research, development and innovation activities and related activities of the public higher education institution, which are carried out as core activities due to an order outside public finances or within the framework of cooperation, which are specified in Article 3 (6) and (11) of Act LXXVI of 2014 on Scientific Research, Development, and Innovation.
- (18) **Student (applicant) with disability:** a person with a musculoskeletal, sensory or speech disability, having serious and multiple impairments (if more than one disability is present), an autism spectrum disorder or other mental developmental disorder (severe learning, attention or behavioural disorder).
- (19) **Student:** a person who has acquired a student status with the University by enrolling in the institution based on the University's decision regarding a request for admission or transfer.



- (20) **Provision on student status:** a provision in a legislation concerning the student status, in the Organizational and Operational Regulations, in other regulations, instructions for students, or in other university documents, which establishes rights and obligations for the student.
- (21) **Person with multiple disadvantages<sup>1</sup>:** a person under the age of twenty-five at the time of enrolment (application) who is defined as a person with multiple disadvantages in Article 67/A (1) of Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship.
- (22) **Disadvantaged person<sup>2</sup>:** a person under the age of twenty-five at the time of enrolment (application) who is defined as disadvantaged in the Act on the Protection of Children and the Administration of Guardianship.
- (23) **Institute:** an organisational unit as described in Section 4 (11) of the Organizational and Operational Regulations.
- (24) **Institutional document:** the Statute, the regulations, programmes and plans required by the NHE Act, such as the organizational and operational regulations, training programmes, institutional development plans, the statute of the student union, as well as internal regulations according to Act C of 2000 on Accounting and the decree on its implementation.
- (25) **Repeated retake exam:** Repetition of an unsuccessful retake exam in a subject.
- (26) **Retake exam:** Retaking a failed exam in a given subject for the first time.
- (27) **Student contract:** in accordance with Article 39 (3) of the NHE Act, the contract between the higher education institution and the student who has been admitted to/transferred to/reclassified into a self-funded study programme.
- (28) **Request:** a request made by a student in connection with their student status. The body or leader specified in the Requirements for Students is entitled and obliged to make a decision on the request, and the University is obliged to inform the student of the decision.
- (29) **Qualification framework:** the general characteristics of each qualification level for all fields of training in multi-cycle training.
- (30) **Training branch:** all the courses and programmes of a given field of education and training which have the same educational content at the initial stage of training.
- (31) **Programme and output requirements:** the knowledge, skills, proficiency and abilities (competencies) which must be acquired in order to be granted a diploma in the given programme. The programme and output requirements of undergraduate (bachelor's) and

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<sup>1</sup> Pursuant to Article 67/A (1) of Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship

(1) A child entitled to regular child protection benefit and a child who has reached the age of majority is a disadvantaged person if one of the following circumstances applies:

- a) low level of education of the parent or the adoptive guardian, if it can be established that both parents raising the child together, the parent raising the child alone or the adoptive guardian, based on their voluntary declaration, have at most a primary level of education at the time of applying for the regular child protection benefit,
- b) low employment status of the parent or the adoptive guardian, if either of the parents raising the child or the adoptive guardian is entitled to benefits for active age as defined in Article 33 of Act III of 1993 on Social Administration and Social Benefits, or has been registered as looking for work for at least 12 months in the 16 months preceding the date of application for the regular child protection benefit,
- Pursuant to Article 67/A (2) of Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship, the person is deemed

(2) severely disadvantaged if he or she is:

- (a) a child entitled to regular child protection benefit and a child who has reached the age of majority and for whom at least two of the circumstances set out in paragraph (1)(a) to (c) apply,
- (b) a foster child,
- (c) a young adult having student status (pupil or student) receiving after-care provisions.

<sup>2</sup> Qualifies as a disadvantaged person as defined in Article 67/A (2) of Act XXXI of 1997.

master's programmes, higher education vocational training and integrated (undivided) one-tier training programmes are stipulated in a ministerial decree. The requirements for postgraduate specialist trainings are stipulated in the registration decision of the Educational Authority.

- (32) **Length/duration of programme:** the time required for obtaining the necessary credits, qualification level and professional qualification as defined in the corresponding legislation. The length of the programme is not the same as the period of study.
- (33) **Academic term:** the duration of a term is divided into a study period (when classes are held) and the corresponding examination period.
- (34) **Education and training programme:** a complex training document issued by the institution that includes
- a) the detailed training and study requirements of undergraduate (bachelor's), master's, and integrated (undivided) one-tier programmes, higher education vocational training programmes, and postgraduate specialist training programmes;
  - b) the doctoral training plan, which includes detailed rules about the training, in particular the curriculum, the training programme and subject programs, as well as the assessment and examination methods, procedures and rules.
- (35) **Field of education and training:** all the programmes defined in a government decree that have similar or partially identical education and training content.
- (36) **Programme with small number of students:** a training programme based on international commitments, cultural and educational policy interests, and whose total number of scholarship students (under a full or partial scholarship of the Hungarian state) admitted does not exceed twenty persons. This category also includes education and training programmes for ethnic minority groups.
- (37) **Consultation:** an opportunity for a personal discussion provided for the student by the lecturer / instructor of the higher education institution. In correspondence training, consultation-type lessons can also be held according to the model curriculum of the programme. In case of full-time training, some of the lessons can be organised and held as consultation classes. The number of consultation classes is specified in the model curriculum. Consultations need not be held in person.
- (38) **Mandatory documents:** Documents required by higher education institutions: 1. registry sheet, registry sheet extract; 2. doctoral candidate data sheet; 3. registration sheet; 4. doctoral candidate registration sheet; 5. student status certificate; 6. transcript of records (gradebook), completion sheet; 7. credit certificate; 8. exam sheet; 9. final examination report; 10. doctoral comprehensive exam sheet (comprehensive exam sheet); 11. doctoral defence sheet (disputation sheet); 12. the instructor's declaration pursuant to Article 26 (3) of the NHE Act.; 13. pre-degree certificate; 14. certificate of issue of pre-degree certificate; 15. a certificate of successful completion of the final examination (diploma which cannot be issued due to failure to meet language requirements); 16. certificate of issuing the diploma; 17. diploma; 18. diploma supplement; 19. primary school teacher education certificate. The Hungarian text of the forms according to Points 5, 7, and 12-19, with the exception of the doctoral diploma, are included in Annex 9 of NHE Gov. Decree.
- (39) **Community higher education training centre:** an organization operating outside the main establishment of a higher education institution, which does not qualify as a higher education institution. Its operating license specifies the fields of education and training, as well as the maximum number of students to whom the centre provides higher education as a core activity, besides and the material, real estate, and financial conditions of the training for a higher education institution and its students, pursuant to an agreement with the higher education institution having the necessary academic staff.

- (40) **Credit:** a unit of the student's work which represents—in relation to the subject and the curricular unit—the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements. One credit equals 30 study hours on average, and the value of a credit—provided that the student's performance was accepted—does not depend on the evaluation given of the student's performance.
- (41) **Criterion requirement:** a mandatory requirement without credits that is specified in the qualification requirements, the programme and output requirements, or the curriculum of the programme (degree course), for example, comprehensive exam, participating in P.E., comprehensive exam language requirements specified in the qualification requirements.
- (42) **Course:** a unit of a subject corresponding to the type(s) of class specified in the subject syllabus or in the optional subject list and registered in the Neptun Unified Education System, which is the form of implementation of the subject in the given semester. The types of courses: lecture (theory), practice, seminar, laboratory practice, field practice (study review, workshop), dissertation/thesis (individual consultation) or exam course (CV course).
- (43) **Foreign student:** a student who is not a Hungarian citizen, and who participates in Hungarian state-financed (partial) or self-funded training on the basis of a separate legal act or international agreement.
- (44) **Correspondence training work schedule:** an educational organization work schedule according to which—unless otherwise agreed with the students concerned—the students' classes are grouped on working days or weekends at the institution no more than every two weeks, with distance learning methodologies being used for the rest of the training.
- (45) **Student / Programme funded by a Hungarian state scholarship:** student/study programme supported by a Hungarian state scholarship.
- (46) **Student (partially) financed by a Hungarian state scholarship:** a student supported by a Hungarian state scholarship or a Hungarian partial state scholarship;
- (47) **Study programme (partially) supported by a Hungarian state scholarship:** a study programme in higher education supported by a Hungarian state scholarship or a Hungarian partial state scholarship.
- (48) **Recommended grade:** a grade referring to the student's mid-term performance, which can be obtained during the study period in accordance with the assessment procedure specified in the Study and Examination Regulations. The student can accept the recommended assessment (grade) in the Neptun Unified Education System until the end of the second week of the examination period, or they can request to be admitted to the examination by rejecting it. If the student does not accept or reject the recommended grade, they will not be deemed to have completed the course with the recommended grade.
- (49) **Started semester:** a semester in which the student has an active student status as of 15<sup>th</sup> October in the autumn semester and as of 15<sup>th</sup> March in the spring semester.
- (50) **Mentoring program:** a special form of training in which a student or lecturer of the higher education institution provides assistance for a disadvantaged student in learning and preparing for classes.
- (51) **Model curriculum:** a recommended subject completion order of a given study programme on the basis of the subjects required for the given qualification or specialization during the study period specified in the programme and output requirements.
- (51a) **Mobility window:** a period (semester) of international mobility built into the model curriculum of the programme, which encourages students to undertake partial studies, typically abroad as visiting students. This enables them to complete subjects at the host higher education institution which correspond to the subjects prescribed for the semester in

- the University's model curriculum for the programme (degree course) and which can be accepted within the subject recognition procedure.
- (52) **Module:** a system of thematically related subjects. A module may also contain study units and other modules. A specialization may also be taught as a module.
- (53) **Content area:** a special primary school teacher training which prepares the students for teaching primary school children (grades 1 to 6) in their chosen area of education. Within the framework of primary school teacher training, it is mandatory to choose one content area.
- (54) **Neptun Unified Education System** (hereinafter referred to as 'Neptun System'): an IT programme used to record and register students' personal data, as well as their special data related to legal status, allowances, benefits, obligations, courses and examination matters. It also records the data of lecturers and researchers, which are reported to the higher education information system in accordance with the legislation in force.
- (55) **Career aptitude test:** an aptitude test which establishes whether the applicant has the individual abilities, skills and characteristics that enable them to participate in the study programme and to perform the activity corresponding to the acquired qualification.
- (56) **Passive semester:** Based on a voluntary statement by the student, a passive semester is one in which the student does not take any subjects and does not continue their studies. A semester will be deemed passive if the student fails to provide the required statement for the given semester by the deadline specified in the schedule for the academic year, but no later than 14<sup>th</sup> October in the autumn semester and 14<sup>th</sup> March in the spring semester. In cases where the semester is automatically deemed to be passive, this finding will be recorded in the Neptun System by the competent organizational unit of the Educational Directorate.
- (57) **Part-time studies / training:** training held in accordance with evening or correspondence training timetable:
- a) **evening education timetable:** schedule in accordance with paragraph 11,
  - b) **correspondence training timetable:** schedule in accordance with paragraph 44.
- (58) **Studies / training for the acquisition of partial knowledge** is a form of training in which the University grants a student status to a person who has a higher education degree and who does not have a student status at any Hungarian higher education institution, for a maximum of two semesters in order to acquire partial knowledge in a self-funded course of studies. No separate admission procedure is required, but the student must apply to the training for the acquisition of partial knowledge.
- (59) **Partial studies:** if the student obtains credits in another higher education institution as a visiting student.
- (60) **Sifting:** in the field of art education, the model curriculum may prescribe a professional performance assessment ("sifting") in a specific period of the training time to determine whether the student has acquired the basic knowledge necessary for practicing their profession in the chosen course according to their study work and abilities, and whether they are eligible to pursue university studies on the basis of their performance. Sifting is a professional forum where the lecturers/instructors involved in the training decide whether the student is eligible to continue the training or university studies. The decision must be made on the basis of the student's previous academic achievements. Based on the decision, the student can be expelled from the study programme and/or the University. The guidelines to be followed in the decision can be determined by the study programmes. Sifting is the consideration and evaluation of the continuous professional performance.
- (61) **Correction of successfully passed exams:** the correction of the grade obtained in a given examination in a given subject.

- (62) **Specialised training course (module, professional module, industry technology):** a part of a given study programme which does not result in independent qualification and provides special expertise.
- (63) **Statistical deadline:** 15<sup>th</sup> October in the autumn semester and 15<sup>th</sup> March in the spring semester.
- (64) **Study (degree) programme:** a uniform system of training content (knowledge, skills, abilities) required for the acquisition of a qualification.
- (65) **Specialization:** a training that results in independent professional qualification that forms part of a given study programme and provides special expertise.
- (66) **Qualifications:** The acknowledgement of the expert knowledge in a diploma or a higher-level vocational diploma—determined as per the content of the study programme, specialization or specialist training course, preparing the student for pursuing the profession concerned—acquired in a postgraduate specialised training programme or higher educational vocational training, or while simultaneously pursuing a bachelor's or master's degree programme.
- (67) **Vocational aptitude test:** a form of examination determined by the higher education institution which examines the abilities required for the chosen qualification, and whether the individual has the abilities that can be optimally developed in order to successfully complete the preparation phase (training).
- (68) **Internship:** a partly independent student activity to be completed at an internship place of the higher education institution or an external internship site, within the framework of higher educational vocational trainings and undergraduate (bachelor's), master's, and integrated (undivided) one-tier programmes.
- (69) **Off-site training:** higher education training that takes place partly or fully in a location outside the settlement of the main establishment (head office, premises) of the higher education institution.
- (70) **Off-site training place:** a municipality specified in the Statute of the higher education institution that hosts off-site training [excluding the training places specified in Article 14 (2a) (b), (d) and (e) of the NHE Act].
- (71) **Comprehensive exam:** a single-grade type of examination attesting the acquisition of comprehensive knowledge in the relevant professional fields. Five-grade evaluation.
- (72) **Subject registration period:** the period during which the student is free to register for or withdraw from subjects in the Neptun System and is free to change courses in a given subject.
- (73) **Course (subject) description:** an informative text that briefly defines the content of the subject in a few sentences, allowing University applicants and students to get information about the subject. The course description is the same as the subject description in the subject requirements system.
- (74) **Subject requirements system (subject program):** a document including the data, tasks, professional content of the subject, the list of study materials, knowledge and additional educational resources necessary for acquiring the thematic content, and the evaluation system. It must be updated every semester when the subject is announced and is made available to the students at the time and in the manner specified in the Study and Examination Regulations.
- (75) **Period of funding:** The period during which a student who has been admitted to and enrolled in a state-subsidized study programme (state scholarship, partial state scholarship, state-funded) can pursue studies under a (partial) state scholarship/state funding.

All semesters in which the student is registered as active semesters, and in which the student is registered on the day of the statistical deadline of the semester are considered to be the support period available to the student. An individual may study under a Hungarian state scholarship for a cumulative total (in higher vocational education, undergraduate education and master's education) of twelve semesters. The support period is a maximum of fourteen semesters if the student takes part in an integrated (undivided) one-tier study programme and if the length of the programme exceeds ten semesters according to the programme and output requirements. The number of state-subsidized / state scholarship semesters that a student can use in one study programme (major) is the length of the programme plus two semesters.

- (76) **Study unit (subject):** a curricular unit or subject that is recognized by credits and that can be completed in one semester. According to the curriculum and the institutional subject list, the types of subjects can be compulsory (A), compulsory elective (K), elective (B) and optional (C) subject. Compulsory (A) subjects are compulsory for students according to the curriculum of the given study programme. From compulsory elective (K) subjects, students must complete the number of subjects or credits that are specified in the curriculum of the given study programme. Elective (B) subjects are compulsory for the students of a given specialization or specialist training course (industry technology, module) or content area. Optional (C) subjects can be taken freely by all students of the University, in any field of study, at any level of study, in any work schedule, at any training place of the University.
- (77) **Academic year:** a 10-month educational organizational period.
- (78) **Lesson:** an activity (lecture, seminar, practice, laboratory practice, field practice / workshop, study review / consultation) that requires the personal participation of the instructor to meet the study requirements specified in the curriculum, and it lasts for a minimum of forty-five and a maximum of sixty minutes.
- (79) **Subject registration:** during the subject registration period—or outside the course registration period with a permission defined in the Study and Examination Regulations: the registration for the announced lecture and/or practical and/or laboratory practice and/or field practice and/or consultation classes (courses), or for the exam courses of the subjects. Registration for subjects can be dependent on the completion of subject prerequisites, which is specified in the curriculum of the given study programme.
- (80) **Study period:** the period of studies in the given course, the total number of active and passive semesters. The study period can be longer or shorter than the length of the programme.
- (81) **Curriculum:** the training plan of a study programme compiled in accordance with the programme and output requirements of the program. Curriculum elements by study programmes are the subjects, the lesson and examination plan determined on the basis of curricular units, the system of monitoring and evaluating the completion of requirements, and the subject programs of subjects and curricular units.
- (82) **Department:** the organizational unit according to Section 28 of the Organizational and Operational Regulations (institute department).
- (83) **Distance education:** a particular form of education based on interactive teacher/student cooperation and independent student work using specific information and communication technology teaching tools, knowledge transfer learning methods, and digital study materials, in which the number of lessons is less than thirty per cent of lessons in full-time training.
- (84) **University premises:** a municipality where an organizational unit of the University that operates outside the main establishment (head office) registered in the Statute of the University is located.

- (85) **Full-time training:** a training organized on working days, within the framework of a full-time teaching week of five days per week. Full-time training can also be organized as dual training. These provisions may be deviated from with the consent of the student union of the higher education institution.
- (86) **Field practice:** a form of practical education outside classroom education that is closely integrated with the theoretical syllabus of a subject. The field practice takes place in a field of the University (e.g. test plant, arboretum) or at a partner in the private sector. In the curriculum, the amount of field practice related to each subject is given in days or hours. Field practice can be organized independently from subjects according to the curriculum of the study programme.
- (87) **Additional (parallel) student status:** when the student holds student status at several higher education institutions simultaneously.
- (88) **Disciplines of science:** humanities, theology, agricultural sciences, engineering, medicine and health sciences, social sciences, natural sciences and the arts, which are divided into branches of science.
- (89) **Pre-degree certificate (*absolutorium*):** it verifies the successful completion of the examinations defined in the curriculum, the completion of other study requirements, and obtaining the required credit points specified in the programme and output requirements (including credit points for the dissertation), with the exception of passing the language exam and preparing and submitting a dissertation. It attests, without qualification or other evaluation, that the student has met the study and examination requirements specified in the curriculum in all respects.
- (90) **Guest student:** a student who has a student status with a domestic or foreign higher education institution and is pursuing partial studies at the University.
- (91) **Exam (end-term):** a form of examination combined with assessment that evaluates the acquisition of knowledge, skills and abilities.
- (92) **Exam course (CV course):** taking a given subject for several times without lessons, having the end-of-semester signature, with the intention of completing the examination. A subject resulting in a practical grade can also be announced within the framework of an exam course.

### 3. Structure of education: higher education level and qualification

#### Section 3 (3. §)

- (1) Education at the University is based on the education and study programme. As part of the education and study programme, the University can freely define the curricula for
- a) higher educational vocational trainings,
  - b) undergraduate and graduate study programmes,
  - c) integrated (undivided) one-tier programmes,
  - d) postgraduate specialist training programmes
  - e) partial studies (for the additional content area trainings in primary school teacher training programme)
- on the basis of the programme and output requirements issued by the Minister (and on the basis of the programme and output requirements registered by the Educational Authority in the case of specialized further training).
- (2) In addition to the traditional forms of training, the undergraduate and master's programmes accredited at the institution can also be started as dual trainings.

- (3) The education and study programme shall be approved by the Senate on the proposal of the institute responsible for the study programme and after considering the opinions of the Campus Education Committees of the campuses concerned and the University Education Committee.
- (4) The education and study program shall be prepared by the person or programme leader appointed by the head of the institute responsible for the programme.
- (5) The Senate shall decide on the commencement of a study programme on the basis of a proposal from the competent institute, the content of which is regulated by a Government Decree and the operational rules of the University's study programmes.
- (6) Based on the decision made on the commencement of the study programme, the Rector or the Vice-Rector for Education and International Relations initiates its registration at the Educational Authority. The study programme can only be started after this registration.
- (7) The qualifications that can be acquired at each training level and in each programme together with the practical training requirements are regulated by Ministry of Education Decree 15/2006. (IV. 3.) on the training and outcome requirements of the undergraduate degree and master's programmes, Government Decree 230/2012. (VIII. 28.) on Tertiary Vocational Education and on the Practical Training Required for Higher Education, and Ministry of Human Capacities Decree 18/2016 (VIII. 5.) on the Learning Outcomes of HE Vocational Trainings, BA and MA Programmes and on the Modification of the Ministry of Human Capacities Decree 8/2013. (I. 30.) on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Certain Teacher Education Programmes.

### **3.1. Levels of study**

#### **Section 4 (4. §)**

- (1) A higher vocational qualification can be obtained in tertiary vocational education which is certified by a diploma. The diploma does not certify an independent level of education. In tertiary vocational education, a minimum of one hundred and twenty credits must be obtained. The length of the programme is of a minimum of four semesters. The programme and output requirements include the territorial classification of the higher education vocational training. The number of credits that can be accepted in an undergraduate programme belonging to the same field of education can be a minimum of 30 and a maximum of 90 credits. The credits (subjects) to be accepted are specified in the documentation submitted for the launching of the given programme.
- (2) Undergraduate degrees and qualifications can be obtained in undergraduate education. The undergraduate degree is the first level of tertiary education in the consecutive training cycles of higher education, which entitles the holder to start a master's study programme, partial studies, and a postgraduate specialised training course. Undergraduate education requires a minimum of one hundred and eighty credits and a maximum of two hundred and forty credits. The length of a programme is a minimum of six and a maximum of eight semesters.
- (3) A master's degree or qualifications can be obtained in a master's programme. A master's degree is the second level of tertiary education in the consecutive training cycles of higher education. A master's degree requires a minimum of sixty credits and a maximum of one hundred and twenty credits. The length of the programme is a minimum of two and a maximum of four semesters.
- (4) In integrated (undivided) one-tier programmes, a minimum of three hundred credits and a maximum of three hundred and sixty credits shall be obtained. The length of the programme is a minimum of ten and a maximum of twelve semesters.



- (5) Further specialized qualifications can be obtained in postgraduate specialist training programmes after obtaining an undergraduate or master's degree. Postgraduate specialist training requires a minimum of sixty credits and a maximum of one hundred and twenty credits. The length of the programme is a minimum of two and a maximum of four semesters.
- (6) Doctoral study programmes are part of the education and training programme which prepares students for the acquisition of a doctoral degree after having obtained a master's degree. A minimum of one hundred and eighty credits are required in doctoral study programmes, while a minimum of two hundred and forty credits are required in programmes that started in the 2016/2017 academic year or after. The length of the programme is six semesters, or, in the case of programmes that started in the 2016/2017 academic year or after, it is eight semesters. The detailed regulations applicable to doctoral training are contained in the Doctoral Regulations.
- (7) The list of study programmes of the University is found in Annex 1 (System of Education at the University).

#### **4. Methods of organizing study programmes**

##### **Section 5 (5. §)**

- (1) The University shall organize the training in accordance with the training and outcome requirements
  - a) as full-time training;
  - b) as part-time (correspondence, evening) training; and
  - c) as distance education.<sup>3</sup>
- (2) A full-time training course shall consist of a minimum of two hundred lessons per semester, and a minimum of forty lessons in the case of doctoral training.<sup>4</sup>
- (3) A full-time training shall be organized in accordance with Section 2 (85). According to Section 2 (85), full-time training can also be dual training.<sup>5</sup>
- (4) Part-time training can be held in accordance with an evening course or correspondence course schedule. Part-time training may be a minimum of 30% and a maximum of 50% of the lessons of the full-time training specified in Article 17 (1) of the NHE Act.<sup>6</sup> The duration of a postgraduate specialist training programme may be a minimum of 20% and a maximum of 50% of the lessons of the full-time training specified in Article 17 (1) of the NHE Act.
- (5) Distance education is a particular form of education based on interactive teacher/student cooperation and independent student work using specific information and communication technology teaching tools and digital study materials, in which the number of lessons is less than 30% of lessons in full-time training.

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<sup>3</sup> Article 17 (1) of the NHE Act

<sup>4</sup> Article 17 (1) of the NHE Act

<sup>5</sup> Article 17 (2) of the NHE Act

<sup>6</sup> Article 17 (3) of the NHE Act

## **5. Bodies and persons competent in study and examination matters**

### **5.1. The Institute Study and Credit Transfer Committee**

#### **Section 6 (6. §)**

- (1) The directors of institutes shall establish permanent committees for the administration of the studies and examination of students. The Institute Study and Credit Transfer Committee (hereinafter: “SCT Committee”) responsible for the study programme acts in the study and examination matters of the students.
- (2) There shall be one SCT Committee per institute. The tasks of the committee are set out in Section 29 (12) of the Organizational and Operational Regulations, while its composition, the number of its members and the method of electing its academic members are set out in Section 29 (13) of the Organizational and Operational Regulations. The committee meets at least twice per academic year.

### **5.2. The University Student Welfare Committee**

#### **Section 7 (7. §)**

- (1) The University Student Welfare Committee (hereinafter referred to as ‘USW Committee’) shall act on student scholarship matters and applications of students with disabilities for assistance, exemptions and benefits.
- (2) The composition, the number of members of the committee and the method of electing the academic members are regulated in Section 14 (2)-(3) of the Organizational and Operational Regulations.
- (3) In case of students with disabilities, the USW Committee must request the opinion of the campus Equal Opportunity Coordinator.

### **5.3. The Student Appeals Committee**

#### **Section 8 (8. §)**

- (1) The student may lodge an appeal against any first-instance decision made by the SCT Committee, the USW Committee, the Rector, the Vice-Rector for Education and International Relations, the Campus Director General, the Campus Deputy Director General, the programme leader, the Director of Education, the Head of the Registrar’s Office, as well as against other acts or omissions of the University (hereinafter jointly referred to as ‘decisions’), except for the assessment of meeting the study requirements, within 15 days of its notification or, failing that, within 15 days of having knowledge of it. The appeal shall be submitted to the Student Appeals Committee (hereinafter referred as ‘SA Committee’).
- (2) Proceedings may also be initiated against a decision related to the evaluation of studies if the decision was not based on the requirements accepted by the University, or the decision is contrary to the provisions of the Organizational and Operational Regulations, or if the provisions for obtaining the examination were violated.
- (3) Requesting an appeal is possible with a reference to a breach of the law or a violation of the provisions concerning student status, indicating the exact part of legislation (justification of the request). The procedure of the SA Committee is excluded in the following cases:
  - a) if the decision or other measure which is the subject of the appeal request is taken by the competent person or body acting in the field of equity; or
  - b) if the appeal request against a decision or other measure is based solely on

documents or information which were available to the applicant or could have been available to him/her during the proceedings at first instance, but which he/she unjustifiably failed to provide to the decision-maker.

