
	<b>STUDENT REQUIREMENTS PART 3</b>	Version number: <b>00.</b>  File number: JISZ-SZ/12/2023
<b>Study and Examination Regulations</b>		

<b>Person responsible for professional aspects:</b>	Patrick Robert Bohl Kinga Gáspár Magdolna Gyenge  Helga Habis Richárd Szántó	Dean Head of Education Management and Coordination Head of Study Matters and Head Neptun and Student Finances Dean Dean
<b>Professional aspects checked by:</b>	Réka Franciska Vas	Vice-Rector for Education
<b>Legal aspects checked by:</b>	Andrea Bágyi Barbara Bíró	Senior Higher Education Expert Head of Legal Affairs
<b>Decision-making body:</b>	Senate	
<b>Person responsible for editing and publishing the text:</b>	Anikó Erős	<place of signature>
		Higher Education Expert

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## SCOPE OF THE REGULATIONS

### 1.§

- (1) The personal scope of the Regulations (hereinafter: ‘SER’) extends to Hungarian and non-Hungarian citizens who have been admitted to or who have a student status at the Corvinus University of Budapest (hereinafter: ‘University’) and who are going to commence their studies or who are studying in :
  - a) a bachelor programme,
  - b) a master programme of a two-cycle programme or single-cycle master programme;
  - c) a specialist postgraduate programme, or
  - d) a university or college bachelor programme or supplementary bachelor programme as defined in Act LXXX of 1993 on Higher Education regardless of whether they study in daytime, correspondence or evening delivery mode, in Hungarian or in a foreign language, regardless of the place of the programme and the form of funding (hereinafter: ‘students’).
  
- (2) The personal scope of the SER also covers:
  - a) students participating in training with the purpose of acquiring specialised knowledge programmes,
  - b) guest students taking courses at another higher education institution,
  - c) students participating in off-site programmes abroad,
  - d) students participating in joint programmes, double or multiple degree programmes, as well as
  - e) students participating in preparatory courses.
  
- (3) The personal scope of the SER extends to the bachelor thesis, master thesis, the final certificate and the final examination matters of students who previously had a student status at the university or one of its predecessor institutions, of students who do not have a student status in the given programme, as well as to the grading of their diploma, to the award of their diploma and the award of the documents relating to their studies as well as when specifically required by the SER.
  
- (4) The personal scope of the SER extends to persons, organisational units and bodies involved in study and examination matters, as well as to all lecturers, scientific researchers involved in teaching activities, teachers and external lecturers, commissioned researchers and other persons involved in teaching activities this (hereinafter jointly referred to as: ‘lecturer’), it being understood that the contract establishing the employment relationship must make appropriate reference to this.
  
- (5) The personal scope of the SER extends to employees involved in administration related to study and examination matters.
  
- (6) With regard to students with disabilities, the Disability Committee may establish rules different from the SER, which are more favourable to students and support their

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preparation and the evaluation of their academic work, in accordance the Regulations on the conditions ensuring equal opportunities to pursue their studies for students with disabilities and within the framework specified therein.

- (7) Where the SER expressly allows to do so, it is possible to depart from the provisions of the SER in the double and multiple degree programmes, and in the joint programmes leading to the issuance of a joint diploma,. The diverging rules must be defined in the cooperation agreement for the programme and shall be communicated to the students as set out in the the SER, i.e. by publishing them on the website of the University.
- (8) In the case of programmes implemented in the framework of interstate or state scholarship programmes, it is possible to depart from the provisions of the SER within the limits of legislation. Within the framework of the operational procedure and guidelines defined by the donor, the Vice-Rector for Education may establish different rules for these programmes.
- (9) The regulations applicable to doctoral students are contained in the Doctoral (PhD) Regulation, it being understood that the SER must be applied mutatis mutandis in matters not regulated therein.
- (10) The scope of the regulations does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013.
- (11) The material scope of the SER extends to all the study and examination matters of students, it being understood that the operative rules may be set out in provisions issued by the Vice-Rector for Education.
- (12) The territorial scope of the present Regulations extends to all the places of delivery where the University offers programmes.

## **RELATED DOCUMENTS**


### **2.§**

- (1) Related legislation and internal regulatory documents:
  - a) act V of 2013 on the Civil Code (hereinafter referred to under the Hungarian abbreviation: Ptk.).
  - b) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation:), 'Nftv'),
  - c) Government Decree No 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr.'),
  - d) Act CXXXIX of 2005 on Higher Education (hereinafter referred to under the Hungarian abbreviation: Ftv.),
  - e) Act LXXX of 1993 on Higher Education (hereinafter: 'Old Ftv.'),
  - f) Act LXXXIX of 2018 on Educational Registration (hereinafter referred to under the Hungarian abbreviation: Onytv) Onytv.),

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- g) Decree of the Ministry of Human Capacities 18/2016 (5 August) on the Learning Outcomes of Higher Educational Vocational Trainings, BA and MA Programmes and on the Modification of the Decree of the Ministry of Human Capacities 8/2013 (30 January) on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme (hereinafter: old 'KKK'),
  - h) pursuant to Articles 16/A and 16/B of Nftv, the official ministerial publication on the programme and outcome requirements for tertiary vocational programmes, bachelor and master programmes (hereinafter: 'KKK'),
  - i) Government Decree No 230/2012 (28 August) on certain aspects of tertiary vocational training and practice periods within the framework of higher education (hereinafter referred to under the Hungarian abbreviation: 'Vhr3.'),
  - j) Government Decree No 362/2011 (30 December) on ID Cards Used in Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr4.'),
  - k) Government Decree 283/2012. (4 October) on the system of teacher training, specialisation and the List of Teacher Training Programmes,
  - l) Decree of the Minister of Human Capacities 8/2013 (30 January) on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme,
  - m) Act CL of 2016 on General Public Administration Procedures (hereinafter: Ákr.),
  - n) Admission Regulation,
  - o) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP'),
  - p) Regulation on Student Fees and Benefits (hereinafter: RSFB),
  - q) Regulation on the Conditions Ensuring Equal Academic Opportunity for Students with Disabilities
  - r) Student Disciplinary and Compensation Regulations (hereinafter: SDCR);
  - s) Code of Ethics,
  - t) Anti-plagiarism Regulation
  - u) Regulation on Courses Taken Abroad,
  - v) Document Management Regulation,
- (2) Provisions and information bulletins related to the SER:
- a) Provisions of the Presidential Committee on the Procedure for recognising foreign certificates and diplomas,
  - b) Calendar of the Academic Year,
  - c) Provisions of the Vice-Rector for Education on the procedure for starting the semester,
  - d) Provisions of the Vice-Rector for Education on the commencement, conduct, completion and acceptance of the practice period and dual programmes,



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- e) Provisions of the Vice-Rector for Education on the procedure for choosing a subspecialisation,
  - f) Provisions of the Vice-Rector for Education on the procedure for submitting a bachelor thesis or master thesis,
  - g) Provisions of the Vice-Rector for Education for the Procedure of closing the semester, for organising the examinations and final examinations,
  - h) Provisions of the Vice-Rector for Education on the procedure of generating individual identification numbers,
  - i) Provisions of the Vice-Rector for Education on the procedures for conducting online examinations,
  - j) Provisions of the Vice-Rector for Education on the procedure for the modification of curricula under a phasing-in system and otherwise,
  - k) Provisions of the Vice-Rector for Education on the format and content requirements of diplomas, diploma supplements and micro-credentials on the management of diploma and diploma supplement forms, on the procedure for requesting individual diploma clauses,
  - l) Provisions of the Vice-Rector for Education on the procedure for preparing the Institutional Guide,
  - m) Provisions of the Vice-Rector for Education on the digital education handbook.
- (3) In the case of a joint programmes, the regulations of the partner higher education institution shall also apply to the student participating in the joint programme. The higher education institution involved will inform the student of these regulations.

## DEFINITIONS


### 3.§

- (1) Within the meaning of the SER:
- a) **active semester:** all semesters following the establishment of the student status (enrolment) and during the existence of the student status, in which the student's student status is not suspended and at least one (1) subject is taken;
  - b) **enrolment procedure:** the procedure by which the person admitted establishes a student status at the University;
  - c) **enrolment period:** the period, as defined in the calendar of the academic year, that partly forms part of the registration phase, during which an applicant who has been admitted or granted a transfer may establish a student status;
  - d) **sign-in procedure:** the procedure under which the student decides whether to pursue studies (take an active semester) or to suspend studies (to take a passive semester) for the duration of the given programme;
  - e) **sign-in period:** the period as defined in the calendar of the academic year that forms part of the registration period, during which the University student, in any semester following first enrolment, declares whether he/she intends to pursue studies (take an

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active semester) or suspend his/her studies (take a passive semester) for the duration of the given programme;


- f) **Corvinus Scholarship:** from the spring semester of the 2019/2020 academic year, a performance-based financial benefit provided by the University to students admitted to the self-funded programme, the detailed rules of which are contained in the RSFB;
- g) **Corvinus Scholarship funding period:** the period during which a student admitted to and enrolled in a self-funded programme may continue his/her studies as a Corvinus (partial) scholarship holder;
- h) **individual curriculum:** an individual study schedule compiled by the student for himself/herself, based on the sample curriculum and taking into account the rules on previous studies and other rules concerning the structure of the programme, within the possibilities provided by the University, and pursuant to the rights granted in the Nftv.;
- i) **preparatory course:** training under a student status in the Hungarian language, lasting for a maximum of two semesters, organised for foreign nationals claiming to be of Hungarian nationality, but not domiciled in Hungary - prior to the commencement of their higher education studies, as well as training in the framework of a student status lasting for a maximum of two semesters organised for non-Hungarian nationals prior to the commencement of their higher education studies;
- j) **preliminary requirement:** is a body of knowledge or criteria required in a subject or group of subjects for understanding the body of knowledge of another subject;
- k) **rules on previous studies :** the total of the preliminary requirements in all subjects included in the curriculum of the programme;
- l) **essay-type examination:** an examination in which at least 51% of the examination points may be obtained from an essay;
- m) **executive programmes:** the Master of Business Administration master-level study programme, as well as the Executive MBA Economics and the Executive MBA Manager specialist postgraduate programmes;
- n) **semester:** a period comprising not more than five (5) months, defined for the purposes of organising education;
- o) **phasing-in system:** a principle of organising programmes whereby new or amended academic and examination requirements apply to students who commence their studies after the introduction of the new or amended requirements and/or – where it is possible under the University’s regulations- to students who commenced their studies prior to that date but choose to comply with the new or amended academic and examination requirements;
- p) **catch-up week:** the period designated at the beginning of the first semester of the programme when it is possible to acquire the knowledge and skills necessary to fill the gaps with respect to the input competences required for the starting the programme;

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- q) **Higher Education Information System (FIR):** A central register containing all data that are necessary for exercising the state powers related to higher education, national economic planning, and the exercise of rights and fulfilment of obligations by those who participate in higher education FIR can only receive data from the University via Neptun and all data must be primarily submitted in Neptun.
- r) **mark for coursework:** a grade for expressing the student's performance during the semester based on the ongoing evaluation of the academic requirements of the subject during the semester, which can be obtained during the study period and in the first week of the examination period within the evaluation procedure specified in the SER;
- s) **student training contract:** contract concluded between the University and a person admitted or granted a transfer to a self-funded, or a student reclassified from a programme (partially) financed through Hungarian state scholarship to a self-funded programme pursuant to Article 39 (3) of the Nftv;
- t) **intensive week:** an academic week that forms part of the study period and is organised along a special methodology, in the framework of which the students pursue studies that constitute part of the training programme;
- u) **Institutional Guide:** a complex information document of the University, which contains general information about the University, as well as information on each academic term and each programme;
- v) **repeated retake examination:** an attempt to correct an unsuccessful retake examination in a given subject;
- w) **retake examination:** the first attempt to correct an unsuccessful examination in a given subject;
- x) **programme:** educational process constituting a single set of professional content elements and conditions of studies in higher education (name of the study programme, place of delivery, language of the programme, mode of delivery), constituting an education organisational unit whose completion leads to obtaining a certain professional qualification/ certain professional qualifications.
- y) **programme and outcome requirements:** the set of knowledge, proficiency, skills and competences specified in law, a ministerial publication or the register of the Educational Authority and/or learning outcomes, to be acquired for the award of a diploma for the given programme;
- z) **programme duration:** the time period specified in law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme, specified for each study programme in the KKK;
- aa) **academic term:** a period that forms part of the semester and comprises a study period and a related examination period as well as a final examination period;
- bb) **Maximum capacity of programme:** the maximum number of students that may pursue studies in the given programme, the number being defined by the competent dean at the proposal of the study programme leader.

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- cc) **training programme:** the complex training document of the University in which the detailed requirements of delivering and completing bachelor, master and single-cycle programmes, specialist postgraduate programmes, b) the educational plan of doctoral programmes are laid down, together with the detailed rules of programme delivery, applying in particular to the curriculum, and/or the programme of instruction and the subject syllabi, as well as the methods, procedures and rules of assessment and verification ;
- dd) **academic level:** category determining the level of higher education;
- ee) **field of study:** a set of programmes with similar or partly identical educational content, as specified in the applicable government decree ;
- ff) **minor:** applicants who pursuant to the Ptk. or in the case of a foreign applicant, pursuant to the Ptk. or under his/her national law (in accordance with his/her personal law), are deemed as minors;
- gg) **Consultation:** opportunity for a personal discussion provided by a lecturer to a student;
- hh) **minor of limited legal capacity:** applicants who pursuant to the Ptk. or in the case of a foreign applicant, pursuant to the Ptk. or under his/her national law (in accordance with his/her personal law), are deemed as minors of limited legal capacity
- ii) **credit:** A unit of students' work which represents in relation to the subject or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge included in the subject description and the fulfilment of the relevant requirements. One (1) credit - in line with the principles of the ECTS (European Credit Transfer System) - represents 30 academic hours on average. When determining the value of a credit, the total number of academic hours includes both the contact hours and the individual academic hours of each student. The value of a credit - assuming that the student's performance was accepted - is not contingent on the assessment of the learning outcome acquired by the student
- jj) **criterion requirement:** an obligatory requirement included in the curriculum, qualification requirements or in the programme and outcome requirements that needs to be fulfilled. It is not associated with any credits, it is certified by signature and can only be completed in active semesters. For the criterion subject(s), the rules of the SER for mark for coursework apply in case of progress checks, subject registration, completion of subject(s), improvement of grades, unless the SER contains a specific rule for the criterion subject;
- kk) **course:** the announcement of a given subject for one (1) semester along with the conditions pertaining to the announcement parameters of the given subject, in particular by indicating the form of teaching, the name of the lecturer and, if relevant, the timetable slot, the date and the language of the course;
- ll) **maximum period of studies:** the period during which a student may pursue studies in a given programme;
- mm) An authorised representative of a student, a student requesting transfer or former student, acting on behalf of the student in student administration matters

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under a power of attorney incorporated in a private document or an authentic instrument with full probative force as defined in Act CXXX of 2016 on the Code of Civil Procedure. The student may also provide a permanent authorisation or an authorisation which is valid until revoked, on the basis of which the representative may act on behalf of the student in any student administration matter during the existence of the student status.

- nn) **micro-credential:** a certificate, including a description of the subject and the credit value, which is an authentic instrument certifying the learning outcomes obtained through the completion of a course or module at the University;
- oo) **Moodle:** the University's e-learning system. The content displayed here depends on the courses that have been taken. This is where among others the student can access materials, presentations uploaded by the lecturers, or the requirements for the courses taken by the student. Depending on the subject, the exam can also be taken via Moodle.
- pp) **Neptun Unified Education Administration System:** the system used by the University to ensure the proper functioning of the University, to organise education, research, entrepreneurial activities related to higher education research and development and their external relations, to ensure the University's document management, financial, accounting as well as payroll and HR administration functions and to ensure direct institutional, student and lecture communication between the operator of the education administration system, the Minister, the authority and the maintainer, to ensure the non-identifiable provision of student opinions on lecturers' work, to exercise employer's rights and the rights of the employees of the University, to fulfil their obligations and issue the related certificates, to keep the records specified by law, to establish, assess and certify the entitlement to benefits provided by law and the University's Rules for Organisation and Operation, to keep records of the personal and special data in accordance with data protection requirements for the purposes of graduate career tracking, to keep authentic records of and track changes in electronic documents, subject descriptions, sample curricula, decisions by the credit transfer committees, to ensure closed-circuit electronic distance education on the institutional level, access to the SZEÜSZ (regulated electronic administration services) and KEÜSZ (Central electronic administration services) services, to keep records of and electronically retain bachelor theses (master theses), to store and retain data recorded pursuant to Annex 3 of Nftv, to ensure electronic communication with the higher education information system by the institutional core system used by the University for the storage and retention of the data which should be designed to ensure equal access, moreover, all its clients, user interfaces and implemented functionalities must be available in Hungarian as well;
- qq) **educational identification number:** an individual identification number assigned to students by the Education Authority, which serves to monitor that the rights and obligations associated with the student status are applied;

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- rr) **passive semester:** all the semesters following the establishment of the student status (enrolment) and during the existence of the student status, in which the student's student status is suspended;
- ss) **pre-master programme:** a preparatory course for a master programme, in the framework of which the applicant fills the gaps with respect to the competences that are required to commence studies in a master-level study programme;
- tt) **project task:** a form of learning and control of the acquisition of knowledge, skills and abilities in a subject or module, with assessment, focusing on a specific topic, aiming at a research activity through independent task performance, resulting in creating an independent product, in defining and solving a problem, in exploring the correlations;
- uu) **registration period:** the period available for the performance of administrative tasks, including partly the enrolment period, partly the sign-in period, the subject registration period, as part of the semester, as specified in the calendar of the academic year, which may coincide with the study period;
- vv) **training for the purpose of acquiring specialised knowledge :** a form of training in the case of which the University establishes a student status with a person who does not have a student status at the University, without a separate admission procedure for the purpose of acquiring specialised knowledge in a self-funded form (hereinafter: 'training for acquiring specialised knowledge training');
- ww) **courses taken at another higher education institution:** studies during which a student of another higher educational institution obtains (a) credit(s) at the University under a guest student status;
- xx) **subspecialisation:** a set of courses within a given study programme the completion of which enables the acquisition of special skills but does not lead to a separate professional qualification;
- yy) **special study period:** catch-up week, intensive week, research methodology week, week of progress checks during the semester;
- zz) **study programme:** a programme of study delivering the common set of learning outcomes (knowledge, skills, competences) necessary for obtaining a certain qualification
- aaa) **specialisation:** a set of courses within a given programme the completion of which enables the acquisition of special knowledge and skills and leads to a separate qualification;
- bbb) **professional qualification:** evidence of professional competence giving access to a profession, determined by the content of the completed programme, specialisation or subspecialisation, and awarded together with a bachelor or master degree, or for the completion of a postgraduate specialisation programme or a tertiary vocational programme, attested by a diploma or tertiary vocational diploma;



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- ccc) **off-site programme:** a type of higher educational training being performed in part or in whole at a location other than the operating site (registered seat, business site) of the University;
- ddd) **study period:** the part of the academic term during which students are required to meet their study requirements and which may coincide in part with the registration phase;
- eee) **period of funding:** the period during which an admitted and enrolled student funded through state scholarship may pursue his/her studies as a beneficiary of (partial) scholarship or state funding.
- fff) **academic year:** a period comprising at least ten (10), but no more than twelve (12) months, defined for the purposes of organising education and composed of semesters;
- ggg) **calendar of the academic year:** a regulatory document adopted and amended by the Education Committee in which the schedule of the given semester is defined by the University
- hhh) **contact hour** (or academic hour): a session with a duration of forty-five (45) minutes, where the personal contribution of a lecturer, but not necessarily the simultaneous personal presence of the student and the lecturer at the same place is required for the fulfilment of the academic requirements laid down in the curriculum;
- iii) **subject:** the basic unit of the study programme's curriculum. Based on their role in the curriculum, subjects may be
- -compulsory: taking and completing the subject
  - -compulsory elective: taking and completing the number of subjects corresponding to the credit value required by the curriculum
  - -free elective: taking and completing any subjects not specifically listed in the curriculum, but corresponding to the required credit value
  - -criterion requirement: completing a required number of subjects
  - is a condition for obtaining the degree and/or the professional qualification.
- The same subject may fulfil more than one of the above roles and may feature in the curriculum of several study programmes.
- jjj) **subject registration:** registration for an announced course, announced courses or exam course of a subject or subject unit;
- kkk) **syllabus:** a description of the intended learning outcomes of a subject and the general conditions for the completion of the subject, which, in accordance with the provisions of the Vhr., reflects the academic expectations for the subject in question, which have been defined during the programme development process. Thus, the syllabus contains and displays the following elements under a single template in Neptun:
- purpose of teaching the subject
  - the intended learning outcomes of the subject (knowledge, skills, attitudes, autonomy and responsibility)

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- the professional content and schedule of the subject,
- the assessment method and timetable for the assessment of the subject
- the compulsory literature.

In addition, the syllabus coming from Neptun shows:

- The code of the subject
- The name of the subject in Hungarian
- The name of the subject in English
- The subject leader
- The organisational unit in charge of the subject
- The preliminary requirements of the subject
- The requirement of the subject
- The credit value of the subject
- Number of contact hours in the subject (lecture/practice session/lab)
- Type of the subject (compulsory, compulsory elective, free elective)
- The frequency of announcing the subject
- The language of instruction
- The place of delivery

III) **curriculum**: the plan according to which a study programme is delivered, developed in accordance with the programme and outcome requirements and comprising the following components: subjects broken down by programme of study, a course and examination plan developed on the basis of the curriculum units, a system of assessing and verifying the fulfilment of requirements, and the syllabi of subjects and curriculum units. The curriculum is composed of compulsory, compulsory elective and free elective subjects as well as criterion requirements. The curriculum includes all the subjects, curriculum units broken down by education organisation periods, the rules of announcing them, the number of subjects per week (per semester or per trimester) by course types, the associated credits, the semesters when the subject is announced, the criterion requirements and the deadline of their fulfilment, the semester of the subspecialisation, the conditions and rules of choosing subspecialisations, the rules on previous studies, the requirements of taking and completing the bachelor thesis, the conditions of admission to the final examination, the subjects of the final examination, the option of completing the given subjects under a preferential study schedule, the equivalence of the given subjects. For the sample curriculum of students who commenced their studies in the autumn semester of the 2021/2022 academic year or later in a bachelor or single cycle master programmes and of students who commenced their studies in the autumn semester of the 2022/2023 academic year or later in the master programme of a two-cycle programme, the curriculum also contains how the University ensures and evaluates the teaching of foreign language skills required for pursuing the professional qualification obtainable in the given study programme, the possibility of knowledge



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assessment, and also specifies the state-recognised language examination or other language proficiency assessment that may be accepted as foreign language skills, the framework for which is set out in Annex 6. In the curriculum a credit value is associated with each subject, curriculum unit. The curriculum provides a sample for the student of a programme as to the schedule of taking the subjects required for the relevant degree and/or professional qualification in the given programme within the programme duration set out in the programme and outcome requirements (hereinafter curriculum), it being understood that the curriculum also contains the version included in the double or multiple degree agreement.

- mmm) **study and examination requirements:** the set of the knowledge, skills and competences that must be acquired, as well as of the examination requirements that must be fulfilled by the student in order to complete one (1) subject successfully. New or modified study and examination requirements may only be introduced under a phasing-in system.
- nnn) **period of studies:** the time period of studies pursued in a given programme, which may differ from the programme duration under the academic credit system in view of the fact that under the academic credit system the student may also acquire the credits required for obtaining the diploma over a shorter or longer period of time.
- ooo) **additional (parallel) student status:** the case in which a student has a student status at another higher education institution in addition to his/her student status at the University;
- ppp) **additional (parallel) programme:** the case in which a student pursues several programmes at the University simultaneously;
- qqq) **contact hour in blocks:** depending on the number of hours of the subject, a contact hour held one or more times over a period of several hours rather than each week,
- rrr) **legal representative:** legal representative pursuant to the Ptk, who may act on behalf of a minor or persons of legal age of limited legal capacity in cases defined in the SER. Unless otherwise provided in the SER, in cases specified in the SER, a minor of limited legal capacity or a person of partially limited capacity may act without the involvement of his/her legal representative;
- sss) **validation:** a procedure initiated by an applicant, and carried out in parallel with the admission procedure, in which the previously acquired knowledge, as evidenced by documents or direct knowledge verification, is compared by the Credit Transfer Committee with the curriculum requirements and, in case of conformity, is recognised by credits, and as a result of which the period of studies of the four-semester Master-level study programme may be reduced to two semesters. A validation procedure may be applied in the admission procedure, the rules for validation being set out in the Admission Regulation.
- ttt) **guest student:** a student who has a student status at a domestic or foreign higher education institution and is pursuing part-time education at the University, as follows;


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- tta) Guest student (exchange students) studying at Corvinus under bilateral or multilateral agreements:  
(A) Guest student participating in an Erasmus+ programme,  
(B) Guest student participating in a credit mobility programme,  
(C) Guest student in a special situation (e.g. from English or Swiss universities),  
(D) Guest student arriving under the Makovecz Programme,  
(E) CEEPUS guest student,  
who, as a rule, receives financial support, and  
(F) Guest student covered by other bilateral or multilateral cooperation arrangements who, as a general rule, does not receive financial support (but who, as a general rule, participates free of charge in the partner university's programme, on the basis of reciprocity).
- tttb) Guest student studying at Corvinus under a bilateral agreement, who takes part in a Corvinus programme for a fee:  
(A) Study Abroad guest student,
- tttc) Guest student (freemover student) who studies at Corvinus without inter-institutional cooperation and who pays a fee:  
(A) Freemover Hungarian guest student,  
(B) Freemover non-Hungarian guest student.
- uuu) **examination course:** the second or third registration for a subject culminating in the given examination without attending sessions, for the purpose of passing an examination;
- vvv) **final certificate (absolutorium):** certifies the successful completion of the examinations prescribed in the curriculum and the fulfilment of other study requirements and the acquisition of the credits prescribed in the programme and outcome requirements, with the exception of the bachelor thesis (master thesis). Attests that the student has fulfilled all the study and examination requirements prescribed in the curriculum without any grading or assessment;
- www) **final examination:** the verification and assessment of the knowledge, skills and competences necessary for obtaining the diploma, in the course of which the student must also demonstrate his/her ability to to apply the acquired knowledge.


## PRINCIPLES

### 4.§

- (1) In applying the SER, the University ensures that lecturers and staff involved in the administration of study and examination matters uphold the requirements of equal treatment and equal access, as well as act in accordance with the requirements of good faith and fairness, in cooperation with students.
- (2) In exercising the rights and fulfilling the obligations provided in the SER, the student is obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the lecturers and staff involved in the administration of study and examination matters. During their studies, students are obliged to respect the general personal rights of lecturers and staff members involved in the administration of study and examination matters, and to refrain from any behaviour that infringes or endangers these rights.

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- (3) In exercising the rights and fulfilling the obligations provided for in the SER, the lecturer and the staff member involved in the administration of study and examination matters are obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the students.
- (4) The student, the lecturer and the staff member participating in the administration of study and examination matters may not exercise the rights granted in the SER for the purpose of circumventing the rules of the SER.
- (5) If the student violates his/her obligations or abuses his/her rights under the SER, including the principles included in the present section, he/she may be held liable in accordance with the relevant legislation or university regulations, in particular the Student Disciplinary and Damages Regulations and the Code of Ethics.
- (6) If the lecturer and the staff members involved in the administration of study and examination matters violate their obligations or abuse their rights under the SER, including the principles included in the present section, they may be held liable in accordance with the relevant legislation or university regulations, in particular the Employment Requirements or the Code of Ethics.
- (7) In the case of students taking courses at a higher education institution abroad, matters not covered by the SER or the Regulation on courses taken abroad must be dealt with in accordance with the principles of the ECTS (European Credit Transfer System).
- (8) The University ensures for each student the opportunity to demonstrate his/her knowledge and to repeat a successful or unsuccessful progress check in such a way that the impartial conduct and evaluation of the repeated progress check is ensured.
- (9) The lecturer, or a member of staff acting on behalf of the lecturer, may make requests and set expectations to students at the beginning of the semester or at any time during the semester regarding the time required for class and examination attendance. These requests and expectations may be formulated in the interest of and in the context of the class/examination rules and the effective delivery of the class/examination. The lecturer may prohibit behaviours that disturb the class/exam, such as being loud, using devices (telephone, earphones, etc.) that are not associated with the learning process or using devices for non-studying purposes, refraining from certain actions. Audio and/or video recordings may only be made during the class/exam with the prior permission of the lecturer, for academic purposes only, and these recordings are for personal use only, and may not be distributed.
- (10) The student is obliged to comply with the requests and expectations of the lecturer or a member of staff acting on behalf of the lecturer during the class and during the examination. The lecturer may ask the student who violates these requests and expectations to cease the offending behaviour. After a repeated unsuccessful request, the student may be dismissed from the class without further warning. In this case, staying away from the class will be considered an absence regardless of the time the student spent in the session. In more serious cases, ethical or disciplinary proceedings may be initiated with the Vice-Rector for Education.