The chair of the SA Committee shall examine the grounds for the appeal before initiating the appeal procedure and shall refuse to accept the request if it does not comply with the provisions of paragraphs (1) and (2) and with the provisions of this paragraph.

(3a) The chair of the SA Committee will give preliminary consideration to requests for appeal. If, in the process, he/she finds that

- a) there is a misspelling or calculation error in the decision affected by the appeal request, which does not substantively affect the case, or
- b) the decision lacks a mandatory substantive element (such as an adequate statement of reasons); or
- c) no substantive decision has been taken in the case; or
- d) the applicant has justified his/her failure to submit the missing documents and has submitted the missing documents within 45 days; or
- e) the original decision was taken following a serious infringement of procedural requirements or breach of law,

he/she shall, without delay, request the head of the body which made the decision to amend or revoke the decision on the basis of the original competence. The chair of the SA Committee shall reject the request for appeal by order if the first instance decision contested by the request for appeal, which has not yet been the subject of the appeal procedure and which was taken within 1 year, has been modified or revoked within the original competence in a manner favourable to the applicant. Otherwise, he/she shall decide on the substantive proceedings of the case.

(4) The composition and the number of members of the SA Committee and the method of delegating its teaching members are included in Section 11 of the Organizational and Operational Regulations.

(5) Committees may not comprise members who:

- a) took the contested decision or failed to take a decision,
- b) are a close relative of the person indicated in the previous point (Article 8: 1 of Act V of 2013 on the Civil Code),
- c) cannot be expected to make an objective assessment of the case. In this case, the person concerned has a notification obligation.

(6) The SA Committee shall perform its duties in accordance with the rules of procedure established by it and approved by the Senate. Their meetings take place depending on the number and urgency of the cases.

(7) The decision shall be set out in a written decision and shall state the reasons on which it is based. During the proceedings, the decision shall draw attention to the possibility of an appeal and, at their explicit request, the student shall be heard in person and shall be given the opportunity to submit their observations in writing.

(8) The provisions of Act CL of 2016 on General Public Administration Procedures shall be applied accordingly for the certificate, the form and duration of the decision, the correction, replacement, supplementation, amendment or revocation of the decision upon request or *ex officio*.

(9) The decision taken at second instance in the case shall become final upon notification. The final decision is enforceable unless the student has contested the decision in administrative law proceedings.

- (10) The student may contest any final decision of the SA Committee by initiating administrative law proceedings within 30 days of notification of the decision, on the grounds of an infringement of the law or a violation of the provisions concerning the student status. The application shall be addressed to the court having territorial jurisdiction based on the place of residence, but shall be submitted to the University (2100 Gödöllő, Páter Károly u. 1.) or sent by registered mail.

## **6. The applicant's rights, the rights of a person with student status, student obligations**

### **Section 9 (9. §)**

- (1) The student has the right
- a) to receive information in a complete, accurate and accessible form on starting and continuing his/her studies, to establish his/her course of studies, to use the training opportunities and capacities available in the institution;
  - b) to receive benefits/allowances in accordance with his/her condition, personal abilities and special needs. The provisions of study benefits for students with special needs and study supports provided by the University are regulated separately by the University;
  - c) to study in the given field within the framework of the legislation, the regulations of the University, in particular these regulations, and the curriculum of the study programme (or study programmes);
  - d) to receive assistance in integrating into university community life, maintaining their physical fitness, and leading a healthy, addiction-free lifestyle,
  - e) to be a member of students' scholarly circles, to participate in the work of the latter, and take part in the research and development activities of the University,
  - f) to use student services,
  - g) to acquire a guest student status with another domestic and/or foreign higher education institution in order to pursue partial studies related to his/her studies and thus to participate in guest student training,<sup>7</sup>
  - h) to be familiar with international practice in the course of their studies and, to this end, study as a guest student at higher education institutions in the countries of the European Economic Area.
- (2) At the University, the Neptun System stores all personal and academic progress data of students, to which individual access (Neptun code) is granted upon the student's admission or transfer.
- (3) A person who has been admitted to or transferred to a higher education institution is entitled to acquire student status by enrolment, after the decision on admission or transfer has become final.

### **Section 10 (10. §)**

- (1) Students have the obligation to:
- a) comply with the provisions of the University regulations,
  - b) respect the traditions of the higher education institution, as well as the human dignity of its staff members, fellow students, and other persons admitted to or transferred to the institution;<sup>8</sup>
  - c) regularly check their personal data in the Neptun System and record changes, monitor their academic progress, financial data, official entries, and web messages.

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<sup>7</sup> Article 42 (1) a) of the NHE Act.

<sup>8</sup> Article 43 (2) of the NHE Act.

- d) plan their studies and fulfil their study obligations on the basis of the student status within the framework of legislation, the regulations of the University (and this regulation in particular), as well as the curriculum of the study programme; and
  - e) comply with the rules of use of the University premises and the areas belonging to the University.
- (2) Students funded through a Hungarian state (partial) scholarship must obtain their diploma in the given study programme funded through a Hungarian state (partial) scholarship within the study period specified in the programme and output requirements, but not later than within a period one-and-a-half times longer than the duration of the programme defined in the related programme and outcome requirements; and to maintain an employment relationship with an employer under the jurisdiction of Hungary for a period within the twenty-year period after obtaining the diploma, the length of which equals the duration of studies funded through a full or partial state scholarship.

## **7. Regulations relating to student status**

### **Section 11 (11. §)**

- (1) Student status is a legal relationship established between the University and a student pursuing a study programme in which the University and the student have mutual rights and obligations as defined in the legislation and the regulations of the University.
- (2) Student status at the University can be acquired by admission following an admission procedure or by transfer following a transfer procedure. Guest student status, part-time student status and preparatory student status can also be established at the University.

### **7.1. Admission**

#### **Section 12 (12. §)**

- (1) The detailed rules of the central and institutional admission procedure are contained in the Admission Regulations of the University, which also applies to programmes offered to foreign citizens in Hungarian or in another language.
- (2) The University is obliged to provide the admitted applicant with the possibility of enrolment, thus granting them student status.
- (3) The admitted applicant can acquire a student status in the semester for which he or she has been admitted during the admission procedure. An applicant can only be admitted to one study programme within one admission procedure.
- (4) The admission procedure starts upon the applicant's application for the study programme announced by the University.
- (5) A person who has obtained a diploma certifying an undergraduate (bachelor's) degree and qualification can be admitted to a master's programme.

### **7.2. Transfer**

#### **Section 13 (13. §)**

- (1) The student may request their transfer to a study programme belonging to the same field of study within the same institution (hereinafter referred to as 'change of programme within the institution') or at another higher education institution ('transfer from another higher education institution'). Transfer is only possible between study programmes that result in the same level of education. The applications can be submitted until 21<sup>st</sup> August for the autumn semester and until 20<sup>th</sup> January for the spring semester. Applications should be

considered within 8 days, no later than 15<sup>th</sup> September for the autumn semester and 15<sup>th</sup> February for the spring semester, and the student should be informed of the decision. After the transfer, student status can be acquired until 20<sup>th</sup> September for the autumn semester and 20<sup>th</sup> February for the spring semester in the case of transfer from another higher education institution, and enrol in the new programme in the case of a change of programme within the institution.

- (2) Transfers can only be requested between study programmes of the same level of education, except for transfers from an integrated (undivided) one-tier programme to an undergraduate programme, and from an undergraduate and an integrated (undivided) one-tier programme to higher educational vocational training.
- (3) The student who has a student status and has completed their previous studies at the same qualification level and in the same field of study, and/or who has not met the conditions of mandatory dismissal or exclusion (in the case of a first-year student, the admission threshold scores of the given year may be taken into account in the decision) can be transferred from another higher education institution or from another campus, study programme, specialization, place of study, language of instruction and work schedule within the University, with the exception of the provisions of paragraph 2.
- (4) In the application the student must specify the following in full:
  - a) the study programme;
  - b) the level of training, and type of schedule (full-time, correspondence, evening, distance learning); and
  - c) the type of funding (state-funded/state scholarship, fee-paying/self-funded)for which they request the transfer.
- (5) In the case of transfer from another higher education institution, the following shall be attached to the application:
  - a) the student status certificate;
  - b) a statement that the student is not subject to mandatory dismissal or exclusion;
  - c) a copy of the transcript of records (gradebook)/ registry sheet excerpt verified by the issuing institution; and
  - d) the certified syllabi of subjects completed at the transferring institution in order to complete the subject acceptance procedure.
- (6) In the case of a transfer from another higher education institution, the application form can be downloaded from the website of the Educational Directorate. The completed and signed application with attachments in accordance with paragraph (5) shall be submitted to the Campus Registrar's Office of the place of training. The submitted application shall be forwarded by the Registrar's Office to the relevant Institutional SCT Committee.
- (7) In the case of change of programme within the institution (including a change of study programme, change of schedule type, change of language of instruction, change of place of study or training site), the application template must be filled in and submitted via the Neptun Unified Education System. In the case of a change of programme within the institution, the director of the receiving institute shall decide on the application for transfer based on the preparation of the Campus Registrar's Office. An employee appointed by the head of the Campus Registrar's Office will participate in the preparation of the decision-making process.
- (8) The decision on transfer must stipulate the scope of the decision (for which semester the transfer is valid) and the recommended curriculum for the student, the range of subjects accepted and recognized as completed, the expected period of study, the amount of the tuition fee, the number of supported semesters that can be used in the study programme. In addition, information should be provided on the possibility of transferring credit for

previous studies. Students who have been accepted for a paying/self-funded programme must be informed of the amount of tuition fees to be paid in the semester of enrolment, as well as the obligation to enter into a student contract.

- (9) In the case of acquiring student status following a successful transfer procedure, the student's legal status with the former higher education institution is terminated. By indicating the date and reason for termination of the student status, the competent Campus Registrar's Office requests this termination *ex officio* from the transferring higher education institution.
- (10) In the case of a change of programme within the institution, a state-subsidized / state scholarship student can continue their studies as a state-subsidized / state scholarship student in the new programme if they have not used up the subsidized study period specified in Article 47 (1) and (3) of the NHE Act.
- (11) A student who has transferred from another higher education institution may continue their studies in a state-subsidized study programme funded through full or partial state scholarship if there is a state scholarship vacancy in the given field of study and where this scholarship has not been granted to students applying for reclassification. In all other cases, the student shall continue their studies as a fee-paying/self-funded student.

### **7.3. Enrolment, registration**

#### **Section 14 (14. §)**

- (1) Student status shall be acquired by filling in and submitting the enrolment form in two copies.
- (2) If, based on the data of the enrolment form, there is no obstacle to the granting of student status, the head of the Campus Registrar's Office or the person authorized by them shall certify the enrolment form. Enrolment becomes valid upon authentication of the enrolment form. After the authentication of the enrolment form, one of the original copies will be returned to the student.
- (3) During the existence of the student status, no further enrolment is required. Before the start of the academic term (semester), the student must declare through the Neptun System during the registration period whether they will be pursuing their studies in the given semester (active semester) or will be temporarily suspending their studies (passive semester). An active semester cannot be completed without taking a subject, except in the case of part-time studies or an international internship organized or approved by the University.
- (4) Upon enrolment, the student must register their personal data required for electronic information in accordance with the NHE Gov. Decree and notify the University of any related changes within 8 days. The student shall be liable for the legal consequences arising from a failure to fulfil the data reporting obligation.
- (5) At the time of enrolment, the student is obliged to present the original documents verifying their formal qualifications and personal data required for enrolment and to submit the copies of these documents to the Campus Registrar's Office. The student must also present every original supporting document on which the scoring is based during the admission procedure and submit a copy of it. In the case of a self-funded student, at the time of enrolment (or in the case of reclassification as a self-funded student, at the time of the first registration), the student contract shall be completed in two copies, signed and submitted to the Campus Registrar's Office.
- (6) In the case of a foreign student, supplementary health insurance or private health insurance offered by the University shall be taken out in connection with the acquisition of the student

- status. The condition for taking out insurance is that the person concerned complies with the provisions of the laws related legislation on the entry and residence of foreign nationals.
- (7) The University shall enter into a student contract with the student enrolling in a self-funded study programme. Prior to enrolment, the student must print out the student contract in two copies from the Neptun System and bring it with them along with two copies of the enrolment form. After signing and countersigning the student contract, the student will receive one original copy of the contract. The other copy of the student contract remains with the University and is attached to the enrolment form.
  - (8) After enrolment and at the beginning of each semester, the student is obliged to check the accuracy of their personal data and contact details in the Neptun System, especially their email address. All official entries related to the student status are recorded by the University in the Neptun System, and the system sends an automatic message about it to the student's e-mail address.
  - (9) In the Neptun System, an official entry or a Neptun message sent by the University to the student shall be considered as an official written notification.
  - (10) If there is a change in the student's personal data or if the Neptun System contains incorrect data of the student, the student must modify it within 8 calendar days from the change or from the time he/she becomes aware of it in the Neptun System, which shall be approved by the Educational Directorate.
  - (11) At the time of enrolment as well as when applying for the final examination, the student must declare whether they agree to have their data entered into Alumni database which the University maintains for the purpose of keeping contact with former students.
  - (12) The student can make the semester status active or passive in the Neptun System during the registration period specified in the schedule of the academic year.
  - (13) The Campus Registrar's Office shall send a notice in the form of a Neptun message to the students who have not registered for the semester once in the registration period and once in the week following the registration period to complete their registration obligation. The student can request that the passive semester be declared active by 14<sup>th</sup> October in the autumn semester and 14<sup>th</sup> March in the spring semester at the latest, or can request the suspension of their studies with an application submitted through the Neptun System. If a student does not register for an active or passive semester during the registration period, the Campus Registrar's Office shall *ex officio* declare the semester passive after the statistical deadline for the semester.
  - (14) The Campus Registrar's Office shall notify the students who have had passive semesters for two consecutive semesters once through the Neptun System before the start of the following semester that the student has an obligation to register for an active semester and shall inform the student of the legal consequences of failing to do so. If the student does not fulfil the obligation to register for the active semester by the end of the semester registration period, the Campus Director General shall terminate the student's student status upon the recommendation of the Campus Registrar's Office.
  - (15) The deadlines for enrolment do not apply to those applicants who have appealed against the classification decision during the admission procedure and who have been classified to the University after the enrolment period. These students are entitled to enrol in the Campus Registrar's Office without being charged a late fee outside the enrolment period, but only until 20<sup>th</sup> September in the fall semester and 20<sup>th</sup> February in the spring semester.
  - (16) A student shall not apply for the completion of an active semester if they have not fulfilled their overdue payment obligation.



## **7.4. Acquisition of student status**

### **Section 15 (15. §)**

- (1) Studies can be carried out at the University within the framework of the following legal relationships:
  - a) student status;
  - b) guest student status;
  - c) the legal relationship established in order to complete partial studies; and
  - d) preparatory student status.
- (2) Concerning a student with student status, the University is entitled to manage the student's personal data and the data relating to the student's studies, to monitor and evaluate their activities in accordance with the provisions of the legislation and the University regulations.
- (3) In connection with a student with student status, the University is obliged to provide the human resources and material conditions for the completion of the study programme and to provide the student with the information necessary to continue their studies in accordance with the legislation, the University regulations, especially this regulation, and the curriculum of the study programme.

## **7.5. Period of state-funded studies**

### **7.5.1. Study programmes funded through full or partial Hungarian state scholarships or self-funded programmes**

#### **Section 16 (16. §)**

- (1) Tertiary programmes provided at the University are state-funded or fee-paying programmes in case of students who acquired student status at the University before the 2012/2013 academic year; and programmes are self-funded and funded through full or partial Hungarian state scholarships in case of students who acquired student status at the University from the autumn semester of the 2012/2013 academic year. The costs of state-funded programmes are borne by the Hungarian state, and the costs of fee-paying / self-funded programmes are borne by the student. The full cost of the programmes of students supported by a full Hungarian state scholarship and half of the programme costs of students supported by a partial Hungarian state scholarship is borne by the Hungarian state. The costs of self-funded programmes are borne by the student.
- (2) A student participating in a state-funded programme is a student who, before the autumn semester of the 2012/2013 academic year:
  - a) had begun their studies in state-funded programme until they became a fee-paying student;
  - b) were a student reclassified from a fee-paying programme to a state-funded place; or
  - c) were a non-Hungarian citizen entitled to participate in a state-funded programme in accordance with the NHE Act.
- (3) A student participating in a paid programme is a student who, before the autumn semester of the 2012/2013 academic year:
  - a) had started their studies in a paid programme and had not obtained a reclassification to a state-funded form of financing;
  - b) had started their studies in a state-funded form and continued their studies in a paid programme at the end of the period of funding;

- c) was a non-Hungarian student not entitled for state-funded programme according to the NHE Act; or
  - d) had begun their studies in a state-funded form and was reclassified to a paid programme.
- (4) Student receiving full or partial Hungarian state scholarship: a student who has been admitted to a programme funded through full or partial Hungarian state scholarship from the autumn semester of the 2012/2013 academic year, the programme costs of whom, pursuant to Article 46 (3) of the NHE Act, (half of the cost in the case of a partial scholarship student) shall be borne by the state, and students who were reclassified from a paid programme to a programme funded by a Hungarian state scholarship for the first time at the end of the 2012/2013 academic year, and then every academic year. The admitted student declares their commitment to the conditions of the Hungarian state scholarship upon enrolment and the student reclassified to the Hungarian state scholarship program does it upon registration.
- (5) Self-funding student: from the autumn semester of the 2012/2013 academic year, students who have been admitted to self-funded programme, and students who have been admitted to a programme funded through a full or partial Hungarian state scholarship but who refused to sign a student contract at the time of enrolment and enrolled in self-funded programme. From the 2013/2014 academic year, students who were admitted to a programme funded through a full or partial Hungarian state scholarship but who did not make a statement on the acceptance of the conditions of the Hungarian state scholarship at the time of enrolment, as well as students who were reclassified from a programme funded by a full or partial Hungarian state scholarship to a self-funded programme for the first time at the end of the 2012/2013 academic year, and every subsequent academic year.

### **7.5.2. Student contract**

#### **Section 17 (17. §)**

- (1) The student and the representative of the University shall enter into a student contract with regard to self-funded programmes (in higher educational vocational training, undergraduate and master's programmes, integrated (undivided) one-tier programmes, postgraduate specialist training programmes, partial studies, preparatory programmes, additional content area trainings and doctoral programmes). The University shall enter into a student contract with non-Hungarian speaking students in their chosen language of instruction.
- (2) The student contract is a form with a specific and mandatory wording, which contains the student's personal and contact data, bank account number, Hungarian social security (TAJ) number, tax identification number, the name of the study programme, and the tuition fees for the programme. The student contract must be kept in the student's personal material so long as the student has a student status, and must be attached to the registry sheet after student status is terminated.
- (3) The student contract is an attachment to the enrolment form. If the student contract is concluded due to reclassification, the student contract must be attached to the registry sheet.

### **7.5.3. Reclassification**

#### **Section 18 (18. §)**

- (1) The University has the obligation to reclassify a student receiving a full or partial Hungarian state scholarship to a self-funded programme if the period of funding available for obtaining a given degree (diploma) pursuant to Article 47 (1) of the NHE Act, or the period of funding provided for a given programme pursuant to Article 47 (3) of the NHE

Act has ended, and if they have not complied with the provisions on academic performance contained in Section 9 of the Regulations on Student Fees and Benefits (hereinafter referred to as SFB).

- (2) A fee-paying/self-funded student may request their reclassification to a state-funded programme or to a programme covered by a full or partial Hungarian state scholarship if the conditions set out in Section 9 of the SFB are met.

## **7.6. Enrolment, registration, enrolment and registration period, subject registration**

### **Section 19 (19. §)**

- (1) The enrolment period is the period during which a student who has been admitted or transferred acquires a student status (in case of change of programme within the institution, a study programme registration) and makes a declaration in the Neptun System that he/she starts an active or passive semester. A student with a disability can register himself/herself as a student with a disability during the enrolment/registration period in accordance with the policy on equal opportunities for students with special needs, included in Annex 2 of SER.
- (2) During the registration period, a student with a student status makes a declaration in the Neptun System whether they wish to continue their studies as an active or passive student in the given semester.
- (3) During the subject registration period, the student can freely register for subjects or cancel their subject registration in the Neptun System, and can freely choose and change a course of a given subject depending on whether or not the course is held in that semester and on the number of available places. The subject registration period lasts for two weeks. The schedule of the academic year can stipulate that subject registration stops for a few days after the first week so that the Educational Directorate can block the elective subjects that cannot be held because minimum enrolment thresholds according to the SER have not been met, and cancel the registration of students who have already registered for the subject. After disabling the elective subjects and informing the students, subject registration will be restarted for the remaining time of the subject registration period, and students can re-take subjects to ensure an appropriate credit load.
- (4) The student shall make a declaration of their study status for each study programme and is obliged to register for subjects if they choose to have an active semester. Before the enrolment / registration period, the student will be informed of the starting of the semester on the website of the Educational Directorate and via the Neptun System in a Neptun message from the Campus Registrar's Office, which is also sent to the e-mail address they provided in the Neptun System.
- (5) The enrolment / registration period is at least 1 week, the period of which is stated in the academic year schedule approved by the Senate. After the end of the registration period, the student has the opportunity to change his / her active / passive status (late change to active / passive status) until 14th October in the autumn semester and until 14<sup>th</sup> March in the spring semester.
- (6) After the registration period, the Campus Registrar's Office checks the subject registrations of students who have registered for an active semester. If the student has not taken any subjects and is not taking a part-time study course organized or approved by the University, the student will immediately be sent a notice of subject registration. Following the notice and depending on the result of it, the student's semester will be automatically deemed passive until the statistical deadline of the semester.
- (7) If a student has registered for an active semester and fulfilled their subject registration obligation and does not initiate to change for a passive semester by 14<sup>th</sup> October in the

autumn semester and 14<sup>th</sup> March in the spring semester, they must be registered as a student completing an active semester even if they do not participate in the sessions, and do not meet the study requirements of any curriculum. It is not possible to make a semester passive after the deadline, except for a special request for a passive semester submitted via Neptun the System—as defined in the SER—until the end of the examination period, where the student can provide official proof of childbirth, accident, illness or other unforeseeable reasons that prevent the student from fulfilling their academic obligations, without any fault on their part.

- (8) The student status may be suspended (made passive) several times during the student's training period, however, the period of continuous suspensions (passive semester) shall not exceed two semesters, except for cases of childbirth, accident, illness or other unforeseen reasons that prevent the student from fulfilling their academic obligations, without any fault on their part. A passive status for more than two semesters for exceptional reasons is subject to an authorization procedure and the justification described in the request must be substantiated by a formal written document. The Campus Deputy Director General of Education makes the decision on requests for a passive status exceeding two semesters.
- (9) The student has the opportunity to register for and cancel registration for subjects / courses / examination courses in the Neptun System for a maximum of two weeks from the beginning of the subject registration period. Subsequent subject registration and cancellation of subject registration is possible for students enrolled / registered in during the enrolment / registration period for four weeks after the subject registration period, based on an application submitted via the Neptun System (late subject registration and late cancellation of subject registration), the late fee for which is specified in SFB. Applications are evaluated by the Head of the Registrar's Office.
- (9a) A student's subject registration period starts one week earlier if he/she has completed the Students' Evaluations of Teaching (hereinafter: 'SET') for at least 1 subject in the previous semester. The rule will be applied for the first time in the subject registration period of the autumn semester of the 2021/22 academic year.
- (9b) The student's subject registration period is extended by one week, to be charged for the delayed subject registration period, if the student has completed the SET for at least 1 subject in the previous semester. The rule applies to the subject registration period for the spring semester of the 2021/22 academic year.
- (10) A student who registers late for the active semester has the opportunity to register and cancel registration for subjects until 14<sup>th</sup> October in the autumn semester and 14<sup>th</sup> March in the spring semester with paying the late fee specified in SFB. After 14<sup>th</sup> October and 14<sup>th</sup> March, the student does not have the opportunity to register and cancel registration for subjects. The request is evaluated by the Head of the Registrar's Office.
- (11) The rules of paragraphs (9) and (10) shall apply to the registration for extracurricular subjects and the registration for unpublished subjects of phased out programmes / model curricula, except that the request shall be submitted in the Neptun System on the template for course announcement requests. The request is evaluated by the Director of Institute.
- (12) A student who can prove that their non-performance or non-compliance was caused by reasons not attributable to them shall be exempt from the deadlines and obligations provided for in paragraphs (9), (10) and (11).

## 7.7. Guest student status

### Section 20 (20. §)

- (1) The competent Campus Deputy Director General for Education according to the student's place of training can contribute to that the student pursue partial studies at other higher education institutions—domestic or foreign—as a guest student, if the host institution allows it.<sup>9</sup> The University can refuse its contribution if the credits obtained within the framework of the guest student status cannot be accepted in the student's studies.
- (2) The University—with the exception of the inter-institutional agreements—does not reimburse the costs of partial studies, however, the student may also participate in partial studies within the framework of a domestic or foreign scholarship program. Students of a Hungarian higher education institution participating in a guest student programme may complete their guest student studies in the form of funding in which they complete their studies at the parent institution. Self-financed Hungarian guest students shall pay the fee set out in Annex I of SFB. Guest students from foreign institutions are automatically classified as self-funded. In the case of a guest student status within the framework of an inter-institutional agreement, the reimbursement of costs is stipulated in the inter-institutional agreement.
- (3) Credits obtained during part-time studies at a foreign higher education institution, which are included in the Learning Agreement concluded before departure as credits to be completed, are fully accepted in the student's study obligation. In such cases, the credit equivalence must be tested by the SCT Committee (preliminary acceptance of subjects) before the start of the part-time studies or the finalization of the relevant study contract.
- (4) A student's credits obtained in another higher education institution within guest student status can be recognized on the basis of a certificate issued by the host institution in accordance with the credit transfer (admission) rules. The credit value—if the subject is not accepted as a subject of the model curriculum—is determined by the SCT Committee, taking into account the credit value of the completed subject.
- (5) A student of another higher education institution—domestic or foreign—may continue their studies at the University within the framework of a guest student status, on the basis of a student contract. The cost of the self-funded programmes is credit-based, which is determined by the SFB.
- (6) Further specific provisions for students participating in the Erasmus programme are contained in the University's Regulations on Part-time and Erasmus Studies.
- (7) The completion of an international internship prescribed in the curriculum requires the prior written permission of the programme leader / coordinator.
- (8) The legal status of a guest student shall be terminated on the day of completion of the subjects completed within the framework of the guest student status, but no later than on the last day of the examination period of the semester.
- (9) The guest student is registered in the University's Neptun System, the scope of the relevant regulations of the University extends to them during their guest student studies.
- (10) The application for a guest student status must be submitted to the Campus Registrar's Office by 21st August for the autumn semester and by 20th January for the spring semester. The application must be accompanied by the certificate of the student status and a statement of consent from the higher education institution with which the applicant has a student status. The guest student status is acquired by enrolment, which must be done in the period according to Section 19 (1). In case of a foreign student, the deadline may be extended to

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<sup>9</sup> Article 42 (1) of the NHE Act.

a maximum of one month from the beginning of the academic term (semester). The rights and obligations of guest students are included in the Requirements for Students.

- (11) In the application for the acquisition of a guest status, the competent Campus Deputy Director General for Education according to the place of training shall certify separately for each subject that he or she consents to the attendance of the guest, which is authorized by the Campus Director General.
- (12) On the basis of the guest student permission, the Campus Registrar's Office provides the guest student with the opportunity to register for subjects.
- (13) The credit certificate (Transcript of Records) of the guest student's results is issued to students by the Campus Registrar's Office.

## **7.8. Student status established for completing part-time studies**

### **Section 21 (21. §)**

- (1) The University may establish a student status for a maximum period of two semesters for the purpose of acquiring partial knowledge within the framework of a self-financed study programme with a person who has obtained a diploma certifying a bachelor's or master's degree and qualification and who does not have a student status with any Hungarian higher education institution.
- (2) The student status for completing part-time studies is acquired by enrolment after the acceptance of the applicant's application without a separate admission procedure. The deadline for submitting the application is 21st August in the autumn semester and 20th January in the spring semester. The deadline for establishing a student status is 15th September in the autumn semester and 15th February in the spring semester.
- (3) The application must be addressed to the Director General of the campus at the address of the Campus Registrar's Office.
- (4) The Campus Director General shall decide on the application in a decision without a separate admission procedure.
- (5) In view of the student status for completing part-time studies, the student is not entitled to carry out studies in order to obtain a further vocational qualifications or qualifications, to apply for transfer, to establish additional (parallel) student status and guest student status, to pause their student status - except for the reason specified in Article 45 (2) b) of the NHE Act -, to apply for admission to a state-funded programme/ a programme covered by full or partial Hungarian state scholarship, and to use a period of funding.
- (6) The duration of a student status for completing part-time studies shall be included in the period specified for the use of benefits, discounts and services based on law.
- (7) After completing partial studies, the Campus Registrar's Office shall issue a certificate of the acquired knowledge and credit value (credit certificate), the certificate is signed by a competent member of the Campus Registrar's Office. The completed courses, modules can be accepted in higher education studies according to the rules of credit transfer.

## **7.9. Additional (parallel) legal relationship**

### **Section 22 (22. §)**

- (1) A student may acquire an additional (parallel) student status in another higher education institution or in several programmes of the University simultaneously - without the permission of the University. Upon successful completion, the student will receive a separate certificate (diploma). The condition for starting programmes simultaneously is the

successful fulfilment of the admission requirements specified in the given year, in the higher education admission procedure of the given year.

- (2) The period of support pursuant to Article 47 (1) of NHE Act may be extended by an additional period of two semesters in case of studies in a study programme parallel to a non-teaching one-tier master's degree programme in the field of art, or in an art teaching, professional teacher training programme taken after the non-teaching one-tier master's degree programme, and in a teacher training study programme specified in a Government decree which can only be taken as a second programme for obtaining a teacher's qualification in a master's degree course based on the non-teaching master's degree programme in the field of specialization.
- (3) A student participating in more than one programme simultaneously shall have the same rights and be subject to the same obligations as the student participating in their first or one study programme.
- (4) In cases when the student participates in more than one programme simultaneously at the same level of study, they can be state-funded in both programmes (Hungarian state scholarship / state-funded). Participation in a programme covered by full or partial Hungarian state scholarship is not precluded by the existence of a degree and qualification obtained in higher education, but if a person studies in a programme covered by full or partial Hungarian state scholarship at a study cycle and participates in another programme (simultaneously) in the same study cycle, the number of semesters equal to the number of semesters supported by full or partial Hungarian state scholarship must be deducted from the period of funding every semester.
- (5) In cases when a student participates in more than one programme simultaneously or obtains several diplomas successively, the obligations under points b) and d) of Article 48/A of NHE Act shall apply from the date of obtaining the first diploma and shall be fulfilled in respect of all programmes.
- (6) The parent institution of a student participating in more than one programme simultaneously shall be the institution where they are entitled to student benefits. The student participating in more than one programme simultaneously must meet all the requirements and be subject to the provisions of the study and examination regulations and other university regulations applicable to the students, within the permitted limits of the individual study schedule upon request.

## **7.10. Termination of student status**

### **Section 23 (23. §)**

- (1) The student status shall be terminated,
  - a) if the student has been transferred to another higher education institution, on the day before enrolment on the basis of the transfer;
  - b) if the student declares that they terminate their student status, on the day that the declaration of notification is received;
  - c) if the student cannot continue their studies in a programme covered by full or partial Hungarian state scholarship and does not wish to continue it in a self-funded programme, on the day that the declaration of notification is received;
  - d) if the student has obtained or is obtaining a pre-degree certificate by the last day of the semester in the final examination period, regardless of whether they take a final examination in the semester or not, with the last day of the final examination period;
  - e) on the last day of the semester (the last day of the examination period) in which the student obtained the final certificate, provided that the student obtained the final certificate after the last day of the final examination period of the semester;

- f) in higher educational vocational training, if the student is not able to continue their studies for health reasons and no other appropriate higher education vocational training is provided at the higher education institution, or the student does not wish to continue their studies or in the absence of the necessary conditions for further learning is unable to continue their studies, on the day when the decision on termination becomes final;
  - g) if the student's student status is terminated due to late payment by the Campus Director General after the student's unsuccessful request and the student's social situation is examined, on the day when the decision on termination becomes final;
  - h) on the day when the decision on exclusion becomes final;
  - i) if the condition prescribed for the acquisition of the student status specified in the NHE Act, no longer exists, on the day when the termination decision made in this regard becomes final,
  - j) if the student participating in a programme covered by full or partial Hungarian state scholarship withdraws the declaration according to Article 48 / D. (2) of NHE Act, and does not undertake to participate in a self-funded programme,
  - k) with the death of the student.
- (2) The higher education institution shall unilaterally terminate the student status of a student:
- a) who acquired student status before 2012 and their total number of unsuccessful retake and unsuccessful repeated retake examinations taken from the same study unit (subject) reaches eight;
  - b) who acquired student status after 2012 and their total number of unsuccessful retake and unsuccessful repeated retake examinations taken from the same study unit (subject) reaches five;
  - c) who fails to fulfil their obligations regarding the progress of studies set out in the SER or in the model curriculum;
  - d) who does not register for the third time consecutively to complete the next semester as an active semester;
  - e) who does not commence their studies after the suspension of the student status, provided that the student has been previously notified in writing to fulfil their obligation by the given deadline and informed of the legal consequences of non-compliance;
  - f) who failed to complete one subject during the four valid and final subject registrations and exhausted the possibilities of equity set forth in Section 92 (7);
  - g) who twice failed the internship (public education) in kindergarten teacher, primary school teacher, teacher, special education teacher, infant and young child education training;
  - h) in art programmes, on the basis of a special provision for the study programme (e.g. unsuccessful sifting),
  - i) the total number of active semesters and passive semesters started by the student reaches twice the length of the programme specified in the programme and output requirements of the given programme and does not obtain the pre-degree certificate within this time.
- (3) In relation to the students of Georgikon Campus and the students of Károly Róbert Campus, paragraph (2) (f) shall apply only to students who acquire student status from the academic year 2020/2021.
- (4) Paragraph 2 (i) shall apply to students who acquire student status in the academic year, except for the students of Kaposvár Campus, to whom the provision shall apply in the case of a student status acquired before the academic year 2020/2021.
- (5) With regard to students of Georgikon Campus and Károly Róbert Campus who have acquired student status before the academic year 2020/2021, the higher education



institution terminates the student status with a unilateral legal declaration of the student whose number of started active semesters reaches twice the length of the programme and does not obtain a pre-degree certificate.

- (6) In case of students who acquired student status in the academic year 2016/17 and after at the legal predecessor Szent István University, the University terminates the student status of a student whose number of active semesters exceeds twice the length of the programme by a unilateral declaration.
- (7) Prior to the termination of the student status on the basis of point (2) (d), the student shall be called upon to fulfil their obligation in accordance with the procedure pursuant to Section 14 (14) and informed of the legal consequences of non-compliance. Students acquiring student status prior to the academic year 2012/13 must be called upon and informed about the legal consequences of non-compliance at least once in writing by registered post.
- (8) The number of examinations for which the student has registered in Neptun System but did not appear for the examination or was justifiably absent from the examination shall not be included in the number of examinations according to paragraph 2 (a) and (b).
- (9) If, within the framework of student status, a student pursues studies in several programmes at the same institution, the provisions of this section shall apply with the exception that instead of terminating the student status, studies in the given programme shall not be continued (termination of study programme registration).
- (10) In case of students who started their studies in the academic year 2012/13, under paragraph 1 (d) or (e) the student status shall not be terminated for a student who has been admitted to a master's programme in the following semester after an undergraduate programme.

### **7.10.1. Procedure in case of termination of student status**

#### **Section 24 (24. §)**

- (1) If the student status is terminated, the Campus Registrar's Office will delete the student from the student directory.
- (2) In view of Section 23 (2) (a) –(c), (f) –(g) and (i), by the end of the 5th week from the beginning of the registration period, the Campus Registrar's Office shall twice call upon the student to fulfil their obligations by the given deadline and inform them of the legal consequences of non-compliance. The notice is made via the Neptun System.
- (3) The Campus Registrar's Office establishes the existence of the circumstances justifying the termination of the student status. The decision on the termination of the student status is prepared by the Campus Registrar's Office and, except for the case pursuant to Section 23 (1) (g), it is signed by the Director General of the campus where the student is studying. The decision must inform the student about the possibility, method and deadline of legal remedy. The Campus Registrar's Office sends the decision to the student by registered post, and registers the reason and date of the termination of the student status in Neptun System, and makes an official entry on the termination of the student status.
- (4) In case of terminating the student status on the basis of a unilateral declaration of the University, the date of the termination of the student status can be entered in Neptun System and notification to the higher education information system (FIR) can be sent when the decision becomes final.
- (5) It is not necessary to make a decision in case of terminating student status pursuant to Section 23 (1) a), d), e) and k). In case of Section 23 (1) d) and e), it is mandatory to register the date of the pre-degree certificate and the issuance of the pre-degree certificate in Neptun System.

- (6) It is not necessary to make a separate decision on deleting the student from the student directory, it shall be ordered in the decision declaring the termination of the student status.
- (7) After the termination of the student status, the student shall not receive the documents related to education until they have settled with the assets owned by the University (borrowed books, sports equipment, financial debts, etc.) and any other debt by completing a form prepared for this purpose that is certified by the relevant organizational units, or until they have fulfilled accountability obligation to the Student Union.

## **II. PROVISIONS ON STUDIES**

### **1. Academic calendar (academic year schedule)**

#### **Section 25 (25. §)**

- (1) The academic term is divided into academic years, semesters including the registration / enrolment period, the subject registration period, the study period, the examination period, the internship period and education holidays. The study period also includes the period of field practices (workshop, study visits).
- (2) The semester, with the exception of dual training and doctoral programmes, is an education organization period of five months. The fall semester usually runs from September to the end of January of the following year, and the spring semester runs from February to the end of June, except in doctoral programs, where the spring semester runs from February to the end of August. In distance learning and correspondence work schedules of undergraduate programmes, in higher education vocational training, as well as in the specialized further training and cross-semester master programmes, the academic year may follow the calendar year, which must be provided in the schedule of the academic year.
- (3) In dual training, the length of the academic year: 48 weeks, of which the student spends 26 weeks at a higher education institution and 22 weeks at a partner organization contracted with the University.
- (4) The Doctoral and Habilitation Center shall decide on the schedule of doctoral programmes, and shall send the schedule of doctoral programmes to the Educational Directorate no later than 31st March of the previous academic year for the purpose of performing educational organization tasks.
- (5) The study period in each semester lasts for 13-15 weeks, followed by an examination period of 4-6 weeks. The length of the study period and the examination period provided for the students taking final examination may differ from it in the schedule of the academic year. Study and examination periods may vary due to the characteristics of the programmes. In the schedule of the academic year, before starting the studies, it must be ensured that the student can establish their individual study schedule (enrolment / registration and subject registration period).
- (6) After the study period, students intending to take the final examination shall be ensured an examination period and a final examination period, consecutively. The examinations must be organized in a way that all students concerned can apply and take them, and it must be ensured that the student can repeat an unsuccessful examination at least once during the given academic term. For the purposes of the given final examination period, the student who has registered in writing for the final examination in Neptun System by the deadline for applying for the final examination according to the schedule of the academic year is considered to be concerned. If the student does not meet the conditions for obtaining the pre-degree certificate in the examination period for students taking final examination, the application for the final examination becomes invalid and they can take the examinations in the examination period valid for non-graduating students, but cannot take the final examination organized in that semester.

- (7) Internships shall be organized according to the characteristics and model curriculum of the programmes (courses) concerned.
- (8) When determining the date of selection of a specialization, a specialist training course (industry technology, module), and a content area training, it must be taken into account that the date set for subject registration shall be adjusted to the courses belonging to the specializations, specialist training course (industry technology, module) and content area trainings.
- (9) The total length of education holidays is at least 6 weeks, and 4 weeks in dual training. The dates of the autumn and spring (Easter) holidays shall be determined by taking into account the academic schedule of public education. Education holidays during the study period are public holidays as defined by law. In addition to the above, during the study period, the Rector may allow a maximum of 6 days per semester in addition to the education holidays after hearing the opinion of the University Student Union.
- (10) The uniform academic calendar for the entire University and for all undergraduate and master programmes, higher education vocational trainings, integrated (undivided) one-tier programmes and specialized further trainings is proposed by the Vice-Rector for Education and International Relations, determined and approved by the Senate after consultation with the Educational Directorate and Campus Directors-General no later than 31st March of the previous academic year. The University applies a uniform system of academic year schedules.
- (11) The academic calendar shall be published on the website of the University and on the homepage of Neptun System.

## **2. Announcement of subjects and courses**

### **Section 26 (26. §)**

- (1) The University is obliged to announce the compulsory (A), compulsory elective (K) and elective (B) subjects for each subsequent grade of the study programmes started, as well as the subjects included in the list of optional subjects (C) which are scheduled for the next semester.
- (2) Subjects ending with an examination or a practical grade may be announced with (full class attendance) or without lessons (examination course). In case of announcement without lessons, only exams can be taken from the subject, the mid-term requirements cannot be met. In case of taking an examination course, the preliminary requirement for the subject registration is having the end-of-semester signature of the subject.
- (3) Compulsory (A), compulsory elective (K) and elective (B) subjects ending with an examination or practical grade shall be announced in each semester by announcing a sufficient number of courses and examination courses in the current semester according to the model curriculum, while at least by announcing an examination course in the consecutive semester. It is obligatory to announce the subject ending with the exam in a semester other than given in the model curriculum with a full class attendance course, if at least 50% of the students who took the subject in the last semester when it was announced with full class attendance did not complete the exam.
- (4) The Director-General of the campus according to the place of training and the Educational Directorate are responsible for the announcement of the subjects. The announcement of the courses / examination courses is carried out by the competent person(s) designated by the Director-General of the campus according to specifics of the campus, or designated by the Educational Directorate according to the valid model curricula, the needs of the institutes (departments), and data reporting.

- (5) No later than two weeks before the beginning of the semester, the University publishes the following for students in Neptun System in the following semester:
- a) the data of the subjects announced with full class attendance (instructors, the minimum number of applicants required for starting the course and the maximum number of admissible applicants, ranking criteria in case of over-application, and the system of requirements);
  - b) subjects announced by exam course only.
- (6) The institute responsible for the subject may determine the minimum and maximum number of registrations (participants) for the compulsory elective (K), elective (B) and optional (C) subjects with the approval of the Campus Deputy Director General for Education.
- (7) Compulsory (A) subject courses must be started by the institutes responsible for the subjects in the semesters according to the recommended curriculum schedule. With the permission of the Vice-Rector for Education and International Relations, a compulsory subject can be announced in a semester other than the one given in the model curriculum - on the proposal of the institute responsible for the subject or on students' initiative.
- (8) A list of optional subjects shall be prepared for each place of training, level of study, work schedule and language of instruction. The list of subjects shall be proposed by the head of the institute. In addition to the basic details of the subject, the proposal shall indicate the proposed places of training for teaching the subject. The format and content requirements of the proposal shall be determined by the University Education Committee and sent to the heads of campuses and institutes. The head of the institute may propose that a subject will be taught via videoconferencing to all students of the University. The details of subjects proposed to be taught on more than one campus shall be sent to the Education Committee of each campus concerned for commenting. The proposals received will be summarised by the Campus Education Committee and sent to the University Education Committee with its opinion. Subjects from other study programmes may be proposed for the list of subjects. In preparation for the next academic year, the list of subjects will be approved by the University Education Committee by 30 April and sent to the Educational Directorate. The full list of subjects offered shall be communicated to the Senate and published in the institutional study guide. The provisions of this paragraph shall be applied for the first time in preparation for the academic year 2021/22.
- (9) Optional subjects (C), which are not part of a compulsory (A), compulsory elective (K) and elective (B) subject in the model curriculum of a study programme, can be started with the following minimum number of students:
- a) in full-time work schedule, courses offered at every level of study in Hungarian language: 15 persons;
  - b) in full-time work schedule, courses offered at every level of study in a foreign language: 10 persons;
  - c) in full-time work schedule, courses offered exclusively for master's or one-tier (undivided) programmes in Hungarian language: 5 persons;
  - d) in full-time work schedule, courses offered exclusively for master's or one-tier (undivided) programmes in a foreign language: 5 persons;
  - e) in correspondence, evening or distance learning work schedules, courses offered at every level of study: 10 persons;
  - f) in correspondence, evening or distance learning work schedules, courses offered for a master's or one-tier (undivided) programmes: 5 persons.
- (10) The Educational Directorate shall block the optional subjects (C) that cannot be started on the basis of the minimum number of students according to paragraph (9) during the course

- control and blocking period fixed in the academic year schedule, and shall cancel the students' registrations for the course(s) and sends an automatic Neptun message about it.
- (11) Deviations from the limits on the starting number of students for optional subjects (C) pursuant to subsection (9) is possible in particularly justified cases with the consent of the Director General for Economic Affairs and the written permission of the Vice-Rector for Education and International Relations. The permission can be requested by the head of the institute teaching the subject on the penultimate working day before the beginning of the course control and blocking period fixed in the schedule of the academic year. A decision on the request for the permission must be made on the first day of the course control and blocking period.
  - (12) Based on the course registration data of the optional (C) subjects, until the beginning of the course control and blocking period, the head of the institute teaching the subject may decide not to start the subject or course in that semester. In this case, the Director of Institute communicates their decision to the Vice-Rector for Education and International Relations and the Educational Directorate no later than the last working day before the course control and blocking period, who block the subject / course according to the procedure in paragraph 10.
  - (13) The courses with attendance of compulsory (A), compulsory elective (K) and elective (B) subjects cannot be blocked if the subject has also been registered by a student who took the subject in the semester according to the model curriculum based on the semester of admission, the starting date of the student status and the model curriculum of the programme.
  - (14) The number of students admitted to a given course can be limited on the basis of the reasonable capacity of the instructor leading the session, the limited number of teaching aids available, and other objective reasons. This restriction is defined and set by the institute teaching the subject in Neptun System by the beginning of the subject registration period at the latest.
  - (15) In case of low student interest, a subject of a phasing-out or phased out programme or model curriculum that is no longer required to be taught can be announced in a way that the instructor, instead of contact hours, gives a consultation announced at least 4 times a semester until the end of the second week of the study period. On the proposal of the head of the institute teaching the subject, the Director-General of the campus decides on holding consultations instead of contact hours. The decision shall be taken by the end of the first week of the study period at the latest. The provision of this paragraph can also be applied at the request of students who have been admitted to an undergraduate programme after higher education vocational training, and their subjects completed during higher education vocational training have been accepted but the semester for announcing the consecutive subject(s) differs from the current semester.
  - (16) In case of small-scale programmes, the University can decide to organize the teaching of the subjects of the programmes (courses) in the framework of block education, in compliance with the time limits applicable to the given work schedule, in the spirit of resource-efficient management. In case of full-time programmes, block education is initiated by the programme leader until the beginning of the scheduling at the Vice-Rector for Education and International Relations, and in case of approval of the request, the block timetable is prepared by the Educational Directorate.

### 3. General principles of scheduling

#### Section 27 (27. §)

- (1) The timetables shall be prepared each semester on the basis of the announced subjects/courses, taking the dates fixed in the academic calendar into account, according to the course announcement and scheduling system prepared by the Educational Directorate in consultation with the Campus Director-General or their deputies, and approved by the Vice-Rector for Education and International Relations, which is Appendix 8 to the SER. The course announcement and scheduling system shall be prepared by 1 March 2021 and shall be applied for the first time in the preparation of the autumn semester of the academic year 2021/22.
- (2) The course announcement prior to the preparation of the timetable for the autumn semester shall take place by 15th May in the preceding spring semester, and the course announcement for the spring semester timetables by 15th November of the previous year. The autumn semester timetables must be drawn up by 15th August of the current year at the latest and the spring semester timetables by 15th January of the current year at the latest. The preparation of timetables is the responsibility of the Educational Directorate or the competent person(s) designated by the Campus Director-General according to the characteristics of the campus. The names and contact details of persons preparing the timetables on each campus must be made publicly available.
- (2a) During the preparation of timetables, the timetables of lessons for the compulsory (A), compulsory elective (K) and elective (B) subjects taught jointly on several campuses shall first be included, then the timetable for subjects taught in blocks, then the timetable for other compulsory (A), compulsory elective (K), elective (B) subjects, and finally the timetables for optional (C) subjects. The subjects to be taught in blocks shall be scheduled for the same days for each field of study at institutional level but separated according to the level of study. The days of lesson blocks shall be recorded in the order as indicated in paragraph 1, and the time slots separated for lessons held jointly for students from several campuses shall be recorded. The location of education must always be assigned to each lesson in the timetable.
- (3) During the preparation of the timetable, the institutes shall be given the option to set the course instructors, as well as to change the timetable dates that conflict with the other activities of the instructors. The finished timetable can only be modified in very justified cases, only with the permission of the Vice-Rector for Education and International Relations. After the start of the subject registration period, it is forbidden to change the time of lessons in the timetable, the location of the lessons can be changed in justified cases during this period.
- (4) The timetable shall be designed in the way that the student has the opportunity to progress according to the model curriculum, thus ensuring in particular that there should be no conflict between the dates and exams of compulsory (A), compulsory elective (K) and elective (B) subjects which should be taken in a given semester according to the model curriculum.
- (5) Full-time programmes shall consist of five teaching days per week, the education shall be organized on working days. Evening and correspondence education shall be organized on working days and / or weekly rest days in accordance with the educational organization work schedule given in the admission announcement.
- (6) The duration of the lessons held at the University is forty-five minutes. The following bell schedule shall be applied by campus:
  - a) Buda Campus: 45-minute lessons will be held, starting on the hour with a 15-minute break (two 45-minute lessons can be merged);

- b) Georgikon Campus: 45-minute lessons will be held, starting on the hour with a 15-minute break (two 45-minute hours can be merged);
  - c) Szent István Campus: from 8.15 a.m., 45-minute lessons will be held merged (90 minutes) with a 15-minute break;
  - d) Kaposvár Campus: 45-minute lessons starting on the hour with a 10-minute break (two 45-minute hours can be merged);
  - e) Károly Róbert Campus: 45-minute lessons will be held from a full hour with a 15-minute break (two 45-minute hours can be combined);
  - f) Szarvas Training Place: from 8.00 a.m., 45-minute lessons will be held merged (90 minutes) with a 15-minute break;
  - g) from the autumn semester of the academic year 2021/22, a uniform bell schedule will be applied on all campuses and training locations: 45-minute lessons will be held starting on the hour with a 15-minute break (two 45-minute lessons can be merged), except in the first time band in the morning when the lesson starts at 8:15 and lasts until 9:45 by merging two 45-minute lessons.
- (7) The principles set out in paragraphs (1), (2) and (2a) shall be applied for the first time during the scheduling of the autumn semester of the academic semester 2021/2022.

#### **4. Registration for subjects (courses), re-taking subjects**

##### **Section 28 (28. §)**

- (1) In addition to performing other administrative and registration tasks, the student takes up the compulsory (A), compulsory elective (K), elective (B) and optional (C) subjects offered by the curriculum that can be included in their individual study order in Neptun System every semester. Students can take subjects in accordance with the pre-study order, based on the prerequisite(s) (partial or complete) related to the given subject.
- (2) The student is entitled to register for a subject (course) announced by any institute of the University for the given semester, except for the purpose of substituting the credits of compulsory subjects in a given programme, taking the prerequisites of the given subject into account.
- (3) The student has the right (taking the model curriculum regulations into account) to choose the subjects and the instructors/lecturers (depending on the teaching capacity), the possibility to choose between the classes announced in parallel.
- (4) During the completion of the practical semester included in the model curriculum (internship, combined/continuous internship, company placement/operational practice), the student shall take a subject with full-time attendance only among the subjects prescribed in the model curriculum for the semester, but can take any subject as an examination course that they have not completed yet but have the end-of-term signature.
- (5) The conditions for choosing a specialization are set out in Annex 2.
- (6) During his / her studies, the student can take a subject maximum four times, however, the number of subject registrations can be limited by the number of examination opportunities provided in Section 23 (2) (a) - (b).
- (7) The student may fulfil the obligation to take subjects during the subject registration period specified in the schedule of the academic year.
- (8) Institutions must provide information on the subject requirements electronically, mandatorily via Neptun System, and preferably via the e-learning interface, until the beginning of the subject registration period.
- (9) Completion of a subject not taken shall not be recognized. Registration for a subject or exam course shall be considered valid if the student verifies the registration for the disputed

subject with a printed copy of his / her finalized subject registration, without which the subsequent modification of the list of subjects shall be rejected.

- (10) In case a student who has obtained a signature from a subject marked as a prerequisite but has not fulfilled the examination obligation and the prerequisite subject is a partial prerequisite, he / she can take the subjects based on it simultaneously with the prerequisite subject as an exam course if it was announced. The signature means that the student has taken the course and can be admitted to the exam and this fact is recorded in the study system.
- (11) A subject that has already been completed cannot be re-taken.
- (12) During subject registration, the Campus Registrar's Office gives assistance in registration to the student with special needs.