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- (11) Should the provisions of the SER or other documents setting out the students' study and/or examination requirements conflict with each other, or should a provision lend to several interpretations, the more favourable interpretation must be applied to each student in question.
- (12) If the person in charge for the adoption of a decision is not specified in the SER, the competent dean is entitled to adopt a first instance decision. The copy of the decision may be certified by the Student Services officer designated by the Dean.
- (13) In cases of force majeure, the Vice-Rector for Education may, within the limits of the law, adopt rules that diverge from the rules contained in these Regulations, which may be systemic or specific to a particular programme, subject, etc. The declaration of force majeure is the responsibility of the Presidential Committee. The powers- of the Vice-Rector for Education granted in this paragraph does not extend to decisions taken in individual student cases, i.e. the Vice-Rector for Education may not deviate from the rules of the SER on the basis of this paragraph in individual student cases. The Vice-Rector for Education acts in accordance with the rules of equity in individual student cases.
- (14) For the purposes of these Regulations, in relation to student administration, Student Services shall be understood as Education Management for Study Abroad guest students and non-Hungarian freemover guest students, the Head of SS/the Head of Study Matters at SS shall be understood as the Head of International Programmes, and the SS Study Administrator/Co-ordinator shall be understood as Administrator of Education Management, The reason being that for this group of students, the entire study administration process is handled by Education Management.

## **ADMINISTRATION OF STUDY AND EXAMINATION MATTERS**


### **5.8**

- (1) The student is on the whole expected to take care of his/her study and examination administration matters personally, if however the SER do not rule out this option, an authorised representative may also act on behalf of the student.
- (2) Neither the legal representative nor an authorised representative may act on behalf of the student in fulfilling the academic requirements laid down in the programme and outcome requirements.
- (3) If the SER provide that a minor student may not act independently on his/her own, his/her legal representative may act on his/her behalf.
- (4) A student contract may either be concluded by the student on his/her own or in the case of a minor student, by the student and his/her legal representative jointly. In the contract the University may be represented by the Head of Study Matters at Student Services as a sole representative.
- (5) A contract with the student may either be concluded using the standard model contract issued by the University or in the absence of the latter, with an approved contractual content. The contract shall be set out in the form of a paper-based or an electronic

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document. Any paper-based contract shall be signed by hand by the student or his/her legal representative, and shall be signed by hand and dated by the Head of Study Matters at Student Services as well as affixed with the stamp imprint of the University. Any contract set out in an electronic form shall be signed by the student using the document authentication service offered by the government (AVDH) and sent to the University via the customer port of entry, shall be signed electronically by the Head of Study Matters at Student Services. The contract shall be returned to the student via Neptun or the single digital gateway.

- (6) The official channel of communication between the University and the student is primarily Neptun. If administration is not possible via Neptun, the customer port of entry may also be a channel for administration. Finally, if there is no other means to communicate with the student or the document is required to be set out in paper by law, paper-based administration and delivery in person or by post may be used, or as a last resort, delivery to a person authorised to accept service or public notification may be applied.
- (7) Applications, requests may be submitted by students using the relevant form issued by the University. Applications shall be submitted via Neptun as requests. A request may be submitted through the single digital gateway, by personal delivery or by post if this is expressly permitted by the SER. Any application or request handed in by the student shall be deemed authentic:
  - a) If submitted via Neptun, without the student's signature
  - b) if submitted through the customer port of entry, using the document authentication service offered by the government (AVDH),
  - c) if submitted by personal delivery or by post, with the student's signature
- (8) Notices and Decisions sent to the student by the University shall be set out in writing when required by the SER or at the student's request.
- (9) The University shall communicate its notices and decisions to the student in the following forms:
  - a) Neptun system message,
  - b) a notice or decision in the form of an electronic document,
  - c) a notice or decision in the form of a paper document.
- (10) If permitted by legislation, preference shall be given to electronic documents and delivery via Neptun. In the case of a paper-based document, the document must also be uploaded to Neptun and made available to the student in accordance with subsection (14). If there is no indication in the SER, the form of setting out the document in writing (in paper-based or electronic form) shall be jointly decided by the Head of Study Matters at Student Services and the Head of Legal Affairs. The authentication of paper-based documents shall be performed by having them signed by the person designated in the SER, by affixing the stamp imprint of the University as well as by dating them. The authentication of electronic documents shall be performed by timestamping and by affixing the electronic signature of the person designated in the SER.

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- (11) With regard to decisions covered by the scope of the SER, copies shall be authenticated by the Head of Study Matters at Student Services or by the SS administrator/coordinator designated by him/her.
- (12) Unless otherwise provided in the SER, requests in matters covered by the scope of the SER shall be submitted by noon of the submission deadline.
- (13) Unless otherwise provided in the SER, decisions in matters covered by the scope of the SER shall be taken within thirty (30) days.
- (14) Unless otherwise provided by law, the student must be able to receive the documents issued by the University to him/her electronically, in an authenticated form, and to download any number of copies from Neptun.

### **DECISION-MAKING RULES IN MATTERS COVERED BY THE SER**

#### **Persons and bodies acting pursuant to the SER**

##### **6.§**

- (1) The person responsible for study and examination matters at the institutional level is the Vice-Rector for Education and the Head of Student Services, the division of responsibilities being defined in the OOP.
- (2) Persons and bodies having competence pursuant to the provisions of the SER:
  - a) the Senate and the Presidential Committee with regulatory powers;
  - b) The Education Committee with right of consultation with regard to the regulations;
  - c) the Vice-Rector for Education with regulatory powers;
  - d) the study programme leaders with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - e) the General Vice-Rector with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - f) the Vice-Rector for Education with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - g) the deans with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval,
  - h) study programme leaders, subspecialisation leaders with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
  - i) the Heads of Institute with decision-making powers and/or powers of approval
  - j) Lecturers with decision-making powers and powers of representation,
  - k) the Head of Student Services (hereinafter: Head of SS) with decision-making powers (person authorised to enter into commitments) and powers of representation, Head of Student Services (hereinafter:




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- l) 'Head of SS'), with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval; Head of Study Matters at SS (hereinafter:
  - m) the Head of International Programmes (hereinafter: Head of International Programmes) with decision-making powers (person authorised to enter into commitments) and powers of representation,
  - n) the SS administrator/coordinator designated by the Head of Study Matters at SS with powers of representation,
  - o) the Administrator of Education Management designated by the Head of international programmes with powers of representation,
  - p) the Head of Legal, Administrative and Regulatory Services (hereinafter "Head of Legal Affairs") with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval.
- (3) Organisational units with competence pursuant to the provisions of the SER:
- a) Student Services (hereinafter: "SS"),
  - b) Education Management (hereinafter: EM),
  - c) Legal, Administrative and Regulatory Services (hereinafter: "LARS"),
  - d) institutes.
- (4) Further bodies having competence pursuant to the provisions of the SER:
- a) the credit transfer committee of the given programme portfolio (hereinafter: 'competent CTC'),
  - b) the study committee of the given programme portfolio (hereinafter: 'competent SC'),
  - c) Ethics Committee,
  - d) Student Disciplinary Committee,
  - e) Student Disciplinary Appeals Committee,
  - f) Student Appeals Committee,
  - g) Disability Committee.

### Study Committees

#### 7.§

- (1) The following study committees operate at the University:
- a) a study committee which has competence with regard to bachelor programmes - including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge - and preparatory courses,
  - b) a study committee which has competence with regard to two-cycle and single-cycle master programmes - including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge,

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- c) a study committee which has competence with regard to specialist postgraduate programmes and executive programmes, - including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge.
- (2) The study committees (hereinafter: ‘SCs’, separately: ‘competent SC’) consist of three (3) members, of who two (2) are lecturers and one (1) is a student. The lecturer members are delegated by the competent dean, and the student member is delegated by the Student Union. The chairperson is appointed by the competent dean. The competent dean may himself/herself be the chairperson of the competent SC.
- (3) The assignment letters of the lecturer members of the SCs are issued by the competent dean, those of the student members by the President of the Student Union (hereinafter: ‘SU’). The administrative tasks of the SCs are performed by the secretary, who shall be appointed by the chairperson. Student Services shall provide professional support to SCs in administrative matters. The register of members is maintained by Student Services.
- (4) The powers of the SCs shall be to grant a preferential study schedule, to take decisions on request for participating in a Study Abroad programme in accordance with the Regulation on Study Abroad.

### **Credit Transfer Committees (CTC)**

#### **8.§**

- (1) The following credit transfer committees operate at the University:
- a) a credit transfer committee with competence with regard to bachelor programmes, including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge,
  - b) a credit transfer committee with competence with regard to bachelor programmes, including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge,
  - c) a study committee which has competence with regard to specialist postgraduate programmes and executive programmes, - including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge.
- (2) The credit transfer committee (hereinafter: ‘CTCs’, separately: ‘competent CTC’) consists of three (3) lecturer members. The members are delegated by the competent dean. The chairperson is delegated by the competent dean. The competent dean may himself/herself be the chairperson of the competent CTC.
- (3) The assignment letters of the lecturer members of the CTC are issued by the competent dean. The administrative tasks of the CTCs are performed by the secretary, who shall be appointed by the chairperson. The SU delegates one member in an advisory capacity to the CTCs. Student Services provide professional support to CTCs in administrative matters. The register of members is maintained by Student Services.



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- (4) The positive decisions of the CTCs non containing personal data and their period of validity shall be made accessible to all students and lecturers via Neptun and also to the education administration system of other higher education institutions.
- (5) The powers of the CTC:
- a) benchmark and assess the knowledge that serves as the basis for defining credits;
  - b) recognising previously acquired non-formal, informal competences acquired through learning, of previous work experience as the fulfilment of a study requirement, or with credit, including work experience that may be recognised in the context of a practice period;
  - c) recognising a course or module completed within the framework of training for the purposes of acquiring specialised knowledge ;
  - d) recognising preliminary credits of applicants to a master programme;
  - e) conducting the validation procedure for applicants to master programmes in accordance with the Admission Regulation;
  - f) in the context of transfer procedures, assessing whether the studies pursued at the transferring foreign higher educational institution meet the entry requirements, that is, whether it can be established that the programme in question belongs to the same field of study in accordance with Hungarian legislation;
  - g) credit recognition related to transfer procedures;
  - h) recognition of credits obtained during courses taken at a foreign higher education institution or during an ERASMUS programme.

### **Common rules on the proceedings at first instance of the Study Committees and the Credit Transfer Committees**


#### **9.§**

- (1) The general rules on proceedings at first instance, as well as the rules on the form and content of decisions, and likewise the rules on correcting, supplementing, modifying or revoking decisions and their delivery either upon request or ex officio, are included in the SSP, it being understood that special requirements with regard to these may be laid down in the SER. In this case, the provisions of the SER shall apply and the SSP shall apply as the underlying rule.

### **Student Appeals Committee**

#### **10.§**

- (1) The Student Appeals Committee (hereinafter: SAC) is the second instance body to deal with appeals in matters falling within the scope of the SER.
- (2) The composition and detailed rules of operation of the SAC are contained in the SSP.
- (3) The general rules on proceedings at second instance, as well as the rules on the form and content of decisions, and likewise the rules on correcting, supplementing, modifying or

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revoking decisions and their delivery either upon request or ex officio, are included in the SSP.

### **Further committees dealing with the study matters of students**


#### **11.§**

- (1) The Disability Committee acts on student disability matters.
- (2) In student disciplinary matters, the Student Disciplinary Committee acts at first instance, and the Secondary Student Disciplinary Appeals Committee at second instance.
- (3) In matters of student ethics, the Ethics Committee acts at first instance and the Rector at second instance.
- (4) The composition and detailed rules of operation of the committees are set out in the following regulations:
  - a) Disability Committee: Regulation on the Conditions Ensuring Equal Academic Opportunities for Students with Disabilities,
  - b) Student Disciplinary Committee, for second instance proceedings the Student Disciplinary Appeals Committee: SDCR;
  - c) Ethics Committee: Code of Ethics.

### **THE SYSTEM OF PROGRAMMES DELIVERED AT THE UNIVERSITY**

#### **12.§**

- (1) Programmes at the University leading to a tertiary degree may be offered in the following cycles of education :
  - a) bachelor programmes,
  - b) master programmes of a two-cycle programmes and single-cycle master programmes (hereinafter jointly referred to as: 'master programmes'),
  - c) doctoral programmes.
- (2) In addition to those specified in subsection (1), the University may organise specialist postgraduate programmes that do not lead to a tertiary degree.
- (3) Programmes at the University may be offered in the following delivery modes:
  - a) daytime,
  - b) correspondence,
  - c) evening.
- (4) Programmes at the University may be offered in the following languages:
  - a) Hungarian,
  - b) English,
  - c) German.
- (5) Programmes at the University may be offered in the following forms of funding:


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- a) funded through (partial) Hungarian state scholarship in a system that is being phased out,
  - b) funded through (partial) Hungarian state scholarship in a system that is being phased out,
  - c) self-funded,
  - d) fee-paying in a system that is being phased out.
- (6) According to the rules of the RSFB, the University announces a Corvinus (partial) scholarship for students participating in self-funded programmes.
  - (7) The rules of reclassification from a programme funded through (partial) Hungarian state scholarship to a self-funded programme, as well as the procedure for entering and leaving the Corvinus Scholarship programme are set out in the RSFB.
  - (8) The University may deliver some of its programmes in the form of dual programmes.
  - (9) In cooperation with domestic or foreign higher education institutions, the University also participates in double and multiple degree programmes, joint programmes leading to the award of a joint diploma.
  - (10) The University also provides education for persons under a guest student status, as well as for persons who do not have a student status at the University in a self-funded form for the purpose of acquiring specialised knowledge.
  - (11) The University may also deliver preparatory courses and pre-master programmes
  - (12) The programmes of the University are included in the official public register of FIR.
  - (13) Subspecialisations may be launched within the programmes. The subspecialisation modules constitute units containing several, equivalent subjects of the programme curriculum.

## **DURATION OF PROGRAMME, PERIOD OF STUDIES, PERIOD OF FUNDING**


### **13.§**

- (1) The duration of the programme is the time specified in law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme. The programme duration of each study programme is defined in the programme and outcome requirements of the given study programme.
- (2) Under the academic credit system, the student may obtain the final certificate (absolutorium) over a shorter or longer period of time than the programme duration, therefore the duration of the programme and the period of studies may differ from each other. However, the programme duration and the number of semesters spent studying within one programme, i.e. the period of studies is maximised.
- (3) The period of studies is the period during which student student obtains the final certificate (absolutorium). Both active and passive semesters are included in the period of studies, except for the semester in which the student's student status is suspended due to

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childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student.

- (4) By default, the student's period of studies is the same as the period of the programme duration.
- (5) The maximum period of studies shall be:
- a) In the case of a programme with a duration of 2 semesters, a maximum of 8 semesters, with the number of active semesters not exceeding a total of 4 semesters;
  - b) In the case of a programme with a duration of 3 semesters, a maximum of 9 semesters, with the number of active semesters not exceeding a total of 6 semesters;
  - c) In the case of a programme with a duration of 4 semesters, a maximum of 12 semesters, with the number of active semesters not exceeding a total of 8 semesters;
  - d) In the case of a programme with a duration of 6 semesters, a maximum of 14 semesters, with the number of active semesters not exceeding a total of 10 semesters;
  - e) In the case of a programme with a duration of 7 and 8 semesters, a maximum of 16 semesters, with the number of active semesters not exceeding a total of 12 semesters;
  - f) In the case of a programme with a duration of 10 semesters, a maximum of 18 semesters, with the number of active semesters not exceeding a total of 14 semesters;
  - g) in the case of a 4-semester Master programme, if the University decides to reduce the period of studies to 2 semesters during the validation procedure (i.e. it states that the student's period of studies is 2 semesters), the maximum period of studies shall be determined as set out in paragraph (a) (hereinafter the "maximum period of studies").
- (6) In the event that the student's period of studies exceeds the maximum period of studies, the student's student status must be terminated according to the SER.
- (7) If the student establishes a student status at the University based on a transfer, or changes his/her programme within the institution, the programme duration and the period of studies shall be calculated as follows:
- a) the programme duration is identical with the duration of the given study programme, since the programme duration restarts with the transfer or with a change of programme within the institution,
  - b) the maximum period of studies is identical with the maximum period of studies of the given study programme, since the maximum period of studies restarts with the transfer or with the change of programme within the institution.
- (8) The funding period is that part of the period of studies during which the student pursues studies funded through a (partial) state scholarship. The funding period is maximised. In the case of a programme funded through (partial) state scholarship, the rules with regard to the funding period are set out in the Nftv.
- (9) The funding period funded through a Corvinus Scholarship is that part of the period of studies during which the student pursues studies funded through the (partial) Corvinus Scholarship. The funding period is maximised. In the case of a programme funded through

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the Corvinus Scholarship, the rules on the funding and eligibility periods are set out in the RSFB.

- (10) All semesters for which the student has registered as a student funded through (partial) state scholarship (active semester) are considered to be part of the funding period used by the student. Any semester for which the student has registered (active semester) but for which he/she later requested the suspension of the student status is also considered to be part of the funding period, provided that such request is submitted after 15 October for the autumn semester and after 15 March for the spring semester. Any semester for which the student submits his/her request for suspension before 15 October in the case of the autumn semester or before 15 March in the case of the spring semester, citing any reason, or if the student submits the request after these dates in case he/she is unable to complete the semester due to childbirth, accident, illness or other unexpected cause without any fault on his/her part, shall not be considered as a funded semester.
- (11) In the framework of studies pursued under a guest student status or for the purpose of acquiring specialised knowledge, the programme duration is included in the admission decision.
- (12) In the case of programmes offered under interstate or state scholarship programmes, the programme duration may not differ from the programme duration of the study programme included in the scheme, but the period of studies may be longer or shorter than the one specified in the SER. This should be provided for in the agreement on the programme.
- (13) The programme duration of studies carried out in the framework of a preparatory course is included in the admission decision. The programme duration may not exceed two semesters in the case of preparatory courses.

## **CALENDAR OF THE ACADEMIC YEAR**

### **14.§**

- (1) Education at the University is divided into academic years and semesters. An academic year is expressed as ‘the calendar year in which the academic year starts /the calendar year in which the academic year finishes’; semesters are called the ‘autumn semester’ and the ‘spring semester’. The semesters are independent of each other. The calendar of the academic year should cover all programmes, it being understood that it is possible to depart from the calendar of the academic year in
- a) specialist postgraduate programmes;
  - b) double or multiple degree programmes and joint programmes leading to the award of a joint diploma;
  - c) the Stipendium Hungaricum programme, the Scholarship Programme for Christian Young People, the Hungarian Diaspora programme and other programmes implemented within the framework of an interstate or state scholarship programme;
  - d) preparatory courses
  - e) pre-master programmes

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if a separate calendar of the academic year is prepared for such programmes.

- (2) Within the semesters, the registration period and the academic term shall be defined in such a way that the particularities of the programme in question are taken into account..
- (3) The first day of the semester is the first day of the registration period associated with the given semester, the last day of the semester is the last day of the final examination period associated with the given semester.
- (4) The calendar of the academic year, and within it, the schedule of the semesters shall be established by taking into account the following principles:
  - a) the registration period lasts for three (3) weeks in the case of the autumn semester, the second and third weeks of the registration period is already part of the study period. In the case of the spring semester, the registration period lasts for two (2) weeks, the second week of the registration period is already part of the study period
  - b) a special study period may be organised, which may last for a maximum of 2 weeks and may extend into the registration period, the study period, or both,
  - c) the study period is 14-16 weeks per semester (the period indicated in paragraph b) must be included, moreover the study period and the examination period may coincide in specialist postgraduate programmes),
  - d) the examination period is 4 weeks per semester;
  - e) the break lasts for up to 1 week per semester;
  - f) the final examination period is part of the semester and lasts for 2 weeks, of which 1 week is the last week of the examination period and 1 week is the week following the examination period, it being understood that it is possible to organise an early final examination lasting for 1 week for the purposes of the procedure for the February intake.
- (5) The calendar of the academic year may be devised in such a way in master programmes that the semester is divided into trimesters. In this case:

the first semester

  - a) the registration period lasts for three (3) weeks in the case of the autumn semester, the second and third weeks of the registration period is already part of the study period. In the case of the spring semester, the registration period lasts for two (2) weeks, the second week of the registration period is already part of the study period ,
  - b) a special study period may be organised, which may last for a maximum of 2 weeks and may extend into the registration period, the study period, or both,
  - c) the study period of the first trimester lasts for 8-9 weeks (including the period indicated in paragraph b),
  - d) the examination period of the first trimester lasts for 1 week,
  - e) the study period of the second trimester lasts for 7 weeks,
  - f) the examination period of the second trimester lasts for 3 weeks,

the second semester




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- g) the registration period lasts for 2 weeks, the second week of the registration period is already part of the study period,
  - h) a special study period may be organised, which may last for a maximum of 2 weeks and may extend into the registration period, the study period, or both,
  - i) the study period of the third trimester lasts for 8-9 weeks (including the period indicated in paragraph h)),
  - j) the examination period of the third trimester lasts for 1 week,
  - k) the study period of the fourth trimester lasts for 7-8 weeks,
  - l) the examination period of the fourth trimester lasts for 3 weeks,
  - m) the final examination period is part of the fourth trimester of the semester and lasts for 2 weeks, of which 1 week is the last week of the exam period and 1 week is the week following the examination period.
- (6) For students registered for the final examination in the master programme of a two-cycle programme, the provisions of (4)-(5) apply, it being understood that the academic year may be divided into different periods than the general academic year.
- (7) In the case of specialist postgraduate programmes, the provisions of (4)a) shall apply, except that the registration period may be longer.
- (8) Breaks in the academic term are the public holidays and - if included in the accepted calendar of the academic year - the spring/autumn break. In addition, the Vice-Rector for Education may grant an additional five (5)-day break each academic year, of which students shall be notified by Student Services via Neptun five (5) working days prior to the holiday.

### TYPES OF STUDENT STATUS AND THEIR ESTABLISHMENT

#### 15.§

- (1) Persons establishing a student or guest student status may commence their studies at the University.
- (2) At the University,
  - a) a student status may be established following admission or transfer, a guest student status may be established following admission,
  - b) a parallel student status may be established in addition to an existing student status in another higher education institution, after admission;
  - c) a guest student status may be established in addition to an existing student status in another higher education institution for the purpose of taking courses at another higher education institution, after admission,
  - d) a student status for a training for the purpose of acquiring specialised knowledge may be established in the case of persons who do not have a student status, after admission, and
  - e) a student status for a preparatory course may be established after admission.

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- (3) The student and the University may establish an additional student status for a teacher training study programme taken in parallel with a master-level study programme.
- (4) A student status must be established with a student who has gained admission to a programme conducted in the framework of a double or multiple degree programme, as well as an interstate or state scholarship programme, following admission.
- (5) Whereas in a joint programme offered with a foreign higher education institution, a student status must be established after admission to the University, in a joint programme offered with a domestic higher educational institution, a guest student status must be established after admission to the University.
- (6) The basis for establishing a student status is the University's positive decision on admission or transfer, i.e. the admission decision.
- (7) By way of derogation from subsection (6), if a student of another higher education institution takes courses funded through a Study Abroad Scholarship under a guest student status at the University, no admission decision is required because the basis for establishing the guest student status is the learning agreement. If an admission decision is made on the basis of the decision of the competent dean, the rules of the Admission Regulation shall apply.
- (8) Student status is established with enrolment to the University.

### **ADMISSION TO THE UNIVERSITY**

#### **16.§**

- (1) The admission rules are set out in the Admission Regulation.
- (2) An applicant who has been admitted may establish a student status in the semester and for the programme for which he/she has been admitted to the University during the admission procedure, after the decision on admission has become final.


### **TRANSFER TO THE UNIVERSITY FROM ANOTHER HIGHER EDUCATION INSTITUTION**

#### **Transfer criteria**

#### **17.§**

- (1) If a student of another higher educational institution wishes to continue his/her studies at the University, he/she may submit a request for transfer.
- (2) Transfer is possible if the person requesting transfer:
  - a) has a continuous student status at the transferring higher education institution until enrolment to the University, and
  - b) in the case of admission to a bachelor or single-cycle master programme, 60 credits, while in the case of admission to master programme of a two-cycle programme, 30 credits have already been completed at the transferring higher education institution, and




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- c) if a persons admitted to a bachelor or a single-cycle programme under the central admission procedure to the programme of the transferring higher education institution where he/she studies at the time of filing the request for transfer, he/she obtained an admission score that is equal to at least 90% of the admission cut-off score of the study programme to which he/she requests to be transferred, and
  - d) in the case of a person admitted to a foreign language course in an admission procedure other than a central admission procedure for a bachelor's degree course, and in the case of a person admitted to a master's degree course, when applying for a transfer to the same courses, meets all the admission requirements, including the language examination criteria, set out in the Admission Rules for the course concerned, and fulfils the requirements set out in the admission procedure for the course concerned, provided that
  - e) the maximum student capacity has not been reached in the given programme, and
  - f) he/she has paid the fee set out in the RSFB.
- (3) Transfer may only be requested for programmes belonging to the same field of study.
- (4) Transfer may only be requested for programmes of the same level, except in the following cases:
- a) pursuant to Section 8 of Government Decree 283/2012 (4 October) on the system of teacher training, specialisation and the List of Teacher Training Programmes,
  - b) transfer from a single-cycle programmes to a bachelor programme,
  - c) transfer from a bachelor single-cycle programme to a tertiary vocational programme,
- (5) Transfer may only be requested for self-funded programmes.
- (6) A transfer may not be requested for specialist postgraduate programmes.
- (7) A transfer may not be requested for dual programmes.
- (8) A transfer may not be requested for double or multiple degree programmes in cooperation with domestic or foreign higher education institutions, or for joint programmes leading to the award of a joint diploma.
- (9) A transfer may not be requested under a guest student status, for training for the purpose of obtaining specialised knowledge, nor for preparatory courses. Transfer may not be applied during a validation procedure.