## **5. Basic educational documents**

### **5.1. Study programme (degree programme), specialization, specialist training course**

#### **5.1.1. Training and study programme**

##### **Section 29 (29. §)**

- (1) Training (study programme) is the system of training content ending with a diploma, defined by the programme and output requirements. Within a training, due to the nature of the field of training, several programmes may be taught.
- (2) Types of study programmes taught at the University:
  - a) undergraduate degree programme (BA / BSc);
  - b) master's degree programme (MA, MSc);
  - c) integrated (undivided) one-tier programme;
  - d) postgraduate specialist training programmes;
  - e) higher educational vocational training (HEVT);
  - f) guest student training;
  - g) partial studies, content area training;
  - h) preparatory training.
- (3) The study programme is the part of the University's education and study programme. The establishment and start of a study programme and its curriculum shall be approved by the Senate on the proposal of the institute responsible for the study programme after considering the opinion(s) of the Campus Education Committee(s) concerned and the University Education Committee.
- (4) The educational organizational unit responsible for a study programme shall be an institute.
- (5) A lecturer in charge of a subject (hereinafter referred to as "subject leader") may be a person employed full-time by the University, employed in a teaching position, holding an academic degree, and meeting the accreditation requirements. In case of postgraduate specialist training programmes, these criteria shall be indicative and the detailed rules for postgraduate specialist training programmes shall be laid down in the operational regulations for study programmes.
- (6) An instructor can be the leader of maximum one undergraduate programme and the master's programme based on it per training cycle.
- (7) The Senate shall decide on the amendment of the programme curriculum or the introduction of a new curriculum on the proposal of the programme leader, with the consent of the director of institute, the Campus Education Committee(s) concerned and the University Education Committee. In case of changes in the subjects taught in cooperation



of institutes, the prior consent of the institutes is required. A new model curriculum can be introduced in a phasing-in system. In case of programmes taught at more than one campus, the model curriculum at each training location should be the same in a phasing-in system from the academic year 2021/22.

- (8) The operating system of the study programmes is included in the operational regulations of the University's programmes.

### **5.1.2. Choosing specialization / specialist training course (industry technology, module) / content area**

#### **Section 30 (30. §)**

- (1) A specialization is usually a special extension of the branching content requirements of a given study programme. The name of the completed specialization will appear in the diploma as set out in the programme and output requirements.
- (2) A specialist training course, which also includes industry technology and modules, is a training that provides special knowledge but does not result in independent qualification. One specialist training course can be the part of several study programmes. The name of the specialist training course appears in the diploma clause.
- (3) Content area is a special training within primary school teacher training, it is obligatory to choose one content area in the programme.
- (4) The person responsible for the choice of specialization / specialist training course / content area is the programme leader / programme coordinator. It is the programme leader's / programme coordinator's task is to present the professional program of the specialization and the conditions of choosing specialization to the students.
- (5) The conditions for choosing a specialization / a specialist training course / a content area are set out by programme and study location in Annex 2. Required conditions of choice can be
  - a) the completion of a specified number or of designated subject (s);
  - b) the completion of subjects with a defined result;
  - c) aptitude test;
  - d) achieving a specified average of study and / or credit performance;
  - e) other conditions set out in Annex 2.
- (6) Before starting these studies, the student can announce his / her choice of specialization / specialist training course / content area by the date specified in the schedule of the academic year in Neptun System or in the way specified for the programme. The submission deadline can be extended by a maximum of one week with the payment of a service fee specified in the SFB.
- (7) The director of institute, consulting with the programme leader / programme coordinator, determines the specializations, specialist training course and the planned number of students to be admitted to them in the given cycle until the end of the registration period of the previous semester. Specializations and specialist training courses that can be announced according to the decision will be published by the Campus Registrar's Office in Neptun System by the first week of the registration period. Institutes may deviate from the deadline set out in this paragraph, provided that this does not infringe on students' right to choose.
- (8) If the number of students choosing the specialization or specialist training course exceeds the planned number of students of the specialization, the students who can be admitted to the specialization or specialist training course shall be selected by ranking them in accordance with the conditions set out in the Annex 2.

- (9) In primary school teacher training, the content areas of education are selected during the first year. When determining the date of it, it must be taken into account that the date set for the subject registration must be suitable for the courses belonging to the content area. The optional content areas are determined by the head of the competent institute. The professional leader of choosing content area is the programme leader of primary school teacher training.
- (10) After the choice of specialization / specialist training course / content area and its approval, the specialization / specialist training course / content area is assigned to the student by the Campus Registrar's Office.
- (11) The student can request the change of the chosen specialization / specialist training course / content area (hereinafter: request for change of specialization) through Neptun System until the end of the semester registration period. The change of specialization is a fee-based procedure, the service fee is regulated by the SFB. The director of institute shall decide on the requests for the change of specialization after considering the opinions of the leaders of the current and requested specialization / specialist training course / content area and the programme leader. It is not possible to change the chosen specialization / specialist training course / content area in the last two semesters of the programme.
- (12) The student is entitled to choose a second specialization / specialist training course / content area up to only the half of the length of the bachelor's or master's programme if the study programme explicitly allows the admission of a second specialization / specialist training course / content area.
- (13) For the admission of the second specialization / specialist training course / content area, unless otherwise specified in the programme and output requirements, the student must pay the amount specified in SFB by the end of the application period following the admission of the second specialization / specialist training course / content area.

## **5.2. Curriculum, model curriculum (recommended curriculum)**

### **Section 31 (31. §)**

- (1) The model curriculum is the curriculum of a study programme, compiled in accordance with the programme and output requirements, which includes the lesson and examination schedule determined on the basis of the subjects and study units, the system of monitoring and evaluation of the fulfilment of the requirements and the syllabus of subjects and study units, which sets out the basic professional conditions for completing the degree, in particular
  - a) the study and examination requirements with the details specified in the programme and output requirements (subject code, name of the person in charge of the subject, semesters of announcing the subjects, number of hours per week and semester per class type (lecture, practice, seminar, laboratory practice, field practice, consultation); the type of examination, the prerequisites of the subjects, the criteria requirements, the elective specializations / specialist training course / content area, the requirements for internships, the final examination / study programme / diploma thesis);
  - b) a list of modules, study units and subjects.
- (2) The model curriculum of the study programme is hierarchically structured in modules and study units (subjects), and the model curriculum shall also include a classification of subjects by semester, including the semesters and number of credits proposed for the optional subjects. In the model curricula in force from the academic year 2021/22, the professional subjects of bachelor's, higher educational vocational training and integrated

one-tier programmes must be taught primarily in block education form, while master's programmes must be taught primarily in block education form.

- (2a) In case of undergraduate study programmes with Hungarian language of instruction, for the first two semesters of the first year of the programme, the model curricula include general foreign language education in English or German language as a criterion requirement, with two seminars per week, and zero credit. The model curriculum may also include an optional language different from it for a given place of training. The subject shall be assessed by a practical grade. The general foreign language course prepares students for studying the foreign language for specific purposes: English, German or another language specified in the model curriculum for the place of training. Therefore, all students who do not reach the required level in the foreign language evaluation test in the language chosen by the student in accordance with this paragraph in the week following the registration period or who do not take the evaluation test shall be required to take the general foreign language course, regardless of their previous language studies. The evaluation test shall be administered by the institute responsible for foreign language teaching. This provision shall be applied for the first time in the model curricula in force from the academic year 2021/22 in a phasing-in system.
- (2b) In case of undergraduate study programmes with Hungarian language of instruction, the model curricula include the compulsory language for specific purposes subject as a criterion requirement for the third and fourth semesters of the programme, with two seminars per week and 0 credit. The subject shall be assessed with a practical grade. This provision shall be applied for the first time in the model curricula in force from the academic year 2021/22 in a phasing-in system.
- (2c) The model curricula for the first two semesters of full-time undergraduate programmes include physical education as a criterion requirement, with two seminars per week and 0 credit value. The subject shall be assessed by an end-of-semester signature. This provision shall be applied for the first time in the model curricula in force from the academic year 2021/22 in a phasing-in system.
- (3) ~~(2d)~~ The model curriculum shall include compulsory project assignments for at least two subjects each semester which students have to solve in small groups, and the institution responsible for the subject provides practical mentoring related to the project assignment. Students from several degree programmes may work together on the project assignments. The model curricula also include projects as subjects, which aim to develop a product, idea or service, developing students' innovative, entrepreneurial thinking. This provision shall be applied for the first time in the model curricula in force from the academic year 2021/22 in a phasing-in system. The model curriculum also serves as a recommended syllabus, by which the University proposes the order and timing of subject completion to students.
- (4) With progressing studies according to the model curriculum, the student can complete his / her studies with uniformly distributed load during the study period specified in the programme and output requirements by completing 30 ( $\pm$  3) credits per semester so that he / she can meet the pre-study requirements.
- (5) In dual training, the institutional part of the dual training curriculum must be 90% in line with the content of the traditional undergraduate programme. The 10% deviation from it can apply in the corporate part of the curriculum, in the practical parts.
- (6) The student must be allowed to progress according to the model curriculum, thus ensuring in particular that there is no conflict between the timetable dates and mid-term examinations dates of the compulsory (A), compulsory elective (K) and elective (B) subjects in a semester according to the model curriculum.
- (7) The student has the opportunity to deviate from the model curriculum within the framework of the curriculum, and to proceed with his / her studies according to an individual schedule.

- (8) The student does not have to meet the requirements prescribed in the curriculum if the student has previously acquired them and proves this credibly within the framework of the subject recognition procedure, the way and time limit of it are regulated in the SER.
- (9) The proportion of subject groups in the model curricula of the University's study programmes is determined in line with the programme and output requirements by taking the programme characteristic features into account.
- (10) The model curriculum shall be adopted by the University Senate after consulting the Campus Education Committee(s) concerned and the University Education Committee during the process of starting a degree programme, and subsequently during the curriculum modification discussions every academic year, on the basis of the proposal of the competent institute.
- (11) The model curricula should be reviewed every five years the latest. A change in the programme model curriculum can take effect at the beginning of the next academic year at the earliest and is valid in a phasing-in system. A decision on modifying the curriculum must be made no later than 30th April of the year preceding the introduction of the planned change. A decision taken after this deadline shall apply only from the academic year beginning in the following calendar year.
- (12) In the model curriculum, the subject leader may be changed without a decision of the Senate, on the proposal of the head of the institute teaching the subject, by a decision of the Campus Education Committee(s) concerned and the University Education Committee. The subject leader must be the same in the different work schedules (modes).
- (13) The model curricula are registered by the Educational Directorate in Neptun System and are also published on its website.

### **Section 31/A (31/A. §)**

#### **5.2.1. Mobility window**

- (1) It is mandatory to include a mobility window in the model curricula to be adopted and introduced in a phasing-in system from the academic year 2021/22. The aim of the mobility window is to encourage students to pursue partial studies, typically abroad, which, in addition to partial studies, can also be used for an internship abroad or for preparing thesis/diploma thesis abroad. A mobility window is typically a period of one semester included in the curriculum, which the student spends abroad "leaving" - or in line with - the home curriculum, and returns to a situation as if he or she had continued his or her studies at home.
- (2) The mobility window shall be scheduled for a semester in which the model curriculum typically already includes professional subjects.
- (3) Types of mobility window:
  - a) optional but compulsory mobility window: the student is explicitly instructed on the subjects to be covered during the mobility;
  - b) optional and loosely regulated mobility window: the student is free to choose the subjects to be covered during the mobility from the range of subjects related to the training (degree programme).
- (4) Among the types of mobility windows referred to in paragraph (3), the Senate shall decide which type to be used in the training (degree programme) upon approval of the model curriculum, on the proposal of the programme leader and in the light of the opinion of the Education Committee of the campus(s) concerned and the University Education Committee.

- (5) When planning the mobility window according to paragraph (3) (a), the programme leader shall coordinate the subjects of the mobility semester and their professional content with the potential foreign host institutions for subject recognition.
- (6) When planning the mobility window according to paragraph (3)(b), the programme leader may specify the fields of knowledge in which the student must complete subjects for subject recognition.
- (7) With regard to the subjects that can be completed in the mobility window, the programme leader can compile a list of subjects that can be completed at the partner institutions which needs to be updated at least 1 month before the beginning of each academic year.
- (8) The mobility window must consist of a minimum of 16 credits and a maximum of 30 credits.

### **5.3. Information on requirements**

#### **Section 32 (32. §)**

- (1) Pursuant to Section 32 (1) (h) of the Organizational and Operational Regulations, the Educational Directorate shall provide the student with an institutional study information guide containing the data necessary for planning and pursuing his / her studies in Hungarian in case of Hungarian language programmes and in foreign language in case of foreign language programmes. The institutional study guide is approved by the Vice-Rector for Education and International Relations.
- (2) The institutional study guide shall be made available to students both in traditional and electronic media in a way that all its amendments and the scope of change can be clearly followed while their student status exists.
- (3) The institutional study guide shall include general information about the University and programme-specific information separately.
- (4) The institutional study guide must be updated every academic year and made available to students on the website of the Educational Directorate.
- (5) The institutional study guide shall be compiled in accordance with the provisions of Article 53 of NHE Gov.Decree, taking the University characteristics into account.
- (6) For each subject, the system of requirements for the subject must be prepared or updated each semester (subject program). The system of requirements for the subject must contain the following elements:
  - a) the code of the subject, its full and abbreviated title in Hungarian, English and the language of instruction;
  - b) the name of the institute responsible for the subject;
  - c) the subject leader's name, email address, and the time of student hours;
  - d) the names of the instructors of the lessons;
  - e) the amount of study work required to complete the subject, determined in credits;
  - f) the number class types per week and per semester in full-time work schedule, the number of class types per semester in correspondence, evening and distance learning work schedule (i.e. lecture + practice + seminar + laboratory practice + field practice + consultation);
  - g) the weekly subject syllabi for individual lessons and types of lessons in full-time work schedule, and the occasional ones in correspondence, evening and distance learning work schedule;

- h) the type of examination at the end of the semester (end-of-term signature, practical grade, report, exam, basic knowledge exam/preliminary exam, comprehensive exam);
  - i) the prerequisite for subject registration, explaining if the prerequisite is partial or complete;
  - j) the task of the subject in achieving the aim of the programme;
  - k) a description of the subject material (syllabus);
  - l) requirements for participation in classes and the possibility of compensating for absences;
  - m) the number and type of assignments to be done by the student's individual work, in particular but not exclusively, the content to be covered through independent study and the techniques involved, and the project tasks;
  - n) the number, topic and date of mid-term exams (reports, classroom tests etc), the possibility of correcting them once;
  - o) the method to certify absences from classes;
  - p) the requirements for obtaining a signature at the end of the semester;
  - q) the method of assessment, and the exam requirements and the type of examination in case of a subject ending with an exam / comprehensive exam;
  - r) the method of subject assessment and grading;
  - s) the written syllabus (textbooks, notes, handbooks, compendiums, reference literature, case studies, etc.), the main technical and other aids that can be used.
- (7) The University shall ensure that all its students receive adequate information about the university credit system and its rules in Neptun System. The information guide must be prepared in Hungarian and English in accordance with the principles of ECTS (European Credit Transfer System), helping the studies of foreign students in Hungary and the recognition of studies abroad of Hungarian students.
- (8) In order to provide information to students, the University's Organizational and Operational Regulations, the Study and Examination Regulations, and other important regulations concerning students, the training objectives of study programmes, requirements, curriculum regulations and the summaries of subject syllabi announced by the institutes should be made available at the campus secretariats, at the student union offices, and, if possible, on the institute websites, as well as in campus libraries.

## **5.4. General rules of credit-based education**

### **5.4.1. Evaluation of student activity related to the study period**

#### **Section 33 (33. §)**

- (1) During the studies, the fulfilment of study requirements shall be expressed in credits (study points) assigned to the individual subjects and curriculum units and shall be evaluated with a grade. The progress of the student in the given programme is expressed by the amount of the obtained credits, the quality of it is expressed by grades.
- (2) The credit value includes all student working hours, including lessons (contact lessons) and individual student study hours.
- (3) In the model curriculum of postgraduate specialist training programmes, doctoral programmes and integrated (undivided) teacher training programmes with the exception of related individual school practice, the credit value of each semester may not differ from the given 30 credits by more than 3 credits, considering the length of programme specified by the institution.
- (4) In the curriculum, lessons and credit values shall be assigned to the subjects and curriculum units. The credit value expresses how much study work is required to meet the

requirements, as well as how many credits the student can obtain by taking the subject, curriculum unit and fulfilling the study requirements. Credit shall be assigned only to a subject or curriculum unit that is qualified in accordance with Section 49-55.

- (5) Acquisition of one credit requires the completion of 30 student study hours. Only whole-number credits can be assigned to a subject. In doctoral programmes, credits can be obtained for the acquisition of knowledge materials, the fulfilment of subject requirements, research work and the performance of educational tasks.
- (6) In part-time studies, the number of credits to be completed assigned to a given programme is equal to the number of credits assigned to the full-time programme.
- (7) Credits can be awarded once for the acquisition of a given study material (syllabus) and the completion of the subject. The requirements set out in the curriculum do not have to be met if the student has previously completed them and proves it in a credible way. The process and detailed rules of subject recognition are contained in Section 38.
- (8) The assessment of student activity at the end of the semester can be carried out in accordance with the requirements prescribed in the system of subject requirements, which must be in line with the type and form of assessment specified in the current curriculum of the programme.
- (9) Credits can be given only for the completion of a subject (course) which the student has completed with at least a 'pass' or 'satisfactory' qualification in accordance with the provisions of the institutional study assessment regulations.
- (10) The student shall be given the opportunity to take optional subjects for at least five per cent of the total credits required for obtaining the diploma during his / her studies, to participate in voluntary activities that can be completed instead of these subjects, and to choose from subjects having the credit value at least twenty per cent more than the total credits. Subjects of other study programmes at the University can also be offered as optional subjects.
- (11) It must be ensured that the student can take subjects with the credit value exceeding ten per cent of all required credits in his / her individual study schedule, according to the individual progress and without paying a fee or tuition fee. It also be ensured that the student can complete subjects taught in a foreign language (not Hungarian) with a credit value up to ten per cent of all required credits. For the completion of these excess credits, the student is obliged to pay a service fee in the amount defined in the SFB (hereinafter: excess credit fee). The student who has participated in partial studies abroad organized by the University and whose subjects completed during the partial studies abroad could only be accepted as optional subjects and therefore who exceeded the total required credits by ten percent is exempted from paying the excess credit fee.
- (12) During his / her student status, the student can also take subjects belonging to his / her studies as a guest student in another programme and / or in another institution.

#### **5.4.2. Study unit, module**

##### **Section 34 (34. §)**

- (1) A study unit is a curriculum unit or subject (hereinafter: subject) that can be completed during one semester and recognized by credits. The curriculum unit can be:
  - a) a compulsory subject (A), the completion of which is prescribed for everyone in the programme;
  - b) compulsory elective (K) or elective (B) subject, in order to complete them, the students can choose subjects from a group of subjects defined by the institution (for example, subjects prescribed in the model curriculum as compulsory elective, and subjects belonging to the specializations / specialist training course / content area);

- c) an optional (C) subject, which students can choose from the announced subjects.
- (2) A module is the system of related subjects. Module types:
- a) study programme modules: programme, specialization, specialist training, (industry technology, module), content area;
  - b) individual programs;
  - c) a group of subjects on the same subject.
- (3) The names of the modules may differ on the basis of the traditions of programmes, specializations, the programme and output requirements and the model curricula, these differences are recorded in the model curriculum of the programme.
- (4) The persons responsible for the modules are elected by the programme leader.

### **5.4.3. Subject, course (subject and exam course)**

#### **Section 35 (35. §)**

- (1) The subject is the basic structural-logical unit of studies at the University, which refers to the professional requirements that can be completed by specific studies in a semester (e.g. completing a course) and / or a one-time act of study (e.g. an exam).
- (2) A single study unit with independent professional content can be considered as a subject according to the curriculum.
- (3) The subject registration order is determined by the pre-study order of the programme, the condition of its completion is determined by the system of subject requirements. Accreditation of a subject is the approval of the educational program of the subject.
- (4) The programs of each subject shall be included in the curriculum of the programme by the programme leader.
- (5) The programs and requirements (system of requirements) of the subjects taught at the University shall be prepared in a uniform form and content (its template is included in Annex 3) in Neptun System.
- (6) The course and the exam course are regularly recurring acts of study which enable the fulfilment of the subject requirements usually every semester. The course covers one semester of study material for a given subject.
- (7) There are two types of exam courses:
  - a) the act of study for the completion of a comprehensive exam,
  - b) the exam opportunity that can be ensured in the curriculum, whereby a student who took a contact-lesson course ending with an exam in a previous semester and already obtained the end-of-term signature but who has not passed the exam yet may take the exam course in a semester when the contact-hour course is not announced.
- (8) The type, characteristics etc. of the course are the same as the type and characteristics of the subject for which they have been announced (duration, number of contact hours, type of sessions, type of assessment). Depending on the course type, a specific place, a date, the announcing training institute, the instructor, study sessions, examination opportunities and qualification procedures belong to the course.



#### **5.4.4. Subject prerequisite**

##### **Section 36 (36. §)**

- (1) The conditions for progress in studies in the study programme (major) are determined by the prerequisite rules (partial or complete prerequisites) set out in the curriculum (pre-study order). The pre-study order is the set of prerequisites of the subjects included in the curriculum of the programme. The registration rules for compulsory (A), compulsory elective (K) and elective (B) subjects in the curriculum are determined by the pre-study order of the subjects. The pre-study order is adopted as part of the model curriculum by the Senate together with the model curriculum, on the proposal of the programme leader and the director of the institute responsible for the programme, after considering the opinion of the Education Committee of the campus(es) concerned and the University Education Committee.
- (2) A prerequisite for completing a subject unit may be the prior completion of another subject or subject module. There may be several prerequisites for the same subject.
- (3) Based on the type of prerequisite, the prerequisites can be
  - a) a subject prerequisite: the prerequisite for completing a subject unit is the prior completion of the prerequisite subject;
  - b) or a module prerequisite: the prerequisite for completing a subject unit is the prior completion of the prerequisite module;
- (4) The subject prerequisites for the study programme (major) do not have to be met by the student who registers the subject as an institutional optional subject or as a subject for equivalency at a master's programme prescribed in the credit recognition procedure, however, the student must consider during the subject registration whether he / she has the prior knowledge necessary for the acquisition of the subject.
- (5) Prerequisites must be given on a professional basis, based on the interrelation of the subject syllabi, in order to facilitate the effective acquisition of the required knowledge.
- (6) A maximum of three other subjects, or one group of subjects (module) covering several subjects for the purpose of the training with a credit value not exceeding 15 credits, may be assigned to a given subject as a pre-study requirement. In Master's programmes, the subject prerequisites do not apply. For some subjects specified in the curriculum, the simultaneous registration of other subjects may be specified as a requirement<sup>10</sup>.
- (7) If the student completes the given subject without fulfilling the relevant prerequisite(s), the subject completion is invalid. In case of a partial prerequisite, the prerequisite subject must be completed at the latest in the same academic term (semester) as the subject based on it but before the completion of the subject based on it. In case of a full prerequisite, the prerequisite subject cannot be fulfilled in the same academic term (semester) as the subject based on it.

#### **6. Individual study schedule**

##### **Section 37 (37. §)**

- (1) At the request of a student studying at a full-time programme (major), the Campus Director-General may permit an individual study schedule under detailed, written conditions determined on the proposal of the subject leader(s), on the basis of the proposal of the Institute SCT Committee and the subject leader(s). The individual study schedule can be requested for a specified period of time, but no more than 2 semesters at a time.
- (2) The reasons for granting an individual study schedule can be if the student

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<sup>10</sup> Pursuant to Government Decree 87/2015

- a) has outstanding academic results, proven theoretical / practical performance;
  - b) has achievements in students' scholarly and / or artistic circles;
  - c) carries out outstanding public activities;
  - d) has been invited to participate in partial studies or scholarship abroad,
  - e) participates in internships abroad, dual or cooperative training;
  - f) gives birth to a child or the student's spouse gives birth to a child, takes care of a close relative who lives with is a disability or is a long-term patient;
  - g) has a social, employment or health reason requiring special recognition or is registered as a student with disability;
  - h) is an outstanding national and / or international athlete;
  - i) has a scheduling clash (only for students beyond the duration of the programme or in case of subjects of an undergraduate programme which are required for a master's programme by credit recognition procedure);
  - j) also studies / intends to study within the framework of parallel training at another higher education institution or at the institution;
  - k) has a disability and is prevented from attending regular classes because of his / her disability, provided that his / her request is supported by the campus Equal Opportunity Coordinator.
- (3) The request for the individual study schedule must be submitted to the SCT Committee in Neptun System during the subject registration period of the given semester, indicating the reason for the request and the requested benefits. In case of not meeting the deadline, the request may be submitted with the payment of the special procedure fee specified in the SFB until the end of the week following the subject registration period.
- (4) The request must include the student's reasons, the planned schedule of his / her studies, the requested benefits, and the necessary certificates must be attached.
- (5) In particularly justified and reasonable cases, the student whose own or close relative's health or living conditions have deteriorated suddenly and thus he / she would not be able to complete his / her semester without a reduced study schedule may apply for a preferential study schedule until the end of the study period. The request must be justified and supported by supporting documents. The request can only be submitted on paper to the Campus Registrar's Office.
- (6) If the student requests the individual study schedule on the grounds set out in paragraph (2) a), b) or d), it can be allowed only if he / she has 30 completed credits with at least a satisfactory (3.0) grade point average. The detailed rules of the application procedure are contained in Section 39.
- (7) The Campus Director General shall decide on the permission and conditions of the individual study schedule after seeking the opinion of the subject leaders and the SCT Committee. The Campus Director General's decision-making power may be delegated to the Campus Deputy Director General for Education. The Campus Registrar's Office is obliged to record the decision on permitting / refusing the individual study schedule in Neptun System. The student must be notified of the decision via Neptun System.
- (8) Under the individual study schedule, the student may be granted the following benefits:
- a) partial or total exemption from practical lessons,
  - b) the requirements set out in the curriculum can be fulfilled at a different time or with a different content from what is specified in the curriculum of a study programme.
- (9) A student pursuing studies under an individual study schedule must also meet the content (theoretical and practical) requirements prescribed in the curriculum for all subjects.
- (10) In justified cases, the permission for an individual study schedule may be revoked until the second week of the study period.