### **Request for transfer**

#### **18.§**

- (1) Any student may submit a request for transfer.
- (2) The request for transfer must be initiated on the standard form provided for that purpose by the University, as a paper-based document sent by post or delivered in person, or by submitting the electronic copy of the paper-based request to the University via the official online application interface of the University or through the single digital gateway.
- (3) The application may be submitted:

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- a) by 15 July at the latest for the autumn semester,
- b) by 10 January at the latest for the spring semester.
- .
- (4) The deadline for submitting the application in the case of programmes offered in the framework of interstate or state scholarship programmes may differ from the deadlines specified in subsection (3).
- (5) In the case of submitting the electronic copy of the original, the request must be accompanied by:
  - a) certificate of the existing student status,
  - b) a statement by the student making the request or by the transferring institution that the student is not subject to dismissal or exclusion as a disciplinary sanction,
  - c) a copy of the transcript or an extract from the master data sheet certified by the transferring higher education institution or a diploma supplement or credit certificate,
  - d) the subject syllabus/syllabi certified by the transferring higher education institution,
  - e) instead of the requirements of paragraphs c) and d), the micro-credential certified by the transferring higher education institution,
  - f) proof of community or professional activity (if any),
  - g) in the case of a request for transfer to a master programme, a certified copy of the credit recognition statement issued by the transferring higher education institution at the time of admission if the diploma obtained for the completion of the bachelor programme does not meet the entry requirements specified in the programme and outcome requirements of the given programme,
  - h) a copy of the decision on admission certifying the number of admission points obtained in the year of admission to the bachelor or master programme (in the case of admission under the central admission procedure),
  - i) a copy of the secondary school-leaving certificate or, diploma certified by the secondary/higher education institution that issued it,
  - j) a copy of the language certificate(s),
  - k) proof of payment of the administrative fee.
- (6) In the event of transfer from a foreign higher education institution authorised to operate abroad or in Hungary, in addition to the provisions of subsection (5), the request must be accompanied by a certificate of secondary education in the case of transfer to a bachelor programme, a certificate of a tertiary degree in the case of transfer to a master programme, as well as a certified copy of a document issued by the transferring higher education institution disclosing the field of study and the educational programme (curriculum) of the given programme, as specified in the Rules of Procedure for recognising foreign diplomas for further studies.

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### **Recognition of certificates of secondary education/tertiary diplomas for the purposes of further education**


#### **19.§**

- (1) If the student filing the request has obtained his/her certificate of secondary education /degree certifying tertiary education abroad or in a foreign education institution authorised to operate in Hungary, a procedure for recognising the certificate of secondary education, diploma of tertiary education for the purposes of further studies shall be conducted under the Recognition Act.
- (2) The recognition procedure must be requested by the student requesting the transfer. The rules for submitting the request are set out in the Rules on the Recognition of Foreign Certificates and Diplomas.
- (3) Student Services ex officio notifies the competent dean of the outcome of the decision taken in the subject of the recognition procedure.

### **Preliminary credit recognition procedure for transfer**

#### **20.§**

- (1) In the case of a request for transfer to a master programme, a preliminary credit recognition procedure must be carried out simultaneously with the transfer procedure as follows:
  - a) in the case of a request for transfer to a master programme from a Hungarian higher education institution, if the diploma obtained for the completion of the bachelor programme does not meet the entry requirements specified in the programme and outcome requirements of the given programme;
  - b) in the case of a request for transfer to a master programme from a foreign higher education institution or a foreign education institution authorised to operate in Hungary, in all cases for the purpose of examining whether the foreign diploma obtained meets the entry requirements of the master level study programme designated in the request for transfer;
  - c) if during his/her studies the applicant has not or has only partially completed the credits (subjects) required in the credit recognition statement of the transferring higher education institution, for the purpose of allowing the competent credit transfer committee to define the credits (subjects) that are necessary for meeting the entry requirements, along with the relevant deadline, in order to have the credits completed during previous studies recognised.
- (2) The preliminary credit recognition procedure must be carried out within the framework of the transfer procedure, no separate application, nor documents need to be submitted, as the procedure is initiated ex officio by Student Services with the competent credit transfer committee.
- (3) The fee specified in the RSFB for the preliminary credit recognition procedure must be paid for the preliminary credit recognition procedure.


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- (4) Even if the general conditions set out in Section 18 are met, transfer from a foreign higher education institution is only possible, if:
- a) the certificate of secondary education, bachelor or master diploma is equivalent to a Hungarian secondary school leaving certificate, bachelor or master diploma, respectively, and
  - b) the studies carried out in the transferring higher education institution meet the entry requirements, i.e. it can be established that the relevant programmes belong to the same field of study under Hungarian legislation.
- (5) Regardless of the progress made, the University may accept the following amount of credits from previous studies:
- a) in the case of a 180-credit bachelor programme, a maximum of 60 credits,
  - b) in the case of a 210-credit bachelor programme, a maximum of 70 credits,
  - c) in the case of a 240-credit bachelor programme, a maximum of 80 credits
  - d) in the case of a single-cycle programme, a maximum of 100 credits,
  - e) in the case of a 60-credit master programme, a maximum of 20 credits,
  - f) in the case of a 120-credit master programme, a maximum of 40 credits.
- (6) In the preliminary credit recognition procedure, the decision is adopted by the competent credit transfer committee.
- (7) The decision shall be recorded in a resolution.
- (8) No appeal shall lie against the decision adopted in the preliminary credit recognition procedure, the resolution on the transfer may be challenged in an appeals procedure.
- (9) Student Services ex officio notifies the competent dean of the outcome of the decision taken in the preliminary credit recognition procedure, thus the student is not required to submit the decision along with the request for transfer.

### **Transfer decision**

#### **21.§**

- (1) In addition to the general conditions set out in Section 18, in the case of an application for transfer to a master degree programme, a decision on transfer shall also be taken with regard to the result of the recognition procedure for the purpose of further education pursuant to the Recognition Act in the case of an application for transfer with a certificate of secondary school studies, higher education diploma at a foreign educational institution with a licence to operate in Hungary.
- (2) The decision on the transfer shall be taken by the competent dean.
- (3) The decision must be taken:
  - a) by the 1<sup>st</sup> working day in September, for the autumn semester,
  - b) by the 1<sup>st</sup> working day in February, for the spring semester.

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- (4) The deadline for making a decision on programmes offered within the framework of interstate or state scholarship programmes may differ from the provisions of subsection (3).
- (5) The decision shall be recorded in a resolution.
- (6) The decision must specify whether the transfer is granted, the relevant conditions, the semester for which the student has been granted the transfer, the deadline for enrolment and the credits recognised, as well as the duration of the relevant programme and the study period available to the student.
- (7) If the transfer is granted, the SS administrator/coordinator sends the resolution on the transfer and the date of enrolment to the transferring higher education institution, once the enrolment of the transferred student has taken place.
- (8) The student must have a continuous student status during the transfer procedure and after the transfer decision until his/her enrolment, otherwise the transfer decision will be revoked by a decision of the competent dean.
- (9) The student who has been granted a transfer is entitled to enrolment.

## ENROLMENT

### Enrolment based on an admission decision

#### 22.§

- (1) The successful applicant can initiate the enrolment procedure by filling in and signing the enrolment form.
- (2) The enrolment form shall be signed and submitted to Student Services as set out in the Enrolment Bulletin.
- (3) Enrolment is only possible during the enrolment period. The enrolment period is defined in the calendar of the academic year in question.
- (4) The Head of Study Matters at SS or a staff member designated by him/her notifies the student in a general message sent via Neptun about the conditions of enrolment, the disqualifying conditions and the legal consequences of non-enrolment.
- (5) The student is obliged to check his/her personal data as well as the information on the programme featured on the enrolment form. It is obligatory to provide all data on the enrolment form, it being understood that the admitted applicant has the right to decide on the provision of data included in the scope of voluntary data.
- (6) In addition to checking the enrolment form, the student is obliged to take the subject(s) for the given semester during the subject registration period. Subject registration is a condition for the validity of the enrolment. If the student does not take the subjects during the subject registration period, the enrolment shall be cancelled.
- (7) The admitted applicant must pay the programme cost in the manner specified in the RSFB and by the date specified by the University.

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- (8) In the case of foreign language programmes, the admitted applicant must also pay the foreign language training contribution specified in the RSFB in accordance with subsection (7).
- (9) If the student has an overdue debt to the University associated with parallel or previous studies, he/she may only enrol in the new programme after paying the debt.
- (10) Within five (5) working days of the submission of the enrolment form, the SS administrator/coordinator checks whether the person admitted has fulfilled all the conditions for enrolment, i.e.:
- a) whether he/she has submitted the enrolment form and the training contract in the appropriate format and with the appropriate content, along with the required data and signature, and
  - b) whether he/she has taken the subjects for the first semester, and
  - c) where relevant, whether he/she paid the programme cost and/or the foreign language training contribution, or whether he/she benefitted from a payment concession.
- (11) At the time of enrolment the SS administrator/coordinator compares the copy of the document(s) submitted at the time of admission as part of the admission procedure with the original document or with the electronically authenticated original document. If they match, he/she certifies the copies.
- (12) If all the conditions for enrolment are met, the SS administrator/coordinator certifies the enrolment form. The day of enrolment and thus the establishment of the student status shall be the day on which the enrolment form is certified.
- (13) If one of the conditions for enrolment is not met and the deficiency cannot be remedied immediately upon delivery of the enrolment form, the person admitted may not enrol. Within five (5) days of the failure of the enrolment, the Head of Study Matters at SS or the staff member designated by him/her notifies the admitted applicant in a message sent via Neptun about the reason for the refusal of enrolment, as well as the necessary action to be taken and the legal consequences of the omission thereof. The message should state that enrolment beyond the registration period is only possible on the basis of an equity decision taken on the basis of an application for equity.
- (14) If deficiencies need to be corrected, the admitted applicant is obliged to provide the missing information/items. If he/she fails to provide the missing information/items, he/she may only enrol on the basis of an equity decision adopted upon request.
- (15) If the SS administrator/coordinator does not certify the enrolment form by the deadline specified in the SER, the enrolment will not be realised. In this case the admitted applicant may appeal against the failure of the University in accordance with the SSP.

### **Failure to enrol**

#### **23.§**

- (1) If the admitted applicant has not fulfilled his/her enrolment obligation within the enrolment deadline or within the deadline set in the authorisation on the grounds of equity, the SS administrator/coordinator enters the “deleted - for failure to enrol” status.



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- (2) The SS administrator/coordinator notifies the student of the deletion in a message sent via Neptun and informs him/her that a student status may only be established within the framework of a repeated admission procedure.

### **Invalidation of enrolment**

#### **24.§**

- (1) If enrolment is contrary to legislation and/or the SERR and this is established by the SS administrator/coordinator, the student's enrolment is invalidated by the Head of Study Matters at SS.
- (2) If the student does not take any subject after enrolment and this is established by the SS administrator/coordinator, the student's enrolment is invalidated by the Head of Study Matters at SS.
- (3) The decision shall be recorded in a resolution.
- (4) The resolution shall provide for the reimbursement of the paid amount if payment has already been made.

### **Special rules for enrolment based on a transfer decision**


#### **25.§**

- (1) The provisions of Sections 22-24 shall apply to enrolment on the basis of a transfer decision, it being understood that the enrolment deadline is included in the transfer decision.

### **Student training contract**

#### **26.§**

- (1) With the exception of subsection (3), a training contract shall be concluded with a student who has been admitted or transferred to a self-funded programme.
- (2) The enrolment form shall be signed and submitted to Student Services as set out in the Enrolment Bulletin. The University is also entitled to establish the training contract in the form of General Terms and Conditions.
- (3) A training contract is not required if the student pursues studies at the University as a guest student or in a training for the purpose of acquiring specialised knowledge and under the agreement between the University and the partner university the student does not pay the programme costs at the University.
- (4) A training contract must also be concluded if the student withdraws his/her declaration on accepting the conditions of the (partial) state scholarship programme. In this case, the training contract must be concluded within 15 days of the receipt of the withdrawal declaration. If the student does not undertake to sign the training contract, the SS administrator/coordinator calls on the student to remedy the deficiency. If the student fails to sign the contract even after being asked to do so, he/she will be deemed not to have accepted the self-funded programme and his/her student status will be terminated in accordance with the applicable rules.

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- (5) As a general rule, a student training contract must be concluded with a student reclassified from a (partial) state scholarship programme to a self-funded programme until the end of the sign-in period. If the reclassification takes place outside the annual reclassification conducted each academic year, the training contract must be concluded by the date specified in the reclassification decision. If the student does not undertake to sign the training contract, the SS administrator/coordinator calls on the student to remedy the deficiency. If the student fails to sign the contract even after being asked to do so, he/she will be deemed not to have accepted the self-funded programme and his/her student status will be terminated in accordance with the applicable rules.
- (6) In case he/she has already signed in and the conditions for terminating the student status are not fulfilled, the SS administrator/coordinator sets the status of the semester to passive.
- (7) If the student switches to another programme within the institution, the training contract must be amended accordingly by the end of the sign-in deadline of the new programme. The training contract shall be drawn up in two (2) original copies, of which one (1) copy is given to the student and one (1) copy is attached to the enrolment form.
- (8) If the training contract is concluded/amended due to reclassification or due to switching for another programme within the institution, the training contract must be attached to the master data sheet. A third party may assume the payment of the programme cost instead of the student. In this case, too, a training contract must be concluded with the student.
- (9) In the case of double or multiple degree programmes and joint programmes leading to the award of a joint diploma offered in cooperation with domestic or foreign higher education institutions, a contract that is different from the standard training contract template issued by the University may be concluded if the parties so agree.


## **SWITCHING TO ANOTHER PROGRAMME WITHIN THE INSTITUTION**

### **Conditions for changing to another programme within the institution**

#### **27.§**

- (1) Within the University, it is possible to transfer between different study programmes, modes of delivery, languages of instruction, places of delivery, programmes offering the same level of qualification and belonging to the same field of study, it being understood that it is possible to transfer from a single-cycle master programme to a bachelor programme.
- (2) Transfer to a dual study programme can only be requested for the second semester of the programme.
- (3) Change for another programme may not be requested for double or multiple degree programmes or for joint programmes leading to the award of a joint diploma offered in cooperation with domestic or foreign higher education institutions.
- (4) Switching to another programme within the institution is not applicable to programmes pursued under a guest status, trainings for the purpose of acquiring specialised knowledge or preparatory courses.




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- (5) In master programmes, when switching for another programme within the institution - with the exception of switching for another delivery mode, language and place of delivery - students must meet all the admission requirements for the new study programme, including the language examination criterion, as defined in the Admission Regulation for the given study programme, but do not have to repeat the entry competence assessment. Failure to comply with the requirements of this subsection shall be grounds for disqualification from a change of study programme in a master programmes.
- (6) Otherwise, the provisions of Section 28 shall apply mutatis mutandis to switching for another programme within the institution.

### **Request for changing for another programme**

#### **28.§**

- (1) A change of programme within the institution can only be validly requested and authorised for the semester following the semester in which the application is submitted.
- (2) The application may be submitted:
  - a) by 30 June at the latest for the autumn semester,
  - b) by 30 December at the latest for the spring semester.
- (3) With the exception of the case specified in subsection (4), the competent dean shall take an automatic decision to authorise the change for another programme within the institution subject to the capacity of the programme and in case there are no grounds for exclusion. The student must be notified of the decision in the form of a Neptun system message. The study programme leader shall also be notified.
- (4) In the case of a change for another programme within the institution, the student must also attend an oral interview if the study programme leader deems it necessary. Within five (5) working days of the submission of the request, the result and the reasons for it shall be sent to the Dean, who shall decide on the change within five (5) working days, in the light of the opinion of the study programme leader .
- (5) The decision shall be recorded in a resolution.
- (6) A change for another programme may not be authorised after 1 September for the autumn semester ; and after 10 February for the spring semester, even upon an application for equity.
- (7) Funding matters related to changing for another programme are regulated in the RSFB. In the event of changing for another programme, equivalence examinations or registration for certain subjects may be required. These shall be stipulated in a resolution. The decision must also specify which sample curriculum requirements the student should follow after the switching for another programme.
- (8) A student who has been granted a change for another programme within the institution may request the acceptance of the subjects by submitting a request to the competent credit transfer committee. The competent credit transfer committee may also take a general decision, on the basis of which the secretary of the competent credit transfer committee may also take an individual decision.

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- (9) The decision shall be recorded in a resolution.
- (10) After changing for another programme within the institution, the student is obliged to sign in for the new programme, to take the relevant subject(s), and to pay the programme cost by the date specified in the resolution. If relevant, the foreign language training contribution is also payable.
- (11) The student must have a continuous student status during the procedure for changing for another programme as well as after the transfer resolution is issued until he/she signs in, otherwise the competent dean will revoke the resolution on changing for another programme.
- (12) If the student does not meet the requirements set out in subsection (10) and the conditions for terminating the student's student status are not met, his/her student status shall be suspended in the given semester.
- (13) Students shall be obliged to pay the fee set out on the RSFB for changing for another programme within the institution.

### **PARALLEL PROGRAMMES**


#### **29.§**

- (1) A student of the University is entitled to participate in more than one programme simultaneously at the University or at another higher education institution in order to obtain an additional diploma.
- (2) The consent of the University is not required for the establishment of a student status by the University's student at another higher education institution.
- (3) The condition for starting another programme at the University is the successful fulfilment of the admission requirements specified in the relevant higher educational admission procedure for the given study programme.
- (4) The provisions of the SER shall apply to signing in for another programme at the University, as well as to the related study and examination matters.

### **Signing in**

#### **30.§**

- (1) After enrolment, students must declare at the beginning of each semester whether they intend to continue or interrupt their studies during the given academic term. In the former case, the student's semester will be active, in the latter case, it will be passive.
- (2) During the sign-in period, the student may sign in via Neptun, thereby activating the given semester.
- (3) Signing in is only possible during the sign-in period.
- (4) The sign-in period is defined in the calendar of the given academic year.
- (5) Prior to the sign-in period, the Head of Study Matters at SS or a staff member designated by him/her notifies the student in a general message sent via Neptun about the conditions of signing in, the disqualifying conditions and the legal consequences of failing to sign in.


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- (6) If no reason for exclusion is determined in relation to the student, the University accepts that the student has signed in with an automatic decision. The student must be notified of the decision in the form of Neptun system message.
- (7) Any student who:
  - a) has an overdue debt, or
  - b) has not complied with their obligation to provide data
- (8) If a student with an overdue debt does not pay his/her debt by the sign-in deadline and is therefore unable to sign in, his/her student status will be suspended in the given semester provided that the conditions for terminating the student status are not met. The University does not issue a separate resolution on ordering a passive semester, but the SS administrator/coordinator notifies the student thereof in a Neptun system message.
- (9) After registration, the student is obliged to take a subject/subjects for the given semester. Subject registration or meeting the criteria set out in 1(2)b) of Annex 2 is a condition for the validity of the signing in.
- (10) A student taking courses at another higher education institution abroad must sign in for the given semester (active semester) by the deadline specified in this Article, have an active student status throughout the entire studies abroad and must register for the subject called "semester abroad".
- (11) The rules contained in this Article shall apply mutatis mutandis to students under a guest student status as well as to students participating in training for the purpose of acquiring specialist knowledge, it being understood that the student status may not be suspended.
- (12) The rules of the present Article shall apply mutatis mutandis to students participating in a preparatory course, it being understood that it is not possible to suspend the student status.

### **Invalidation of registration for the semester**

#### **31.§**

- (1) If signing in is contrary to legislation and/or the SER and this is established by the SS administrator/coordinator, the student's enrolment is invalidated by the Head of Study Matters at SS.
- (2) The decision shall be recorded in a resolution.
- (3) The resolution shall provide for the reimbursement of the paid programme cost.
- (4) If signing in for the semester is invalidated, the student's student status for the relevant semester is suspended, provided that the conditions for terminating the student status are not met.

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### **Student card**

#### **32.§**

- (1) A student who has enrolled or has signed in is entitled to a permanent student card upon request.
- (2) Signing in for an active semester is a condition for the validation of the permanent student card.
- (3) A student applying for a permanent student card is entitled to a temporary student card until the card arrives. A temporary student card, without a request for a permanent student card, may be given to non-Hungarian students who study at the University under a scholarship scheme for a period of less than twelve (12) months.
- (4) The Head of Study Matters at SS shall inform the students of the steps to follow when requesting a student card and the relevant rules of procedure.

### **SUSPENSION OF THE STUDENT STATUS**

#### **Suspension and its legal consequences**


#### **33.§**

- (1) The student's status as a student is suspended under the limitations set out in the SER at a notice or request submitted by the student or upon the University's decision.
- (2) During the suspension period the student's semester is passive, he/she may exercise the rights arising from the student status, it being understood that he/she is not entitled to fulfil any study and examination requirements.
- (3) The rules for crediting the passive semester towards the period of studies and the rules for calculating the funding period are contained in Section 13.
- (4) The rules on the payment and potential reimbursement of the programme cost and the foreign language contribution for the passive semester are contained in the RSFB.
- (5) The rules concerning certain university and state scholarships and other benefits in the passive semester are contained in the RSFB, in the relevant call for applications of the scholarship or the benefit and/or the scholarship contract concluded with the student.
- (6) During the passive semester the student is entitled to use the library.


#### **Cases of suspension of student status**

#### **34.§**

- (1) Student status is suspended:
  - a) if the student gives notice that he/she does not wish to fulfil his/her student obligations in the upcoming academic term (i.e. initiates the suspension for the given semester), unless the student's student status should be terminated;
  - b) if the student fails to meet his/her obligation to sign in for the upcoming semester, including if he/she fails to take subjects in the final subject registration period,

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- without any further investigation and action, unless the student's student status should be terminated;
- c) if the student fails to settle his/her overdue debt or does not meet data reporting obligation, and fails to remedy these despite the warning of the SS administrator/coordinator in the form of a Neptun message, without any further investigation and action on the basis of failure to meet the deadline, unless the student's student status should be terminated;
  - d) if the student signs in for the given semester, but fails to fulfil his/her subject registration obligation by the deadline, without further investigation on the basis of failure to meet the deadline, unless the student's student status should be terminated;
  - e) if the student withdraws his/her registration for an active semester, based on the withdrawal;
  - f) if the student is prohibited from continuing his/her studies as a disciplinary sanction imposed by the Student Disciplinary Committee and/or Student Disciplinary Appeals Committee or a court for a definite period of time, on the basis of the final disciplinary decision or court decision containing the prohibition pursuant to the Nftv;
  - g) if the student gives notice that he/she performs actual service as a member of the voluntary military reserve force, during which period he/she shall be exempted from the obligations defined in the SER, on the basis of the notice, pursuant to the Nftv.
  - h) if the Admission Regulations or the Dean requires a one-off medical fitness assessment for signing in for the given academic term and the one-off medical fitness assessment reveals that the student is medically unfit to continue his/her studies in the semester in which he/she was found medically unfit.
- (2) With the exception specified in Section 35, the student may suspend his/her student status on condition that:
    - a) his/her period of studies may not exceed (the total number of active and passive semesters may not exceed) the maximum period of studies;
    - b) the period of the suspension of the student status may not exceed two consecutive semesters;
    - c) the student status may not be suspended before the completion of the first semester.
  - (3) The student may suspend his/her student status more than once, within the limitations specified in subsection (2).
  - (4) If no grounds for exclusion exist in relation to the student, SS shall
    - a) accept the student's notice or
    - b) suspends the student's student status
if the relevant conditions are met
  - (5) The University does not issue a separate resolution on the decision to suspend student status, but the SS administrator/coordinator notifies the student thereof in a Neptun system message.

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- (6) If, pursuant to subsection (1), a student's student status is suspended, their previous registration for the academic term in question shall be deemed withdrawn, it being understood that the legal consequences of signing in shall apply to the academic term already commenced, but affected by the suspension. The rules for bearing the programme cost are contained in the RSFB.
- (7) In a programmes offered in cooperation with domestic or foreign higher education institutions, double degree or multiple degree programmes and in joint programmes leading to the award of a joint diploma, it may be stipulated in the cooperation agreement that if the student suspends his/her student status, then:
- a) he/she must suspend it at both universities, or
  - b) he/she may not suspend it for a single semester, only for two consecutive semesters;
  - c) he/she may no longer participate in a double or multiple degree programme, joint programme leading to the award of a joint diploma, but if the University offers it, he/she may continue his/her studies in a programme of the University that is identical or is the closest to the previous programme.

### **Special cases of suspension**

#### **35.8**

- (1) The suspension of the student's student status may be granted at the request of the student:
- a) for a period exceeding two consecutive semesters, or
  - b) before the completion of the first semester, or
  - c) beyond the deadline at any time until the end of the academic term already started, for that academic term
- provided that the student is unable to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student.
- (2) A student participating in an interstate or state scholarship programme may request the suspension of his/her student status in an application for equity before completing the first semester.
- (3) The student should submit a request for a suspension
- (4) The decision on the application shall be taken by the competent dean.
- (5) The decision must be taken within eight (8) days of receiving the application.
- (6) The decision shall be recorded in a resolution.
- (7) If, pursuant to subsection (1), the suspension of the student's student status is authorised by the competent dean, registration for the given academic term shall be deemed withdrawn, it being understood that the legal consequences of registration for the academic term already commenced, but affected by the suspension cannot be established, therefore the student's semester is considered as a passive semester. The rules concerning



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the bearing and reimbursement of the paid programme cost and foreign language contribution are contained in the RSFB.

### **Withdrawal of registration for the semester (declaring an active semester to be passive)**

#### **36.§**

- (1) After the student has signed in for the given academic term, he/she may:
  - a) in the autumn semester by 14 October at the latest,
  - b) in the spring semester by 14 March at the latest,
 declare an active semester to be declared passive.
- (2) If no grounds for exclusion exist in relation to the student and he/she has paid the fee defined in the RSFB, the Head of Study Matters at SS accepts the notice given by the student.
- (3) The student must be notified of the decision in the form of Neptun system message.
- (4) If, pursuant to subsection (1), a student's student status is suspended, the previous registration for the given academic term shall be deemed withdrawn, it being understood that the legal consequences of registration for the semester with regard to the academic term already commenced but affected by the suspension shall be applied. The rules for bearing the programme cost are contained in the RSFB.
- (5) If, after properly signing in, the student does not withdraw his/her registration for the semester by the date indicated in subsection (1) and does not request the suspension of his/her studies, nor does he/she terminate his/her student status, the semester is considered an active semester and creates obligations for the student under law, the Student Requirements System (SR), and the training contract, regardless of the fulfilment of the academic obligations.

### **Declaring a passive semester to be active**

#### **37.§**


- (1) After giving notice of the suspension of the student status, it is not possible to declare the passive semester active beyond the registration period. A passive semester may not be declared active on the basis of an application for equity.

## **CESSATION AND TERMINATION OF THE STUDENT STATUS**

### **Legal consequences of the cessation and termination of the student status**

#### **38.§**

- (1) The student's student status shall cease in the cases specified in the SER through a notice given by the student or for other reasons specified in the Nftv., and the University may also terminate the student's student status in the cases specified in the Nftv. or the SER.

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- (2) In the event of the cessation or termination of the student's student status, from the day following the date of cessation, the student's rights may be exercised only in the cases specified in the Student Requirement System.
- (3) The effect of the cessation of the student's student status on certain scholarships and other benefits is included in the RSFB and the scholarship contract concluded with the student.
- (4) In the event of the cessation of the student's student status, the rules for the reimbursement of the programme cost and the foreign language contribution already paid for the given semester are contained in the RSFB.
- (5) If, within the framework of the student status, the student participates in multiple programmes at the University, this rule shall apply, except that instead of the cessation of the student status, the studies in the given programme may not be continued, except when the student's student status is terminated on the basis of a disciplinary sanction. In this case the student status itself is terminated and the student may not pursue his/her studies in any of the programmes.

### **Cases of cessation and termination of the student status**


#### **39.§**

- (1) The student status shall be terminated:
  - a) if the student transferred to another higher education institution, on the day of the completion of transfer,
  - b) if the student gives notice of terminating his/her student status in the form of a request, on the day that the request is submitted, except if the student withdraws his/her notice in accordance with subsection (2);
  - c) if the student cannot continue his/her studies in a programme funded by (partial) Hungarian scholarship and does not wish to continue them in a self-funded form (the student declares whether he/she will continue his/her studies in a self-funded form when signing the training contract), on the last day of the registration period;
  - d) on the last day of the semester in which the student obtained the final certificate (absolutorium) (the last day of the semester is included in the calendar of the academic year);
  - e) if the student status of the student is terminated - due to payment arrears - by the competent dean, under the powers delegated to him/her by the rector, after unsuccessfully calling on the student and after the Student Social Committee examined and delivered its opinion on the student's social situation, on the date that the decision on termination becomes final;
  - f) on the day that the disciplinary decision on expulsion as a disciplinary sanction becomes final,
  - g) if a condition for student status defined in Nftv is no longer met, on the day that the decision on the termination of student status on those grounds becomes final;
  - h) if the student participating in a programme funded through a (partial) Hungarian state scholarship withdraws the declaration referred to in Article 48/D (2) of the Nftv.

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and does not undertake to participate in a self-funded programme, on the day of the receipt of the withdrawal declaration;

- i) if the student's student status is unilaterally terminated by the Dean in accordance with Section 42 of the SER, on the day the decision to terminate the student status becomes final;
  - j) in programmes offered under an interstate or state scholarship programme, if the scholarship-funded status of the student ceases and he/she does not wish to bear the programme cost (the student declares whether he/she will bear the programme cost when the signing the amendment of the training contract);
  - k) in the framework of a guest student status, on the last day of the semester;
  - l) in the case of training for the purposes of acquiring specialised knowledge, on the last day of the semester;
  - m) in the framework of a preparatory course, on the last day of the first semester in the case of a one-semester programme and on the last day of the second semester in the case of a two-semester programme;
  - n) upon the death of the student, the date of which shall be determined by the competent dean on the basis of a copy of the death certificate.
  - o) if the Dean unilaterally terminates the student's student status because the Dean requires a one-off medical fitness assessment for registration for the academic term and the student is found to be medically unfit to continue and complete his/her studies. This paragraph does not apply to Hungarian nationals, students having the right of free movement and residence, students with an immigrant or permanent resident status.
- (2) If the students gives notice of terminating the student status, the notice may be withdrawn within eight (8) working days.
  - (3) In the cases specified in paragraphs a) to d) and j) to n) of subsection (1), where the student status ceases by force of law, no separate decision is required on the cessation of the student status, the student shall be notified thereof in a Neptun message by the SS administrator/coordinator. In the case of paragraph n), the fact of cessation shall be recorded in Neptun. The message shall include the rules on bearing the programme cost and the foreign language contribution as well as the obligation to repay the Corvinus scholarship in the case of benefitting from a Corvius scholarship..
  - (4) In the cases referred to in paragraphs e), g), h), i) and o) of subsection (1), the decision on the cessation of the student status shall be made by the competent dean, while in the case referred to in paragraph f), it shall be made by the Student Disciplinary Committee or the Student Disciplinary Appeals Committee.
  - (5) The resolution on the termination of the student status shall be issued in the form of a paper-based document and shall be delivered by post or by hand, or may be issued in the form of an electronic document and shall be delivered to the student via Neptun or via the Customer Port of Entry.

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- (6) The resolution shall lay down the rules for bearing the programme cost and/or the foreign language contribution as well as the obligation to repay the Corvinus scholarship in the case of benefitting from a Corvinus scholarship

#### **Termination of student status due to payment arrears**

##### **40.§**

- (1) For the purposes of Section 39(1)e), payment arrears shall be understood to mean the overdue payment obligation as defined in the RSFB.
- (2) If the student fails to meet his/her payment obligation by the specified deadline, a procedure shall be carried out according to the provisions of the RSFB and, depending on the outcome of this procedure, a decision shall be taken on whether or not to terminate the student status.

#### **Termination of student status due to a disciplinary offence**

##### **41.§**

- (1) The rules of the disciplinary procedure are contained in the Student Disciplinary and Damages Regulations.


#### **Unilateral termination of student status**

##### **42.§**

- (1) The student status of a student who fails to fulfil the obligations relating to progress in studies laid down in the SER shall be terminated, it being understood that:
  - a) a student who commenced the first year of his/her studies in the 2021/2022 academic year has exhausted the possibility to register for a given subject three times, or in the case of an equity decision four times;
  - b) a student who commenced the first year of his/her studies in the 2022/2023 academic year has exhausted the possibility to register for a given subject twice, or in the case of an equity decision three times;
  - c) a student who commenced his or her first year in the 2016/2017 academic year or later fails to complete at least 50% of the credits specified as a mandatory requirement for obtaining a diploma as set out in the programme and outcome requirements during the active semesters corresponding to the programme duration of the given study programme.
  - d) a student who commenced his or her first year in the 2020/2021 academic year or later does not reach a minimum (cumulative) weighted academic performance of 2.5, except in the first active semester;
  - e) a student who commenced his or her first year in the 2020/2021 academic year or later, fails to earn at least 15 credits in his or her first two consecutive active semesters, it being understood that this rule shall not be applied to students who are required to earn fewer than 15 credits and thus are not able to take a number of curriculum units

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- (subjects) corresponding to the required credits as well as if the student is not able to take a sufficient number of curriculum units (subjects) because the University does not announce the given study unit (subject) in the given semester;
- f) under the admission procedure for master programmes, the student fails to earn the missing credits that are to be completed on a mandatory basis simultaneously with the programme within the time limit specified in the decision on credit recognition and the curriculum;
  - g) in the given programme the number of failed exams in the same curriculum unit has reached six;
  - h) in the given programme and for the given Rigorosum, the number of failed Rigorosum exams has reached four;
  - i) in the given programme and for the given comprehensive examination, the number of failed comprehensive examinations closing the given subspecialisation/specialisation has reached three;
  - j) the student fails to fulfil his or her obligation to register for subjects after signing in, and it is not possible to suspend his/ her student status;
  - k) the student exceeds the maximum period of studies available for completing his/her studies,
- (2) The University shall unilaterally terminate the student status of a student who
- a) fails to register for the next semester for three times in a row, except for the case specified in paragraph a) of subsection (1) of Section 35.
  - b) the student does not resume his/her studies after the interruption of his/her student status and the conditions for further suspension are not met.
- (3) When it is still possible to avoid termination of the student status due to the reasons set out in subsections (1)-(2) above, the Student Services (SS) administrator/coordinator, in the Guide on the start of the semester, shall call the student's attention to what he/she needs to do to avoid termination of the student status. The student status may be terminated if the SS administrator/coordinator has previously called on the student at least in a general message to fulfil his or her obligation by the specified time limit and informed him/her of the legal consequences of his/her failure to comply. The SS administrator/coordinator shall, at the start of each semester, within the registration period, call on students in a general message to fulfil their obligations and warn them of the legal consequences of any failure to comply.
- (4) In the case of students admitted or taken over via a new admission procedure, the credits obtained during prior studies and accepted by the competent credit transfer committee shall also be taken into account in establishing whether the conditions specified in subsection (1) c) are met.
- (5) The competent Dean shall make a decision on the termination of the student status. The competent Dean shall make a decision on the termination of the student status. If possible, the decision should be taken until the end of the registration period following the semester of non-performance.

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- (6) The resolution on the termination of the student status shall be issued in the form of a paper-based document and shall be delivered by post or by hand, or may be issued in the form of an electronic document and shall be delivered to the student via Neptun or via the Customer Port of Entry.
- (7) The resolution shall lay down the rules for bearing the programme cost and/or the foreign language contribution as well as the obligation to repay the Corvinus scholarship in the case of benefitting from a Corvinus scholarship.
- (8) In case of studies pursued under a guest student status, in a preparatory course or in a training for the purposes of obtaining specialist knowledge, the provisions on the termination of student status shall apply *mutatis mutandis*.

#### **Documentation relating to the termination of the student status**

#### **43.§**

- (1) Upon the termination of the student status, the competent SS administrator/coordinator shall issue a paper-based certified master data sheet extract
  - a) *ex officio* if the student's status ended without obtaining a final certificate (absolutorium) and the student has completed at least one (1) active semester;
  - b) upon request, if the student status comes to an end after obtaining the final certificate but without the award of a diploma;
  - c) upon request, if the student has obtained a diploma in a specialist post-graduate programme.
- (2) The University is not required to issue a certified extract of the student's master data sheet to those students whose student status ceases and who have a paper-based transcript. The SS administrator/coordinator shall hand over the closed, certified transcript within three (3) months from the date of the termination of the student status.
- (3) If the master data sheet extract is issued *ex officio*, it shall be issued within three (3) months of the termination of the student status, upon request it shall be issued within eight (8) days.
- (4) The master data sheet extract shall be authenticated by the signature of the Head of Study Matters at SS or the staff member designated by him/her.
- (5) In case the University fails to act as specified in subsections (1)-(2), the former student may address a request to the staff member designated by the Head of Study Matters, asking him/her to correct the deficiency. The Head of Study Matters at SS or the staff member designated by him/her shall take action within eight (8) days of receiving the request. Failure to comply with the request shall entitle the student concerned to seek legal remedy as specified in the SSP.
- (6) The data with regard to the termination of student status shall be notified to the FIR (Higher Education Information System) by the Head of Study Matters at SS or the staff member designated by him/her within fifteen (15) days of the date of termination.



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- (7) The data of the person whose student status has been terminated shall be processed in accordance with the Nftv as specified in Onyvtv (and the University's Data Protection Regulations).

## PROVISIONS CONCERNING STUDIES

### Training programme, the curriculum, subject syllabus

#### 44.§

- (1) Education at the University is based on the approved educational programme. The notion of educational programme is defined in Section 3. The training programme shall be published on the University's website.
- (2) The curriculum provides a sample for the student as to the schedule of taking the subjects required for the relevant degree and/or professional qualification in the given programme within the programme duration set out in the programme and outcome requirements. The curriculum shall specify the other subjects that constitute preliminary requirements for taking a subject (rules on previous studies). The curriculum shall be published on Neptun and on the website of the University. New or modified study and examination requirements may only be introduced under a phasing-in system. The parts of the curriculum that can be modified in a phasing-in system or otherwise are determined by provisions issued by the Vice-Rector for Education within the legal and regulatory framework, it being understood that if not introduced in a phasing-in system, any substantive changes to the study and examination requirements (introduction of new or modified study and examination requirements) may only be implemented in the case of necessity resulting from changes in the legal environment.
- (3) For programmes offered in cooperation for the purpose of obtaining a joint, dual or multiple diploma, the sample curriculum containing the mutual recognition of studies pursued in a given programme shall be included in the cooperation agreement, taking into account the legislative provisions and/or the provisions of the SER.
- (4) The section of the Institutional Guide on programmes shall be compiled in such a manner to allow the students to become aware of the curriculum applying to students who have established a student status for the given academic term ahead of completing the study period preceding subject registration for the semester in question. Information on the programmes shall include the areas of expertise defined in the programme and outcome requirements by subjects, curriculum units and their scheduling within the programme duration defined in the programme and outcome requirements, the preliminary study requirements, the credit values of subjects associated with the curriculum unit, the criteria requirements, the methods of the assessment of student performance, the conditions for being admitted to the final examination.
- (5) The knowledge to be acquired within the framework of the subjects, the conditions for fulfilling them shall be included in the subject syllabi. After having been approved, the subject syllabi (all courses, all modules) shall be published in Neptun by the first day of the week preceding the given registration period. Only the adopted and published subject syllabus may constitute a basis for assessing student knowledge and performance.


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- (6) In case any responsible person on the part of the University breaches any rule set out in subsection (5) on the publication of the educational programme, the curriculum, the subject syllabi, the learning materials and this affects the student adversely, the student shall have the right to seek legal remedy as per the SSP.
- (7) For some study programmes, the programme and outcome requirements of the study programme stipulate that in order to strengthen its international character, the programme requirement is at least one (1) semester of experience abroad or practice in an international environment (international semester), which constitutes specialist knowledge according to the needs of the study programme and the field of expertise. The knowledge to be acquired during the semester spent abroad, the conditions for fulfilling them shall be included in the subject syllabi, it being understood that the rules for completing an international semester are set out in the Rules of procedure for completing an international semester.
- (8) If any violation of rights is established, the decision on defending the student's legitimate interest shall be taken by the competent Dean in view of the resolution adopted by the Students' Appeal Committee.

### **Individual curriculum, academic credit system, collecting and registering credits**

#### **45.§**


- (1) Within the framework of the academic credit system, the student develops his/her individual study schedule, individual curriculum on the basis of the recommended curriculum published by the University via Neptun.
- (2) The student is entitled to develop his/her individual curriculum in the framework provided by the SER, he/she is not required to have it endorsed.
- (3) Credits may be acquired by fulfilling the academic requirements defined in the curriculum and in the manner set out in the SER. Credits are only assigned to subjects that are graded. When determining the credit value, the total number of academic hours includes both the contact hours and the individual academic hours of the student.
- (4) In part-time programmes, the number of credits assigned to the programmes and to be completed is identical with the number of credits assigned to full-time programmes.
- (5) The average individual academic hours defined for the entire duration of the programme may not exceed three times the number of contact hours in full-time programmes, seven times thereof in programmes using the evening delivery mode, and twelve times thereof in programmes using the correspondence delivery mode, both of the latter being part-time programmes.
- (6) Credits acquired by students shall be registered and updated in the Neptun system, this being the responsibility of SS.

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### Announcement of subjects and courses


#### 46.§

- (1) The rules on taking subjects are included in programme's rules on previous studies.
- (2) EM and the institutes shall be responsible for the announcement of the subjects by the deadline set in the calendar of the given academic year, as provided for in the provisions of the Vice-Rector for Education for organising the examinations and the final examinations.
- (3) Subjects shall be announced via Neptun.
- (4) The part of the Institutional Guide in which information on the programmes is provided shall be compiled in such a manner to allow students to become aware of the following with respect to all the subjects of the curriculum ahead of completing the study period preceding the preliminary subject registration for the semester in question:
  - a) name of the subject, number of contact hours, credit value, code, the number of semesters according to the recommended curriculum and the frequency of its announcement,
  - b) the language in which the subject is taught (if not Hungarian),
  - c) pre-study requirements,
  - d) the classification of the subject as compulsory, compulsory elective or free elective,
  - e) the subject's slot within the timetable,
  - f) the subject leader and the subject lecturer,
  - g) the purpose of acquiring the professional content of the subject,
  - h) description of the subject in a way which permits decision making as specified in Article 49 (5) of the Nftv., including the description of the knowledge, the (partial) skills and (partial) competences to be acquired, study requirements to be met during the academic year,
  - i) pre-study requirements during the year,
  - j) the ways in which the knowledge, (partial) skills and (partial) competences acquired shall be evaluated, as well as the schedule of such evaluations,
  - k) learning aids available for acquiring knowledge, skills and competences, and
  - l) the recommended literature.
- (5) The contact hours specified in the curriculum shall be completed for acquiring the learning outcomes and fulfilling the study requirements specified in the curriculum.
- (6) The curriculum specifies the form of instruction, or the combination of various forms of instruction in which the contact hours are delivered in the given academic year as well as the number of contact hours.
- (7) Subjects can be announced in the form of one or more courses. Courses shall be announced together with the maximum numbers of participants, simultaneously with the subjects themselves.

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(8) The types of courses are as follows:

- a) lecture: a form of instruction where a part or the entirety of the announced subject is taught to all the students taking the given subject (usually the whole year or a part thereof) simultaneously in most cases. Lectures take place with the personal contribution of the lecturer and may take the following forms:
    - aa) lecture taking place with the personal participation of both the lecturer and the student in the same place, during the same period of time,
    - ab) on-line synchronous lecture taking place with the personal participation of the lecturer and the student during the same period of time but at different places where the lecturer delivers the lecture interactively, through a video conference,
    - ac) on-line asynchronous lecture where the lecturer delivers the pre-recorded material of the lecture to the students through a given access path, during a given period of time;
  - b) practice session: form of instruction where students exercise and are trained to be able to address the routine problems relevant to the given subject. In the case of certain subjects, lectures and practice sessions may complement each other. Practice sessions take place with the personal contribution of the lecturer and may take the following forms:
    - ba) practice session taking place with the personal participation of both the lecturer and the student in the same place, during the same period of time,
    - bb) on-line synchronous practice session taking place with the personal participation of the lecturer and the student during the same period of time but at different places where the lecturer delivers the practice session interactively, through a video conference,
    - bc) on-line asynchronous practice session where where the lecturer delivers the pre-recorded material of the practice session to the students through a given access path, during a given period of time.
    - bd) practice sessions subject to special requirements: practice period, field study, project practice, dual practice, blocked practice, training, job shadowing (teaching).
  - c) consultation: an opportunity provided to students by the lecturer of the University for personal consultation relating to the student's studies at a place and time determined by the University, including communication via electronic channels.
  - d) exam course: taking a subject ending with the given examination for the second or third time without attending sessions, for the purpose of fulfilling the exam requirements.
- (9) In the case of subparagraph ac) of paragraph a) of subsection (8), following the lecture, the lecture material shall be made available to students in one of the subsystems of Neptun, the Moodle system for the semester. Digital learning materials can only be made available to students in Moodle.
- (10) An elective subject for which fewer students register than the minimum number specified in the curriculum or the applicable regulations may be launched by the institute hosting the subject with the joint permission of the Vice-Rector for Education and the General Vice-Rector. Exceptions to the above shall be thesis seminar sessions, courses related to double degree and multiple degree programmes, joint programmes leading to the award of a joint diploma, the launch of which shall be subject to informing the Vice-Rector for

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Education and the General Vice-Rector. If the course in question needs to be cancelled as a result of failure to reach the minimum number of students, the students who have already registered for the course are deleted from the course in Neptun by the institute hosting the subject at the same time as a notification thereof is sent to them. In case the number of participants of a course falls below the required minimum after the registration period, the course may no longer be cancelled.

- (11) Unless otherwise provided in the SER, the slot of the course in the timetable, as announced for the given semester, may not be altered, the venue (changing the venue within the same campus shall not constitute a change), the form of instruction (face-to-face, online, etc.) and the lecturer of the course, however, may only be altered in justified cases.
- (12) A student may take subjects related to his/her studies in another programme offered by the University, or as a guest student at another higher education institution. Subjects so taken and completed shall be taken into account in accordance with the rules on credit recognition.

### **Taking and dropping subjects**

#### **47.§**

- (1) Of the announced subjects, the student has the opportunity to take and drop the subjects that he/she wishes to complete during the semester in the preliminary and final subject registration periods, in accordance with the rules on previous studies and the rules on attending sessions.
- (2) The preliminary and final subject registration periods are set out in the timetable for the academic year, it being understood that during the final subject registration period, a subject may be taken during the first week of the registration period and the third week of the registration period in the autumn semester, the second week of the registration period in the spring semester, respectively. A subject may be dropped in the first semester of the registration period. In the case of a subject constituting a practice period, if the requirements of paragraph b) of Section 1 (2) of Annex 2 of these Regulations are met, the subject will be taken by SS on behalf of the student until the end of the final subject registration period and shall be deleted by SS by the end of the final subject registration period on the basis of the student's notification in Neptun.
- (3) Students shall be informed about the period of preliminary registration for subjects in a Neptun message sent by the Head of Study Matters at SS or the staff member designated by him/her.
- (4) During the preliminary subject registration period, students take subjects they wish to complete in the upcoming semester, with the exception of the practice period. The list of subjects taken may be modified by students during the final subject registration period.
- (5) Students are advised to take the compulsory subjects during the semesters specified in the curriculum. In case of compulsory subjects that may be taken at a time chosen by the student, the student may decide on the semester in which he/she wishes to take the subject from the options provided..


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- (6) In the case of free elective subjects, the student may decide which of the subjects announced by the University he/she chooses and takes. Free elective subjects shall be announced in such a way as to enable students during the entire period of their studies:
- a) to take free elective subjects worth up to 5% of the total number of credits required for obtaining the diploma,
  - b) to participate in voluntary activity instead of taking free elective subjects referred to in paragraph a), in respect of which the University announces specific modules for students,
  - c) to choose from subjects with credits exceeding the total number of credits required for obtaining the diploma by at least 20%.
- (7) Within the announced framework, students have the right to choose subjects, courses and lecturers as well as choose from contact hours announced in parallel, provided that the curriculum requirements are taken into account.
- (8) Any specific course may only be taken by the student if he/she completed the subject(s), criterion requirement(s) indicated as preliminary requirements prior to taking the subject.
- (9) Students are exempted from the limitation on scheduling conflicts between subjects for one (1) slot in each semester within the same study programme in case of a scheduling conflict between two lectures and/or a lecture and a practice session. In programmes delivered through correspondence and evening delivery mode, students are granted an exemption from restrictions due to scheduling conflicts with respect to subjects taken again in case there is a scheduling conflict between two lectures and/or between a lecture and a practice session. Such exemption within the same programme shall apply for two timeslots per semester. As a general rule, there may be no scheduling conflict between two practice sessions. If a scheduling conflict is allowed, this should be enabled in Neptun. Any possible adverse consequences arising from a scheduling conflict must be borne by the student, this being no justification for requesting concessions, advantages or opportunities to catch up.
- (10) During the admission procedure to master-level study programmes, the student shall earn the missing credits that are prescribed on a mandatory basis in the rules on preliminary credit recognition in parallel with the programmes aimed at obtaining the master degree by the date specified in the resolution on credit recognition and in the curriculum. Up to this point, when compiling the student's individual timetable, priority shall be given to fulfilling criterion requirements. In justified cases, a student pursuing studies in daytime delivery mode may also take a subject taught through evening or correspondence delivery in order to obtain the missing body of knowledge required for the purposes of credit recognition. The student's student status shall be terminated if these requirements are not met.
- (11) If a student is unable to comply with his/her payment obligations by the required deadline, as a consequence his/her student status is terminated or suspended, or a student is unable to sign in due to overdue debts, the competent SS administrator/coordinator shall delete any subject that the student may have taken previously.



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- (12) A students who failed to take subjects during the period of final registration for subjects, he/she shall be called on by the competent SS administrator/coordinator in a message sent via Neptun to fulfil his/her obligation to take subjects by way of late registration. The message shall also inform the student on the legal consequences of any failure to do so. The student status of a student who fails to fulfil his/ her obligation to take subjects despite having been called on to do so shall be suspended for the semester concerned, or if such suspension is no longer possible and therefore the conditions for the termination of his or her student status are met, the student status of the student concerned shall be terminated.
- (13) A student may take a maximum of forty-two (42) credits per semester, not including students taking part in training with the purpose of acquiring specialised knowledge and courses at another higher education institution. This rule may be departed from in the cases of a double or multiple degree programmes, in joint programmes leading to the award of a joint diploma. Other exceptions include: taking a practice period in case the bachelor student intends to complete the practice period in a semester other than the semester specified in the curriculum during the summer following the conclusion of the 6th semester and the practice period does not overlap with the study period of the subsequent autumn semester as well as taking subjects for the purposes of subject recognition.
- (14) Students participating in a course at another higher education institution, training with the purpose of acquiring specialised knowledge may take a minimum of 1 (one) subject or a maximum of 30 (thirty) credits per semester, which may be deviated from only as specified in the agreement and only in the case of courses taken at another higher education institution/training with the purpose of acquiring specialised knowledge under a cooperation agreement.
- (15) The number of subjects/credits taken with the aim of credit recognition shall not be included in the number of available subjects/credits.
- (16) In the case of a student taking courses at a higher education institution abroad, the credit(s) obtained abroad shall not be included in the number of available subjects/credits.
- (17) A student taking courses at a higher education institution abroad shall register for the "semester abroad" subject for the given semester during the period of final registration for subjects. A student who is participating in study abroad programme not approved by the SC - i.e. not on the basis of a cooperation agreement or not in a study abroad programme approved by the University - cannot take the subject called "semester abroad" . Should this subject be taken, the SS administrator/coordinator will delete it from the student's transcript after the end of the subject registration period and will inform the student about it in a Neptun message.
- (18) In their individual curriculum, students pursuing their studies in a programme (partially) funded through state scholarship and students commencing their studies in a self-funded programme in September 2014 or afterwards - including a programme funded through the Corvinus scholarship- may take subjects with a credit value exceeding the total credits required in the given study programme by not more than 10% or may take subjects taught in a language other than Hungarian up to 10% of the total credits required without being

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subject to a fee. Students who commenced their studies before September 2014 in a self-funded programme shall pay the fee specified in the RSFB for taking such subjects.

- (19) Students may file a request in Neptun for taking any subject(s) outside the curriculum. A maximum of two (2) subjects may be taken per semester in addition to those specified in the sample curriculum. The request shall be submitted in the second week of the study period.
- (20) The decision on such request shall be taken by the subject leader, subject to available capacities. The decision must be taken within three (5) working days of the date on which the request was submitted. If the subject leader fails to take a decision within five (5) working days, SS shall register the student for the subject course in case the student meets the preliminary requirements and there are available places on the course. Thus, the student's requests shall be deemed to have been accepted. The student must be notified of the decision in the form of Neptun system message. No legal remedy shall be available against such decision.-
- (21) Students shall find information in the Neptun system on the subjects they have taken and/or deleted and the practice periods taken/deleted by SS. They shall be notified through system messages sent via Neptun when subjects are taken, dropped or cancelled.
- (22) In the case of studies under a guest student status, in the context of preparatory courses and/or training for the purposes of acquiring specialist knowledge, no scheduling conflict shall be possible.
- (23) Any subject not dropped during the period of final registration for subjects shall be completed during the semester.

### **Taking and dropping subjects beyond the deadline**

#### **48.§**

- (1) A student may, in a justified case, ask for permission to take or drop a subject after the end of the period of final registration for subjects.
- (2) The request for late subject dropping may be submitted by the end of the 1st week of the study period in the case of programmes through daytime delivery, and by the end of the 2nd week of the study period in the case of part-time programmes (using the correspondence or the evening delivery mode). The request for late subject registration may be submitted via Neptun until the end of the 3rd week of the study period in the case of the autumn semester and until the end of the 2nd week of the study period in the case of the spring semester.
- (3) The fee specified in the RSFB shall be paid for taking and dropping subjects beyond the relevant deadline.
- (4) Decisions on such requests shall be made by the subject leader within three (3) working days of the date on which the request was submitted.
- (5) The decision shall be recorded in a resolution.
- (6) The applicant may seek legal remedy against the resolution on the basis of the SSP. Any possible adverse consequences arising from taking and dropping subjects beyond the

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deadline shall be borne by the student, this being no justification for requesting concessions, advantages (e.g. for the purposes of reducing the programme cost) or opportunities to catch up

- (7) The subjects featured during the intensive week may not be taken or dropped beyond deadline.
- (8) In case of late submission of a request with regard to a subject constituting a practice period pursuant to 1(2)b) of Annex 2 to the present Regulations and thus of the late registration for/dropping of a subject constituting a practice period, the provisions of this Section shall apply.

### **Taking subjects repeatedly**

#### **49.§**

- (1) If a student failed to complete a subject that he/she has taken in the given semester, he/she may repeatedly register for the same subject in a subsequent semester
- (2) A subject may be taken by a student in a given programme:
  - a) Students who commenced their studies in the spring semester of the 2021/2022 academic year or before may take a subject up to three (3) times, it being understood that they may take the subject on one (1) additional occasion on the basis of authorisation on the grounds of equity pursuant to Sections 93 and § 94, provided that they have not exhausted the maximum number of available examination opportunities. The student status shall be terminated if a student fails to complete a subject for the third time -or in the case of a request for equity- for the fourth time.
  - b) Students who commenced their studies in the autumn semester of the 2022/2023 academic year or before may take a subject up to two (2) times, it being understood that they may take the subject on one (1) additional occasion on the basis of authorisation on the grounds of equity pursuant to Sections 93 and 94, provided that they have not exhausted the maximum number of available examination opportunities. Student status shall be terminated if a student fails to complete a subject for the second time -or in the case of a request for equity- for the third time.
- (3) Taking, retaking or taking language subjects and Physical Education in a semester other than the one recommended in the curriculum in excess of the curriculum requirements is subject to the payment of the fee specified in the RSFB.
- (4) Students may register to retake a subject only during the semester in which it is announced by the University in the curriculum.
- (5) Subjects impeding the progress of students in their studies or ones required as previous studies may be offered in semesters other than the ones specified in the curriculum, but only for students who concluded the given subject with a fail grade or with the note “exam not taken”, or for subjects solely graded with an exam grade, with the note “not completed”. Such a subject may also be announced in the form of an exam course. The institute hosting the subject shall, however, announce the subject – even for students admitted during the February intake – if in the previous semester more than 50% of students showing up at the exam did not achieve at least a pass (2) grade. Decisions on the

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announcement of an exam course shall be made by the head of the institute hosting the subject at the request of the competent Dean. The method of delivering an exam course shall be different from the method applied in a regular semester. The decision on the way an exam course is to be delivered shall be made by the head of the institute concerned. No exam course may be announced for a subject that is closed with the award of a mark for course work.