## **7. Recognition of previous studies, acceptance of substitute subjects, credit recognition, rules of recognition of work experience**

### **Section 38 (38. §)**

- (1) A student may apply for the recognition of previously completed subject(s) at the time of registration or, after registering to complete an active semester, by the end of the week following the subject registration period of the semester in question. A subject offered in another degree programme (major) or institution may be accepted if it serves the educational purpose of the programme. The decision on recognition is made by the SCT Committee of the institute responsible for the programme, taking the subject leader's proposal into account. In a simplified procedure, the head of the institute responsible for the degree programme decides on the subject recognition request, if the subject recognition is requested from higher educational vocational training to an undergraduate programme in the same field of training, in case of changing the work schedules or if the student has re-applied for admission to the same degree programme and requests the recognition of subjects previously completed in the degree programme.
- (2) The request shall be submitted electronically via Neptun System with the payment of the subject acceptance fee specified in SFB. During the subject acceptance procedure, the student must submit the following documents with his / her request: a verified syllabus / requirements of the subject (except for students who studied at the University or at its predecessor institutions), and a copy of his / her transcript of records / registry sheet / credit verification.
- (3) Previously completed credits shall be recognised on the basis of studies at any higher education institution, irrespective of the higher education institution and the level of education at which the student obtained them. Recognition based on the verified subject syllabus / requirements is done exclusively by comparing the underlying competences (knowledge elements, (partial) skills and attitudes to apply knowledge and other (partial) competences) on which the credit is based. Irrespective of the grade obtained, a credit shall be recognized if the compared knowledge is at least 75% consistent.
- (4) The acquisition of knowledge based on work experience shall be demonstrated by a 2-5-page written report, which shall be reviewed by the SCT Committee for the recognition of the requirements based on work experience. In case of practice-intensive theoretical and practical subjects, an individual assessment is made which is based on the documents certifying employment issued by the employers of the participants. Work experience may also be counted as optional credits, provided that the knowledge acquired through non-formal, informal learning is intrinsically linked to the training. The SCT Committee may request the programme leader's opinion during the assessment of the request. The maximum number of acceptable credits based on work experience is thirty credits per study programme. The employer's certificate, a verified copy of the job description, a 2-5-page written report, and any other documents that can be used for the assessment of the recognition request shall be attached to the application.
- (5) The knowledge acquired in higher vocational education and training as defined in the National Qualifications Register may be recognised on the basis of Article 49 (6) of NHE Act, in particular the professional practice acquired in vocational education and training and in possession of a professional qualification, in accordance with the rules for the recognition of work experience set out in paragraph (4). Theoretical knowledge acquired in vocational education and training can be accepted as informal knowledge under the subject recognition procedure, with detailed certification of the knowledge acquired.
- (6) The student is obliged to complete at least one third of the credit value of the study programme at the University in order to obtain the pre-degree certificate (absolutorium) -

even if his / her previous studies at the University or at its predecessor institutions, other previous studies, or previously acquired knowledge have been recognized as credit value by the University.

- (7) If credits obtained in a higher education vocational programme (completed subjects) are recognized in an undergraduate study programme that belongs to the same field of education and training, the number of acceptable credits can be minimum thirty and maximum ninety. Students can also request the acceptance of subjects completed in higher education vocational training by submitting a declaration at the time of enrolment for the undergraduate degree programme. The request shall be assessed in accordance with paragraph 1 by the director of the institute responsible for the programme.
- (8) Following the decision, the Campus Registrar's Office will record the accepted subjects in Neptun System (record the decision in official entries and record the fact of acceptance by subjects).

## **8. Procedure for requests**

### **8.1. Submission of requests**

#### **Section 39 (39. §)**

- (1) Study-related requests (hereinafter referred to as "requests") can be submitted
  - a) only in Neptun System;
  - b) on the specific campus in Neptun System or on paper;
  - c) on paper, depending on the case type.
- (2) If the request is not submitted on the appropriate request template, it shall be rejected due to a formal error. In all cases, the request must be evaluated on its content, the incorrect statement of reasons in itself cannot lead to rejection. The request will be rejected if it has been submitted incompletely by the student and there is no possibility to remedy the deficiencies, or if the student has not rectified the deficiencies until the prescribed deadline.
- (3) In case of requests under Paragraph (1) (b), the method of submission (electronically or on paper) is determined by the Educational Directorate by campus, considering the opinion of the Head of the Campus Registrar's Office.
- (4) The request templates used in all training locations of the University must be the same. The preparation for the implementation of this provision shall be done during the academic year 2020/21 and it shall apply from the academic year 2021/22.
- (5) Requests that shall be submitted only in Neptun System at the University:
  - a) late change to active status;
  - b) late change to passive status;
  - c) extraordinary change to passive status;
  - d) late subject registration;
  - e) late cancellation of subject registration;
  - f) general request on study matters;
  - g) termination of student status;
  - h) a statement of objections;
  - i) request for a course announcement;
  - j) request for an extension of the exam period (exam outside the exam period);
  - k) request for changing to dual training;
  - l) request for quitting dual training;
  - m) request for the change of specialization (specialization, specialist training, industry technology, module, content area);

- n) request for the change of the topic and / or the supervisor of dissertation / thesis / diploma thesis / portfolio;
  - o) a request for reclassification;
  - p) request for a certificate (certificate of student status, credit certificate, extract from registry sheet);
  - q) request for appeal.
- (6) Requests that shall be submitted on the given campus in Neptun System or on paper pursuant to the decision under paragraph (3):
- a) request for individual study schedule;
  - b) request for subject recognition/acceptance;
  - c) a request for work experience recognition;
  - d) request for taking a second specialization (specialization, specialist training, industry technology, module, content area);
  - e) Director General's equity request;
  - f) request for the change of study programme within the institution (study programme, work schedule, place of study).
- (7) Request than can be submitted on paper:
- a) request for guest student status;
  - b) request for partial studies;
  - c) application for a disability allowance;
  - d) application for transfer (from another higher education institution);
  - e) thesis / diploma thesis encryption request.
- (8) The period for request submissions, and the administrators (person or organization), the commenting and deciding persons / organizations related to the requests are set out in Annex 4. After the consultation with the Campus Deputy Directors-General for Education, the Educational Directorate makes a proposal to the Vice-Rector for Education and International Relations to amend, clarify and supplement the Annex, which is approved by the Vice-Rector for Education and International Relations.

## **8.2. Submission deadline of requests**

### **Section 40 (40. §)**

- (1) Students can submit requests separately - on the basis of the information published on the homepage of Neptun System and on the website of the Educational Directorate - within a predetermined request submission period, in the way specified in Section 39 (5) - (7) and Annex 4, together with the necessary documents.

## **8.3. Participants in the procedure**

### **Section 41 (41. §)**

- (1) The administrator of the request is the appointed administrator of the Campus Registrar's Office (hereinafter: the appointed administrator) or a person / organization designated as the administrator for the given type of request.
- (2) Reviewer: the person designated according to Annex 4 (usually the academic coordinator or the head of the registrar's office) or the persons who are required to give an opinion on the content of the request.
- (3) Decision-maker: the person (instructor or lead instructor) or organization designated according to Annex 4 who is entitled and obliged to approve or reject the request, taking the opinions into account. The deciding person can be the Vice-Rector for Education and

International Relations, the Campus Director-General, the Campus Deputy Director General for Education, the Director of Institute, the programme leader / programme coordinator, the Director of Education, the Head of the Registrar's Office.

- (4) It is the delegating person's (head of organizational unit) responsibility and authority to notify the Educational Directorate in writing of any changes in the persons of the reviewers and decision-makers within 8 working days of the change.

#### **8.4. Decision-making**

##### **Section 42 (42. §)**

- (1) Formulation of the decision: a precise description of the conditions under which the request is approved or refused, as recorded by the decision-maker in Neptun System or on the paper application, taking the opinion of the reviewer into account. The text of the decision will be included in the decision in unchanged form.
- (2) Decision-making: the administrator of the request is responsible for creating a decision for the request submitted in Neptun System in cases specified in Annex 4, creating an official entry, in case of paper-based requests preparing the decision and registering it in Neptun System as an official entry, in each case based on the wording by the decision-maker.

#### **8.5. The process of administration**

##### **Section 43 (43. §)**

- (1) The student shall submit the request in the prescribed template in accordance with Section 39 (5) - (7) and Annex 4 within the specified time limit, together with the necessary documents.
- (2) Requests received in Neptun System are automatically assigned to the administrator, reviewer and decision-maker in the Neptun System.
- (3) The reviewer shall record his / her opinion in Neptun System within 4 days from receiving the request, and then the decision-maker shall record his / her decision in Neptun System within 4 days from the recording of the reviewer's opinion. The conditions recorded by the decision-maker and the reviewer must contain all relevant information for the decision-making process.
- (4) Within 3 days of the decision being recorded, the administrator of the request generates a decision in Neptun System and forwards it to the student via Neptun System.
- (5) The student's case must be dealt with no later than 30 days from receiving the request.
- (6) If necessary, the request may be returned to the student to remedy the deficiencies, with indicating the incomplete data content. The time between the request for remedy and its completion shall not be added to the administrative time limit. A decision, an order or any other document sent to the student in Neptun System is considered as an official notification.
- (7) If the substantive decision on the case depends on the preliminary assessment of an issue in which the procedure falls within the competence of another body, or if the substantive decision on the case cannot be made without another decision of the same body competent in the student case that is closely related to the case in question, the body acting in the student case shall suspend the proceedings. Upon suspension of the proceedings, all time limits shall be interrupted and when suspension of the proceedings is lifted, they shall start again, except for the time limit for the administration of the case. All procedural acts taken

during the period of suspension shall be null and void, except those intended to remove the reason for the suspension.

### **III. COMPLIANCE WITH MID-TERM STUDY REQUIREMENTS, PROVISIONS ON THE ASSESSMENT OF KNOWLEDGE**

#### **1. Description of requirements**

##### **Section 44 (44. §)**

- (1) Section 32 (1) - (5) contains the provisions related to the preparation of the institutional study guide. The institutional study guide must be published no later than the last working day before the beginning of the academic year (beginning of the autumn semester enrolment / registration period).
- (2) The provisions on the obligation to publish the university credit system and its rules, as well as the Organizational and Operational Regulations of the University, the SER and other important regulations affecting students, the training objectives of study programmes, the requirements, the curriculum regulations, and the extracts (summaries) of the programmes of the subjects offered by the institute are contained in Article 32 (7).
- (3) In addition to the publication obligation pursuant to Section 32 (6), the subject leader instructor is obliged to introduce the subject requirements to the students in the first week of the study period. The Campus Director-General may require that knowledge of the subject requirements be certified by the signature of the grade student representative.

#### **2. Participation in classes**

##### **Section 45 (45. §)**

- (1) Lecture attendance is an integral part of the learning process but students cannot be required to attend lectures by administrative means. However, the examination also covers the material provided at the lectures. A positive catalogue may be kept at the lectures as an incentive, but this can only be used for incentive purposes as set out in the subject requirements, and cannot lead to compulsory attendance at lectures.
- (2) Participation and fulfilment of practical requirements in practices, seminars, laboratory practices, field practices (study visit, workshop) are mandatory. Attendance at practices shall be clearly controlled and recorded by the instructor. In correspondence work schedules, attendance at consultation classes is not obligatory but the attendance at practices, seminars, field practices and laboratory practices is obligatory. If the subject classes include consultation classes, the student can participate in the consultation after prior registration.
- (3) The permissible extent of absence from the types of lessons referred to in paragraph (2), regardless of whether justified or not, is one quarter of the classes of the given subject in full-time work schedule, rounded to the nearest whole number according to the rounding rules; in case of correspondence work schedule, it is one third of practical classes, seminars, field practice classes, laboratory classes. If the absence rate exceeds this, the subject leader shall refuse to sign the semester. The subject requirements shall not establish a rate different from the absence rate established in this paragraph.
- (4) In case of students of Georgikon Campus who acquired student status before the academic year 2020/21, the provisions of paragraph (3) shall be implemented with the exception that the end-of-semester signature may be refused only if the student's absence rate reaches 35% of the classes of the subject in a semester in full-time work schedule, and 50% of the consultation classes of the subject in correspondence work schedule. It is not considered as an absence if the student has participated in a compulsory university session (study visit, sports and study competition approved by the University, school practice, farm practice, university committee or council meeting) that is not fixed in the schedule.



- (5) The arrangements for making up for workplace visits organized within the framework of practices, seminars, laboratory practices, field practices (study visit, workshop) shall be provided for in the subject requirements (program).
- (6) The practice requirements for obtaining a practical grade may be:
  - a) a written or oral report on the tasks performed in practice, and / or
  - b) a task to be performed outside the practice and / or,
  - c) a classroom test and / or,
  - d) other requirements specified in the subject requirements (program).
- (7) The practice requirements shall be set out in the study program, and the conditions for their fulfilment and the procedure for examining knowledge shall be described and published as part of the subject requirements. Participation in practice classes in itself is not enough to obtain credits and complete the subject.
- (8) Audio or video recordings of the classes are possible only with the prior permission of the instructor and - in case of practice, seminar, laboratory practice, field practice (study visit, workshop) - the other students present. Students with special needs may record the material of the sessions without permission in a way that is justified by their disability.
- (9) With the consent of the students or on the basis of the scheduling system used, considering the bell schedule set forth in Section 27 (6), the lessons may be merged in whole or in part.

### **3. Forms and rules for examining and assessing knowledge**

#### **3.1. Evaluation and grading scales**

##### **Section 46 (46. §)**

- (1) The evaluation must reflect the work done during the semester, the activity in the sessions (progress during the semester, completion of assignments, reports, classroom test results, etc.) and the performance determined according to the examination method of the subject as defined in the subject requirements (program).
- (2) The evaluation of study progress shall be performed on a five-grade, three-grade, or two-grade scale by textual and numerical assessment. The scale used for the evaluation of study progress is related to the examination form of the subject, and only the evaluation scale(s) specified in the examination form can be used for a subject. Any deviation from the five-grade evaluation scale must be specified in the section on examination form of the model curriculum.
- (3) The five-grade scale used at the University:
  - very good/excellent (5)
  - good (4)
  - satisfactory (3)
  - sufficient/pass (2)
  - fail (1).
- (4) The three-grade scale used at the University:
  - excellent (5)
  - satisfactory (3)
  - fail (1).
- (5) The two-grade scale used at the University:

pass (5)

fail (1).

- (6) For the fulfilment of mid-semester requirements and for subjects ending with end-of-semester signature, only the following assessment expressed in words may be given:
- signed
  - signature denied.
- (7) If the student has not completed the taken subject, except for the subject completed with a signature at the end of the semester, the entry “not completed” must be recorded in Neptun System within 5 working days after the last day of the examination period. The “not completed” entries can also be recorded in groups by the Educational Directorate.

### **3.2. Forms of subject assessment**

#### **3.2.1. Signature, end-of-semester signature**

##### **Section 47 (47. §)**

- (1) The end-of-semester signature is a recognition of the fulfilment of the study requirements of the given subject during the semester, and in case of a subject to be completed by another assessment method, it is one of the conditions for registering for the examination. The conditions for obtaining the signature must be defined in the study requirements for the subject by the subject leader, including the conditions for rejecting it and for the repeated attempt to obtain it.
- (2) Classroom tests, reports or presentations can be carried out during seminars or lectures outside academic breaks. Deviations from this may be made at the request or with the consent of the students. Written mid-term examinations must be corrected within 5 working days, and the result shall be communicated to students.
- (3) A student who has not fulfilled his / her mid-term obligations of the subject prescribed in the subject requirements shall not receive the signature at the end of the semester. The subject leader may provide an opportunity to make up for the requirements in the last week of the study period or in the first week of the examination period the latest. If non-fulfilment of the obligation means (also) the failure to meet a deadline, the student must pay the service fee according to the SFB. The instructor must record whether the end-of-semester signature was given or rejected in Neptun System by the end of the first week of the examination period at the latest.
- (4) In case of copyright infringement of written papers, the competent instructor is obliged to initiate disciplinary procedure against the student.
- (5) If more than 75% of the students have failed a classroom test (not a retake or correction test), the matter shall be investigated by the director of the institute responsible for the subject, or, if the director of the institute is involved in the case, by the campus Deputy Director-General of Education concerned, at the request of the campus Student Union.
- (6) A student may request for a one-time, subsequent fulfilment of a given study obligation due to childbirth, permanent illness or circumstances beyond his / her own fault from the campus deputy director-general of education of the competent campus. If the campus deputy director-general of education grants the permission, requesting the opinion of the SCT Committee and / or the subject leader, the head of the relevant institute and the subject leader shall also be notified about it.
- (7) The request pursuant to paragraph (6), together with the necessary supporting documents, shall be submitted in the general study request form in Neptun System by the last day of

the study period or, in case of an obstacle for a verifiable reason, immediately after the obstacle has ceased but no later than the end of the examination period.

### **3.2.2. Qualified signature**

#### **Section 48 (48. §)**

- (1) The model curriculum may require a qualified signature for the completion of the internship set out in the programme and output requirements, the subject shall be evaluated on a three-grade scale.
- (2) In case of qualified signature, the end-of-semester signature and the evaluation shall be recorded in Neptun System within 5 working days from the completion of the internship and the submission of documents certifying the internship.
- (3) A subject ending with a qualified signature shall be completed only by obtaining a qualified signature.

### **3.2.3. Report**

#### **Section 49 (49. §)**

- (1) The model curriculum may prescribe a report if the assessment of the knowledge acquired within the framework of the subject is based on the tasks performed by the students individually or in groups. The student must meet the requirements of the subject assessed to be with the report typically during the study period. In particularly justified cases, the subject requirements (subject program) may require that the requirements be met by the end of the examination period.
- (2) The subject ending with a report shall be evaluated on a five-, three- or two-grade scale. The grading scale shall be provided for in the model curriculum. The two-grade scale can be last applied to model curricula valid for students starting their studies in the academic year 2020/21. The name of the report assessment method depending on the grading scale:
  - report (five-grade)
  - report (three-grade)
  - report (two-grade).
- (3) In case of a report, its end-of-term signature must be obtained by the end of the last week of the study period and its grade by the end of the first week of the examination period, but in particularly justified cases the grade must be obtained by the end of the examination period according to the subject requirements (subject program). The report cannot be corrected by an exam.
- (4) A subject ending with a report shall only be closed by the completion of the report.

### **3.2.4. Mid-term grade**

#### **Section 50 (50. §)**

- (1) The model curriculum may prescribe a mid-term grade if the assessment of the knowledge acquired within the framework of the subject is based on a continuous assessment during the semester and the subject requirements can be met exclusively during the study period.
- (2) The subject ending with a mid-term grade is evaluated on a five-grade scale. In case of a subject ending with a mid-term grade, both its end-of-semester signature and grade must be obtained by the end of the last week of the study period. The mid-term grade cannot be

corrected during the examination period. In case of grade 'fail', the subject must be repeated.

- (3) A subject ending with a mid-term grade shall only be closed by the completion of the mid-term grade.
- (4) The mid-term grade as a method of assessment can be last applied to model curricula valid for students starting their studies at Georgikon Campus in the academic year 2020/21.

### **3.2.5. Continuous assessment**

#### **Section 51 (51. §)**

- (1) The model curriculum may provide for continuous assessment if the assessment of the knowledge acquired in the subject is based on continuous assessment during the semester. The requirements of the subject to be assessed by continuous assessment must be fulfilled by the student during the semester.
- (2) The subject ending with continuous assessment is assessed on a five-grade scale. In case of a subject that ends with continuous assessment, both the end-of-term signature and the grade must be obtained by the end of the last week of the study period. Continuous assessment can be corrected once during the exam period.
- (3) A subject ending with continuous assessment shall only be closed by the completion of the continuous assessment.
- (4) Continuous assessment as a method of assessment can be last applied to model curricula valid for students starting their studies at Georgikon Campus in the academic year 2020/21.

### **3.2.6. Practical grade**

#### **Section 52 (52. §)**

- (1) A practical grade (practical assessment) may be prescribed in the model curriculum if the practical application of the subject and the assessment of application skills is possible and necessary for the training objective. The student must meet the requirements of the subject to be assessed with a practical grade primarily during the study period, but no later than by the end of the second week of the examination period. The subject ending with a practical grade is evaluated on a five- or three-grade scale. The grading scale is provided in the model curriculum. Unless otherwise specified in the model curriculum, the subject shall be assessed on a five-grade scale.
- (2) In case of a practical grade, the end-of-semester signature must be obtained by the end of the first week of the examination period, and the practical grade must be obtained by the end of the second week of the examination period. The practical grade can be corrected with an exam.
- (3) A subject ending with a practical grade shall only be closed by obtaining a practical grade.

### **3.2.7. Three-level grading**

#### **Section 53 (53. §)**

- (1) Three-level grading may be prescribed in the model curriculum if the practical application of the subject and the assessment of the application skills are possible and necessary for the training objective. The requirements of the subject to be evaluated with three-level grading must be met by the student primarily in the study period. The subject is evaluated on a three-grade scale.

- (2) In case of three-level grading, the end-of-semester signature must be obtained by the end of the first week of the examination period, and the grade by the end of the examination period. The grade can be corrected with a three-level grading exam.
- (3) A subject ending with three-level grading shall be completed only by obtaining a three-level grade.
- (4) The three-level grading method can be last applied to model curricula valid for students starting their studies at Károly Róbert Campus in the academic year 2020/21.

### **3.2.8. Exam (colloquium)**

#### **Section 54 (54. §)**

- (1) An exam is the examination on the material of a subject, usually covering one semester. The exam is evaluated with a five-level grading scale.
- (2) The type of exams (colloquium) can be
  - a) an oral exam;
  - b) a written exam;
  - c) a combined exam, where the examination consists of a written part and an oral part.
- (3) The assessment of the subject ending with an exam can be of two types:
  - a) the subject assessment is based on the combination of mid-term performance and exam performance;
  - b) the subject is assessed solely on the basis of exam performance.
- (4) The type of exam pursuant to paragraph (2), the method of assessment pursuant to paragraph (3), as well as the type of retake exam and repeated retake exam except for the comprehensive exam, if different from the type of first exam, shall be specified in the subject requirements system (syllabus). Deviations from the type of exam for the first exam are only allowed for students with special needs.
- (5) Based on the decision of the instructor, the written part of the combined exams can also be completed with written tests or home assignments during the study period. If the written part of the combined exam compulsorily consists of tests written during the study period, the number of them shall not exceed 4 and their date must be announced in the first class of the study period and published in the subject requirements (syllabus).
- (6) Both parts of the combined exams must be completed in the same semester.
- (7) The result of the written part(s) of the combined exam completed during the study period must be corrected within one week of writing, the result of the written exam completed during the examination period must be corrected no later than 3 working days after the exam and recorded in Neptun System. In case of a combined exam, the parts of the exam that can only be completed during the examination period must be organized for one day.
- (8) The result of an exam that has a written part and is completed during the examination period must be corrected within 3 working days from the exam and the result must be recorded in Neptun System.

### **3.2.9. Comprehensive exam, complex exam**

#### **Section 55 (55. §)**

- (1) The comprehensive exam is a method of examination pursuant to Section 2 (70). A comprehensive exam can also be organized as the part of the final examination.

- (2) A special form of the comprehensive exam is the complex exam organized as part of the final examination, which examines the complex acquisition and application of the knowledge of the study programme. According to the provisions of the model curriculum, the complex exam organized as part of the final examination may be organized and completed in an earlier semester, after the completion of the subjects forming part of the complex exam. If the student intends to take the complex exam in an earlier semester, he / she must take the subject for the complex exam.
- (3) A comprehensive exam shall only be oral or combined. In case of a combined exam, the written and oral parts shall be scheduled only for the same examination day.
- (4) The comprehensive exam requirements shall be published by the beginning of the subject registration period and shall not be changed during the given academic term.
- (5) The oral part of the comprehensive exam shall be taken before a committee of at least two members. At least one member of the committee shall be a university / college professor or associate professor.
- (6) If the committee has two members, the examination shall be suspended in the event of the temporary absence of a committee member. In the absence of a member of the examination committee, the examination shall not be held.
- (7) A comprehensive exam shall be documented in the form of records. The instructor of the subject or a member of the examination committee can take the exam records document in the campus Registrar's Office the day before the exam and they must return it to the same place no later than 3 working days after the given exam. The exam records document can also be printed from Neptun System.

### **3.3. Offered grades**

#### **Section 56 (56. §)**

- (1) The possibility and conditions of an offered grade must be communicated to the students in advance at the beginning of the semester in the subject requirements.
- (2) The student must accept or reject the offered evaluation (grade) in Neptun System by the end of the second week of the examination period, otherwise the subject is assessed as not completed.
- (3) The student is not obliged to accept the offered evaluation (grade); in case of rejection of the offered grade the student must complete the subject with the examination method specified in the model curriculum and in the assessment system specified in the subject requirements.

## **4. Exam period**

### **4.1. Rules of organizing exams, order of exams**

#### **4.1.1. Exam dates, exam organization**

#### **Section 57 (57. §)**

- (1) Examinations shall be conducted by the instructor in charge of the subject or by the instructor(s) who are appointed by the head of the institute responsible for teaching the subject. Practical examinations can be conducted by a doctoral student.
- (2) Registration for an exam is only possible in Neptun System. No exam can be organized outside of Neptun System. A minimum and maximum number of examinees per day can be set by the examiner.

- (3) The University shall publish in Neptun System at least two weeks before the end of the study period
  - a) the dates of each exam (minimum 3 exam dates);
  - b) the names of the examiners involved in the examination;
  - c) the time and method of registration and the maximum number of examinees;
  - d) the date of publishing the exam results;
  - e) the possibility of repeating the exam (repeated exam, repeated retake exam).
- (4) An exam may be oral, written, practical or online (written (online), oral (online)). The date of the written (and comprehensive written) exams is set by the instructor of the subject, taking the opinions of the students into account. At least three opportunities must be provided for an exam during the exam period, ensuring that one and a half times the total number of students taking the subject can register for each examination opportunity. Exam dates must be announced proportionally spread over the exam period. If there is no time overlap between the exam period for students taking final examination and that of for students not taking final examination, the number of exam opportunities specified in this paragraph shall be provided separately in both exam periods.
- (5) The date of oral exams shall be determined by the subject leader instructor, taking the opinions of the students into account. During the exam period, the exam dates shall be announced proportionately. Deviation from it can be made only with the consent of the Student Union.
- (6) In the event of a dispute over exam dates between the students and the subject leader, the students may apply directly to the territorially competent Campus Director-General, who will make a binding decision for both the students and the subject leader.
- (7) The institute or the examiner may set the time of the exam within the day of the exam for groups or for individuals. Unless otherwise specified, the exam shall be held for all examinees registered for that day from 8 a.m. to 4 p.m. The exam can be organized from 8 a.m. to 8 p.m.
- (8) The examiner or, in case of a committee examination, the chair of the exam board shall be responsible for holding the exams announced in Neptun System. The competent institute or, in case of a committee examination, the chair is obliged to arrange making up for the missed exam dates due to the absence of the instructor. Missed exam dates shall not have adverse consequences for students. If this is not the case, students can turn to the territorially competent Campus Director-General with their complaints.
- (9) An exam can be taken during the exam period of the given semester. At the student's request, in exceptional cases (especially in case of childbirth, long-term illness, hospital treatment, studies abroad organized by the University), the exam can be taken outside the exam period, and the Campus Deputy Director-General of Education may permit an exam date outside the examination period:
  - a) after the exam period of the autumn semester, at the latest by the 7th week of the study period of the following semester;
  - b) during the exam period of the spring semester, no later than before the beginning of the study period of the following semester by 20 July.