- (6) A student may re-take a subject he or she has successfully completed, with the aim of improving his or her grade.
- (7) Retaking a successfully completed subject shall reduce the available number of registrations for the given subject.
- (8) Repeated registration for a subject with an excellent (5) grade is invalid, in such case the repeatedly taken subject will be cancelled by the competent SS administrator/coordinator. The student will be notified of the decision by a Neptun system message. No legal remedy shall be available against such decision.-
- (9) If the student has obtained an absolutorium (final certificate), given that he/she does no longer have student status, he/she may not benefit from the option of registering for a subject for the purpose of improving the grade.

### **Announcing and taking subspecialisations, switching for another subspecialisation**

#### **50.§**

- (1) Students shall have the right and obligation to choose between the subspecialisations announced in parallel as specified in the curriculum.
- (2) The study programme leader shall decide on the subspecialisations in a given programme, the maximum number of students admitted to each subspecialisation. The subspecialisation that the University has announced in the Higher Education Admission Bulletin must be announced for the given programme. The decision shall be taken in the semester of choosing a subspecialisation, that is by 15 October in the case of starting the autumn semester and by 15 March in case of starting the spring semester. It is the responsibility of the study programme leader to communicate the maximum number of students to Student Services.
- (3) The minimum number of students required for launching specific subspecialisations shall be 20 in master programmes and 30 in bachelor programmes, without counting the students who take the subspecialisation as a second or further choice. This rule may only be departed from in justified cases, with the competent Dean's permission, based on the proposal of the study programme leader.
- (4) In the curriculum, the study programme leader shall define the rules of ranking for cases in which the maximum number of students is exceeded.
- (5) Besides defining the maximum number of students, the study programme leaders may also define minimum requirements in the curriculum that shall be fulfilled by the student in order to take the subspecialisation.

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- (6) The curriculum may also permit the option of choosing two subspecialisations simultaneously for the given study programme, disregarding the provisions in Section 51.
- (7) The choice of subspecialisation is made on request. The relevant request shall be submitted by the last day of the study period of the semester preceding the semester of the subspecialisation. If the student fails to choose a subspecialisation by the given deadline, he/she shall pay the fee specified in the RSFB for the delay. If the number of applicants does not exceed the maximum permitted number, each student wishing to shall be entitled to take part in the subspecialisation of his/her choice. If the number of applicants exceeds the final limit, ranking shall be carried out by SS, and the relevant decision shall be taken by the competent dean.
- (8) The decision must be taken by the end of the 10th working day following the end of the examination period.
- (9) The student must be notified of the decision in the form of Neptun system message. This shall be the task of SS..
- (10) If taking a second or further subspecialisation is associated with credit overload as per the RSFB, the student shall pay the fee set out in the RSFB.

### **51.§**


- (1) In the semester in which he or she chooses a subspecialisation, the student may ask to take a second or further subspecialisation from those that are available; the student may also request to change the subspecialisation he /she has taken or to drop the second or further subspecialisation.
- (2) Subspecialisations may be changed, a second or further subspecialisation may be taken or dropped as of the end of the study period of the first active semester following registration for them.
- (3) The relevant request shall be submitted within the subspecialisation registration period of the study period that precedes the semester of the subspecialisation. The specific timetable for the subspecialisation selection period is set out in the calendar of the academic year. Switching to another subspecialisation is subject to availability of places.
- (4) The fee specified in the RSFB shall be paid for changing a subspecialisation once taken or for the dropping of a second or further subspecialisation.
- (5) Switching to another subspecialisation shall necessitate the consent of the person responsible for the subspecialisation to be taken and dropped; such consent shall be requested by Student Services ex officio from the persons in charge of the subspecialisation concerned, via Neptun.
- (6) Decisions on requests to change for another subspecialisation, to take and drop a second or further subspecialisation shall be made by the competent study programme leader.
- (7) The decision shall be taken in the form of a Neptun resolution within 15 working days of receiving the request.
- (8) The student shall bear the consequences on academic progress and financial repercussions of changing for another subspecialisation, taking or dropping a second or further subspecialisation.



**Study and Examination Regulations****Attendance during the sessions****52.§**

- (1) Attending lectures is an inseparable part of the learning process; the assessment of the student's knowledge may cover the body of knowledge discussed in lectures. The lecturer may draw up a so-called 'positive attendance sheet' during the lectures. Based on the 'positive attendance sheet', the lecturer may grant an additional 10% of extra points in excess of the points obtainable for the final grade. Based on the subject leader's decision, the 'positive attendance' sheet may also cover professional events open to everyone.
- (2) Attendance of practice sessions shall be a mandatory requirement for students.
- (3) Attendance at lectures and practical sessions is also compulsory for students taking part in training with the purpose of acquiring specialised knowledge and courses taken at another higher education institution, and preparatory courses, in which case the positive attendance sheet referred to in subsection (1) is not applicable.
- (4) In the framework of a given subject, students may be required to meet conditions prescribed by the lecturer as a prerequisite for participating in practice sessions (e.g. learning the content of the lecture preceding the practice session). The results of prior checks of the fulfilment of such prerequisites may be taken into account in students' end-of-semester evaluation or used for the purposes of organising the practice course's class activities (e.g. forming groups, differentiation), or even to justify refusal of permission to participate in the practice session. The modalities and consequences of such assessments shall be set out in the subject syllabus. Assessments may also be made during the lectures. The expected date - week- of the assessment must be recorded in the syllabus. The sources of literature shall be specified in the subject syllabus.
- (5) Students' participation in the courses shall be checked by the lecturer of the subject. The modality and frequency of checks shall be determined by the lecturers themselves. The documents to be used for certifying participation shall be kept by the lecturer until the last day of the given semester, after which they can be scrapped.
- (6) The signature acknowledging the student's attendance shall not be refused if the number of the absences does not exceed 25% of the number of contact hours of the subject in the given semester and if the student has met the requirements of the syllabus.
- (7) In the case of justified absence, the competent subject leader, having agreed with the lecturer, may offer opportunities for making up for missed activities to a student who was absent from more than 25%, but not more than 50% of the sessions for childbirth, accident, treatment at a hospital illness, an urgent official matter (police procedure etc) or to fulfil his/her obligations as a citizen (being summoned as witness in legal proceedings etc) and he/she presents the relevant certificate to the lecturer on the very first class following such absence(s).
- (8) In the cases referred to in subsection (7), if such permission is granted, a possibility for making up for missed activities is provided, the student may, depending on the nature of the subject, attempt to complete the subject during the study period or the examination period.



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- (9) In the cases referred to in subsection (7), the subject leader of the given subject shall decide on accepting the justification or granting an opportunity to make up for the missed session after having consulted the lecturer. The student must be notified of the decision in the form of a Neptun system message. No legal remedy shall be available against such decision.
- (10) If the lecturer dismisses the student from the session in accordance with Section 4 (10) of these Regulations, this shall be considered as absence.
- (11) In the case of online courses, if the student fails to turn on the camera and/or speak into the microphone at the lecturer's request, and therefore the lecturer is not in the position to check the student's presence, the student's presence cannot be attested, and this occasion shall constitute absence.
- (12) Absence from classes shall not release a student from his/her obligation to meet the subject requirements. In the case of an absence, the missed activities shall be made up for in the way defined by the subject leader. The student alone shall be responsible for any academic disadvantages arising from absences and for making up for missed activities.
- (13) If office holders as defined in the Statutes of the Student Union are away from any session under the SER - excluding assessment sessions- due to participation in a Senate meeting or a meeting of the Education Committee, this shall not be counted as absence. If necessary, the Chairperson of the body in question shall provide the student with a certificate to this effect.

## **ACCEPTANCE OF SUBJECTS, CREDIT RECOGNITION**

### **General rules**


#### **53.§**

- (1) The requirements of the curriculum do not need to be fulfilled if the student had already acquired them and is able to satisfactorily demonstrate this and requests the recognition thereof in the credit recognition procedure, provided that the request is upheld by the competent credit transfer committee.
- (2) A student may only submit a request for credit recognition, and the credit(s) concerned may only be recognised if:
  - a) He/she has not completed – or attempted to complete – the subject concerned as part of the given programme, and has taken the subject for the given semester,
  - b) in the case of a subject completed at another higher education institution, the student has taken the given subject at the University for the first time.
- (3) As regards subjects completed as part of courses taken at a higher education institution abroad, the competent credit transfer committee may make decisions other than as stipulated in subsection (2).
- (4) If a student has previously pursued studies at the University and establishes a student status as a result of a new admission procedure, the provisions of paragraph a) of

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subsection (2) above shall be applied, except that the request for credit recognition may also be initiated without taking the subjects to be accepted.

- (5) The acquired knowledge shall be verified in the context of the credit recognition procedure.
- (6) Credits may only be granted once for acquiring a given body of knowledge in a given programme.
- (7) As a general rule, the competent credit transfer committee may recognise up to 1/3 of the credits that may be acquired pursuant to the programme and outcome requirements; the remaining credits - at least 2/3 of the credit value of the programme, shall be earned by the student at the University. Exceptions to this rule may be granted by this Section.
- (8) By derogation from subsection (7), to obtain the final certificate (absolutorium) the student shall earn at least 1/3 of the credits associated with the given programme at the University, even in the case of previous studies at the University or in case of a programme leading to the award of a diploma issued jointly with another higher education institution, or in case of the recognition of previously acquired knowledge with credits.
- (9) The rule set forth in subsection (7) with regard to acquiring at least 2/3 of the credit value of the programme and in subsection (8) with regard to acquiring at least 1/3 of the credit value of the programme at the University does not need to be applied:
  - a) in the case of joint programmes funded by the European Union, the Visegrad Fund and the Central European Exchange Programme for University Studies.
  - b) if upon the dissolution of a higher education institution the University takes over the student as legal successor of that institution, provided that the student is transferred to a study programme belonging to the same field of study,
  - c) in the case of former students admitted to the same study programme.
  - d) in the case of a refugee, person eligible for subsidiary protection, asylum, tolerated status.
- (10) At least 30 and not more than 60 credits coming from a diploma obtained in a tertiary vocational programme launched in accordance with the Nftv may be taken into account for bachelor programmes belonging to the same field of study. The competent credit transfer committee shall determine the conditions under which the diplomas are recognised as well as the number of credits that are recognised for the purposes of the programme launched in accordance with the Nftv. From the credits obtained in a tertiary vocational programme launched in accordance with the Nftv, at least 30 and not more than 90 may be taken into account for bachelor programmes belonging to the same field of study. The decision on the number of credits that may be recognised shall be taken by the competent credit transfer committee.
- (11) The credit value of the recognised academic achievements shall correspond to the credit value of the curriculum requirement that was recognised as completed, however, the grades received shall not be modified upon the recognition of the subject concerned.
- (12) If the grade completed by the student and for which recognition is requested was evaluated on another scale than the 5-grade Hungarian evaluation scale by the other university

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(where the student completed the subject), the grade obtained abroad is converted to the Hungarian grading system on the basis of Annex 4 to the SER.

- (13) If the student does not request to have the equivalence established and wishes to have the subject accepted as (free) elective subject, the competent credit transfer committee shall evaluate the subject concerned. If it has an ECTS credit value, a credit value equal to that shall be recognised, otherwise the committee shall evaluate it on the basis of the subject's content and thereby establish its credit value. In the case of several substitute subjects, the grade shall be established on the basis of their simple arithmetic average rounded up to the nearest integer).
- (14) A completed subject to which a credit value is assigned but there is no grade, only a signature, shall be recognised as excellent (5).
- (15) In case a subject to which a credit value is assigned is rated on three-grade scale, it shall be recognised as satisfactory (3) if rated as pass, and as excellent (5) if rated as very good/excellent.
- (16) Compulsory elective subjects completed in addition to the compulsory credit value prescribed in the curriculum shall be accepted at the student's request as credits received for electives. In this case, the student may request the recognition of the subject via Neptun until the date on which he/she obtains an absolutorium.
- (17) The student must be notified of the decision in the form of a Neptun system message.
- (18) In master programmes, the rules on validation procedures set out in this Section and Sections 54-56 shall apply mutatis mutandis, with the exceptions provided for in the Admission Regulation.

### **Recognition of previous studies**

#### **54.§**


- (1) Credits are awarded on the basis of the outcome requirements set out in the subject description in accordance with the subject syllabus, and solely by comparing the knowledge and competences [knowledge, application (sub)skills and additional (sub)competences] on which the credit is based. A credit shall be recognised if it concerns a free elective subject or the compared knowledge is at least 75% identical as judged from the subject syllabi.
- (2) If preconditions are met, credits obtained in a previous programme, during studies at any higher education institution must be recognised, regardless of which higher education institution granted them and regardless of the academic level at which the student obtained them.
- (3) Knowledge shall be compared regardless of whether the student participated in a credit-based programme or a non credit-based programme to obtain the diploma.

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## **Recognition of informal knowledge and work experience**

### **55.§**

- (1) In the case of a study programme that involves extensive practice, the recognition of an extra-institutional professional practice period set out in the programme and outcome requirements may only be requested in programmes delivered in a correspondence or evening mode. If the student has been employed by a business organisation for at least three (3) months during his/her studies, the work (experience) gained there may be recognised as a practice period if the workplace meets the requirements to be fulfilled by professional training facilities. The report on the practice period and/or the other formal elements of performance, however, need to be completed.
- (2) In the case of a study programme that does not involve extensive practice, the recognition of an extra-institutional professional practice period set out in the programme and outcome requirements may be requested provided that the provisions of subsection (1) shall apply *mutatis mutandis*.
- (3) Knowledge and work experience acquired in advance through non-formal or informal learning as well as knowledge acquired during studies leading to the award of a vocational or professional qualification (such as successful completion of courses organised by colleges for advanced studies) may also be recognised towards academic requirements.
- (4) The decision of the competent credit transfer committee taken in a given case shall apply for five (5) years for requests related to the uniform recognition of credits. The concept of uniform recognition of credits shall be developed by the relevant credit transfer committee in its own practice, taking into account, *inter alia*, whether the programme and outcome requirements of the programmes concerned have changed.
- (5) Recognition of competence acquired previously through non-formal learning (through training outside the school system but in an organised form), or informal learning (outside the school system, through practical experience) and experience acquired in the course of work, may take the form of granting credits for certain competences (knowledge, performance, result, skill, other competences) in a given programme or exemption from the obligation to fulfil certain requirements.
- (6) The competent credit transfer committee shall review the student's documents during the recognition procedure and then determine whether the previously acquired knowledge is sufficient for being taken into account. In case the whole or any part of the acquired knowledge is not sufficiently certified, additional knowledge assessment tasks may be prescribed for the student upon the successful completion of which the competent credit transfer committee shall recognise the study achievement so accomplished.
- (7) Under the procedure described in subsection (3), the competent credit transfer committee shall ascertain that the student is in possession of the required knowledge, in the form of an oral, written or practical assessment. The form of assessment shall be determined by the credit transfer committee on the basis of the proposal made by the subject leader. In addition to the credit transfer committee the subject leader shall also be present during the oral assessment. In the case of written or practical assessments, the subject leader shall be in charge of defining the tasks and performing the assessment. If the student does not


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attend the assessment(s), his/her request shall be rejected by the competent credit transfer committee.

### **The credit recognition procedure**

#### **56.§**

- (1) The credit recognition procedure is initiated at the request of the student.
- (2) The deadline for submitting the request shall be the last day of the subject registration period, from which the competent credit transfer committee may derogate in the case of subjects completed in a foreign higher education institution as well as in the cases specified in 55(1)-(2) in such a way that that deadline is not later than thirty (30) days prior to the last day of the study period.
- (3) In the case of a subject or subjects completed in another higher education institution, the syllabus of the subject completed earlier, a copy of the student's transcript authenticated by the issuing institution, the master data sheet extract, along with the diploma supplement or the credit certificate shall be attached to the request. For the recognition of an extra-institutional practice period, the employer's certificate and the job description shall be submitted.
- (4) The request must be accompanied by the documents set out in Annex 6 for the recognition of foreign language skills required for pursuing the qualification obtainable in the given study programme.
- (5) The credit recognition procedure is subject to the fee set out in the RSFB, with the exception of requests for the recognition of subjects completed in a partner higher education institution in the framework of the programme on the basis of a cooperation agreement on multiple degree programmes, programmes leading to the award of a joint diploma.
- (6) Decision on the request shall be made by the competent credit transfer committee within three (3) weeks of the deadline for the submission of requests.
- (7) The resolution on credit recognition shall include the assessment as well.
- (8) The decision shall be recorded in a resolution.
- (9) The student shall fulfil his/her study obligations until the communication of the decision.
- (10) In the case of a student requesting transfer, the decision of the credit transfer committee may no longer be withdrawn after taking over the student.
- (11) The positive decisions of the credit transfer committee not containing personal data and their period of validity shall be made accessible to all students and lecturers as well as to the study administration system of other higher education institutions via Neptun, taking into account the relevant data protection rules.
- (12) In the case of double or multiple degree programmes, programmes leading to the award of a joint diploma, if the cooperation agreement clearly matches the subjects in question, the subjects to be completed in the framework of the relevant cooperation agreement are taken by the student, and furthermore the transcript is also submitted by the student or, if the cooperation agreement stipulates so, by the partner university and the grades

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obtained at the partner university shall be recorded in Neptun. In such a case, the competent credit transfer committee will automatically take the credit recognition decision without the need to submit a separate credit recognition application. The student must be notified of the decision in the form of a Neptun system message. If there are no provisions for the recognition of subjects in the cooperation agreement, the CTC decides on the recognition of credits according to the general rules.


- (13) The rules on the preliminary credit recognition procedure applied to establishing the minimum credit requirements in the given study programme for entering a master-level programme shall be set out in the Admission Regulation.

**Rules of recognition of subjects completed during courses taken at a higher education institution abroad and the evaluation of the performance of foreign guest students**

**57.§**

- (1) Subjects completed in the framework of courses at a higher education institution abroad organised by the University (e.g. Erasmus+, CEEPUS), shall be automatically recognised on the basis of the Learning Agreement's mandatory attachment and the transcript. If this is not possible for any reason, the decision on conversion shall be taken by the competent credit transfer committee on the basis of subsections (3)-(6).
- (2) The competent credit transfer committee shall make its decision on credit recognition on the basis of the Learning Agreement before mobility prior to the commencement of the studies abroad or if there is a change after start of the mobility, on the basis of the amendment of the Learning Agreement during mobility. The decision may not be altered after the completion of the studies, the subjects included therein shall be recognised.
- (3) Any subject with identical or similar educational objectives may be counted towards the fulfilment of the compulsory or compulsory elective subjects. The credits of all subjects matching the programme and outcome requirements of the study programme concerned may be recognised towards free elective subjects.
- (4) Students participating in courses at another higher education institution abroad may only complete subjects at the university abroad which they have not yet completed in Hungary.
- (5) The certificates of completed courses shall be submitted immediately upon receipt, but not later than eight (8) days of receiving them.
- (6) Automatic decision on recognition shall be made within fifteen (15) days. The student must be notified of the decision in the form of a Neptun system message. If the matter is considered by the competent credit transfer committee, the decision shall be taken within 30 days and communicated via Neptun in the form of a resolution.
- (7) Recognition shall apply for the semester in which the student concerned took courses at a higher education institution abroad.
- (8) Subjects that have been completed as part of courses taken at a higher education institution abroad by the student of the University and recognised shall be regarded as if they were completed by the student at the University.



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- (9) Subjects completed by examination during courses taken at a higher education institution abroad shall be entered by the SS administrator/coordinator in the Neptun system as so-called accredited subjects, until the last day of the examination period following the last semester spent abroad.

### **Practice period**

#### **58.§**

- (1) The practice period is a student activity, defined jointly by the University and the professional training facility to be performed partly independently at a training facility outside or within the higher education institution during the completion of a bachelor or master programme - planned, organised and assessed in accordance with the curriculum of the study programme, as specified in the programme and outcome requirements. Study programmes including extensive practice shall be any study programme whose programme and outcome requirements contain a practice period of at least six (6) weeks. Practice periods are not only prescribed in study programmes including extensive practice, in such programmes the practice period shall be shorter than six (6) weeks.
- (2) If a practice period is compulsory during the completion of the study programme, the practice period shall be completed as a curriculum requirement for acquiring the absolutorium.
- (3) In the case of a practice period of six (6) weeks or more, the University and the workplace shall conclude a cooperation agreement. If a standard model contract issued by the University is available, this shall be used for the purposes of the cooperation agreement or in the absence thereof, it will be concluded with a contractual content approved by LARS. In the cooperation agreement the University shall be represented by the SS team leader and SS administrator/coordinator in charge of the practice period. In the case of a practice period of less than six (6) weeks, the University and the professional training facility may conclude a cooperation agreement with regard to ensuring the practice period for the students of the University if the SS team leader and SS administrator/coordinator in charge of the practice period decide so. If the conclusion of a cooperation agreement is compulsory, the practice period may not be commenced without a valid agreement.
- (4) The professional training facility ensuring the practice period shall be chosen by the student.
- (5) The requirements with respect to the professional training facility offering the practice period, the duration and the organisation of the practice period are set out in Annex 2 of the SER.
- (6) Students may work under a student employment contract: at an external training facility during the completion of a dual study programme, or at the University or a business organisation established by the University or a training facility outside the University during the completion of a practice period or practical training organised in the framework of or as part of the educational programme. The employment contract shall be established between the professional training facility offering the practice period and the student. No student employment contract needs to be concluded for the practice period if the student


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has an employment relationship with the relevant employer. The rules on the conclusion of the employment contract of a student working under a student employment contract and on his/her employment are set out in Vhr3.


- (7) In the case of any suspicion of an irregularity committed at the professional training facility by breaching the rules of the training facility or of the University during the practice period in the course of the practice period, the procedures laid down in the University's Code of Ethics or its Student Disciplinary and Compensation Regulations shall apply.
- (8) To the extent permitted by law, the provisions on the practice period may be derogated from with respect to double degree and multiple degree programmes, joint programmes leading to the award of a joint diploma. This must be provided for in the relevant cooperation agreement.

**Dual programmes****58/A.§**

- (1) Dual programme: a programme where practical training is delivered, according to the curriculum of the study programme -developed in line with the programme and outcome requirements, for full-time studies, containing specific provisions for the academic term, the methods of training, contact hours and the assessment of the acquired knowledge and skills-, within the framework set by the Council for Dual Education, at qualified organisations.
- (2) A student participating in a dual programme completes the study period at the University together with the students pursuing studies in the relevant programme, according to the timetable (institutional phase). Thereafter he/she takes part in training and acquires practical skills at the professional training facility (company phase). The practice period related to the programme shall also be completed at the company.
- (3) During the period of the student status the student may leave or enter the dual programme
  - a) in the case of students wishing to enter the dual programme in the autumn semester or to leave the dual programme from the autumn semester, by the end of the exam period of the preceding spring semester
  - b) in the case of students wishing to enter the dual programme in the spring semester or to leave the dual programme from the spring semester, by the end of the exam period of the preceding autumn semesteron the basis of a request.
- (4) The University shall record the fact that a student is leaving the dual programme and shall notify the student thereof in a message sent via Neptun. If the decision authorises the student to abandon the dual programme, the student shall be obliged to contact the professional training facility offering the practice period and terminate the employment contract.
- (5) A student may enter a dual programme if the professional training facility offering the practice period selects the student for participation in the dual programme. No legal remedy shall be available against the decision of the professional training facility.

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- (6) The decision on entering from the dual programme is taken by the competent dean, subject to the capacity of the professional training facility. The decision shall be issued in an electronic resolution. The resolution enters into force if the student completes the selection process of the professional training facility offering the practice period successfully and receives the relevant positive decision. No legal remedy shall be available against the decision of the competent dean.
- (7) In the case of dual programmes, the University and the professional training facility offering the practice period shall conclude a cooperation agreement on the provision of the dual programme. If a standard model contract issued by the University is available, this shall be used for the purposes of the cooperation agreement or in the absence thereof, it will be concluded with a contractual content approved by LARS. On behalf of the University the competent dean and the Head of Study Matters at SS shall sign the cooperation agreement.
- (8) The dual programme may not be commenced without a validly concluded cooperation agreement.
- (9) Students may work under a student employment contract: at an external training facility during the completion of a dual study programme, or at the University or a business organisation established by the University or a training facility outside the University during the completion of a practice period or practical training organised in the framework of or as part of the educational programme. The employment contract shall be established between the professional training facility offering the practice period and the student. No student employment contract needs to be concluded for the practice period if the student has an employment relationship with the relevant employer. The rules on the conclusion of the employment contract of a student working under a student employment contract and on his/her employment are set out in Vhr3.
- (10) Students participating in a dual programme may take part in courses at another higher education institution abroad if the professional training facility offering the practice period approves of it. In this case the student shall suspend his/her employment relationship, except if the number of days to be spent in the company phase is completed on the basis of the duration of the courses taken at a higher education institution abroad, integrated into the dual programme.
- (11) In the case of any suspicion of an irregularity committed at the professional training facility by breaching the rules of the training facility or of the University in the course of the dual programme and the practice period, the procedures laid down in the University's Code of Ethics or its Student Disciplinary and Compensation Regulations shall apply.


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## PROVISIONS ON THE ASSESSMENT OF STUDENT PERFORMANCE


### General rules on the assessment of student performance

#### 59.§

- (1) The modalities by which students' knowledge is assessed during the programme are specified in the curriculum.
- (2) The criteria for being admitted to examinations, the examination requirements, the modalities of evaluation of student performance, the ways in which students' knowledge is to be assessed, are laid down in the subject syllabus for each subject.
- (3) The assessment of the student's knowledge may be performed using various methods such as diagnostic, formative and summative. The methods of assessment may be applied together on the same occasion.
- (4) The performance of the students may be evaluated throughout the entire academic term. Assessment may take place on a continuous basis or on a single occasion.
- (5) In the cases referred to in 61(7), the student may take the examination during the study period after having fulfilled the conditions for admission to the examination.
- (6) Where the subject syllabus stipulates specific conditions for being admitted to the examination and the student does not fulfil these conditions, the subject can only be taken as part of a repeated registration for the subject. In this case, the subject cannot be completed as an examination course.
- (7) Where the subject syllabus stipulates specific conditions for being admitted to the examination and the student does not fulfil these conditions, the subject can only be taken as part of a repeated registration for the subject. If the subject is completed after repeatedly taking it, the student will have to newly complete the criteria for being admitted to the examination in accordance with the criteria for the semester in question (including obtaining the required signature as a condition for being admitted to the examination, if this is required as a condition for admission to the examination). In the case of a subject ending with a mark for coursework, the conditions for obtaining the mark must be fulfilled again (including obtaining a signature, if required).
- (8) The key forms of assessment of performance in the various subjects are as follows:
  - a) The curriculum may prescribe a mark for coursework if the practical application of the subject's theoretical material, and the assessment of the skill of applying such knowledge are necessary and possible from the viewpoint of the educational objective. The requirements applying to a subject that is to be assessed by a mark for coursework shall be met by the student during the study period and in the first week of the exam period. Assessment shall take place on the basis of a five-grade scale and has a credit value. Assessment of the PE subject, which is not a criterion requirement, shall take place along a three-grade scale and shall have a credit value.

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- b) The examination is the assessment of the student's knowledge of the given semester's material in the given subject. During the exam the learning outcomes shall be evaluated and whether the students would be capable of acquiring additional knowledge on the basis of the knowledge acquired so far. An examination may take place in several distinct parts spread over time as specified in the subject syllabus (e.g. trimesterial exams), the results of which shall be aggregated to form a single grade. The examination result is evaluated on the basis of a five-grade scale, and has a credit value.
- c) A signature certifies that the student has met the applicable criterion requirements and has no credit value.
- d) A Rigorosum constitutes the integrated assessment of knowledge acquired in several subjects. Students may at the earliest take the Rigorosum after passing the last exam and/or acquiring the last mark for coursework in the subjects which constitute the material of the Rigorosum. The Rigorosum is graded based on the five-grade scale and does not have a credit value.
- e) Subject to the curriculum of the given study programme, the comprehensive examination is a type of exam closing the given subspecialisation/study programme, to be taken right before obtaining the final certificate. It is not identical with the comprehensive examination that forms part of the final examination and is included below under paragraph f)
- f) Subject to the curriculum, the final examination may be made up of several parts (all parts of the final examination are hereinafter referred to as: final examination), such as the defence of the thesis in the course of which the student responds to the questions related to his/her thesis and reacts to the review(s), the portfolio-based oral exam as well as oral, written, practical examination parts (comprehensive examination, which is not identical with the comprehensive examination included in paragraph e) but is a performance assessment method that constitutes part of the final examination). In the case of master-level teacher training, it may include the presentation of the teacher portfolio. The purpose of the final examination is to assess and evaluate the knowledge, skills and competences required for obtaining the diploma, and to ascertain that the student is able to apply in practice the knowledge obtained in the course of his/her studies.
- (9) A subject may be closed with a mark for coursework, an exam grade or a signature:
- a) a mark for coursework is based on the ongoing assessment of fulfilling the subject's study requirements during the study period, it shall be established on the basis of written and oral progress checks during the contact hours, written tests, the evaluation of home assignments, or the combination of all these, during the study period and the first week of the examination period.
- b) the exam grade is determined on the basis of an oral or written examination during the exam period or a combination of the two. An examination grade shall be given if the subject's assessment takes place through a combination of measuring performance on an ongoing basis during the study period and measuring one-off

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- performance at the exam, that is, by the joint application of ongoing assessment during the semester and oral and/or written examination at the end of the semester.
- c) signature for a criterion subject: fulfilment of the criterion requirement is established by assessing and completing the written and/or oral progress checks during the study period and/or the examination period, as specified in the syllabus.
- (10) Out of the key forms of assessment (mark for coursework, exam grade, signature) only one may be applied to a given subject.
- (11) The student's performance shall be evaluated as follows:
- a) in the case of a five-grade scale: excellent (5), good (4), satisfactory (3), sufficient (2) or fail (1), or
  - b) in the case of a three-grade scale: very good (5), satisfactory (3) or fail (1) or
  - c) signature
- .
- (12) A student's compulsory practice period shall be assessed in accordance with the curriculum's requirements and rewarded with the credits defined in the relevant curriculum.
- (13) The rating of the performance of a student with regard to the same subject shall not be affected by the form of funding, the delivery mode, the language and the place of the programme and whether the student pursues studies at the University a guest student. If an examination course in the same subject is offered in the same period of instruction, the requirements for attendance and with regard to work to be completed in the study period may be different.
- (14) If during a given semester, multiple courses are announced in relation to the same subject, the subject leader shall ensure uniform requirements with respect to class attendance and assessment during the semester for each concerned student.
- (15) A student shall refrain from breaching the rules of scientific referencing in his/her works covered by copyright. In the case of breaching the rules on scientific referencing and/or plagiarism, an ethical procedure shall be initiated by the relevant lecturer against the student in accordance with the provisions of the Anti-plagiarism Regulation and the Code of Ethics. If the Ethics Committee establishes an ethical abuse, and finds the act, the conduct or the omission to be of such gravity, it may at its discretion institute a disciplinary procedure against the student on the basis of the Student Disciplinary and Damages Regulations.

### **Offering a grade**

#### **60.§**

- (1) The lecturer may offer a mark for coursework or an examination grade based on the student's performance during the study period.
- (2) The possibility of offering a grade shall be specified in the subject syllabus.
- (3) The lecturer is required to enter the offered mark for coursework or examination grade in the Neptun system not later than the first working day of the second week of the



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examination period in the case of semesters and not later than the third (3rd) working day of the first week of the examination period in the case of trimesters. Neither the mark for coursework, nor the examination grade may be withdrawn thereafter.


- (4) The student may accept the offered mark for coursework or examination grade in the Neptun system not later than on the last day of the second week of the examination period in the case of semesters and not later than on the last working day of the first week of the examination period in the case of trimesters. The grade concerned may not be accepted and its acceptance may not be withdrawn thereafter.
- (5) The offered mark for coursework or examination grade may not be improved during the academic year in which it was offered; however, the student concerned may re-take the same subject and thus improve the offered grade.
- (6) If the student fails to declare whether he/she accepts the offered grade, or if he/she does not accept it, the given subject is not completed with the offered grade and may only be completed by way of a mark for coursework or an examination.
- (7) A mark for coursework or examination grade obtained as an offered grade shall be registered on an examination form, in line with the generally applicable rules.

## **RULES OF ASSESSING STUDENT PERFORMANCE**

### **Organising examinations**


#### **61.§**

- (1) The calendar academic year defines the first and last days of the examination period associated with the given study period.
- (2) The Head of the institute hosting the subject shall be in charge of designating the examination dates and publishing the dates for registering for the examination, the modalities of registration as well as the coordination of examination dates.
- (3) Saturdays shall be regarded as working days for the purposes of organising examinations. Examinations may be scheduled on Saturdays as well in all delivery modes.
- (4) Examinations may be scheduled outside the examination period as well in the case of subjects offered in special study periods, once all of the required sessions and activities have been completed.
- (5) When planning the examination period the exams shall be announced in such a way that within a given subject and within the given examination period each student should be able to choose from three (3) exam sessions in such a way that when establishing the number of examinees, places corresponding to 125% of the number of students should be offered for the totality of examination sessions.. If three (3) exam sessions are announced in the same subject, at least five (5) working days shall pass between such sessions. In case more than three (3) exam sessions are announced in a given subject, then 5 working days shall be ensured between at least three (3) exam dates,. If an exam is not announced duly by the institute, a new exam session shall be announced pursuant to the present subsection.. Exceptions to the number of working days between the examinations

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specified in this subsection may only be made for examinations announced for students taking the final examination, it being understood that in their case at least three (3) working days must elapse between each examination.

- (6) The institute hosting the subject shall post the following in the Neptun system:
- a) the examination dates,
  - b) the names of the lecturers conducting the examination,
- (7) Examinations may be taken outside the examination period of the given semester in accordance with the Provisions of the Vice-Rector for Education for the Procedure of closing the semester, for organising the examinations and final examinations in the following cases:
- a) the examinations in subjects of courses taken at another higher education institution,
  - b) examinations in project subjects, examinations of subjects offered in a special study period,
  - c) examinations in subjects to be completed in the scope of dual programmes,
  - d) in specialist postgraduate programmes,
  - e) in the framework of a preferential study schedule as defined in 92(1),
  - f) in the case of a double or multiple degree programme, in a joint programme leading to the award of a joint diploma,
  - g) in the case of foreign guest students,
  - h) with permission from the competent dean if the student is unable to meet his/her examination obligations during the examination period due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student,
  - i) the rigorosum may be taken during the final examination period for students who are not taking the final examination (i.e. who are registered for the final examination period of the semester in question).
- (8) The information specified in subsection (6) shall be disclosed at least three (3) weeks before the end of the study period, it being understood that it should be disclosed three (3) working days before the exam in cases referred to in subsection (7).
- (9) In case student performance was assessed with a mark for coursework, the lecturer shall communicate the date(s) of the assessments during the contact hour of the given subject, at least three (3) working days in advance. This rule does not need to be applied to specialist postgraduate programmes and executive programmes.
- (10) The subject leader or the examiner shall specify examination dates. The examination date shall be scheduled to allow students to take their examinations suitably phased over the period and still have dates left for retaking any failed examination. Examination dates shall be scheduled to allow each student to have at least three days at his/her disposal to get prepared for a retake examination after a failed one.
- (11) If a comprehensive examination closing a subspecialisation/study programme is a prerequisite for obtaining the final certificate (absolutorium), retake exam dates catering for all students plus one additional date shall be provided for in the given semester.


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- (12) In the case of a Rigorosum, two (2) rigorosum dates corresponding to the number of students and one (1) additional retake examination date must be provided in a given semester.
- (13) Examination dates already recorded in Neptun may be postponed until 36 hours before the commencement of the examination at the latest. The students who have taken the subject in question shall be notified of this.
- (14) If student activities – as part of the subject or another curriculum requirement – are organised and performed outside the duration of the academic year, they shall be taken into consideration in the semester immediately following and if they relate to a subject, that subject shall be taken by the student in that semester. In such cases the subject shall be announced even if it would otherwise not be offered by the University in the following semester.
- (15) Conducting examinations and assessments during the semesters shall be taken care of by institute hosting the subject. Professional assistance shall be provided for students with disabilities in the organisation of the examination by Student Services in accordance with the Regulation ensuring equal academic opportunities for students with disabilities.
- (16) In the case of an online examination the rules of the examination shall be defined by the Vice-Rector for Education in the form of provisions.
- (17) The dates for registering for exams are set out in the calendar of the academic year.

### **Registration for examinations**

#### **62.§**

- (1) The student must register for the exam via Neptun by the deadline specified in Neptun.
- (2) A student may register for an examination if he/she has fully met and completed all of the pre-study requirements and the subject's requirements for the study period concerned, and he/she is not in arrears of payment with respect to the programme cost, the foreign language contribution or other fees.
- (3) A student may modify his/her registration for an examination not later than 24 hours before the exam is scheduled. Examinations scheduled for a Monday are an exception to this: the examination date may only be modified 72 hours before the commencement of the actual examination. If the date of the exam would otherwise fall on a public holiday using the previous two methods, it must be changed no later than noon on the first working day before the public holiday (e.g. if the public holiday is Monday and Tuesday, the exam on Wednesday must be changed no later than noon on the Friday before the public holiday).
- (4) Registration for the examination shall be accepted by the institute hosting the subject.
- (5) A student shall appear at the accepted time and venue in a condition and outfit worthy of the examination and complete the examination, otherwise the examiner may refuse to admit the student to the examination, which shall constitute unjustified absence.
- (6) If a student fails to appear at the examination, that shall constitute an unjustified absence.

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- (7) The student shall bear the negative consequences of the unjustified absence, in particular, the fewer opportunities to make up for the skipped examination, the unavailability of free slots on further examination dates, any possible changes in the conditions. The fee specified in the RSFB shall be paid in case of unjustified absence.
- (8) In the case of an unjustified absence from an examination, the rules for absence from a session shall apply mutatis mutandis, provided that the absence must be justified no later than five (5) working days after the date of the examination and, if accepted, shall not be considered an unjustified absence from the examination.

## CONDUCTING EXAMINATIONS

### General rules


#### 63.§

- (1) As a general rule, the University shall be in charge of organising the examination. In the case of programmes offered in cooperation with other higher education institutions, the University may decide to organise the examinations jointly with the cooperating higher education institution. In this case, if the University and the cooperating higher education institution wish to depart from the rules contained in this section, this shall be included in a separate agreement. The diverging rules shall be disclosed to the students in accordance with the rules applicable to the publication of examination rules.
- (2) If the student wishes to take an examination at another higher education institution as well, he/she must organise his/her own examination schedule, and in the event of a scheduling conflict, the University will not provide any other date in addition to the dates set for the examinations, not even where there is a specific request.
- (3) The examination may take the form of a written or oral examination and shall as a general rule require personal appearance. Any departure from this shall be laid down by the Vice-Rector for Education in the form of provisions. The method of the examination is determined in the subject syllabus.
- (4) The institute shall previously define and communicate to the students any necessary IT requirements, the exact time of appearance and the method of registration. The student shall be obliged to be available at the specified time and report for the exam in the predefined manner and at the predefined time.
- (5) Identity verification is mandatory at examinations.
- (6) The student's identity shall be verified prior to the examination. If verification is unsuccessful, the student may not start the examination.
- (7) After the identity verification, the rules of the examination, the time available for the examination, in the case of a written examination the method of accessing examination papers, as well as the consequences of breaching the rules must be communicated
- (8) Oral examinations shall not be public, audio and video recordings may only be made with the approval of the lecturer or invigilator, in compliance with data protection rules. In the course of the examination apart from the examinees, the lecturer and the invigilator, no other person may be present in the room .If, however, the safe conduct of the examinations

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makes it necessary, a person in charge of ensuring the technical conditions on a continuous basis may be present. The lecturer or the invigilator shall be in charge of ensuring the smoothness and relaxed atmosphere of the exams.

- (9) If included in the syllabus, the time specified in the subject syllabus shall be available for the completion of the examination. If the subject programme does not specify the time available for the examination, this must be communicated to the student at the latest when the examination is announced.
- (10) During the examination, only aids (such as book, paper, other technical instruments) specified in the rules and required for the examination may be present in the immediate environment of the examinee.
- (11) During the examination, the students taking the exam may not seek help from anyone, may not communicate with other persons in any way during the exam, may not replace another person during the exam, or be replaced by anyone else, or use unauthorised instruments of aid.
- (12) The examinee may not record the exam worksheet, the exam question and the manner in which the exam is conducted, nor shall he/she forward, store etc. the recorded documents.
- (13) In the case of an irregularity the lecturer shall call on the student to cease the irregular behaviour. If he/she considers it appropriate, he/she may interrupt the student's examination and call on the student to leave the examination venue or interface. In case of reasonably suspecting a disciplinary offence, he/she may interrupt the student's examination and initiate a disciplinary procedure if an irregularity reaching the level of a disciplinary offence is suspected. If the lecturer interrupts the exam, the student shall be obliged to stop the examination and leave the exam venue or interface. If the lecturer interrupts the student's examination, but does not initiate a disciplinary procedure, the exam shall be considered as if the student did not appear and his/her absence was unjustified, the student loses one exam opportunity and shall not be granted a grade. If the lecturer interrupts the student's examination and initiates a disciplinary procedure, the exam shall be considered as if the student did not appear and his/her absence was unjustified, the student loses one exam opportunity and shall not be granted a grade until the conclusion of the disciplinary procedure. As soon as the resolution based on the decision of the disciplinary committee becomes final, the provisions therein shall be followed.
- (14) Any objection to the rules of the examination may only be raised in the form of a legal remedy request against the decision with regard to the evaluation. As soon as the appeals procedure is concluded, the resolution based on the decision of the Appeals Committee shall become final and the provisions therein shall be followed.
- (15) If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the University, the examination shall be suspended and the time available shall be increased by the lost time or the examination shall be repeated. If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the student, the University shall not be obliged to repeat the examination.

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- (16) The provisions of the present Section shall apply equally to the assessment of students' performance closed with the award of a mark for coursework and to the assessment of assignments during the semester, with the exception of subsections (1) to (2).

### **Rules of examinations requiring personal appearance**

#### **64.§**

- (1) Examinations requiring personal appearance may only be organised at the place of the programme, it being understood that a student pursuing studies at another place of delivery may register for an exam to be held at another place of delivery at his/her responsibility.
- (2) In the case of an exam requiring personal appearance, the examinee shall appear at the designated venue at least thirty (30) minutes before the start of the exam.
- (3) The student may only leave the exam venue in very justified cases with the approval of the lecturer or invigilator. The time available for the exam, however, shall not be extended by the lost time. If the student leaves the exam venue of his/her own will, that will not result in the extension of the available time.
- (4) The University shall be responsible for providing the exam venue. This shall be organised by the institute hosting the subject.
- (5) At the request of the lecturer or the invigilator, the student shall be obliged to prove his/her identity by producing his/her ID card, driving licence or passport.
- (6) The exam shall be completed in the manner specified in the relevant guide.
- (7) The rules of written examinations requiring personal presence shall be as follows in addition to those included in subsections (1)-(6):
  - a) The venue required for completing computer-based exams shall be organised by the institute hosting the subject, the IT conditions shall be ensured by the University. The questions shall be taken care of by the institute hosting the subject.
  - b) Before the examination the student shall wait in the designated area and may enter the room when requested to do so by the lecturer or invigilator for the purposes of commencing the examination.
  - c) The seating order shall be established in such a manner that prevents the examinees from helping or disturbing each other. The seating order shall be defined by the institute hosting the subject and shall be acknowledged by the student.
  - d) The exam questions may be addressed at the signal of the lecturer or the invigilator. The time of starting the exam shall be recorded on the attendance sheet by the lecturer or invigilator. The time available for elaborating the answers shall be counted from this time.
  - e) The lecturer or invigilator may stipulate that only worksheets printed by the university and continuation forms bearing the stamp imprint of the University may be used for the purposes of preparing an outline or taking notes.




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- f) A pen shall be used to complete written work. The use of red ink is not permitted. The examinees shall take care of writing instruments and any aids. They shall not be allowed to exchange these among each other, they shall only be permitted to hand them over to each other with the permission of the lecturer or the invigilator.
  - g) The examinees may not be left unsupervised during the exam. Students may only leave the exam room in justified cases and only one student may leave at a time. The student leaving the room shall hand over his/her exam paper to the lecturer or invigilator who shall record the exact time of leaving the room and returning on the attendance sheet.
  - h) The lecturer or invigilator shall signal when the time available for solving the worksheet is up. Work shall then be finished.
  - i) Once the exam is finished, the student shall hand over the paper to the lecturer or invigilator.
  - j) The lecturer or invigilator shall sign the attendance sheet.
  - k) The exam papers shall be sent to the lecturers correcting them by the institute hosting the subject.
- (8) The rules of oral examinations requiring personal presence shall be as follows in addition to those included in subsections (1)-(6):
- a) Before the examination, the student shall wait in the designated area and may enter the room when requested to do so by the lecturer or invigilator for the purposes of commencing the examination
  - b) The student shall print a certificate of completion form from Neptun which serves as an ex post verification of the grade obtained at the exam. The certificate of completion shall be signed by the lecturer and handed over to the student at the end of the oral exam. In the absence of a certificate of completion form, the student may only take the exam at his/her explicit request, thereby he/she irrevocably waives his/her right to receive a paper-based certificate of the grade obtained at the given examination.
- (9) The provisions of the present Section shall apply equally to the assessment of students' performance closed with the award of a mark for coursework and to the assessment of assignments during the semester, with the exception of subsection (2).


### **Rules of online examinations**

#### **65.§**

- (1) If an online examination may be organised pursuant to Section 63, the online examination may only be arranged on an application used by the University in accordance with the provisions issued by the Vice-Rector for Education on the rules of examinations monitored with special IT tools and with the provisions of Section 66 below.
- (2) An online examination may be started at the time defined by the system.
- (3) Students may not use either an earphone or a headset, the examiner is entitled to check this during the examination. An exception shall be when their use is explicitly requested by the examiner.

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- (4) The aids needed for the examination may not be covered, muted during the examination.
- (5) No other person may be present at the examination venue from the time of logging in to end of the exam (logging out or being logged out).
- (6) The examinee may not leave the exam venue.
- (7) The rules of online written examinations shall be as follows in addition to those included in subsections(1)-(6)
  - a) In order to establish the identity of the student, the University shall require the Cusman code to be entered. The exam may only be started after successful identification.
  - b) During the exam, students may only work on exam papers provided through the application used by the University.
  - c) The exam paper shall be saved and forwarded to the place and in the manner defined in the information sheet or the exam should be completed by sending in the exam paper through the application.
  - d) If video and/or audio communication is required in the rules of the given exam, in case there are any interruptions during the examination process for any reason, if the interruption lasts for more than twenty (20) seconds, i.e. should the student be without an internet connection for more than twenty (20) seconds, the lecturer or room invigilator shall suspend the exam and exclude the student from the further exam parts. In such cases the student may not continue the exam and the lecturer correcting the exam paper shall carry out the assessment of the exam paper on the basis of the work so far completed and demonstrably documented.
- (8) The rules of online oral examinations shall be as follows in addition to those included in subsections (1)-(6):
  - a) The examination may only be conducted by the simultaneous live transmission of video and audio.
  - b) Before starting the exam, the student shall show his/her valid document with picture suitable for personal identification to the camera in such a way that it is suitable for identification. The exam may only be started once the student has successfully entered the application and his/her identity has been verified.
  - c) The examiner may at any time request the student to track his/her environment with the camera of the device he/she is using or to close up on the surrounding objects. The examinee shall immediately comply with such request.
  - d) If the exam is disrupted by a technical problem arising at either party, the lecturer or examining board shall be obliged to call the student not more than two (2) times in a row. In such cases the examiner decides whether the student may continue to answer the exam question or receives another question.
- (9) The provisions of the present Sections shall apply both to the assessment of student performance closed with the award of a mark for course work and to the assessment of assignments during the semester.

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### **Exam monitored with special IT tools**


#### **66.§**

- (1) In addition to the provisions of Sections (63) to (66), the provisions of the present Section shall apply to examinations arranged in a regulated environment through online monitoring (hereinafter: examination monitored with special IT tools).
- (2) If the Vice-Rector for Education provides so, the exams shall be conducted in the form of examinations arranged in a regulated environment through online monitoring.
- (3) During examinations monitored with special IT tools, particular attention shall be paid to strictly complying with data protection rules. Exams may only be organised and conducted if this is taken care of.
- (4) The student shall furnish the technical conditions defined by the exam system. In the absence of this, an examination monitored with special IT tools may not be taken.
- (5) The student's identity shall be verified prior to the examination. Should the identification fail, the student may not start the examination monitored with special IT tools and shall take the exam in the form of a traditional exam, provided that a traditional exam is organised in the given subject.
- (6) Tracking the exam venue with the camera is a precondition for starting the exam.
- (7) During the examination monitored with special IT tools, the room invigilator continuously monitors the work of the student, the suitability of connection with the devices, and may verify identity as required.
- (8) The exam software may not be run from a virtual computer. A virtual computer is perceived by the exam system and the student concerned is excluded. Using a virtual computer shall constitute cheating.
- (9) The details of examination monitored with special IT tools are set out in the provisions issued by the Vice-Rector for Education.
- (10) The provisions of the present Section shall apply both to the assessment of student performance closed with the award of a mark for course work and to the assessment of assignments during the semester.

### **Certifying absence from the examination**

#### **67.§**

- (1) If the student fails to show up at the examination due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student, he/she may submit an application for justification.
- (2) The relevant request must be submitted within five (5) working days of the date of the examination via Neptun.
- (3) The decision with regard to the certificate shall be taken by the lecturer conducting the exam or the examination board.
- (4) The decision must be made within three (3) working days.

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- (5) The student must be notified of the decision in the form of a Neptun system message.
- (6) No appeal shall lie against the rejection of the request for certification.
- (7) The provisions of the present Section shall apply both to the assessment of student performance closed with the award of a mark for course work and to the assessment of assignments during the semester.


### **Evaluation of student performance throughout the semester**

#### **68.§**

- (1) Once the exam has started, it is not possible to suspend the exam at the student's own will. Once the student has started the examination- in the case of an oral exam has received a topic and a question, in the case of a written exam has signed the attendance sheet or received the exam question (whichever took place first), logged in to the exam interface- the student must be awarded a grade on the basis of his/her performance. An exception to this is when the lecturer or invigilator interrupts the examination due to an irregularity.
- (2) The exam evaluation must be recorded in Neptun.
- (3) The grade may not be reduced to a fail grade at the request of the student.
- (4) For subjects requiring an examination:
  - a) if the student fulfilled the conditions required to be admitted to the exam, but did not attempt to take the examination, an entry of 'exam not taken' must be recorded in Neptun.
  - b) if the student has not fulfilled the conditions required to be admitted to the exam, an entry "not completed" must be recorded in Neptun.
- (5) If the student registered for the examination (for a Rigorosum or comprehensive examination closing a subspecialisation/study programme), but did not show up, an entry of 'absent' must be entered into Neptun. In the case of a certified absence, an entry 'certified absence' must be recorded in Neptun. The 'absent' and the 'certified absence' entries do not reduce the number of exams available in a particular subject, but the other provisions of the SER are applicable in relation thereto.
- (6) In the case of a subject concluded with the award of a mark for coursework, an entry of 'not completed' may be recorded only if the student did not even attempt to complete the assignments during the semester.
- (7) If, in the case of a subject with examination requirements, the subject syllabus provides for a combination of progress checks during the semester and an assessment during the examination period and
  - a) the student did not even attempt to complete the assignments during the semester, the entry of "not completed" shall be recorded in Neptun when checking the conditions required for admission to the exam.
  - b) the student has attempted to complete the assignments during the semester (has registered to complete any part of the assignment or, if registration is not required, has started to complete it),

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- c) the student has fulfilled the conditions for admission to the examination, and the entry "may register for the examination" must be recorded in Neptun. If the student registers to take the examination during the semester or during the examination period through Neptun after having partly or fully completed the assignments received during the semester, but fails to appear and is unable to certify his/her absence in a satisfactory manner, or fails to register for the examination, then the "exam not taken" entry shall be recorded in Neptun. If the student has started the exam, a grade will be entered in Neptun.
- d) the student has not fulfilled the conditions for admission to the examination, a "not completed" entry shall be recorded in Neptun.
- (8) In the case of a criterion subject, the following applies to the signature:
- a) in the case of a criterion subject, the syllabus includes the conditions for obtaining the signature. If the student does not meet the conditions for signing, the entry "not completed" will be recorded in Neptun.
- (9) If a disciplinary offence is definitively established, the result of the examination affected by the offence must be marked 'invalid' and the entry must state that the reason for the grade is a definitive disciplinary offence. The "invalid" entry is recorded in Neptun by the SS administrator/coordinator. Examination papers may not be marked with a fail grade due to a disciplinary offence.
- (10) For the written and oral examinations, the examination sheet must be printed from Neptun on each occasion and for the offered grades, by the last working day of the first week of the examination period. The lecturer conducting the examination shall record the exam grade and the mark for coursework on the sheet. Then the lecturer shall immediately validate the examination sheet by signing it. In the case of a written examination, the attendance sheet and the examination sheet are valid only together, they constitute inseparable parts of each other.
- (11) The result of the written examination must be recorded in Neptun no later than on the third (3.) working day after the examination. In the case of an essay-type examination, the examination result, in the case of performance assessments through the award of a mark for coursework and assignments during the semester, the result must be recorded within five (5) working days. The student may access the examination paper within two (2) working days after the announcement of the results at the time and place previously indicated by the institute hosting the subject, and may submit an observation thereto. Personal access is only possible in a University building or in a building used by the University. Only the examinee is entitled to access the paper, access through a representative is not possible. In the case of a written examination requiring personal appearance, the student may submit his/her observations to the institute hosting the subject on the same day when he/she was granted access. In the case of online or computer-based written examinations, he/she may submit observations within the period specified at the time of announcing the exam. The observations shall be submitted on a notification form used for objections. The examination paper may not be handed over to any third party, no copy can be made thereof. Observations may only be submitted in the event of unclear correction or may relate to the investigation of a detected correction error

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or scoring error. The decision on the observation is taken by the examiner by the end of the 2nd working day following its receipt. The final result of the examination, taking into account the observation, must be communicated to the student in such a way as to allow the student to prepare for a possible make-up examination. The designated staff member of the institute hosting the subject shall notify the student via Neptun about the decision. The decision shall be entered on the examination paper by a designated staff member of the institute hosting the subject. The decision taken on the observation may not be challenged separately, only in an appeal against the grade. Once the deadline for making observations passes, the student taking the exam may not file an application for continuation. Should the institute fail to comply with the deadlines specified in this paragraph, it shall provide another examination opportunity.


- (12) In the case of a written examination, if the evaluation featured in Neptun differs from the evaluation on the examination paper, the evaluation on the examination paper shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (13) The result of the oral examination must be recorded in Neptun no later than within three (3) working days of the examination. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation on the certificate of completion, the evaluation on the certificate of completion shall prevail.
- (14) A mark for coursework must be recorded in Neptun no later than by the first working day of the second week of the examination period in the case of semesters and no later than by the last working day of the first week of the examination period in the case of trimesters, it being understood that if the assessment in a given subject associated with the intensive week takes place in the framework of an intensive week, the mark for coursework shall be recorded in Neptun by the last working day of the week following the intensive week. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (15) The decision on the request filed in the subject of failure to enter the exam grade, the mark for coursework or of recording a wrong grade shall be taken by the lecturer conducting the examination within two (2) working days.
- (16) The provisions of subsection(11) shall be applied mutatis mutandis to correcting and accessing papers, progress checks completed during the academic year.

### **Rigorosum, comprehensive examination**

#### **69.§**

- (1) The educational programme of certain study programmes may require students to complete a rigorosum/rigoroza. The number and the name of subjects in which a rigorosum must be completed in a given study programme are specified in the curriculum.
- (2) The information as per subsection (1) above shall be published both in the syllabus, the educational programme and the Institutional Guide.