Any legal consequences arising from an exam outside the exam period shall be borne by the student.

- (10) In the case specified in paragraph (9), the request can be submitted together with the necessary certificate electronically in Neptun System, within 3 working days following the last day of the exam period.
- (11) An exam may be allowed in the study period if the subject requirements prescribed for the study period are met and it was taken as an exam course. The request for an exam during

the study period shall be approved by the Campus Director General 5 working days before the scheduled exam date at the latest, on the proposal of the head of the institute responsible for the subject.

- (12) If an exam date is allowed outside the exam period, it is necessary to set an individual exam registration period in Neptun System in addition to announcing the exam date.
- (13) Students intending to take their final examination may take their exams during the exam period specified for students intending to take their final examination in the schedule of the academic year. If a student intending to take the final examination does not meet the conditions for the pre-degree certificate by the last day of the exam period for students taking final examination, he / she may also take an exam during the exam period for students not taking final examination.
- (14) A student can register for one exam day for one subject at a time. Absence from the exam shall not influence the assessment of the student's knowledge. If the student did not show up for the exam, his / her knowledge cannot be assessed, however, the costs incurred have to be paid by the student if he / she does not justify his / her absence (absence fee). The amount of absence fee is regulated by the SFB.
- (15) The deadline for registering and cancelling registration for an exam is at 12:00 (noon) the day before the exam, and the exam registration and cancellation of registration shall be done in Neptun System.
- (16) Exams may be held on the official premises of the University, with the permission of the territorially competent Campus Director General.

#### **4.1.2. Conducting exams**

##### **Section 58 (58. §)**

- (1) A student shall participate in the exam only if he / she proves his / her identity with a valid document proving identity (identity card, new type of driving license, passport).
- (2) The subject leader instructor is obliged to provide information on the aids that can be used in the exam in the subject requirements. Cell phones should be turned off in the exam room. Other audio and video recording or playing devices are not allowed to be used (e.g. MP3, MP4 player, dictaphone).
- (3) During the exams, it is of the utmost importance that no citizen of the University shall offend the self-esteem and natural human sensibilities of others. The examiner or the chair of the examination board shall be responsible for the smooth running of exams and for a calm atmosphere.
- (4) The exam shall be considered to have started with the delivery of the exam question in case of an oral examination, or with the distribution of the exam paper or the projection of the exam questions in case of a written exam, after which the student's performance shall be evaluated with a grade.
- (5) The examiner is entitled and obliged to interrupt the student's examination and to evaluate the student's exam with grade 'fail' if he / she detects the use of unauthorised aid(s) or the cooperation with another person.
- (6) The student is recommended to bring the course completion sheet printed from Neptun System for the oral exam. The examiner will record the grades for the oral exam on the course completion sheet and the exam sheet printed from Neptun System, and sign both the course completion and the exam sheet. The student acknowledges the grade by signing the exam sheet. In case of a dispute, the exam sheet is the primary document for the oral examination.



- (7) Oral exams, including final examinations, shall be public for the University's teaching staff and students within the limits set by the venue. The publicity of oral exams may be restricted at the request of the examinee. Examinations should preferably be organised in a way that there are at least 2 students in the room at any one time during the oral exam.
- (8) In an oral exam, the examinee must be given sufficient time to prepare before answering. This may be waived only at the candidate's request.
- (9) The duration of written exams shall be determined by the examiner, taking the time required to answer the questions asked into account.
- (10) In case of a written exam, the head of the institute responsible for the subject may, in writing, delegate the supervision of the exam to a non-teaching staff member or doctoral student who is responsible for the proper conduct of the exam.
- (11) In case of written exams, the examiner shall write the grade on both the exam paper and the exam sheet when correcting the exam paper and shall sign both documents. In case of a dispute, the exam paper shall be the primary document for the written exam.
- (12) If the exam is held in front of an examination board, the head of the institute responsible for the subject must appoint an examination chairperson. The head of the institute responsible for teaching the subject is responsible for organizing the exam and the chairperson is responsible for conducting the exam in accordance with the rules and for recording the grades obtained in Neptun System. The chair of the board determines the student's grade, on the basis of the opinion of the members of the board.
- (13) The detailed rules for students with special needs are set out in a separate regulation, which is Annex 2 to these Regulations.
- (14) Credits shall be given only for the performance of a subject (course) which the student has completed with a grade of at least sufficient/pass (2) or satisfactory (3), in accordance with the institutional provisions on the assessment of knowledge. The academic performance recognized with credits is recorded and summarised by the University in the student's credit accumulation system in Neptun System. All compulsory (A), compulsory elective (K), elective (B) and optional (C) subjects and any substitutes for these must be taken into account for the purposes of the summary.
- (15) If the knowledge of at least 75% of the examinees is graded 'fail' in a written exam (not a retake or repeated retake exam) or a comprehensive exam on a given exam day, and the Student Union requests, the Campus Director General shall investigate the matter.
- (16) In exceptional cases (e.g. personal involvement, conflicts, etc.), the student may ask the head of the institute responsible for the subject to allow him/her to take the exam with another teacher or in front of another committee.
- (17) If the student fails to appear for an exam, the examiner will record this on the exam sheet and in Neptun System with the entry "failed to appear". After the exam, the student can justify his / her absence to the institute (department) teaching the subject within 5 working days, and if the justification is accepted, the competent staff member of the institute (department) will record the entry "justified absence" in Neptun System.
- (18) The examiner is obliged to enter the appropriate grade in Neptun System within 3 working days after the exam. Since the reclassification between self-financed (fee-paying) and fully or partially state scholarship-based (state-funded) forms of training is to be made on the basis of the cumulated corrected credit index, all grades must be entered both in Neptun System and in the gradebook on the last day of the exam period.
- (19) The examiner is responsible for recording the grade accurately by the deadline. If, at the request of the examiner, the head of the institute assigns the task of recording the grade in Neptun System on the basis of the original signed exam sheet to another person, the

responsibility for this task shall still rest with the examiner. If the examiner is a person not employed by the University as a civil servant, the head of the institute (head of department) shall designate the person who will record the grade in Neptun System from the original exam sheet. The Director of Institute (Head of Department) is responsible for the accuracy of the recording.

## **4.2. Statement of objections**

### **Section 59 (59. §)**

- (1) The student may raise an objection to the registered assessment data no later than 14 days after the end of the study period (objection period). The objection period is set out in the academic year calendar. This period is subject to a mandatory time limit!
- (2) The head of the institute responsible for teaching the subject – or the director-general of the campus where the training takes place, in case of involvement - shall investigate the objection request, make a decision and record the decision and notify the student of the decision within 8 days of receipt of the request.
- (3) If the evaluation on the exam sheet and the evaluation recorded in Neptun System differ from each other, the evaluation on the exam sheet shall be taken as the norm for oral exam, and the evaluation on the exam paper for written exams. If the grade on the exam sheet and the grade on the course completion sheet - if the student has taken it with him/her to the oral exam - differ from each other, the grade on the course completion sheet shall be taken as the norm and the exam sheet must be corrected.

## **4.3. Correcting exams, re-taking subjects**

### **Section 60 (60. §)**

- (1) The correction of a failed exam in the same subject or exam course may be attempted not more than twice during an exam period (hereinafter: retake exam and / or repeated retake exam).
- (2) If the re-take exam following a failed exam was not successful, it must be ensured at the request of the student that he / she can take another re-take exam with another instructor or examination committee. The student can submit the request to the head of the institute (department) responsible for the subject.
- (3) The student shall pay the service fee set out in SFB for repeating the retake exam.
- (4) Within an exam period, at least three days must elapse between exams taken in the same subject in case of exams, and at least five days in case of a comprehensive / complex exam.
- (5) In two subjects per exam period, the student has the opportunity to correct the grade obtained in the exam he/she passed successfully (hereinafter: correction of successfully passed exam). If the student obtains grade 'fail' in the repeated exam, the credits previously obtained in the subject will be lost and the student must take an exam in the subject again. If the student obtains a grade other than the grade 'fail' in the exam, it will be the final grade for the subject. The correction of a successfully passed exam is included in the number of possible exams that can be taken in the given subject.

## **5. Internships and dual study programmes**

### **5.1. Rules on internships**

#### **Section 61 (61. §)**

- (1) Pursuant to Articles 15 (3) and § 85 (3) of NHE Act, internships shall be organized in practice-focused BSc programmes (hereinafter: internship), and in all programmes where internship is required by the programme and outcome requirements. Based on the programme and outcome requirements, a programme that includes at least 6 weeks of internship shall be considered a practice-focused programme.
- (2) The completion of the internship is a condition for obtaining the final certificate. The duration of the internship and the credit values assigned to them shall be regulated by the programme and outcome requirements, as well as the curricula of the programmes.
- (3) The aim of the internship is to enable students to combine theoretical and practical knowledge in a workplace corresponding to their qualifications, to acquire specific material-tool-technological and methodological knowledge and to gain related practical experience. Other goals of the internship are to develop the employee competencies necessary for practicing the profession, to develop personal relationships and cooperation skills in work processes, to improve evaluative and self-evaluative behaviour in task completions, and to develop innovative skills.
- (4) On the basis of a cooperation agreement and a student employment contract, a student may perform work during a dual study programme at an external place of internship, within the framework of a programme, or during an internship or practical training organized as part of a programme at the institution, at a business entity or external place of internship set up by the institution, or in the higher education institution or an entity established by the higher education institution not directly related to the curriculum. A cooperation agreement on internship shall be concluded if the length of the internship is at least six weeks according to the programme and output requirements.
- (5) With the exception of the practices of dual study programmes, the time schedule of students' internships within and outside the study period shall basically be specified by the schedule of the academic year, the curriculum and Annex 1 (Practical Training Regulations) of SER. Exceptions to the specified internship period may be made primarily for part-time students, with prior individual request and the permission of the Campus Director General. Efforts shall be made to ensure that the student completes his / her internship during the study period, except for those programmes in which, due to their nature, seasonal practical knowledge can be acquired during other periods recommended in the curriculum.
- (6) Completion of the entire duration of the internship specified in the curriculum is mandatory, except for the case when previous work experience is recognised.
- (7) In the semester when the student registers for internship (hereinafter: internship semester), shall take the subjects only that are prescribed by the curriculum for the internship semester, and subjects for which the student has already had the end-of-term signature and the student has to take the exam only. An exception to this provision is when a student submits a request for an individual study schedule, which is approved.
- (8) The internship may only be started if the student has submitted the documents related to the application for the internship in full in accordance with the regulations, and the place and period of the internship have been approved. An additional condition for the approval of internships shall be that the prerequisite study conditions of the subject and the specialization / specialist training course related to the internship are met. The prerequisites for each programme are defined in the training program or curriculum.
- (9) If the student has not completed the compulsory internship through his or her own fault or the internship has been classified as “fail”, the internship will have to be repeated.

## **5.2. Rules on the registration of internship places**

### **Section 62 (62. §)**

- (1) The Dual and Practical Training Department keeps records on the cooperating organizations providing internship places based on agreement concluded for at least one year between the University and the internship place, as well as on the internal internship places based on the information provided by the campuses.

## **5.3. Rules on student employment**

### **Section 63 (63. §)**

- (1) A student subject to do an internship may, with the exceptions provided for in paragraph (6), work on the basis of a student employment contract concluded with the place of internship. The Employee shall mean the student, the Employer the place of internship, and the Employment relationship shall mean the employment relationship outlined in the student employment contract.
- (2) During the employment of a student:
  - a) the student cannot be ordered extraordinary working hours,
  - b) the student's daily working time shall not exceed eight hours, in case of applying working time framework, a maximum of one week working time frame may be ordered,
  - c) minimum twelve hours of daily rest time shall be provided for the student,
  - d) no probationary period may be imposed,
  - e) provisions of Article 105 (2) and Article 106 (3) of the Labour Code (Act I of 2012) are not applicable.
- (3) The student employment contract of students participating in dual study programme shall apply for the entire duration of the programme, which shall be concluded by 30 September, and in the case of cross-semester training, by 28th February.
- (4) The provisions of the Labour Code shall apply accordingly to the employment of a student working on the basis of a student employment contract. In determining the rules applicable to the student employment contract, the Government may establish more favourable conditions for the student than the Labour Code.
- (5) The student may be entitled to remuneration as detailed in the student employment contract, and the student shall be entitled for remuneration during the period of continuous internship of at least 6 weeks or more and in dual study programme. The rate of remuneration is at least 65% of the mandatory minimum wage (minimum wage). Unless otherwise agreed, the remuneration is paid by the place of internship, in dual study programme the remuneration shall be due to the student during the entire period of the programme, also in the periods spent in a higher education institution.
- (6) Internships organized within the framework of the programme or as part of the programme at a budgetary institution, excluding dual study programmes, may take place without a student employment contract or remuneration. The student shall be entitled to all the rights granted to employees by the Labour Code even in this case. In case of an internship with an employer where the student has an employment relationship, it is not necessary to conclude a separate student employment contract.
- (7) The place of internship shall conclude a liability insurance for the benefit of the student participating in higher education vocational training. The University may deviate from this by agreement with the place of internship.

- (8) The student is entitled to the necessary equipment, work and protective clothing, accident and work safety equipment which are provided for employees in positions that can be filled with tertiary vocational qualifications at the place of internship.

#### **5.4. Rules on dual study programmes**

##### **Section 64 (64. §)**

- (1) Pursuant to Article 108 (1.b) of NHE Act, dual study programmes may be launched in the field of agriculture, health sciences, economics, informatics, technical or natural sciences in practice-focused undergraduate and master's degree programmes, as well as in Social Work undergraduate programme.
- (2) The Senate shall decide on the programmes to be launched in the form of dual study programme at the University and the number of students on the basis of the proposal of the institute responsible for the programme and the programme leader, considering the opinion of the Education Committee(s) of the relevant campus(es) and the University Education Committee. Formal approval to start a dual study programme shall be initiated by the University at the Educational Authority. The Dual Study Programme Council (hereinafter: DSPC) shall decide on the qualification of a bachelor's or master's degree in the form of dual study programme at the University on the basis of a dual study programme agreement concluded between the higher education institution and the partner organization.
- (3) The dual study programme shall be announced by the University, preferably in the framework of the traditional admission procedure, relying on the cooperating corporate base. The DSPC qualification decision shall in all cases precede the planned start of the programme. In case of programmes starting in February, the dual study programmes approved by 30<sup>th</sup> September of the previous year at the latest, and in case of programmes starting in September, the dual study programmes approved by 30<sup>th</sup> November of the previous year the latest, and in both cases announced by the higher education institutions, will be included in the higher education admission guide.
- (4) Dual study programme agreements approved by DSPC shall be registered by the Educational Authority on the basis of the data provision (notification) of the University. The Educational Authority shall make records on the changes and the termination of the registered dual study programme agreements at the request of the higher education institution.
- (5) In dual study programmes, the University shall conclude a cooperation agreement with a partner organization or organizations on the basis of the latest cooperation agreement template.
- (6) The partner organization shall have a Coordinated Dual Training Programme (hereinafter: CDTP) concerning the practical training developed jointly with the higher education institution. Based on the CDTP, the partner organization shall train students according to its own needs and complements the institutional training of students based on its practical training programme.
- (7) A student may start his / her studies in the dual study programme if all of the following conditions are met. The student
  - a) has been admitted to the full-time undergraduate (bachelor's) or master's dual study programme;
  - b) has established a student status;
  - c) registered for an active semester;
  - d) has a student employment contract with a dual partner organization; and
  - e) applied to the University for registration for dual study programme.

- (8) In accordance with Government Decree 230/2012. (VIII. 28.), the student employment contracts between the partner organization and the student shall be concluded by 30<sup>th</sup> September in the autumn semester and by 28<sup>th</sup> February in the spring semester. If the student continues the study programme in dual form from the second semester onwards, the student employment contract shall be concluded until 28<sup>th</sup> February, or 30<sup>th</sup> September in case of a cross-semester programme.
- (9) Students who have student status at a bachelor's or master's programme of the University (in programmes announced also in dual form) have the opportunity to apply for a dual study programme not at the beginning of the programme but after completing a university semester. In dual study programmes, the student employment contract shall cover the entire duration of the dual study programme, which started in the second semester of the programme at the latest.
- (10)<sup>11</sup>
- (11) In a dual study programme, the duration of the programme shall be the same number of semesters as the traditional training, 4 semesters in a master's programme, in which students spend 26 weeks per academic year at the institution and 22 weeks at the internship place. The detailed schedule of dual study programmes is specified in Annex 5 of SER (Regulations for Students of Dual Study Programmes). The part of the dual study programme model curriculum for the institutional phase shall be 90% identical to the content of the curriculum for the non-dual study programme, with a 10% difference only being possible by substituting certain practical parts on the company (internship place) side.
- (12) A student of a dual study programme shall complete the study period together with the "traditional" full-time students at a higher education institution (institutional phase). He / she then shall participate in the training and internship in the corporate phase (corporate / partner organization / internship phase). In addition, it is possible to complete additional internship time in the "free" time available to the student during the study period, without compromising the curriculum and institutional presence. In case of dual study programme, the part of the internship implemented in the University building shall also be considered as an internship at an external training place in accordance with Government Decree 230/2012. (VIII. 28.).
- (13) The practical work carried out by the student at the partner organization shall be supervised and assessed by a professional mentor on the basis of a detailed practical training plan developed before the start of the semester. The tasks set out in the practical training plan shall be site-specific, defined by the internship place, striving to ensure that the practical tasks and knowledge of the given semester complement the knowledge acquired at the University.
- (14) The student shall be entitled to statutory remuneration for their work, which shall be paid by the host company for the entire period of the programme and the obligation shall not be transferable to any other parties.
- (15) A student of a dual study programme shall be entitled to 20 days of annual leave per calendar year at their place of work.
- (16) Only students participating in full-time programme may participate in a dual study programme. Students of dual study programmes may combine their university studies and work by using an individual study schedule.

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<sup>11</sup> Deleted due to a change in legislation.

- (17) The Dual and Practical Training Department shall be responsible for the official communication between the internship place and the University, as well as between the University and the Educational Authority.
- (18) Both the student and the company may leave the dual form of the study programme without any obligation, in accordance with the legal provisions on the termination of employment contracts. In this case, the student may continue his / her studies in a non-dual form.
- (19) If the student started his / her studies in the academic year 2019/2020, he / she may switch to dual study programme also from the third semester onwards. In this case, the student employment contract shall be concluded by 30<sup>th</sup> September 2020 (Article 17 (5a) of Government Decree 230/2012 (VIII.28.)).

## **6. Academic offences and procedures**

### **Section 65 (65. §)**

- (1) Students shall comply with the unwritten and written norms set in the regulations of the University. Only permitted means and methods may be used for the successful completion of studies.
- (2) Academic offence is particularly if a student
  - a) refers to someone else's work as his / her own work or does not properly cite someone else's work (plagiarism),
  - b) attempts to obtain information about examination tasks either orally or in writing, if they are not public,
  - c) assisting others or being assisted by others in a way not permitted.
- (3) In the event of a minor violation of the examination rules, the instructor or the head of the institute may act on his / her own authority, however, the case shall still be reported to the Campus Director General. A lesser penalty that may be imposed by the instructor or the head of the institute is suspension from the exam or failing at the exam.
- (4) The Director of Institute may request that the case be examined by the disciplinary committee.
- (5) After a final and binding decision declaring a violation, the illegally obtained and recognized credits shall be deleted from the student's credit register.

## **7. Rules of procedure in student cases**

### **7.1. Rules of procedure in student cases at first instance**

#### **Section 66 (66. §)**

- (1) A student case is any case related to the student's rights and obligations in connection with the student's legal relationship, in particular, the student's academic issues, the allowances to be granted and payable to the student, and the fees and charges to be paid by the student.
- (2) Disciplinary and compensation issues for students do not fall into the scope of this chapter.

#### **7.1.1. Scope of authority**

##### **Section 67 (67. §)**

- (1) The following bodies and persons shall act in student cases at the University:
  - a) Educational Directorate and its territorially competent Registrar's Office, or another organisational unit belonging to it;

- b) Directorate of the University Dormitories;
  - c) Study and Credit Transfer Committee (SCT Committee);
  - d) University Student Welfare Committee;
  - e) University Student Union;
  - f)
  - g) Rector and Vice-Rector for Education and International Relations;
  - h) Director General for Finances;
  - i) Campus Director General and Campus Deputy Director General for Education;
  - j) Student Appeals Committee.
- (2) Unless otherwise provided by the relevant legislation or SER and its Annex 2, the Campus Director General shall have the power to decide relative to the issue at first instance.

### **7.1.2. Scope of competence**

#### **Section 68 (68. §)**

- (1) Unless otherwise provided by the relevant legislation or SER, the competent body (person) shall be the one that belongs to the campus on which the student participates in a study programme.
- (2) In case more than one campus concerned, the competent campus shall be the one whose programme is affected by the student's request.
- (3) If the student's request is not related to any study programme, the campus of the student's place of training shall be competent.

### **7.1.3. Examination of authority and competence**

#### **Section 69 (69. §)**

- (1) The body (person) acting in the student case shall examine its authority and competence at all stages of the procedure. If found that it lacks the authority or competence, the body (persons) shall transfer the matter to the competent body (person) without delay and notify the student - if he / she is assisted by proxy, the latter person - at the same time.
- (2) If the person (body) with authority or competence cannot be determined or the case should be transferred to a body (person) who has already established the absence of authority and competence, the designation of the acting body shall be initiated.

### **7.1.4. Designation of the acting body**

#### **Section 70 (70. §)**

- (1) The appointment of the acting body may be made on the initiative of the first instance body (person) or the student.
- (2) In the case specified in Section 69 (2), the Rector shall be entitled to appoint the acting body within 15 days of the receipt of the request. This period may be extended once with further 15 days.

### **7.1.5. Launching a procedure**

#### **Section 71 (71. §)**

- (1) In student matters, the proceedings may be initiated ex officio or at the student's request.



- (2) The proceedings shall be initiated ex officio if the University is obliged to do so by law or the relevant Regulations, and also if the student applies for a call of the University that was communicated to all or part of the students (call for application etc.) pursuant to law or SER.
- (3) Proceedings shall be initiated upon the request of the student if the student is entitled to initiate the proceedings pursuant to legislation or the provisions of SER.
- (4) In the procedure initiated at the request of the student, if the mandatory formal and content elements of the request are not included in the given legislation or the SER, the provisions of paragraph (5) of this Section shall apply.
- (5) The request shall be submitted in writing to the body (person) authorized for assessment in accordance with the provisions of Section 39 of SER. The request shall contain all the data necessary for a substantive assessment of the case.
- (6) The request shall be assessed on the basis of its content in all cases. An inaccurate name or title of the request may not lead to its rejection in itself.

#### **7.1.6. Time limit of proceedings**

##### **Section 72 (72. §)**

- (1) Unless otherwise provided by law or SER, the student's case must be settled within 30 days of receipt of the request at the latest.
- (2) If an acting body has to be designated, the deadline of the proceedings shall be calculated from the arrival of documents to the designated body.
- (3) If the student submitted an incomplete request, the calculation of the deadline shall be the day when the student complied with the call for submitting missing documents.
- (4) If the competent body to handle the case is the council of the institute or the Senate, the case shall be negotiated at the subsequent meeting of the council or Senate. It is not mandatory to convene an extraordinary meeting even if the deadline set out in paragraph (1) cannot be met.

#### **7.1.7. Submission of requests and documents**

##### **Section 73 (73. §)**

- (1) The student may submit his/her request and document pursuant to legislation, Section (39) of SER or the terms of call for application
  - a) in person or
  - b) by registered post or
  - c) electronically via the Neptun System.
- (2) The date of submission of a request sent by post is the day of posting.

#### **7.1.8. Participation in the proceedings**

##### **Section 74 (74. §)**

- (1) The student may act in the proceedings in person or by proxy.
- (2) The student may not act through a proxy if the obligation can be met only in person.
- (3) A proxy shall only be a person who has reached the age of eighteen, and a lawyer or law firm may also be proxy.

### **7.1.9. The proxy**

#### **Section 75 (75. §)**

- (1) A proxy granted not to a lawyer or law firm shall be lawful if
  - a) it is handwritten and signed by the student, or
  - b) in a proxy not written by hand, two witnesses verify with their signatures that the student has signed the proxy before them or has acknowledged the signature on it as his/her own, or
  - c) it has been recorded in other private document of full conclusive value.
- (2) The proxy document shall be signed by the proxy (person).
- (3) The proxy shall indicate what procedural actions it entitles to.
- (4) The proxy shall submit the proxy document upon his/her first attendance at the acting body.

### **7.1.10. Delivery**

#### **Section 76 (76. §)**

- (1) In the course of the proceedings, documents may be delivered to the student
  - a) in person,
  - b) by post,
  - c) by notice, or
  - d) electronically, in a Neptun message sent through Neptun System and also forwarded to the email address of the student.
- (2) If the documents are delivered to the student in person, the fact and date of delivery, the receipt of the documents and the student's signature shall be recorded on the duplicate of the delivered documents.
- (3) In case of simultaneous decisions in a large number of cases or a large number of interested parties in a given case, the body of first instance may issue a notice, subject to the provisions on the protection of personal data, setting out the time limit for personal delivery that cannot be less than 5 working days (delivery period). In this case, the notice shall include a warning that if the person concerned fails to receive the document within the delivery period, it shall be deemed to have been delivered to him / her. The decision communicated by means of a notice shall be deemed to have been delivered on the 15th day of the publication of the notice.
- (4) Provisions of paragraph (3) of this Section shall apply to the notice on delivery period with that the publication of the notice in Neptun System is obligatory.
- (5) A document shall be delivered by post with a return receipt.
- (6) Electronic delivery shall be done through Neptun System.
- (7) The provisions of this Section, with the exception of those relating to delivery through Neptun System, shall apply mutatis mutandis even if the student's proxy acts on behalf of the student.

### **7.1.11. Summons**

#### **Section 77 (77. §)**

- (1) A summons shall be issued to the student who is intended to be heard in person by the body (person) authorised to deal with the student's case so that the summoned person receives the summons at least 5 days prior to the hearing.