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- (3) Rigorosa shall be graded on a five-grade scale in accordance with the present Regulations.
- (4) Certain study programmes require the students to take a comprehensive exam closing the subspecialisation/study programme (hereinafter the comprehensive examination closing the subspecialisation/study programme), which shall be a precondition for obtaining the absolutorium (final certificate). In case of study programmes requiring the students to take a comprehensive exam closing the subspecialisation/study programme the curriculum shall specify the subjects in which a comprehensive examination should be taken. This shall be published in the syllabus, the educational programme and the Institutional Guide. The grading of comprehensive examinations closing a subspecialisation/study programme shall be on a five-grade scale in accordance with the present Regulations. An unsuccessful comprehensive examination concluding a subspecialisation/study programme may be retaken pursuant to the provisions of Section 70.
- (5) In the case of certain study programmes the comprehensive exam is part of the final examination. The curriculum shall specify the study programmes in which a comprehensive examination must be taken. This shall be published in the syllabus, the educational programme and the Institutional Guide. For study programmes where the comprehensive examination is part of the final examination, it may be retaken in the next final examination period in accordance with the provisions of Section 88.
- (6) The final certificate shall be subject to passing a comprehensive exam closing the subspecialisation/study programme. This is a requirement type that may only be completed in an active semester.
- (7) The Rigorosum and the comprehensive exam closing the subspecialisation/study programme shall be governed by the provisions of the present Regulations on conducting examinations when there is no contrary provision to the present Section.
- (8) In double and multiple degree programmes, and in joint programmes leading to the award of a joint diploma, the provisions of the SER may be departed from with respect to the rigorosum and the comprehensive examination. The diverging rules must be defined in the cooperation agreement for the programme and shall be communicated to the students as set out in the the SER, i.e. by publishing them on the website of the University.


### **Failed exam, mark for coursework, correcting a Rigorosum grade**

#### **70.§**

- (1) A retake examination in the same subject (hereinafter referred to as retake examination and repeated retake examination) may be taken up to two (2) times in the same examination period.
- (2) The dates of the retake examinations shall be defined in such a way that at least three (3) working days must elapse between two (2) examination dates.
- (3) The student is not obliged to correct the 'insufficient' or 'fail' grade obtained in a compulsory elective subject or a free elective subject.
- (4) The first retake examination is free of charge (this also applies to comprehensive exams and Rigorosa closing the subspecialisation/study programme and criterion subjects). For

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- any repeated retake examination (second or further retake examinations, including a comprehensive examination or Rigorosum concluding a subspecialisation/study programme), the student must pay the fee specified in the RSFB, regardless of the entry received on the first two occasions.
- (5) The student may take an examination in a given subject altogether three (3) times in a given semester, and may take altogether six (6) examinations in case of repeated registration for a subject, however, the number of subject registrations in a given subject may not exceed
    - a) in the case of students who commenced their studies in the 2021/2022 academic year or later, three (3). The student may only take the subject for a fourth (4th) time if his/her request for equity has been accepted,
    - b) in the case of students who commenced their studies in the 2022/2023 academic year or later, two (2). The student may only take the subject for a third (3rd) time if his/her request for equity has been accepted.
  - (6) If the student has not completed the required practice period or has not obtained a grade or received a fail grade, the practice periods must be repeated.
  - (7) If the student does not receive a valid grade from the subject in the given examination period, he/she may obtain a valid grade only in the framework of repeated registration for the subject.
  - (8) If a student has failed the examination two (2) times in a given subject and the same examiner conducted both the examination and the retake examination, then upon the request of the student and upon the decision of the head of the institute organising the examination, the repeated retake examination shall be taken in front of a different lecturer or examination board. The student shall also be entitled to this right if the exam is taken in a new semester.
  - (9) In case of failing to receive a mark for coursework during the study period, the method and time of making up for it are determined in the subject syllabus. The subject syllabus may also provide that a mark for coursework may not or may only partially be compensated.
  - (10) An unsuccessful comprehensive examination in the case of a comprehensive examination concluding a subspecialisation/study programme may only be retaken once (1) in the given examination period.
  - (11) The student may attempt to pass the comprehensive examination closing the subspecialisation/specialisation/study programme altogether three (3) times. If he/she fails to pass the comprehensive examination on the third (3.) occasion, the student's student status shall be terminated.
  - (12) For study programmes where the comprehensive examination is part of the final examination, it may be retaken in the next final examination period in accordance with the provisions applicable to the final examination.
  - (13) An unsuccessful rigorosum may be retaken three (3) times, it being understood that in the given exam period, the number of retake examination is limited to one (1). If the fourth exam fails, the student's student status shall be terminated.


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- (14) In case of the unsuccessful completion of a criterion subject, the student may take an examination in a given subject altogether three (2) times in a given semester, and may make altogether six (6) attempts to complete the criterion subject, including the repeated registration, in such a way that the number of registrations for the criterion subject shall be governed by paragraphs a) and b) of subsection (5).

### **Improving the grade of successful exams**

#### **71.§**

- (1) The student has an opportunity to improve the grade of a successful exam (hereinafter: 'improving the grade of a successful exam') in the framework of a retake examination (if his/her grade is not excellent (5) or very good). No separate request is required for the purposes of improving the grade of a successful exam, this may be indicated by the student at the time of registering for the examination.
- (2) The improvement of the grade of a successful exam:
  - a) is free of charge, if the retake examination is the second exam take by the student in the subject (taking into account all the registrations for the subject),
  - b) is subject to the payment of the fee specified in the RSFB, if the retake examination is the student's third (3.) or additional examination (taking into account all the registrations for the subject).
- (3) It is not possible to improve the grade of either successfully completed practice periods, thesis seminars and other subjects related to the thesis, or of criterion subjects. There is no possibility to improve the grade of a subject that is a prerequisite for the Rigorosum once the Rigorosum has begun.
- (4) The grade of a successful comprehensive examination that closes a subspecialisation/study programme may not be improved.
- (5) The grade of a successful Rigorosum may be improved by reducing the number of possible examinations under Section 70 (13) 70.§ (13) \*for the given Rigorosum.
- (6) For study programmes where the comprehensive examination is part of the final examination, the grade of the comprehensive examination may not be improved.
- (7) A successful mark for coursework may only be improved in the framework of registering for the subject again. The provisions of this section shall apply mutatis mutandis to improving the grade of a mark for coursework.
- (8) If the student registers for the exam and appears at the exam, then the grade obtained there in the given subject will be his/her final grade, i.e. the result of the retake examination will be considered as the completion of the subject, even if it is less favourable for the student.
- (9) If the student registers for the exam but does appear, the 'absent' entry shall be recorded for the given subject in Neptun, and the last grade obtained in the subject will be considered valid.

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- (10) If the student does not even register for the exam, the ‘not completed’ entry shall be recorded for the given subject in Neptun, and the last grade obtained in the subject shall be considered valid in Neptun.
- (11) If, according to the subject syllabus, a combined evaluation of the assignments completed during the semester and of the assessment during the examination period must be applied, - if the signature is not a condition for admission to the examination – and the student, after partially or fully completing the assignments given during the semester, registers to take the examination during the semester or during the examination period through Neptun, but fails to appear at the given examination and is unable to certify his/her absence in a satisfactory manner, or fails to register for the examination, then the particular subject must be closed with a fail entry.
- (12) The attempts to improve the grade of a successful examination reduce the number of remaining examination opportunities in the given subject/Rigorosum.

### **Calculating and registering of average academic performance**

#### **72.§**

- (1) The amount of the student's academic work is reflected by the credit points obtained in the given semester as well as obtained from the commencement of his/her studies.
- (2) The student's performance is reflected by the (cumulative) weighted average academic performance of the studies completed in the given programme for an academic term and for the studies as a whole. For the purposes of calculating of the weighted average academic performance, the product of the amount of credit values and the grades of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.

$$\text{Credit-weighted average academic performance} = \frac{\sum(\text{credit points} \times \text{grade})}{\text{earned credit points}}$$

- (3) The credit index, the adjusted credit index and the scholarship index are suitable for the quantitative and qualitative assessment of the performance of the student in a given programme in a given semester.
- (4) When calculating the credit index, the credit values multiplied by the grades earned in the subjects completed in the semester should be divided by thirty (30) credits to be earned in the course of one semester, if average progress is made.

$$\text{Credit index} = \frac{\sum((\text{credit points} \times \text{grade})}{30)}$$

- (5) The adjusted credit index may be calculated from the credit index by using a multiplication factor corresponding to the ratio of credits earned during the semester and undertaken in the individual study schedule. The cumulative adjusted credit index serves to evaluate the student's quantitative and qualitative performance over multiple semesters. The

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cumulative adjusted credit index is calculated in the same way as the adjusted credit index, it being understood that thirty credits for every semester and credits undertaken and completed during the whole period must be taken into account.

Adjusted credit index =  $\sum((\text{credit points} \times \text{grade}) / 30) \times (\text{credits earned} / \text{credits undertaken})$

- (6) The scholarship average is the product of the credit value and the grade of the subjects completed in the semester divided by the number of the credits undertaken. For the purposes of calculating the scholarship average, the grades achieved in the compulsory and compulsory elective subjects and their credit values shall be weighted by 1.2.


$$\text{Scholarship average} = \frac{\sum 1,2 \times \text{kredit}^K \times \text{érdemjegy}^K + \sum \text{kredit}^V \times \text{érdemjegy}^V}{\sum 1,2 \times \text{kredit}^K + \sum \text{kredit}^V}$$

where

K: stands for all the compulsory and compulsory elective subjects, as well as the compulsory subjects in subspecialisations stated in the curriculum

V: stands for free elective subject taken according to the curriculum.

- (7) The scholarship average for the purposes of the Corvinus Scholarship is calculated pursuant to Annex 1 of the RSFB.
- (8) The subjects closed with a fail grade or with a 'exam not taken', 'not completed', 'absent' or 'invalid' entry are included in the numerator of the formula with a zero grade, an exception to this is if the student does not appear at the retake examination for the improvement of the grade of a successful exam in a given subject and receives a 'absent' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.
- (9) A register of the adjusted credit index and the credit-weighted average academic performance shall be maintained for each semester and for the entire duration of the studies (cumulative adjusted credit index, credit-weighted cumulative average academic performance). The scholarship average must be recorded for every semester. These indicators, as well as the credit points taken and completed, shall be recorded both for each semester and cumulatively by the SS administrator/coordinator in Neptun under the student's results.
- (10) When calculating the credit-weighted average academic performance and the credit-weighted cumulative average academic performance, the grades obtained at another higher education institution under an additional (parallel) student status, during an internal parallel programme or by crediting previous studies, do not have to be taken into account.
- (11) When calculating the adjusted credit index and the cumulative adjusted credit index, the grades of subjects completed in another higher educational institution under an additional

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(parallel) student status or in the framework of simultaneous programmes within the institution shall be taken into account only if the student completed them in the semester for which the indicators are calculated, and if they are accredited by the relevant credit transfer committee for that semester.

- (12) The grades obtained at another higher education institution within the framework of an additional (parallel) student status, during a simultaneous programme within the institution or during previous studies may not be included in the scholarship average, nor may grades recognised during the validation procedure.
- (13) Subjects completed under a guest student status, regardless of whether the student completed them in the framework of a guest student status at a domestic or foreign higher education institution, shall be considered as having been completed by the student at the University and shall be included in the calculation of all indicators referred to above (credit-weighted average academic performance, credit-weighted cumulative average academic performance, adjusted credit index, cumulative adjusted credit index, scholarship average) with the credit values and grades approved by the credit transfer committee.
- (14) For students participating in a master programme of a two-cycle programme, the subjects to be completed simultaneously with the programme aimed at obtaining the master degree - and representing credits in addition to the credits required for obtaining the diploma - as stipulated on a compulsory basis during the higher education admission procedure in the framework of the preliminary credit recognition procedure after taking into account the credits completed during previous studies, shall not be included in the credit-weighted average academic performance, the credit-weighted cumulative average academic performance, the adjusted credit index, the cumulative adjusted credit index and the scholarship average.
- (15) In the event of improving the grade of a successful examination or of a mark for coursework, the new grade obtained at the retake examination does not retroactively affect the scholarship and other university benefits already awarded.


## **PROVISIONS CONCERNING THE COMPLETION AND CONCLUSION OF STUDIES**

### **Absolutorium (final certificate)**

#### **73.§**

- (1) The University issues a final certificate in accordance with the Vhr to the student who has fulfilled the study and examination requirements defined in the curriculum and has completed the requisite practice period, in the case of a dual programme the required work at the professional training facility – as well as completed the required credits . The final certificate is not subject to completing the bachelor or the master thesis or the thesis in a specialist postgraduate programme.
- (2) The final certificate, the date of which shall be the day of completion, shall be issued by SS within twenty (20) days of completion and the student shall be notified of having obtained the absolutorium in the form of an SS message sent via Neptun.



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- (3) The final certificate is a form with an individual serial number, drawn up in Neptun, which shall be issued as a certified document. The final certificate is signed by the competent dean, the copy may be certified by the Head of Study Matters at SS or by a staff member designated in writing by him/her. Each final certificate has an individual serial number, whose method of generation shall be defined by the Vice-Rector for Education in the form of provisions. The final certificate is attached to the master data sheet.
- (4) Records of the final certificates are kept in Neptun by SS and SS is in charge of providing official public data on them.
- (5) The final certificate shall only serve to attest that the student has fulfilled his/her study and examination obligations defined in the curriculum, it does not entitle him/her to fill a position that is subject to holding a diploma.
- (6) In the case of a student pursuing studies in several study programmes, a separate final certificate shall be issued for each study programme.
- (7) If the student meets the conditions of the final certificate by the last day of the semester, as specified in the calendar of the academic year for the given semester, then the University shall
  - a) set the date of the successful completion of the last subject as the date of the final certificate,
  - b) set the last day of the given semester as the end date of the student's programme. In the case of these students - with the exception of those participating in a simultaneous programme - the end date of the programme shall coincide with the date of the termination of student status.
- (8) In the case of double degree programmes, programmes leading to the award of a joint diploma, the cooperation agreement concluded with the foreign partner institution may require otherwise, provided that a student participating in these programmes must complete at least 1/3 of the credits within the University in the given study programme in order to obtain the final certificate (absolutorium).
- (9) At the request of the student, the SS administrator/coordinator issues a certificate on the award of the final certificate (absolutorium) in accordance with the Vhr.
- (10) The final certificate is not applicable to students of another higher education institution who pursue studies at the University as guest student students, nor is it applicable to courses taken at another higher education institution, to training with the purpose of acquiring specialised knowledge, to preparatory courses.

### **The Bachelor and Master Theses, their purpose and types**


#### **74.§**

- (1) To obtain the diploma, students must prepare a bachelor thesis in bachelor programmes and a master thesis in master programmes, a thesis in specialist postgraduate programmes (hereinafter jointly referred to as "thesis").
- (2) The aim of the thesis is to demonstrate the student's knowledge and professional expertise in a topic of his/her own choice, in collecting scientific data related to the chosen topic, in

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systematising, analysing and processing them, in discussing the chosen phenomenon or problem, in developing hypotheses, in solving problems, in analysing alternative hypotheses, in reasoning and refuting counter-arguments, and in expressing his/her thoughts, views, positions and statements in a coherent, consistent manner that is sophisticated in terms of language use.

- (3) In a master-level teacher training programme or single-cycle teacher training programme, the aim of the thesis is to prove that the student is able to integrate the knowledge acquired in the different areas of the programme and apply it in teaching. The students should be able to collect findings in the scientific-academic literature that are relevant to the profession, to plan their work as teachers independently and to evaluate the effectiveness of the teaching or the pedagogical task. They should be able to systematically gather practical experience and analyse factual data about students' achievements and development, as well as the learning and teaching process, to draw conclusions, and to apply the results in their own teaching.
- (4) The thesis is mostly a written paper based on independent professional work to present the topic chosen from the body of knowledge taught in the semester specified in the curriculum that demonstrates the student's thorough knowledge and proficiency in applying it. It shall reflect the student's awareness of domestic and foreign academic literature, as well as his/her professional judgement in the analytical, critical and summary review of the findings. It shall offer new and professionally meaningful results in the areas of fact finding and/or interpretation and/or creation and therefore it serves to document that the student has acquired the conceptual tools and methods of the relevant discipline.
- (5) Theses are mostly considered as scholarly works to which the rules for scholarly works shall apply. When preparing the thesis, it is of utmost importance to fully comply with science ethics. This shall apply to both the research undertaken during the preparation of the thesis (research in the case of empirical papers may only be started once the science ethics permission has been granted) and to the thesis itself.
- (6) The provisions included in subsections (2) and (3) must be proved by the student through the elaboration of the chosen topic and during the defence at the final examination.
- (7) Types of thesis
  - a) a) research-based thesis -research thesis, research-based paper,
  - b) portfolio-type thesis - paper ranked in the competition of the National Conference of Students' Scientific Associations (OTDK), scholarly article, system of portfolio tasks along with the relevant reflections
  - c) entry-to-competition type thesis- artistic thesis (creation, entry to a competition, IT programme),
  - d) d) project-type thesis- project thesis (based on case studies).
- (8) Research-based thesis: the research-based thesis is typically a written work addressing a research question and based on primary or secondary data collection following the structure of the scholarly works of the field of study. A paper relying on primary data collection typically includes the review of the academic literature of the topic, the

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argumentative presentation of the research methodology, then the presentation of the results and their interpretation/contextualisation.

- (9) Portfolio-type thesis: in the case of the portfolio-type thesis, the components of the complex projects of the programme are included in the portfolio in a systematic fashion - along with the self-reflection. This shall form the basis of the evaluation performed on the completion of the programme. The composition of the portfolio shall be guided by the description of the programme-level learning outcomes of the given study programme. Accordingly, the portfolio-type thesis typically consists of an introduction, the papers/components constituting the portfolio as well as a self-reflection part summarising these.
- (10) The entry-to-competition type of thesis (creation, entry to a competition, IT programme): the entry-to- competition type of thesis consists of the creation in question, the presentation of the creative process as well as critical reflection in the light of any possible results. The creation itself (film, programme etc.) shall be annexed to the paper.
- (11) Project-type thesis: the project-type basis constitutes the plan to address a typically business or economic problem or practical phenomenon, to solve a case study, as well as the critical analysis thereof. The project-type thesis typically consists of the literature review relevant for solving the problem, the analytical presentation of the problem, the presentation of the suggested solution as well as critical reflection in the light of any possible results.
- (12) The thesis types accepted in the various study programmes shall be specified by the curriculum, it being understood that this rule does not need to be applied retroactively, that is, it shall be applied for newly prepared curricula.
- (13) When the thesis topics need to be chosen, the study programme leader shall prepare a thesis guide with respect to preparing the thesis in the given study programme. The guide shall contain the detailed content and format requirements of the thesis in accordance with Annex 3 of the SER as well as contain the evaluation grid applying to the given study programme. The thesis guide shall be approved by the competent dean and published by Student Services on the University's website.

### **Topic announcement, topic selection, thesis consultation**

#### **75.§**

- (1) The topic of the thesis shall be selected within the framework of the programme and outcome requirements.
- (2) It is the responsibility of the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader, to publish the proposed topics in Neptun by the date specified by him/her.
- (3) The students may choose from the topics specified by the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader. The topic is selected through Neptun by the date specified by the study programme leader. Topic selection is approved by the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader. The study

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programme leader, in the case of study programmes offering various subspecialisations the subspecialisation leader, shall take a decision within fifteen (15) days of the submission of the request, and then shall communicate the decision to the student via Neptun.

- (4) Students may also choose their own individual topic with the permission of the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader.
- (5) A subject is allocated to the preparation of the thesis in each study programme. The subject allocated to the preparation of the thesis is a compulsory subject evaluated with a mark for coursework. For this subject, the competent study programme leader shall specify the level of completion to which the assessment is connected in the thesis guide and in the subject syllabus .
- (6) The grade assigned to the subject is determined by the supervisor on the basis of the subject syllabus specified in subsection (5) and the student's work during the semester. Awarding the grade is not subject to finalising and submitting the thesis by the end of the semester.
- (7) The language of the dissertation is the language of the programme, it being understood that if the language of the programme is Hungarian, the thesis may be prepared in English, but in the case of studies pursued in an English or German language subspecialisation delivered in Hungarian, the language of the thesis may also be the language of the subspecialisation,
- (8) In double degree programmes. multiple degree programmes, joint programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present section. This must be provided for in the relevant cooperation agreement. Students and SS shall be notified about the application of the derogation and its nature.

### **Disclosure and storage of the thesis**

#### **76.§**

- (1) It is possible to treat certain pieces of company/organisational/institutional information featured in the thesis confidential. Methods of featuring such information:
  - a) If the student and/or the executives of the organisation under discussion have reservations about making certain economic indicators widely available, this may be indicated by changing the relevant data or replacing them with a set of dots (possibly with a sequence of 'xxxx' to indicate the order of magnitude), provided that this does not jeopardise the interpretation of the thesis.
  - b) If the student or the executives of the organisation in question so require, it is possible to alter or distort the name of the organisation in the thesis.
- (2) During or prior to the 2019/2020 academic year, it was possible to submit a request for confidentiality if the above method was not sufficient to keep company/organisational/institutional information confidential. In this case, the basic requirement for the selection of referees and members of the final examination board for the theses submitted with a request for confidentiality is to ensure maximum discretion

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and to exclude any business/organisational/institutional or other interest, furthermore the referees and the members of the final examination board are bound by confidentiality.

- (3) Since the end of the 2019/2020 academic year, a request may no longer be made for confidentiality. However, the student may request access to the thesis to be restricted. In this case, the thesis is available on the library website in the Theses/TDK papers database (the library repositorium constituting a subsystem of Neptun). If the student does not request access to be restricted, the thesis is available through the library website in the Theses/ TDK papers ranked in the Students Scientific Association competition (TDK) database (the library repositorium constituting a subsystem of Neptun) and may be accessed from anywhere on the world wide web. The student shall make a declaration on the full or partial publicity of the thesis at the time of submitting it.
- (4) In master-level teacher training programmes, specialist postgraduate programmes, executive programmes and part-time programmes, it is possible to request that the thesis be available only to the participants of the final examination for three (3) years of the date of submission, it being understood that the plagiarism check shall be performed on these theses, too. Upon the expiry of the three (3)- year period, the thesis shall be of restricted access in accordance with subsection (3). Accordingly, the Library shall be in charge of handling the thesis as required.
- (5) In master-level teacher training programmes, a teacher portfolio is also produced, which is not given to the library.
- (6) The request under subsection (4) shall be submitted at the time of selecting a topic, but not later than in the semester of taking the Thesis Seminar 2 or an equivalent subject.
- (7) The decision on the request shall be taken by the study programme leader.
- (8) The decision shall be adopted within fifteen (15) days of filing the request.
- (9) The decision shall be recorded in a resolution.
- (10) No appeal shall lie against the decision.

### **Preparing the thesis**

#### **77.§**

- (1) Students can start working on a topic once it has been approved by the study programme leader/subspecialisation leader.
- (2) The content and format requirements of the thesis are contained in the thesis guide referred to in 74(13) , taken into account the provisions of Annex 3 of the SER.
- (3) The preparation of the thesis is directed by a supervisor. The supervisor is assigned and disclosed by the study programme leader/subspecialisation leader in Neptun simultaneously with the approval of the topic selection. It is the responsibility of the study programme leader/subspecialisation leader to assign such a lecturer as a supervisor who is familiar with the field of study chosen by the student.
- (4) During the existence of the student status, until the submission of the thesis, the supervisor's task is to provide professional and methodological guidance, encouragement and assistance to the students in processing the topic independently, as well as to establish

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whether the thesis is topical, whether the data and findings are defensible. The schedule for the preparation of the thesis is determined by the supervisor in consultation with the student. The supervisor shall be obliged to provide the student with at least three (3) consultation opportunities if the student has taken the Thesis Seminar 1, Thesis Seminar 2 or an equivalent subject for the semester. The student shall be obliged to appear at the consultation opportunity. In the case of absence the rules applicable to other sessions shall be followed.

- (5) Following the cessation of the student status, in the case of thesis writing, thesis updating and thesis correction within two (2) years of obtaining the final certificate, the study programme leader shall decide whether thesis consultation as specified in subsection (4) is required. If the subject leader decides that thesis consultation is mandatory, the supervisor shall be designated by the study programme leader/subspecialisation leader at the student's request.
- (6) Following the cessation of the student status, in the case of thesis writing, thesis updating and thesis correction beyond two (2) years of obtaining the final certificate, thesis consultation as specified in subsection (4) is required. The supervisor shall be designated by the study programme leader/subspecialisation leader at the student's request.
- (7) The student must pay a fee for the thesis consultation under subsections (5)-(6) as specified in Annex 5 to the RSFB
- (8) In double degree programmes, multiple degree programmes and joint programmes leading to the award of a joint diploma, it is possible to prepare a joint thesis and to assign a supervisor jointly with the partner university and to depart from the provisions of subsection (2). This must be provided for in the relevant cooperation agreement.
- (9) In double degree programmes, multiple degree programmes, joint programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present section. This must be provided for in the relevant cooperation agreement.

**Changing the thesis topic****78.§**

- (1) The student may request the topic of the thesis to be changed and/or the assigned supervisor to be replaced.
- (2) The relevant request may be submitted by the student via Neptun no later than at noon of the last working day of the registration period of the semester in which Thesis Seminar 2 or an equivalent subject was taken.
- (3) A request for changing the topic of the thesis after the cessation of the student status shall also be governed by subsections (4)-(8) of the present section. The request form may be submitted until the end of the registration period of the semester in which the thesis was submitted. The decision on replacing the supervisor shall be taken by the study programme leader simultaneously with the decision on the topic change.



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- (4) The decision regarding the request shall be adopted by the study programme leader after having consulted with the head of the relevant institute.
- (5) The decision shall be adopted within fifteen (15) days of filing the request.
- (6) The decision shall be recorded in a resolution.
- (7) The student shall be required to pay the fee set out in the RSFB for submitting the request.
- (8) No appeal shall lie against the decision.

### **Finalising and submitting the thesis**

#### **79.§**

- (1) The student is obliged to present his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.
- (2) The supervisor approves the submission of the thesis by signing the supervisor's declaration. The approval process takes place in Neptun. The thesis may only be validly submitted if approved by the supervisor.
- (3) In case the academic calendar is divided into semesters, a thesis may be submitted until Friday noon of the eighth (8th) week of instruction of the study period of the autumn semester if the student takes an early final exam in the semester in question. If the student does not take an early final exam in the autumn semester, the submission deadline of the thesis shall be Friday noon of the twelfth (12th) week of instruction of the study period in case the academic calendar is divided into semesters. In case the academic calendar is divided into semesters, a thesis may be submitted until Friday noon of the twelfth (12th) week of instruction of the study period of the spring semester. The exact deadlines for submitting the theses are specified in the calendar of the academic year.
- (4) The deadline shall for submitting teacher portfolios shall be the first working day of the last week of the study period.
- (5) The thesis must be submitted in one (1) electronic copy on the dedicated electronic interface. The student shall simultaneously declare that the submitted thesis is the result of his/her own work, as well as confirm that the overlap between the theses of a student participating in two or more simultaneous programmes at the University does not exceed 10%. In case of an overlap exceeding 10%, the student may not take a final examination.
- (6) The submission is accompanied by a text match check. The detailed rules for submitting the thesis are contained in provisions issued by the Vice-Rector for Education.
- (7) The submission of the thesis does not constitute an application for the final examination. The latter shall be declared by the student via Neptun.
- (8) Once submitted, a thesis may not be withdrawn, except in cases defined in Section 80(7).
- (9) The thesis must be submitted at the latest until a date that leaves enough time for the student/former student to complete the final examination by the deadline specified in the SER.