- (2) The summons shall indicate the name of the acting body (person), the case number, the subject of the case, the date and place of hearing, and the question on which the person is to be heard and in what capacity (e.g. witness).
- (3) The party who appeared in person in the hearing may be summoned orally for a new hearing.
- (4) The oral summons shall be recorded in the minutes of the hearing, while the fact of summons communicated by telephone shall be recorded in a separate note.
- (5) If the party has a proxy, summons to a personal hearing must be delivered both to the party and the proxy.
- (6) There shall be no legal remedy against summons.

#### **7.1.12. Calculation of time limits**

##### **Section 78 (78. §)**

- (1) Time limits shall be calculated in calendar days, months or years.
- (2) The starting date of the time limit shall be the date on which the event giving rise to the calculation of the time limit occurred. The starting day shall not be counted in the time limit period set in days.
- (3) If the last day of the time limit is a Sunday or a public holiday, the time limit shall expire on the following working day.
- (4) Time limits shall be set by legislation, the SER, the call for application or in the absence of the provisions of these, the acting body.
- (5) Time limits may be extended only if it is provided by the legislation or the SER.

#### **7.1.13. Failure**

##### **Section 79 (79. §)**

- (1) Actions filed after the deadline shall be time-barred except provisions on the submission of requests for verification.
- (2) It shall not be deemed a failure to comply with the deadline if the delay was caused by a publicly known natural event or any other extraordinary circumstances.
- (3) Documents submitted by post on the day of the deadline at the latest shall be deemed to have been lodged within the time limit.

#### **7.1.14. Request for justification**

##### **Section 80 (80. §)**

- (1) The person who fails to comply with the deadline without any fault on his / her part may submit a request for justification.
- (2) The request for justification shall state the reason for failure, prove the innocence and make up for the omitted act.
- (3) Justification may not be accepted if it is excluded by legislation or the SER, and / or a new deadline set due to justification is missed.
- (4) Request for justification shall be submitted to the acting body within 8 days of the last day of the missed deadline or period. If the student becomes aware of the failure later or the

obstacle was later removed, the time limit starts from the date that the student becomes aware of the omission or the obstacle ceases to exist. However, no request for justification shall be submitted more than 6 months after the missed deadline and / or the last day of the missed deadline.

#### **7.1.15. Missing documents**

##### **Section 81 (81. §)**

- (1) If the student's submission is incomplete – does not contain documents specified by legislation, the SER or the call for application – the student shall be notified within 8 days, with setting the deadline, to submit the missing documents. The notice shall be sent by the administrator in charge of the request or by the person reviewing (request reviewer) the request.
- (2) The notice on missing documents may be communicated orally, in writing – by delivery, through the Neptun System or by a public notice.
- (3) The notice on missing documents shall indicate the missing documents, the way of their submission, and the warning that if the student fails to submit the missing documents as specified by the notice, his/her request shall be rejected or assessed based on the submitted documents by the acting body (person).

#### **7.1.16. Minutes**

##### **Section 82 (82. §)**

- (1) Minutes shall be taken of the public hearing or committee meeting preceding the decision making, as well as of the personal hearing held independently.
- (2) Minutes may be taken in writing or by audio recording. In the latter case, written minutes shall be taken based on the audio recording within 3 days of the hearing.
- (3) Minutes shall include the name of the acting body (person), date and place of taking the minutes, the data necessary for the identification of the persons involved in the procedural act, a warning of rights and obligations, as well as the relevant statements concerning the case and the findings of fact related to the clarification of the facts, the signatures of the persons involved in the procedural act. If the procedural act is audio-recorded, the minutes shall contain only the information necessary to identify the persons involved in the procedural act and the place and time of the recording.

#### **7.1.17. Assessment of requests and submissions**

##### **Section 83 (83. §)**

- (1) The acting body shall assess the student's request out of hearing, at a hearing or at a committee meeting.
- (2) If the rules of assessment are not included in any legislation or regulation, the case shall be primarily be assessed out of hearing, but the acting body shall clarify the facts necessary for making a decision.

#### **7.1.18. Decision at first instance**

##### **Section 84 (84. §)**

- (1) Provisions of Articles 80-81 of Act CL of 2016 on General Public Administration

Procedures shall apply to the decision of first instance where authority shall mean the body (person) acting at first instance.

- (2) In the decision of first instance, the student shall be informed of the possibility of legal remedy. A simplified decision without information on legal remedy in accordance with Article 81(2) of Act CL of 2016 on General Public Administration Procedures and indicating only the reference to sources of legislation in the reasoning may be taken in the case of a decision fully approves the request, if there is no opposing party, or the decision does not affect the rights and legitimate interest of the opposing party.

## **7.2. Rules of procedure in student cases at second instance**

### **Section 85 (85. §)**

- (1) In case of violation of his / her rights, the student
  - a) may address the Student Union to ask for legal assistance;
  - b) may submit a request for appeal, which the University shall assess as specified in the present SER,
  - c) may initiate the proceedings of the Commissioner for Educational Rights, provided that he / she has exhausted his / her right of appeal specified in the SER, with the exception of court proceedings.
- (2) The University shall notify the student in writing of its decisions concerning the student - in the cases specified by law, government decree and SER, and if the student so requests. The decision of the University regarding a student shall be final if the student does not submit request for legal remedy within the time limit specified in paragraph (4) or if the student has waived the right to submit such a request.
- (3) The student may appeal against the first-instance decision or measure, or the failure to take a measure (hereinafter collectively referred to as ‘decision’) of the University pursuant to Section 84 (1)- within fifteen days of the notification or, failing this, within fifteen days of the day on which it came to his / her knowledge, except for the decisions on the assessment of studies. Proceedings may also be initiated against a decision related to the assessment of studies if the decision was not based on the requirements adopted by the University, or the decision contradicts the University's Organizational and Operational Regulations (hereinafter: OOR) or the provisions on the organization of exams were violated. The appeal shall be addressed to the Student Appeals Committee and may be submitted as specified in Section 39.
- (4) The reviewer of an appeal request may not be the person,
  - a) who made the contested decision or failed to take a decision;
  - b) who is a close relative of the person indicated in point a);
  - c) who may not be expected to make an objective assessment.
- (5) The University shall take the following decisions on a request for appeal:
  - a) reject the request,
  - b) instruct the body / person who failed to take a decision to take a decision,
  - c) change the decision,
  - d) annul the decision and order the decision maker to conduct a new procedure.
- (6) During the assessment of an appeal request, the provisions of the Act on General Public Administration Procedures shall apply mutatis mutandis to the certification, the form and content of the decision, the correction, amendment, modification or revocation of the decision upon request or ex officio. The second instance decision shall be definitive with the communication.

- (7) The student may challenge the decision terminating the procedure on the request for appeal in an administrative lawsuit. The filing of the application shall have suspensory effect. The application may also be lodged with a reference to a breach of the provisions on the student legal status. For the purposes of these provisions, the provisions relating to the student's legal status are those contained in the legislation and in the institutional documents which establish rights and obligations for the student.
- (8) Paragraphs (1)-(7) shall apply mutatis mutandis to decision and failures concerning
  - a) an applicant to a higher education institution,
  - b) a student whose student status has been terminated in the meantime.

### **7.2.1. Scope of authority**

#### **Section 86 (86. §)**

- (1) The second instance procedure shall fall within the exclusive competence of the Student Appeals Committee including the request submitted with reference to conflict of interest - with the exception of the provisions of SFB.
- (2) The Student Appeals Committee shall not deal with fairness requests, but shall only examine whether the proceedings at first instance have been conducted in accordance with the legislation and the institutional regulations.
- (3) Unless otherwise stated by law or this Chapter, the general rules of the first-instance procedure shall apply to the second-instance procedure.

### **7.2.2. Scope of competence**

#### **Section 87 (87. §)**

- (1) The Student Appeals Committee shall be in charge of the second-instance cases of each student of the University including the second instance assessment of first-instance compensation and disciplinary cases.
- (2) The Student Appeals Committee shall be responsible for examining all requests related to a failure to act.

### **7.2.3. Submission of requests**

#### **Section 88 (88. §)**

- (1) The student may submit his / her request for appeal to the Student Appeals Committee as specified in Section 39.
- (2) If the student's request for appeal is not submitted to the body specified in paragraph (1), the request shall be submitted to the Student Appeals Committee through the Campus Registrar's Office. In this case, the original submission shall be taken into account for the purpose of meeting the time limit for lodging an appeal, but the time limit set for the Student Appeals Committee proceedings shall start only on the day of the referral.

### **7.2.4. Procedure of the Committee**

#### **Section 89 (89. §)**

- (1) In the event of an appeal request, the Student Appeals Committee shall act in accordance with its own rules of procedure.

- (2) A staff member appointed by the head of the Educational Directorate shall participate in the tasks related to the organization of the work of the Student Appeals Committee, preparation of meetings and decision-making.

### **7.2.5. Proceedings**

#### **Section 90 (90. §)**

- (1) Upon receipt of the request, the Chair of the Student Appeals Committee shall determine the composition of the board, taking into account any grounds for exclusion. The reviewer of the appeal request shall not be the person who made the contested decision or failed to make the decision, or his / her close relative, who cannot be expected to give an objective ruling on the case.
- (2) A staff member appointed by the head of the Educational Directorate shall contact the body (person) acting at first instance by telephone or in printed or electronic mail in order to send the documents of the first instance procedure specified in paragraph (3).
- (3) The body (person) acting at first instance shall comply with the request referred to in paragraph (2) without delay, within a maximum of two working days, by sending the following original documents:
  - a) call for application if necessary;
  - b) the student's request and every annex of it;
  - c) the minutes of the first-instance procedure in the case of a committee procedure;
  - d) signed copy of the first-instance decision or the printed but not signed copy of the decision if the decision was made in the Neptun System;
  - e) the certificate of delivery of the decision to the student,
  - f) the extract of rules and decisions backing the first-instance decision,
  - g) if not included in the electronic registration system, the copy of the part of the registry sheet related to the student or in case of more than one registry sheets the copies of every registry sheet related to the student, and
  - h) all documents specified by the chair of the Student Appeals Committee.
- (4) Within 2 working days after the transmission of the documents at first instance, the chair of the Student Appeals Committee or the responsible administrator appointed in accordance with paragraph (2) shall examine the appeal to see whether or not it is overdue and if it contains all the required documents.
- (5) If the appeal request is overdue, it shall be rejected by the chair of the Student Appeals Committee or the body (person) making the decision at first instance without a substantive examination, otherwise it shall be prepared for a substantive examination.
- (6) If the appeal request is incomplete, the rules on missing documents shall apply.
- (7) The Student Appeals Committee shall make a decision on the request within 30 days of the submission

### **7.2.6. Decision**

#### **Section 91 (91. §)**

- (1) In order to clarify the facts, the Chair of the Student Appeals Committee
  - a) may summon the requesting student and his / her representative,
  - b) shall ask the head of the campus or committee or body taking the decision at first instance or the person taking the decision at first instance, to make a written statement on the appeal and, at the same time, shall, if necessary, arrange for the

latter to be invited to the meeting of the Student Appeals Committee.

- (2) The person referred to in paragraph 1 (b) or his / her representative may be present at the meeting of the Student Appeals Committee during the personal hearing of the student and may make a statement.
- (3) The absence of the student or his / her representative despite the repeated, regular notification and the absence of the persons specified in paragraph (2) shall not prevent the decision from being taken. The student or his / her representative may submit his / her comments in writing, requesting not to be heard in person.
- (4) Experts invited by the Chair of the Student Appeals Committee may attend the meetings of the Committee in a consultative/advisory capacity.
- (5) The Student Appeals Committee shall have a quorum if the chair and at least one member and a representative of the Student Union are present at the meeting.
- (6) The the rapporteur of the case is the Chair of the Student Appeals Committee . The Chair may also order that the documents generated in the case be presented by a person appointed by the head of the Educational Directorate.
- (7) In its decisions, the Student Appeals Committee shall consider
  - a) the information included in the student's request and its attachments;
  - b) the justification of the first-instance decision if any;
  - c) the standpoint of the requesting student, expressed in oral or in written form;
  - d) the opinion of the head of the relevant institute concerned by the request;
  - e) relevant legislation, rules and regulations and
  - f) all information available and relevant to the request.
- (8) The Student Appeals Committee shall take its decision by a majority of votes. In the event of an equality of votes, the chairperson shall have the casting vote.
- (9) Following the decision, the decision shall be delivered by post and in the Neptun System. Delivery via the Neptun System shall also be considered an official notice. The person appointed by the head of the Educational Directorate shall be in charge of delivering the decision.

## **8. Exercising fairness in study matters**

### **Section 92 (92. §)**

- (1) If a student has not fulfilled some of his / her study obligations and has exhausted the possibilities provided by SER, he / she may be granted a "fairness" permission three times during his / her studies to comply with his/her failed duties.
- (2) Exercising "fairness" shall be decided by the Campus Director General or, under delegated authority, the Campus Deputy Director General of Education. The Campus Director General shall immediately inform the Educational Directorate about the delegation of authority or the revocation of the delegation.
- (3) The Campus Director General may request the opinion of the institute and / or instructor or the competent body / committee concerned by the matter in question in order to take a decision in the exercise of his / her discretionary power.
- (4) A "fairness" permission shall not be invoked
  - a) in case of a decision refusing admission;
  - b) for acquiring end-of-semester signature;
  - c) for exam opportunities in addition to those specified in the provisions of NHE Act or SER;



- d) for increasing the number of state supported / state scholarship semesters;
  - e) for the exemption from study and exam requirements;
  - f) for cancelling the consequences of disciplinary sanctions;
  - g) if the student is in an extraordinary situation due to his / her own behaviour or negligence.
- (5) The decision based on fairness shall provide for the terms and conditions of permission.
- (6) There is no right of appeal against a decision taken on a “fairness” request.
- (7) The Director General’s “fairness” permission may be used by the student 3 times during his / her entire training. The number of “fairness” permissions used shall include the number of previously submitted and assessed dean's “fairness”. A “fairness” request may contain a maximum of one subject or one request, otherwise the request will be rejected without a substantive examination on formal grounds. “Fairness” requests to the Director General may concern only study matters.

**9. Calculation and recording of academic performance (average, grade points average, credit index, corrected credit index)**  
**Section 93 (93. §)**

- (1) The quantitative academic performance of a student shall be indicated by the number of credits obtained in a given semester or since the beginning of studies.
- (2) The quality of academic work is measured by the Grade Points Average (hereinafter: GPA). GPA may be given for a period of study or for the total number of credits obtained by the student (cumulative average / GPA):

$$GPA = \frac{\sum(\text{obtained credits} \cdot \text{grades})}{\sum \text{obtained credits}}$$

- (3) GPA shall be calculated from the academic year 2020/21 for all students, with the exception of the predecessor Szent István University and Kaposvár University, and also Georgikon Campus, where this formula had been applied before. On Károly Róbert Campus, up to the spring semester of the academic year 2019/20, the grades of thesis-type requirements did not have to be taken into account when calculating the GPA value. Results of recognised subjects shall not be included in the GPA if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian higher education institution shall be included in the GPA.
- (4) The quantity and quality of the student’s academic performance per semester is indicated by the Credit Index (hereinafter: CI). CI is calculated by multiplying the number of credits and grades obtained during the semester and then dividing this sum by the 30 credits to be completed in one semester, assuming average progress:

$$CI = \frac{\sum(\text{obtained credits} \cdot \text{grades})}{30}$$

- (5) CI shall be calculated from the academic year 2020/21 for all students, except for the predecessor Szent István University, and Georgikon Campus, where this formula had been applied before. On Károly Róbert Campus, up to the spring semester of the academic year 2019/20, the grades of thesis-type requirements did not have to be taken into account when calculating the CI value. Results of recognised subjects shall not be included in the CI if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian higher education institution

shall be included in the CI.

- (6) The corrected credit index (hereinafter: CI<sub>c</sub>), which does not include the results of the recognised subjects, supports the student's responsible curriculum planning:

$$CI_c = \frac{\sum(\text{obtained credits} \cdot \text{grades})}{30} \cdot \frac{\sum C_{\text{obtained}}}{\sum C_{\text{taken}}}$$

- (7) The CI<sub>c</sub> shall be calculated from the academic year 2020/21 for all students, except for the predecessor Szent István University, and Georgikon Campus, where this formula had been applied before. The results of recognized subjects shall not be included in the CI<sub>c</sub> if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian higher education institution shall be included in the CI<sub>c</sub>.
- (8) The calculation of the cumulated corrected credit index is the same as the calculation of the corrected credit index, except that, thirty credits per semester and the credits taken and obtained during the entire period shall be taken into account. The results of recognised subjects shall not be included in the cumulated CI<sub>c</sub> if they have been completed in previous studies. The results of the subjects completed during partial studies abroad or part-time studies at another Hungarian higher education institution shall be included in the cumulated CI<sub>c</sub>.
- (9) On the Kaposvár Campus, the quality of academic performance shall be indicated by the scholarship average, which shall be calculated per semester as follows:

$$\text{scholarship average} = \frac{\sum(\text{grades} \cdot \text{credits})}{\sum \text{taken credits}}$$

Scholarship average: the multiplication of the total number of the obtained credits and grades, which is divided by the taken credits. The results of recognised subjects shall not be included in the scholarship average. The last time when this provision applies shall be the spring semester of the academic year 2019/20.

- (10) On the Kaposvár Campus, the result of the recognised subjects shall be included in the GPA, unless the student takes it / them from the range of subjects not belonging to his / her professional training in addition to the allowed framework for optional subjects. The last time when this provision applies shall be the spring semester of the academic year 2019/20.
- (11) When calculating the GPA on the Kaposvár Campus, all practical grades, final grades of examinations, combined examinations (in case of a retake exam, the most recent grade) and the grade of the comprehensive exams shall be taken into account. When calculating the corrected credit index, the same grades shall be taken into account excluding the recognized grades. The curriculum may require that the results of the term paper and compulsory internship be included in the GPA as well as in the corrected credit index. The last time when this provision applies is the spring semester of the academic year 2019/20.
- (12) On Károly Róbert Campus, the academic average is the arithmetic average of the grades obtained in the given semester. When calculating the average result, all the grades of the given semester shall be taken into account excluding the successfully retaken exams with grade "fail" and the thesis-type grades. The last time when this provision applies shall be the spring semester of the academic year 2019/20.

- (13) On Károly Róbert Campus, the scholarship index is the corrected credit index calculated without the recognized grades. When calculating the scholarship index, the internship of minimum 10 credits and the grades of thesis-type requirements shall be excluded. The last time when this provision applies is the spring semester of the academic year 2019/20.
- (14) To close the semester, within 5 working days from the end of the objection period after the examination period, the Campus Registrar's Office shall record the different average values by using group averaging and closure operations in the Neptun System.
- (15) When calculating the average values, the final grade of all practical courses, exams, reports and other assignments and the grade of comprehensive exams shall be taken into account. The "fail" grades of successfully retaken exams shall be excluded from the calculation of averages.
- (16) The average values shall be determined to two decimal points according to the rules of rounding.
- (17) Students shall take a maximum of 45 credits per semester. This provision shall be applied from the fall semester of the academic year 2020/21 except the students of the predecessor Szent István University where the provision has been applied to students enrolled after the academic year 2016/17.

## **IV. PROVISIONS ON COMPLETION OF PROGRAMME**

### **1. Completion of programme and terms of obtaining the pre-degree certificate**

#### **Section 94 (94. §)**

- (1) A pre-degree certificate shall be issued by the University to a student who has completed the study and examination requirements as well as the internship specified in the curriculum, not including the language examination, thesis and dissertation, and who has obtained the required credits specified in the programme and also the outcome requirements. The pre-degree certificate shall certify without grades and assessment that the student has met the study and examination requirements specified in the curriculum. The pre-degree certificate shall be issued in the semester in which the student has fulfilled the relevant requirements.
- (2) The student shall fulfil the study and examination obligations required for the issuance of the pre-degree certificate, as stipulated in the model curriculum of the degree programme, by the last day of the examination period according to the academic schedule for the student final examination.
- (3) The pre-degree certificate shall be issued to the student by the Campus Registrar's Office without request. If a student applies for the final examination in a given semester, the fulfilment of the conditions of the final examination shall be checked and if the conditions are met, the pre-degree certificate shall be issued upon the assessment of the final examination application. In case of students who do not apply for the final examination and do not meet the conditions for admission to final examination, the pre-degree requirements shall be examined and the pre-degree certificate shall be issued after the examination period for students not taking the final examination. The pre-degree certificate shall be issued by the Campus Registrar's Office.
- (4) The pre-degree certificate shall be authenticated by the signature of the Campus Registrar on the printed registry sheet of the student.
- (5) The student who acquired the pre-degree certificate may take the final examination in order to acquire a degree.

### **2. Final essay / Thesis/Diploma thesis / Portfolio**

#### **Section 95 (95. §)**

- (1) As part of the final examination, the student shall prepare a final essay or portfolio or thesis in higher education vocational training, a thesis in Bachelor programmes, a portfolio in teacher training programmes, a diploma thesis in Master and integrated (undivided) one-tier programmes (hereinafter: thesis), as specified in the programme and output requirements or the model curriculum. In accordance with the programme and output requirements, the preparation of a thesis or diploma thesis may be required in postgraduate specialist training programmes. The formal and content requirements of the thesis (hereinafter: thesis / diploma thesis preparation guidelines) are set out in Annex 6 of SER by campus (and previous faculty) until 30<sup>th</sup> January 2022, and by fields of training from 1<sup>st</sup> February 2022. The thesis / diploma thesis/ portfolio / final essay preparation guidelines shall be adopted by the University Education Committee on the proposal of the Vice-Rector for Education and International Affairs after considering the opinion of the Campus Education Committees. The guidelines shall also include the system of thesis evaluation criteria. The guidelines effective from 1<sup>st</sup> February 2022 shall be adopted and published by 1<sup>st</sup> September 2021.
- (2) Thesis topics shall be announced by the institutes.

- (3) Thesis topics shall be published in accordance with the curricula. The terms and conditions of the publication of thesis topics shall be determined by the Campus Director General. Unless otherwise stated in the academic calendar, the deadline for choosing a thesis topic shall be determined by the Campus Director General. The preparation of the thesis shall be supervised by an internal supervisor approved by the Director of the Institute, and may be assisted by an external supervisor approved by the Director of the Institute. The student may also propose a thesis topic, the acceptance of which shall be decided by the competent programme leader, after seeking the opinion of the competent Director of the Institute.
- (4) The student is entitled to change the thesis topic or request to change supervisor with the condition that at least 6 months shall elapse between the date of the change and the date of the final examination. The request shall be assessed by the Director of the Institute based on the opinion of the previous and the new supervisor and the programme leader / programme coordinator.
- (5) It is possible to keep certain company information appearing in the thesis / diploma thesis confidential in the following ways:
  - a) If the student or the management of the examined organization have reservations only about the wide availability of certain financial or other indicators, he/she should indicate it by changing or dotting the data in question (possibly with the sequence "xxxx" with an indication of the order of magnitude), provided that this does not jeopardize the interpretation of the thesis.
  - b) If required by the student or the management of the organization in question, it is possible to change or distort the name of the organization in the thesis.
  - c) If the techniques listed in point (1) or point (2) are not sufficient, the completed thesis may be encrypted as well. In this case, the thesis will be kept separately from the theses that can be viewed and borrowed, with the inscription CONFIDENTIAL / NOT AVAILABLE FOR RENTAL. The thesis shall be kept for 5 years and in this case only for administrative purposes. If a thesis is submitted with a request for encryption, the basic requirement for the selection of reviewers and members of the final examination committee shall be to ensure maximum discretion and to exclude all business interests.
- (6) The encryption of the thesis may be requested by the student. The encryption request template is included in Annex 7. The request shall be judged by the programme leader.
- (7) By the deadline specified in the academic calendar, the thesis shall be uploaded in electronic format to a storage space (e.g. Neptun System, Thesis system) specified by the Institute and managed and supervised by the University. Annex 6 may require that the thesis or certain parts / its annexes are submitted in non-electronic format in the fields of engineering and arts. The thesis may be submitted with delay until the deadline specified in the academic calendar, subject to the payment of a late fee set in SFB. Under no circumstances is it possible to submit the thesis and take the final examination after the late submission deadline.
- (8) The thesis defense is part of the final examination, which takes place in front of a final examination committee and which may be separated in time from the subject part of the final examination (comprehensive exam, complex exam).

### **3. Acceptance and review of thesis**

#### **Section 96 (96. §)**

- (1) The suitability of the thesis for review shall be determined by the supervisor. The acceptance of the thesis unsuitable for review shall be rejected by the supervisor.
- (2) A thesis is unsuitable for review if

- a) it fails to meet the essential formal and content requirements set forth in Annex 6;
  - b) it can be clearly stated that the thesis is not the student's own intellectual product (plagiarism).
- (3) The student shall be notified of the refusal to accept the unsuitable thesis in the form of a Neptun message, and the unsuitability of the thesis for review shall be recorded in the electronic system where the thesis has been submitted and in Neptun System. The refusal to accept the thesis shall be justified. There shall be no appeal against the refusal to accept the thesis. If the acceptance of the thesis is refused, the student shall not submit another thesis in the same semester.
- (4) The Director of Institute shall request two reviewers for the evaluation of the thesis suitable for review, on the proposal of the programme leader. One of the reviewers may be an employee of the institute, the other reviewer must be an employee of another organizational unit or an employee of another department within the Institute. or an external reviewer. The reviewer may only be the student's supervisor only in particularly justified cases. The thesis shall be passed for review within 5 days of the submission deadline specified in the academic calendar, and within 3 working days in case of late submission of the thesis.
- (5) The grade of the thesis shall be determined in a five-level grading system, the reviews including the evaluation and the grade shall be attached to the thesis. The result of the thesis review shall be communicated to the student in electronic form before the final examination, in the electronic system used to submit the thesis or by e-mail to the student's official e-mail address stored in Neptun System, no later than 5 working days before the final examination or the first part of it.
- (6) If the thesis
- a) was refused by both reviewers, the student shall not participate in the final examination and may submit a new thesis only in the following final examination period;
  - b) was refused only by one of the reviewers, or the difference between the two evaluations is 3 grades, the Director of the Institute shall send the thesis to a third reviewer.
- (7) If the third reviewer also refuses the thesis, the student shall not participate in the final examination and may submit a new thesis only in the following final examination period.
- (8) If the third reviewer does not refuse the thesis, the two reviews containing the grades different from "fail", or the two best evaluations if the thesis re-evaluated because of a three-grade difference between the two reviews shall be taken into account when calculating the result of the defense.
- (9) If any of the reviewers refused the thesis because of a breach of ethics (plagiarism), the student shall not participate in the final examination and may submit a new thesis only in the following final examination period.
- (10) The student shall not appeal against the review of the thesis.
- (11) Theses shall be sent electronically to the territorially competent library once a year.

#### **4. Final examination and the order of final examination**

##### **4.1. Application for final examination, final examination**

###### **Section 97 (97. §9)**

- (1) After obtaining the pre-degree certificate, the student shall complete his / her studies with a final examination in higher education vocational programmes, bachelor and master's

- programmes, undivided one-tier programmes, and post-graduate specialist training programmes.
- (2) The student may apply for final examination electronically in Neptun System by the deadline specified for the given semester in the academic calendar. Failure to meet the deadline is subject to a mandatory time limit.
  - (3) In case of students starting their studies in the academic year 2012/13 and thereafter, the students may take their final examination within the framework of the student status in the final examination period after obtaining their pre-degree certificate, and within 5 calendar years after the termination of the student status. No final examination shall be taken after the fifth year following the termination of the student status.
  - (4) In case of students starting their studies before the academic year 2012/13, the final examination may be taken in the final examination period after obtaining the pre-degree certificate within the framework of student status, and in any examination period after the termination of the student status, without any deadline, in accordance with the applicable programme and output requirements.
  - (5) The final examination is the examination and assessment of the knowledge required for obtaining a qualification in higher education vocational programmes, bachelor and master's programmes, undivided one-tier programmes and postgraduate specialist training programmes during which the candidate shall also prove that he / she can apply the acquired knowledge.
  - (6) The conditions for admission to final examination at given programmes of the University:
    - a) pre-degree certificate (absolutorium),
    - b) submission of thesis by deadline and its reviews in accordance with Section 96 and Annex 6 of SER, graded at least as sufficient / pass,
    - c) the student does not owe any fees /expenses to the University including tuition fee, penalties and other fees and contributions, and has handed over university inventory items, including items borrowed from the library.
  - (7) The student shall take a separate final examination for each programme, unless otherwise provided by law.
  - (8) The final examination consists of:
    - a) a comprehensive or complex exam as specified in Annex 5 of SER; written, practical and oral parts in specific programmes,
    - b) defence of the thesis;
    - c) and completion of other tasks.
  - (9) The final examination shall be taken during the final examination period as set in the academic calendar. The final examination shall be taken in front of a committee.
  - (10) The detailed requirements of the final examination shall be laid down in the order of the campus final examination in accordance with the SER.
    - a) The order of final examination including the parts, requirements, a brief description of the final examination procedure and the final examination questions shall be approved by the Campus Director General - no later than 2 months before the final examination – and handed over to the Campus Registrar's Office.
    - b) The order of the final examination for the study programme and the final examination topics of a programme shall be made available for the student by the campus in Neptun System no later than 2 months before the final examination.
  - (11) Minutes shall be taken on the final examination with the content specified in Article 42 (3) of NHE Gov. Decree, signed by the chairperson and the members of the final examination

- committee. The results of the parts of the final examination shall be recorded in Neptun System.
- (12) If any part of the final examination is graded as “fail”, the final examination shall also be “failed”. If the student does not appear in any part of the final examination, the final examination will be “failed”. Failed or unsuccessful final examination shall not be retaken during the same final examination period.
  - (13) The comprehensive / complex exam implemented as the part of the final examination may take place at a separate time or at the same time as the thesis defense. Pursuant to Section 55 (2), the comprehensive / complex exam may also be taken before the final examination. If the comprehensive / complex exam consists of several parts, a grade shall be given for each part and the final grade shall be calculated as a simple arithmetic average of these grades. The result of the final examination shall be announced by the chair of the final examination committee.
  - (14) The members of the final examination committee shall evaluate the defense of the thesis with a grade on a five-level grading scale, considering the evaluation of the reviewer(s). Then they shall determine the final result in a closed meeting by calculating the simple arithmetic average of the results of the comprehensive/complex exam and the defense. The final examination minutes shall indicate the result of the final examination both in text and in whole numbers, and the average of the final examination. The final examination shall be evaluated on a five-grade scale. The provisions of this paragraph shall be applied for the first time to students starting their studies in the academic year 2020/21, with the exception of the programmes and students of Buda Campus and Szent István Campus, where it shall be applied uniformly to all students.
  - (15) The method of calculating the result of the final examination at Georgikon Campus shall be included in the curriculum. This provision shall be applicable to students starting their studies before the academic year 2020/21.
  - (16) The calculation of the final examination result on Kaposvár Campus shall be regulated by the final examination regulations of the study programmes. This provision shall be applicable to students starting their studies before the academic year 2020/21.
  - (17) On Károly Róbert Campus, the result of the final examination shall be calculated as the arithmetic average of the grades obtained in the final examination in higher education vocational programmes, bachelor’s and master’s programmes, and in postgraduate specialist training programmes, unless otherwise provided by law. This provision shall be applicable to students starting their studies before the academic year 2020/21.
  - (18) A failed final examination may be retaken on payment of a repeated exam fee as specified in SFB.
  - (19) Successful final examination shall not be retaken.
  - (20) If a student participates in the National Scientific Students’ Associations Conference, the National Higher Education Student Conference for Environmental Sciences or the National Scientific and Art Students’ Associations Conference with his/her thesis and if the content and formal requirements for the theses are met, the Campus Director General may accept the thesis without any review with a grade “excellent”. Acceptance replaces only the internal and external reviews, the defense of the dissertation in the final examination is obligatory in this case as well.
  - (21) Any infringement committed in the final examination, the substitution of persons, or the use of an illegal aid or assistance shall result in the suspension of the offending student from the final examination and disciplinary proceedings shall be initiated against him or her.



- (22) The preparations for final examinations of campuses shall be coordinated by the Campus Registrar's Office.

#### **4.2. Final examination committee**

##### **Section 98 (98. §)**

- (1) The chairperson or vice-chair of the final examination committee shall be a university professor, professor emeritus, associate professor, college professor, college associate professor acknowledged in the discipline or an external professional with a scientific degree.
- (2) The committee consists of professors, researchers of the University and experts not employed by the University. The final examination committee shall have at least two and a maximum of 5 members in addition to the chairperson. The committee shall be composed in such a way that at least one of its members is a university or college professor or associate professor or associate college professor, and at least one of its members is not in an employment relationship with the University or does not participate in teaching in the given programme. The committee shall include also a secretary, who may also be a voting member of the committee. A co-chair may be appointed from the members of the committee.
- (3) The chairperson, vice-chair, members and secretary of the final examination committee shall be invited and appointed by the Campus Director General for one academic year. The invitation shall be accepted in writing by the requested person.
- (4) The final examination minutes shall be prepared by the secretary of the committee for each student and shall be sent to the Campus Registrar's Office immediately after the chairperson, the members of the committee and the secretary have signed it.

#### **4.3. Repeating a failed final examination**

##### **Section 99 (99. §)**

- (1) If the student fails the defense of the thesis, he / she must prepare a new thesis. In case of a repeated thesis, the student may apply for the following final examination period at the earliest.
- (2) If any part of the final examination is graded as "failed", the student's final examination shall also be "failed" pursuant to Section 97 (12) and the final examination may be repeated in the following final examination period at the earliest.
- (3) Failed final examinations may be retaken up to three times, unless the student had already failed the final examination at least three times by the end of the academic year 2014/15. In this case, the student shall have one more final examination opportunity.
- (4) A failed final examination may be retaken on payment of a repeated exam fee as specified in SFB.

### **5. Diploma**

#### **5.1. Diploma issuance, diploma average, diploma classification and diploma supplement**

##### **Section 100 (100. §)**

- (1) The condition for issuing a diploma shall be the successful completion of the final examination and the language examination requirement specified in the programme and

output requirements. The range of languages accepted shall be determined by the programme and output requirements.

- (2) The University shall issue and hand over the diploma to the holder within 30 days of the date of the successful final examination or, of the presentation of the document certifying the completion of the required language examination if it has not been presented by the date of the final examination. If proof of completion of the language examination requirements has been provided, the diploma shall be issued in the year of the final examination even if less than 30 days of the year of the final examination remain. In designing the form and content of the diploma, Article 51 (5) of NHE Act shall apply. The diploma shall be issued in Hungarian and English, or in the case of national and ethnic minority education, it shall be issued in Hungarian and in the language of the national or ethnic minority. In case of a programme in other language than Hungarian, the diploma shall be issued in Hungarian and in the language of the programme.
- (3) Exemptions from the language exam requirement shall be governed by NHE Act, Article 6 of Government Decree 101/2020 (10. 04) on certain measures to be taken in the emergency situation affecting higher education institutions and students, and Annex 2 of SER.
- (4) The English and Latin language designation of qualification levels (bachelor's degree, master's degree) attested by diplomas issued in Hungary shall be regulated by Article 52 (5) of NHE Act.
- (5) The diploma shall be signed by the Rector or the Campus Director General.
- (6) If the diploma cannot be issued because the language examination certificate has not been presented by the student, the University shall issue a certificate at the request of the student, which does not certify qualifications, but certifies the successful completion of the final examination. Records of the certificates issued shall be kept.
- (7) The average of the diploma shall be the simple arithmetic average of the final examination result and the average of all subjects completed or recognised during the programme weighted by credits (cumulative GPA), rounded to two decimal places. This provision shall apply to students who have acquired student status from the academic year 2020/21.
- (8) In case of students who acquired student status before the academic year 2020/21, the average of the diploma shall be determined to two decimal places for each campus and former faculty as follows:
  - a) Buda Campus:
    - aa) Former Faculty of Food Science: the diploma average is calculated as the arithmetic average of the cumulative GPA for the whole study period and the final examination grade. The diploma shall be determined to two decimal places;
    - ab) Former Faculty of Horticulture: the diploma average is calculated as the simple arithmetic average of the final examination result and the average results of the compulsory subjects weighted by credits excluding "fail" grades;
    - ac) Former Faculty of Landscape Architecture and Urbanism: the diploma average is calculated as the simple arithmetic average of the final examination result and the weighted average results of the compulsory subjects excluding "fail" grades;
  - b) Szent István Campus:
    - ba) Former Faculty of Economics and Social Sciences: the diploma average is calculated as the arithmetic average of the average of the thesis / diploma

thesis defense and the average of the comprehensive (complex) exam parts of the final examination (average of the final examination) and the cumulative GPA for the whole study period (cumulative average);

bb) Former Faculty of Mechanical Engineering: in undergraduate studies the average of the diploma shall be the arithmetic average of the final examination result, the average of the semester cumulative averages and the average of comprehensive exams, while in MSc and post-graduate specialist programmes, it shall be the average of the final examination result and the average of semester cumulative averages;

bc) Former Faculty of Agriculture and Environmental Sciences: the diploma average is calculated as the arithmetic average of the average of thesis / diploma thesis defense and the average of the comprehensive (complex) exam part of the final exam (average of the final examination) and the cumulative GPA for the whole study period (cumulative average).

c) Georgikon Campus:

the classification of the diploma shall be determined on the basis of the result of the final examination as specified in the curriculum of the programmes;

d) Kaposvár Campus: the calculation of final examination results shall be governed by the final examination order of the programmes;

e) Károly Róbert Campus:

The diploma average is calculated as the arithmetic average of the cumulated GPA for the duration of the studies excluding “fail” grades and the result of the final examination.

(9) The diploma shall be classified on the basis of the average of the diploma calculated to two decimal places.

(10) For students starting their studies on or after 1 September 2006, on the basis of the calculated average of the diploma, the diploma should be classified as follows (with the English translation in brackets):

kiváló (excellent)	4.81 – 5.00,
jeles (very good)	4.51 – 4.80,
jó (good)	3.51 – 4.50,
közepes (satisfactory)	2.51 – 3.50,
elégséges (pass)	2.00 – 2.50.

(11) On Károly Róbert Campus, in case of students starting their studies up to the academic year 2020/21, the diploma shall be classified as follows (with the English name translation in brackets):

kiváló (excellent):	4.51–5.00
jó (good):	3.51–4.50
közepes (satisfactory):	2.51–3.50
elégséges (pass):	2.00–2.50

(12) The average and classification of the diploma shall be determined by the Registrar’s Office.

(13) In the diploma, the average classification of the diploma shall be indicated in brackets after the textual classification of the diploma.

(14) When the diploma is issued, the diploma shall be given an individual serial number and its data shall be recorded in Neptun System. The serial number of the diploma shall be formed

as follows: letter code of the institution - campus letter code - diploma registry number / letter code of the level of training - serial number / year.

Institution letter codes and campus codes:

Buda Campus:	MATE-BUDC
Georgikon Campus:	MATE-GEOC
Szent István Campus:	MATE-SZIC
Szarvas Campus:	MATE-SZKH
Kaposvár Campus:	MATE-KAPC
Károly Róbert Campus:	MATE-KROC

Levels of training letter codes: B=Bachelor, M=Master, S=Post-graduate specialist training programme, F=Higher education vocational programme, D=doctoral programme, E=University-level programme, K=Supplementary training, MD=Second degree programme, O= integrated (undivided) one-tier programme, FO=College-level programme, FF= advanced vocational programme.

- (15) The register of diplomas issued shall be kept by the place of training, field of training, level of training and group of study programmes. If an average of at least 100 diplomas are issued per year in a study programme, a diploma register may be kept per programme within the level of training. In this case the diploma registers shall be numbered in Arabic numerals and the diploma number shall include this number dashed after the campus code in order to avoid issuing the same diploma number. The programmes to be included in the diploma register books and the numbering of the books shall be determined and amended if necessary by the Director of Education. E.g.: MATE-GODC-1 / B-1/2020. The name of the University, the name of the campus, the level of training, the field of training and the programme(s) included in the book shall be indicated on the cover of the diploma register book.
- (16) The diplomas obtained in undergraduate, master, higher education vocational programmes and undivided one-tier programmes shall be accompanied by the diploma supplement specified by the European Commission and the Council of Europe in accordance with Section 7 of Annex 9 to the NHE Gov. Decree, both in Hungarian and English. The diploma supplement is a public document. The Diploma Supplement shall be signed by the Campus Deputy Director General of Educational Affairs or, in his / her permanent absence, by the Campus Director General. The Campus Director General shall immediately notify the Educational Directorate of the permanent absence of the Campus Deputy Director General of Educational Affairs.

## **5.2. Diploma with honours**

### **Section 101 (101. §)**

- (1) A diploma with honours shall be awarded to the student who obtains grade “very good” in all subjects of the final examination (comprehensive examination, complex examination), has his / her thesis / diploma thesis and all comprehensive exams graded “very good”, has an average of at least 4.00 in all other examinations and practical marks, and has no grades below satisfactory (3). When checking the conditions of the diploma with honours, the subjects taken concurrently with the completion of the Master's studies and required in the credit recognition procedure conducted concurrently with the admission procedure shall not be taken into account.
- (2) The following classifications shall be applied for diploma with honours (with the English name in brackets):

kitüntetéssel kiváló (excellent with honours)	4,81 - 5,00,
kitüntetéssel jeles (very good with honours)	4,51 - 4,80.

### **5.3. Honorary (jubilee) diploma**

#### **Section 102 (102. §)**

- (1) The issuance of honorary (jubilee) diplomas shall be organized by the secretariat of the competent campus on the basis of the requests received.

### **5.4. Diploma duplicate**

#### **Section 103 (103. §)**

- (1) Notwithstanding the provisions of Government Decree 335/2005 (XII. 29.) on the common provisions of document management in public administrative bodies, the higher education institution shall issue a duplicate of any lost, stolen or destroyed diploma upon request on the form specified in Article 46 (2) of NHE Gov. Decree. The content of the duplicate shall be the same as the Annex of the registry sheet specified in Article 46 (7) of NHE Gov. Decree, and shall also contain the duplicate clause and the authentication specified in Annex 9. The order of registration of the duplicate shall be the same as the order of registration of the diploma. If the original diploma was issued only in Hungarian, the duplicate shall not be issued in any foreign language in accordance with Article V46. (2) (a) of NHE Act.
- (2) The order of issue of a further duplicate of the same diploma shall be the same as that of the first duplicate.
- (3) A special procedure fee specified in SFB shall be paid for the issuance of a duplicate.

### **5.5. Withdrawal of diploma**

#### **Section 104 (104. §)**

- (1) A higher education institution shall withdraw the diploma and the diploma supplement issued by it or its predecessor within five years of issuing the diploma if the diploma has been obtained unlawfully. For withdrawal, the Act on General Public Administration Procedures shall be applied.
- (2) Notwithstanding the provisions of Paragraph 1, if the issuance of the diploma has been influenced by a criminal offense and the commission of the offense has been established by a final court decision or the prosecution has terminated the criminal proceedings because the period of conditional suspension of the prosecution has expired successfully, the institution shall annul the diploma without time limit if it does not affect a right acquired and exercised in good faith. In all other respects, the provisions of Act on General Public Administration Procedures shall be applied accordingly to the annulment.
- (3) A diploma revoked in accordance with Paragraph 1 and 2 shall be withdrawn. The decision excluding justification, shall be published in the official Gazette of the Ministry and on the website of the Educational Authority.
- (4) A decision shall be taken to withdraw a diploma. The decision shall include the right to appeal. In the second instance, the Student Appeals Committee shall act, and its decision to terminate the procedure can be challenged in an administrative lawsuit.

- (5) The higher education institution shall issue a registry sheet extract of the studies on which the withdrawn or annulled diploma is based pursuant to Article 36 (10) of NHE Gov. Decree as soon as the decision on withdrawal and / or annulment becomes final.
- (6) The higher education institution shall withdraw or annul the incorrectly issued diploma ex officio or upon request, transfer the correction of the error in the registry sheet and re-issue the diploma on the basis of the corrected registry sheet. If the higher education institution issues a new diploma and it affects the content of the diploma supplement, the supplement shall be reissued, with the withdrawal and annulment of the previous diploma supplement.
- (7) Pursuant to Article 48 (3) - (7) of NHE Government Decree, the data of the diploma, diploma supplement destroyed, lost, stolen, destroyed (name of higher education institution, name of organizational unit, name of the form, article number and serial number of the form, name and personal data of the owner of the diploma, serial number of diploma and supplement) shall be reported to the Educational Authority within fifteen days of the issuance of the new diploma and diploma supplement. The data of the destroyed diploma, diploma supplement (name of the institution, article number and serial number of the form, serial number of the diploma and supplement) shall be disclosed on the website of the Educational Authority and published in the official Gazette of the Ministry.

## **5.6. Nostrification of foreign certificates and diplomas**

### **Section 105 (105. §)**

- (1) The recognition of foreign certificates and diplomas in Hungary shall take place in accordance with the provisions of Act C of 2001 on the Recognition of Foreign Certificates and Degrees (hereinafter: Recognition Act). Pursuant to Article 16 (2) - (3) of Recognition Act, if there is a fundamental difference between the applicant's programme and the training leading to the corresponding domestic qualification, the acting authority may make the recognition of the certificate conditional upon the passing of a professional examination.
- (2) A professional examination may be required in order to check whether the applicant has the knowledge that can be acquired in the domestic programme. If a professional examination is required, the decision shall provide for the requirements of the examination, the examination body and the deadline for passing the examination. The requirements of the examination shall only include the examination of knowledge which is required by the qualification requirements specified by Hungarian law or which is included in the domestic programme and the applicant has not acquired or cannot be established to have acquired during his / her studies abroad. In determining the requirements for the professional examination, the applicant's professional experience and the programme in which the applicant has participated after obtaining the certificate or diploma shall also be taken into account.
- (3) The educational institution may set a fee to be paid by the applicant for the conduct of aptitude and professional examinations, the amount of which is provided for in Article 64 (1) of Recognition Act.
- (4) The documents used by the institution shall be used to certify the completion of the examinations.

## **5.7. Management of diploma and diploma supplement forms/templates**

### **Section 106 (106. §)**

- (1) The University shall register the blank forms/templates of diplomas and diploma supplements - after consultation with the printing house that produces them – from the time

of their receipt until their final termination of issue in accordance with the regulations applicable to documents subject to strict accountability. The Educational Authority may carry out an official inspection of the institution's records.

- (2) The University shall keep the blank diploma and diploma supplement forms/templates in a closed place to which only the competent staff of the Campus Registrar's Office has access.
- (3) The University shall immediately record the data of the damaged and replaced diploma and diploma supplement forms in the register pursuant to Paragraph (1), then prepare a scrap report in the manner and time specified in the regulations of the higher education institution, and annul the damaged or exchanged copies.
- (4) The University shall immediately record the lost, stolen or destroyed blank diploma and diploma supplement forms / templates and record them in the register pursuant to Paragraph (1).
- (5) The diploma and diploma supplement forms / templates shall be made available by the Educational Authority to higher education institutions.

**V. A REGULATIONS ON THE MANAGEMENT, RECORDING AND ACCESS OF ACADEMIC DATA,  
AND PROVISIONS CONCERNING TRAINING DOCUMENTS**

**Section 107 (107. §)**

- (1) The purpose of academic records is the accurate and complete management of the data required by law, which serves as the basis for the mandatory data provision. Student records shall be kept electronically in the Neptun System.
- (2) All users who have access to the data processed in the Neptun System shall comply with the data protection legislation and university regulations. All users are obliged to provide accurate data in the Neptun System.
- (3) The Director of Education shall be responsible for the complete provision and verification of information. The Director of Education shall be responsible for ensuring that Neptun System complies with legislation.
- (4) During managing, recording, accessing to academic data and providing data to the Higher Education Information System (FIR), the University shall act in accordance with NHE Government Decree.

**VI. TRANSITIONAL AND MISCELLANEOUS PROVISIONS**

**Section 108 (108. §)**

- (1) The provisions of these SER shall apply to students who had obtained a student status at Szent István University and who had a student status on 1 August 2020 until the termination of their student status, unless the Study and Examination Regulations of the predecessor Szent István University specifies more favourable conditions in the given academic case for the student.
- (2) The provisions of these SER shall apply to students who had obtained a student status at Kaposvár University and who had student status on 1 August 2020 until the termination of their student status, unless the Requirements for Students of the predecessor Kaposvár University specifies more favourable conditions in the given academic case for the student.
- (3) The provisions of these SER shall apply to students who had obtained a student status at Pannon University and who had student status on 1 August 2020 until the termination of their student status, unless the Requirements for Students of the predecessor Pannon University specifies more favourable conditions in the given academic case for the student.
- (4) The provisions of these SER shall apply to students who had obtained a student status at Eszterházy Károly University and who had student status on 1 August 2020 until the termination of their student status, unless the Requirements for Students of the predecessor Eszterházy Károly University specifies more favourable conditions in the given academic case for the student.
- (5) The provisions of the Study and Examination Regulations of Corvinus University of Budapest in force on 31 January 2016 shall apply to the students of the Faculties of Buda Campus (Faculty of Food Science, Faculty of Horticultural Science and Faculty of Landscape Architecture and Urbanism) who had a student status at the faculties of Corvinus University of Budapest on 31 January 2016, which faculties merged into the University by legal succession, until the termination of their student status, unless these SER specifies more favourable conditions in the given academic case for the student.



## VI. FINAL PROVISIONS

### Section 109 (109. §)

- (1) The Senate of the Hungarian University of Agriculture and Life Sciences commented on these regulations and their annexes on 1<sup>st</sup> February 2021 and agreed on its content by its Decision No. 6/2021 (II.01.) with a vote of 21 in favour and 0 against.
- (2) The Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, adopted these regulations and their annexes on 1<sup>st</sup> February 2021 by its Decision No. 19/2021 (II.01).
- (3) These regulations and their annexes shall enter into force upon their adoption, and at the same time the Study and Examination Regulations and its Annexes included in Volume III.1 of the previous Requirements for Students of the University shall be repealed.
- (4) These regulations shall be disclosed by the Rector's Cabinet.
- (5) <sup>12</sup>The amendment of these Regulations was initiated by the Senate of the Hungarian University of Agriculture and Life Sciences with Resolution 89/2021 (V.27.) at the Maintainer, as discussed at its meeting on 27<sup>th</sup> May 2021. The amendment to these Regulations was approved by the Board of Trustees of the Foundation for the Hungarian University of Agriculture and Life Sciences, as the Maintainer, on 24<sup>th</sup> June 2021 by Resolution No. 58/2021 (VI.24.). The amendments shall enter into force on the day following the date of the Resolution.

Gödöllő, 24<sup>st</sup> June 2021

On behalf of the Senate:

On behalf of the Maintainer:

**Prof. Dr. Gyuricza Csaba**  
Rector

**Dr. Csányi Sándor**  
Chair of the Board of Trustees

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<sup>12</sup> Ratified by Resolution of the Board of Trustees No 58/2021 (VI.24.), effective from 25th June 2021.

## VII. ANNEXES AND APPENDICES

### Annexes:

- Annex 1: Regulations on Internship
- Annex 2: Equal Opportunities Policy for Students with Special Needs
- Annex 3: Regulations on Partial and Erasmus Studies
- Annex 4: Regulations on Stipendium Hungaricum Scholarship
- Annex 5: Regulations for Students of Dual Study Programmes

### Appendices:

- Appendix 1: System of Education at the University
- Appendix 2: Conditions for choosing specialization / specialist courses by study programme
- Appendix 3: Subject requirements form
- Appendix 4: Requests and Procedures for Requests
- Appendix 5: Scope and Subjects of the Final Examination by Study Programme
- Appendix 6: Thesis/Diploma thesis guidelines
  - 6.1 Former Faculty of Agricultural and Environmental Sciences guidelines (in force until 31 January 2022)
  - 6.2 Former Faculty of Food Science guidelines (in force: 31 January 2022)
  - 6.3 Former Faculty of Economic Sciences (Kaposvár) guidelines (in force until 31 January 2022)
  - 6.4 Former Faculty of Economics and Social Sciences guidelines (in force: 31 January 2022)
  - 6.5. Former Georgikon Faculty guidelines (in force until 31 January 2022)
  - 6.6 Former Faculty of Mechanical Engineering guidelines (in force: 31 January 2022)
  - 6.7. Former Károly Róbert Faculty guidelines (in force until 31 January 2022)
  - 6.8. Former Faculty of Horticulture guidelines (in force: 31 January 2022)
  - 6.9 Former Faculty of Agricultural and Environmental Sciences guidelines (in force until 31 January 2022)
  - 6.10. Former Faculty of Pedagogy guidelines (in force: 31 January 2022)
  - 6.11. Former Faculty of Arts guidelines (in force until 31 January 2022)
  - 6.12. Former Faculty of Landscape Architecture and Urbanism guidelines (in force until 31 January 2022)
  - 6.13. Guidelines to Agricultural and Engineering fields of study (in force from 1 February 2022)
  - 6.14. Guidelines to Economic Sciences fields of study (in force from 1 February 2022)
  - 6.15. Guidelines to Computer Science field of study (in force from 1 February 2022)
  - 6.16. Guidelines to Arts and Art Mediation fields of study (in force from 1 February 2022)
  - 6.17. Guidelines to Humanities and Teacher Training fields of study (in force from 1 February 2022)
- Appendix 7: Thesis/Diploma thesis Encryption Request
- Appendix 8: Uniform Order of Course Announcement and Scheduling System