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- (10) If the student/former student wishes to submit his/her thesis and has already successfully completed Thesis Seminar 2 or an equivalent subject, he/she must in any event file a request for submitting the thesis, provided that the thesis may be handed in pursuant to subsection (9). The request shall be subject to paying the fee set out in the RSFB.
- (11) If the applicant is still has student status, the study programme leader shall not examine the thesis for its timely relevance as provided in subsection (12), but the submission and evaluation of the thesis may be started on the basis of the application.
- (12) If the applicant is no longer a student and two (2) calendar years have elapsed since the date of obtaining the final certificate (absolutorium), the study programme leader, after hearing the opinion of the supervisor, shall examine the timely relevance of the thesis, taking into account the following:
- a) the thesis may be submitted in the form in which it is presented at the time the application is submitted, or
  - b) the previously started thesis needs to be completed, corrected, or
  - c) a new thesis on a new topic should be prepared, and may then be resubmitted under the general rules.
- (13) If the applicant is no longer a student and two (2) calendar years have elapsed since the date of obtaining the final certificate (diploma), the study programme leader, after hearing the opinion of the supervisor, shall examine the relevance of the thesis, taking into account the following:
- a) the previously started thesis needs to be completed, updated, corrected, or
  - b) a new thesis on a new topic should be prepared, and may then be resubmitted under the general rules.
- (14) The request specified in subsection (10) may be submitted until the end of the registration period of the semester in which the thesis is submitted. The decision on the request shall be taken by the study programme leader after hearing the opinion of the supervisor.
- (15) The decision shall be taken within ten (10) working days of the submission of such request. In the case of a decision pursuant to paragraphs b) or c) of subsection (12) and paragraphs b) and c) of subsection (13), the study programme leader shall decide on confirming the former supervisor or on appointing a new supervisor after having consulted with the Head of Institute. The decision shall be recorded in a resolution. In addition to specifying the supervisor, the decision must provide for the mandatory thesis consultation and, in the case of paragraph c) of subsection (12) and paragraph c) of subsection (13), the new topic.
- (16) In the case of a decision pursuant to (12)c) and (13)b), the student shall also submit a request for changing the topic pursuant to subsection (3) of Section 78.
- (17) If the former student must revise/re-write his/her thesis according to paragraphs (b)-c) of subsection (12) and paragraphs a)-b) of subsection (13), once the revision/re-writing has been completed, the student may submit the thesis in the semester in which the request was submitted pursuant to SER without the need to file a new request. If he/she does not


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submit the thesis in the semester in which the request was filed, he/she must submit a new request for submitting the thesis pursuant to subsection (10).

- (18) In double degree programmes, multiple degree programmes, joint programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present section. This must be provided for in the relevant cooperation agreement.


**Assessing the thesis****80.§**

- (1) The assessment of the thesis is carried out by the two (2) referees invited by the study programme leader or the subspecialisation leader in study programmes offering subspecialisations. In a bachelor programme the thesis may be reviewed by a single (1) referee. The referee may also be an external specialist, and if there are two (2) referees, one of them may be the student's supervisor.
- (2) The thesis shall be assessed on a five-grade scale system. The thesis shall be assessed on a five-grade scale system. The preparation, adoption and publication of the evaluation grid to be used for assessing each type of thesis, accompanied by the detailed assessment criteria- shall be carried out pursuant to Section 74(13). In case the thesis features in the University's quality assurance system as a measuring point, student performance shall also be based on the evaluation grid provided by the quality improvement unit.
- (3) The assessment of the thesis and the grade must be communicated to the student via Neptun at least five (5) working days before the final examination.
- (4) If the thesis was reviewed by two referees, the evaluation shall be as follows:
  - a) If both reviewers evaluate the thesis as fail, the candidate may not be admitted to the final examination. The student may submit a new, revised thesis only in the next thesis submission period according to the calendar of the academic year.
  - b) If one of the referees evaluates the thesis as fail, the competent study programme leader or in study programmes that offer a subspecialisation, the leader of the relevant subspecialisation, study programme leader shall send the thesis to a third referee. If:
    - ba) the thesis is also assessed as fail by the third referee, the candidate may not be admitted to the final examination. The student may submit a new, revised thesis only in the next thesis submission period according to the calendar of the academic year.
    - bb) the third reviewer did not evaluate the thesis as fail, then the thesis shall be considered as accepted and the result of the two reviews that have granted a grade other than a fail grade shall be taken into account.
  - c) If two (2) referees reviewed the thesis and the grades given by the referees (of which neither is fail) differ from each other by three (3) grades, the competent study programme leader or in study programmes that offer a subspecialisation, the leader of the relevant subspecialisation shall send it to a third (3rd) referee. Thereafter, the two reviews containing grades which are not fail grades and are closest to each other shall be considered. If the thesis is assessed as fail by the third referee, the candidate may not be admitted to the final examination. The student may submit a new, revised

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thesis only in the next thesis submission period according to the calendar of the academic year.

- (5) If in a bachelor programme the thesis is reviewed by one referee and
- a) the referee has assessed the thesis as fail, the competent study programme leader or in study programmes that offer a subspecialisation, the leader of the relevant subspecialisation, shall request two other referees to undertake a new review. If
    - aa) at least one(1) of the two (2) referees evaluate the thesis as fail, the student may only submit a new, revised thesis only in the next thesis submission period according to the calendar of the academic year
    - ab) neither of the two(2) referees assessed the thesis as fail, then the two reviews containing grades which are not fail grades are taken into account.
- (6) If the referee evaluated the thesis as fail, the student may only submit a new, revised thesis in the next thesis submission period according to the calendar of the academic year pursuant to Section 79.
- (7) A paper submitted to the competition of the Students' Scientific Association (hereinafter referred to as "TDK") may also be submitted as a thesis and may qualify as a thesis defence graded excellent (5) if assessed as excellent (5) by both TDK referees, or in the case of a joint thesis pursuant to Section 83, the evaluation for both students is excellent (5) if the following cumulative conditions are met:
- a) if the topic of the paper is accepted by the study programme leader at the request for acceptance as thesis ,
  - b) the TDK paper was proposed to be presented in the relevant section of the National TDK (OTDK) and
  - c) in the case of a coauthored TDK paper, the requirements of 83.§ are met.
- (8) Students who have obtained exemption from the defence on the basis of their TDK paper may validate the exemption only once - for the semester in which the TDK competition is staged or the following two (2) semesters on the occasion of the final examination. If the deadline for submitting the thesis precedes the date of the TDK, the study programme leader shall act according to the Dean's instructions for theses already submitted.
- (9) The procedure set out in subsection (7) shall be launched at the request of the student. The request shall be filed by the date specified in the Rules of procedure for submitting theses, it being understood that the student shall preferably submit the request before the submission of the thesis. If, however, the student becomes aware of the proposal to present the work in the national TDK competition only after having submitted the thesis, the request may also be submitted afterwards. The favourable assessment of the request shall be considered as simultaneously constituting a request for withdrawing the previously submitted thesis. The decision with regard to the request shall be taken by the study programme leader. The decision shall be adopted within five (5) days. The decision shall be communicated to the student in a Neptun message.
- (10) In case the request is assessed favourably, the student shall be obliged to hand in his/her TDK paper by the deadline specified in the rules on theses, thereby the thesis that he/she may have submitted earlier shall be considered as withdrawn. In such cases, the

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requirements with regard to the length of the thesis may be disregarded, the length of the TDK paper may be accepted. If the student fails to hand in his/her TDK paper within the deadline specified in the Rules of procedure for submitting and evaluating theses, the request shall be deemed to have been withdrawn and therefore the decision on acceptance shall be deemed to be revoked.

- (11) In case the request is assessed favourably, the student shall only be exempted from the thesis defence, but shall not be exempted from completing the other parts of the final examination, such as the completion of the comprehensive exam.
- (12) If the student does not attend the first final exam after the evaluation of the thesis, the grade given for the evaluated thesis shall be valid for two (2) calendar years, i.e. it can be calculated towards the grade of the final exam during this period.
- (13) In double degree programmes, multiple degree programmes, joint programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present section in the case of a joint thesis. This must be provided for in the relevant cooperation agreement.
- (14) In the case of writing a joint thesis in a double degree or a multiple degree programme, a joint programme leading to the award of a joint degree, the thesis defence preceding the award of the absolutorium may qualify as thesis defence if the thesis defence may also be staged in advance of the absolutorium in the partner institution. In this case, the rules of credit transfer laid down in the cooperation agreement must be followed.

### **Improving the grade of the thesis**

#### **81.§**

- (1) It is not possible to improve the grade of a thesis that passed (with a grade other than fail).
- (2) The student may attempt to improve the grade of an unsuccessful (fail) thesis twice.
- (3) In case of filing a request for improving the grade of the thesis, a fee is payable in accordance with Annex 5 of the RSFB.
- (4) The request shall be submitted in Neptun until the end of the first week of the registration period. The decision on the request shall be taken by the study programme leader within eight (5) days of receiving the application.
- (5) In case of a positive decision, the thesis shall be submitted according to 79.§ .
- (6) The student may correct the failed thesis within the deadlines specified in subsections (9) - (11) of Section 84.
- (7) In the case of writing a joint thesis in a double degree or a multiple degree programme, a joint programme leading to the award of a joint degree, derogations from the provisions of subsections (1) - (4) may be granted. This must be provided for in the relevant cooperation agreement.

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### **Plagiarism checks**

#### **82.§**

- (1) The text of the thesis must be checked with the university software used for identifying text matches. The thesis may not be graded without first having undergone a text match examination. The rules on the self-review procedure with regard to the thesis are set out in the Anti-plagiarism Regulation.
- (2) If plagiarism is suspected, the supervisor, the referee or the study programme leader shall initiate an ethical procedure against the student. If plagiarism is of a very minor nature in the unanimous opinion of the supervisor or the referee and the study programme leader, and if it is acknowledged by the student, the student may request it to be graded as fail and to waive the appointment of a third referee.
- (3) If as an outcome of checking the thesis an ethical procedure is launched against the student due to suspected plagiarism, the thesis must be considered temporarily invalid until the ethical procedure is closed, and this must be recorded in Neptun.
- (4) The conduct of the ethical procedure shall be the competence of the Ethics Committee. The Ethics Committee shall consider the suspected plagiarism in accordance with the provisions of the Code of Ethics and the Anti-plagiarism Regulation.
- (5) If the Ethics Committee establishes an ethical abuse, it shall declare the thesis as invalid and shall stipulate any other legal consequences (e.g. improving the thesis, rewriting the thesis, appointing a new supervisor).
- (6) If the Ethics Committee declares that an ethical abuse was committed and, in its scope of judgement, considers the act, behaviour, or omission severe enough for taking further action, it will initiate a disciplinary procedure against the student, based on the Student Disciplinary and Compensation Regulations.
- (7) The detailed rules on plagiarism are contained in the Anti-plagiarism Regulation.
- (8) If the Ethics Committee establishes that the student committed plagiarism while writing the thesis and declares in its resolution that an ethical abuse was committed, the student may not be admitted to the final examination with the thesis affected by the ethical abuse. The student may only be admitted to the final examination if he/she corrects or rewrites and finalises the thesis in accordance with the resolution of the Ethics Committee and the supervisor deems it to be submittable pursuant to the SER (the supervisor shall re-issue his/her declaration), and if the evaluation of the thesis is completed successfully. The correction or rewriting can be done at the earliest during the next thesis submission period, i.e. no specific submission deadlines need to be given to the student.

### **Joint thesis**


#### **83.§**

- (1) A joint thesis may be prepared upon the authorisation of the study programme leader, in such cases the format and content requirements, the rules on changing the topic of the thesis, improving and assessing it, shall be defined by the study programme leader subject to the provisions of the SER and their application mutatis mutandis.



**Study and Examination Regulations****Final examination, conditions for being admitted to the final examination****84.§**

- (1) Final examination: the final examination is the verification and assessment of the knowledge, skills and competences necessary for obtaining the diploma, in the course of which the student must also demonstrate his/her ability to apply the acquired knowledge. The final examination may consist of more than one parts, subject to what is defined in the curriculum and the relevant legislation. The various parts of the examination may take place on different days and at different venues.
- (2) In double or multiple degree programmes, in joint programmes leading to the award of a joint diploma, a joint final examination may also be staged.
- (3) The students shall complete their studies by taking a final examination in bachelor programmes, in two- and single-cycle master programmes, as well as in specialist postgraduate programmes.
- (4) If the student submits his/her thesis and it is evaluated as successful by the referees, but the student does not meet the requirements of the absolutorium, then he/she cannot be admitted to the final exam.
- (5) The student shall take a final exam for each programme.
- (6) The conditions of admitting a student to the final examination are:
  - a) award of the final certificate,
  - b) submission of the thesis by the deadline,
  - c) evaluation of the thesis with a grade other than fail
  - d) registration to the final examination by the relevant deadline,
  - e) the student does not have any payment obligation towards the University in the given programme,
  - f) the student has accounted for all items belonging to the University (books borrowed, sports equipment, etc.).
- (7) Students who have not fulfilled any one of the provisions included in subsection (6) may not be admitted to the final examination. In this case, the SS administrator/coordinator will delete the student's registration for the final examination from Neptun, at least three (3) working days before the final examination starts, at the same time informing the student thereof in a Neptun system message.
- (8) Students must register for the final exam by the deadline set out in the calendar of the academic year.
- (9) In the case of students who had commenced their first year in the 2006/2007 academic year or later, but before the 2011/2012 academic year, the final examination may be taken in the period following the award of the final certificate (absolutorium), in the framework of the student status. When the student status is already terminated, the final examination may be taken without time limitation, in any examination period, in accordance with the programme requirements in force. When seven (7) years have elapsed from the award of the final certificate, the University may make the final examination subject to certain

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conditions, as defined by the individual study programmes. The conditions for admission to the final examination shall be decided by the study programme leader. In this case, the student must submit a request pursuant to subsection (11). The decision shall be recorded in a Neptun resolution. A grade that was awarded on the basis of the review of a thesis that was submitted more than two (2) years ago may not be calculated towards the result of the final examination. In such cases the thesis needs to be updated and resubmitted pursuant to the relevant provisions of Sections 77 and 79.

- (10) In the case of students who commenced their first year in the 2012/2013 academic year or later, the final examination may be taken in the period following the award of the final certificate (absolutorium), in the framework of the student status. After the termination of the student status, it may be taken within two (2) years in any examination period in accordance with the programme and outcome requirements in force. When two (2) years have elapsed from the award of the the final certificate, the University may take the final examination subject to certain conditions, as defined by the the individual study programmes. The conditions for admission to the final examination shall be decided by the study programme leader. The student should submit a request in accordance with subsection (11). The decision shall be recorded in a Neptun resolution. A grade that was awarded on the basis of the review of a thesis that was submitted more than two (2) years ago may not be calculated towards the result of the final examination. In such cases the thesis needs to be updated and resubmitted pursuant to the provisions of Sections 77 and 79. No final examination may be taken if five (5th) years have passed since the cessation of the student status.
- (11) In cases referred to in subsection (9), the student may be admitted to the final examination at his/her request after the expiry of the seven (7) years, and in cases referred to in subsection (10), after the expiry of the two (2) years.
- (12) In the cases referred to in subsections (9) - (10), the former student shall communicate his/her intention to take the final exam by the deadline for submitting theses included in the calendar of the academic year and shall file a request for being admitted to the final examination. If the former student fails to comply with this obligation, - and if the deadlines under this section have not yet expired - he/she may register for the next final examination period.
- (13) The decision on the request shall be taken by the study programme leader.
- (14) The decision shall be taken within fifteen (15) working days of the submission of such request.
- (15) The decision shall be recorded in a Neptun resolution.
- (16) The request shall be subject to paying the fee set out in the RSFB.

### **Withdrawing registration for the final examination**

#### **85.§**

- (1) The student may withdraw his/her registration for the final exam.
- (2) However, the thesis having been once submitted may not be withdrawn in this case, either.

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- (3) The relevant request shall be submitted by no later than three (3) working days before the start of the final examination.
- (4) If no grounds for exclusion exist in relation to the student, the SS administrator/coordinator shall accept the student's request by an automatic decision. In this case, the provisions on retaking the final examination shall not apply. The decision shall be communicated to the student in a Neptun message.
- (5) In double or multiple degree programmes, in joint programmes leading to the award of a joint diploma, derogations from the provisions of the present section may be made. This must be provided for in the relevant cooperation agreement.

### **The Final Examination Board**

#### **86.§**

- (1) The final examination must be taken before a Final Examination Board that is composed of a chairperson and at least (2) two more members.
- (2) The Final Examination Board must be structured in a manner that ensures that at least one member is a university/college professor or a university/college associate professor, furthermore at least one other member should not have a legal relationship concerning employment at the University or be a lecturer in another study programme of the University.
- (3) The administrative tasks related to the work of the Final Examination Board shall be carried out by the member appointed by the chairperson as keeper of the minutes.
- (4) The chairperson and the members of the Final Examination Board as well as the member in charge of keeping the minutes shall be entrusted in an electronic letter by the study programme leader, or where various subspecialisations are offered, by the subspecialisation leader, at the latest two (2) weeks before the date of the final examination. If no objection is raised by the designated chairperson or member, it shall be deemed that they have accepted the entrustment and undertake to comply with the relevant rules.
- (5) The composition of the final examination boards shall be recorded in Neptun by the the head of the institute at the request of the study programme leader, or where various subspecialisations are offered, by the subspecialisation leader.
- (6) If, for any reason, a member of the Final Examination Board is unable to participate in the work of the Final Examination Board, the study programme leader or where various subspecialisations are offered, the subspecialisation leader shall appoint a new member.
- (7) The task of the Final Examination Board is to assess the student's preparedness and to decide on the evaluation of the student.
- (8) Tasks of the chairperson of the Final Examination Board:
  - a) ensuring the orderly conduct of the final examination (e.g. establishment of any conflict of interest, suspension of the final examination in extraordinary circumstances),
  - b) calling a closed session after the end of the final exam,


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- c) announcing the result of the final exam,
  - d) establishing the result/grade of the final examination
  - e) certifying the minutes of the final examination.
- (9) Tasks of the members of the Final Examination Board:
- a) assessing the student's knowledge and making a proposal for the result/grade of the final examination,
  - b) certifying the minutes of the final examination.
- (10) Tasks of the keeper of the minutes:
- a) providing administrative support to the Board,
  - b) placing the exam questions in the room, if needed
  - c) filling in and having the quality assessment document signed by the chairperson of the Board,
  - d) having the transcript signed by the chairperson of the Board, if needed,
  - e) keeping the minutes of the final examination and having them signed by the chairperson and the members of the Board,
  - f) forwarding the minutes of the final examination and the related documents to SS.
- (11) In the case of a joint final examination related to a double degree or multiple degree programme, or a programme leading to the award of a joint diploma, the conditions laid down in subsections (3) – (10) may be derogated from. This must be provided for in the relevant cooperation agreement.

### The final exam and its assessment


#### 87.§

- (1) The final exam/a part of the final exam may be organised either in the form of an in-person or an online exam, at the competent Dean's discretion.
- (2) The rules on online exams shall apply mutatis mutandis to the online final exam and its parts, it being understood that the detailed rules on any divergences shall be issued by the Vice-Rector for Education in the form of provisions
- (3) The final examination shall be conducted in the same language as the language of the programme.
- (4) The final exam shall be organised by the study programme leader, or where various subspecialisations are offered, the subspecialisation leader who implements the final exam with the cooperation of the relevant institute and Student Services. The Institute shall be responsible for notifying the members of the Final Examination Board, as well as for informing the students and securing the venue and the technical conditions of the final examination. The administrative tasks shall be carried out by Student Services.
- (5) The student who has registered for the final examination and may be admitted to the final examination shall be informed via Neptun by the institute invited by the study programme leader, or where various subspecialisations are offered, the subspecialisation leader, at the

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latest two weeks (2) before the date of the final examination. Such information shall specify the classification of the Final Examination Board, the date and venue of the final examination.

- (6) The student registered for the final examination must report at the exam venue half an hour before the specified time of the final examination/part of the final examination.
- (7) If the examinee is unable to attend the final examination due to childbirth, accident, illness or any other unexpected cause, he or she may file an application for continuation. Such application must be submitted within five (5) working days of the final examination.
- (8) The decision on the request shall be taken by the study programme leader.
- (9) The decision shall be taken within three (3) days of the submission of such application
- (10) The decision shall be recorded in a resolution.
- (11) In the event of justified absence, the number of final examination opportunities available for retaking the final examination shall not be reduced and the consequences of the retaken final examination shall not apply.
- (12) In case of unjustified absence, the number of the opportunities to retake the final examination shall be reduced by one and the rules on retaken final exams shall apply.
- (13) In case the student does not appear at the final exam, his/her performance may not be evaluated, he/she may not take part in the final exam parts associated with the given final examination.
- (14) Each student shall be called and invited into the assigned examination room by the keeper of the minutes on the basis of a list, unless the Chairperson of the Final Examination Board determines otherwise.
- (15) In addition to the chairperson of the Final Examination Board, its members, the examinee and the students already invited into the room, only persons authorised by the Chairperson of the Final Examination Board may stay in the room of the final examination.
- (16) At the final examination, the student must certify his/her identity to the keeper of the minutes by presenting his/her ID card or passport.
- (17) The chairperson and any member of the Final Examination Board shall have the right to ask questions from the examinee.
- (18) Any irregularity committed at the final examinations, such as when a different person takes the examination or when unauthorised study aids or assistance are used will result in being banned from the final examination and the launch of a disciplinary procedure.
- (19) Minutes must drawn up at the final examination, it being understood that the minutes shall include both the successful and unsuccessful examination parts. The minutes of the final examination constitute a document generated and printed from Neptun that contains the basic data recorded in Neptun. The content of such minutes shall be governed by the provisions of the Vhr.
- (20) After having the minutes signed by the chairperson and the members, the keeper of the minutes shall hand them over the minutes of the final examination to SS.

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- (21) The manner of awarding a grade for the final examination (result of the final examination) is defined in Annex 5 of the SER.
- (22) The Final Examination Board shall assess the student's preparedness, then shall establish the result of the final examination in closed session. In case of disagreement, a vote shall be called.
- (23) Annex 5 of the SER provides details on the requirements of the final examination for each study programme, the manner of establishing the result and conducting the final examination.
- (24) If any part of the final examination is a fail, the result of the final examination is a fail. The provisions set out in Section 88(4).
- (25) An unsuccessful final examination may be retaken in accordance with Section 88 of the SER.

### **Retaking the final examination**

#### **88.§**

- (1) The result of a successful final examination (with a result other than fail) or of the successfully completed parts of the final examination may not be improved
- (2) An unsuccessful final examination/the unsuccessful parts of the final examination may be retaken in the next final exam period.
- (3) In case of a retaken final examination/final examination part a fee stipulated in the RSFB shall be paid.
- (4) In case of an unsuccessful final examination, if it consists of several parts - such as the defence of thesis, the portfolio-based oral exam, the comprehensive examination, the oral examination related to the topics of the given study programme etc. - only the unsuccessful part must be retaken and the result of the successfully completed part of the final examination shall be calculated towards the result of the final examination if the retaken final examination takes place no later than within two (2) years.
- (5) In case the final examination board rejects the defence of the thesis (in addition, a master-level teacher training programme, the presentation of the teachers portfolio), it shall decide whether the student may defend the thesis (in addition, a master-level teacher training programme, the presentation of the teachers portfolio) already submitted or he/she is required to prepare a new thesis (in addition, in a master-level teacher training programme, a new teachers portfolio). SER shall lay down the conditions and the deadline with regard to the submission.
- (6) In case of a successful thesis defence (as well as the the presentation of the teacher's portfolio in a master-level teacher training programme,), if the student has completed the other parts of the final exam unsuccessfully, the grade awarded for the defence (as well as for the presentation of the teacher's portfolio in a master-level teacher training programme), the grade shall be calculated towards the result of the next final examination within no later than two (2) years. After the expiry of the two (2) calendar years, the relevant provisions of Sections 79 and 80 shall apply mutatis mutandis.



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- (7) In cases referred to in subsection (5), the student has two (2) chances to prepare a new thesis (as well as new teacher's portfolio in a master-level teacher training programme) .
- (8) An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two (2) times.
- (9) One further opportunity is available to improve the result of the final examination or part thereof, in case this is authorised by the Rector (not on the basis of Rector's equity). If the Rector's permission is granted, but he/she does not take part in the final examination/final examination part, he/she will not be able to further improve the results.
- (10) Such a request may be submitted by no later than the final deadline provided for submitting the thesis in the calendar of the given academic year.
- (11) The Rector shall take a decision with regard to the request.
- (12) The decision shall be taken within three (3) working days of the submission of such request.
- (13) The decision shall be recorded in a resolution.
- (14) The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (15) The student may improve the grade of the unsuccessful (failed) final exam within the deadlines specified by the SER.
- (16) Should the former student not pass the final examination by the deadline provided in subsection (15), a diploma in the given programme may only be awarded under a new student status established as a result of a new admission procedure.
- (17) In the case of a joint thesis related to a double degree or multiple degree programme, or a programme leading to the award of a joint diploma, the conditions laid down in subsections (1) – (8) may be derogated from. This must be provided for in the relevant cooperation agreement.

## **DIPLOMA, DIPLOMA SUPPLEMENT**

### **Conditions for awarding and issuing the diploma**

#### **89.§**

- (1) A prerequisite to issuing a diploma attesting the conclusion of higher education studies is to successfully complete the final examination.
- (2) The diploma will be issued and handed over to the student within thirty (30) days of the date of the final examination by Student Services.

### **Grading of the diploma**

#### **90.§**


- (1) The result of the diploma must rounded to two decimal places Partial results counted towards the final result of the diploma may not be rounded.

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- a) with distinction, if the diploma result is between 4.51-5.00 [if the conditions laid down in subsections (3) or (4) are met[]
- b) *excellent*, if the diploma result is between 4.81-5.00
- c) *very good*, if the diploma result is between 4.51 -4.80
- d) *good*, if the diploma result is between 3.51-4.50
- e) *satisfactory*, if the diploma result is between 2.51-3.50
- f) *sufficient*, if the diploma result is between 2.00-2.50
- .
- (2) In case of former students who started their studies before 1 September 2006, as well as in case of former students studying in supplementary bachelor programmes, the grading of the diploma shall be established on the basis of the limits defined in the regulations in force on the date of commencing the given studies.
- (3) A diploma with distinction shall be issued to students who started their studies before September 2013, achieved an “excellent” (5) grade at the final examination, achieved an “excellent” (5) grade at the mandatory rigorosa and comprehensive examinations closing the study programme/ subspecialisation(s), whose other last valid grades are at least good (4) and all the grades included in the transcript are at least satisfactory (3) and whose diploma result is in accordance with paragraph a) of subsection (1) above. When determining entitlement to a diploma with distinction in case of students studying in a master programme of a two-cycle programme, the grades received in compulsory subjects taken beyond the 120 credits are not taken into consideration.
- (4) A diploma with distinction shall be issued to students who started their studies in or after September 2013, achieved an excellent (5) grade at their final examination, achieved an excellent (5) grade at the mandatory rigorosa and comprehensive examinations closing the subspecialisation, whose all other last valid grades are at least a good (4) , whose diploma was graded excellent and each of whose grades included in the transcript master data sheet are at least satisfactory (3), and whose diploma result corresponds to subsection (1)a). A diploma with distinction may not be issued if at least one subject was concluded with the “exam not taken” or “not completed” remarks, an exception to this being Physical Education. When determining entitlement to a diploma with distinction in case of students studying in a master programme of a two-cycle programme, the grades received in compulsory subjects taken beyond the 120 credits are not taken into consideration.
- (5) The composition and method of calculation of the partial results calculated towards the grade of the diploma are laid down in Annex 1 of the SER.

**Format requirements of the diploma, the diploma supplement****91.§**

- (1) The standard diploma form is a printed paper-based security and authentic instrument with the coat of arms of Hungary and an individual serial number issued by the Educational Authority, whose contents are laid down in the Nftv. and the Vhr.


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- (2) The diploma form used at the University consists of two (2) A4-size pages, one in the Hungarian and one in the English language, with the coat of arms of Hungary imprinted on both pages.
- (3) For students who participated in dual programmes and became entitled to the diploma after the date of the entry into force of the Vhr, the diploma must contain a clause as specified in 6.6 pf paragraph 6 of Annex 9 of the Vhr. The clause shall form an integral part of the diploma.
- (4) The diploma must be issued in the Hungarian and in English languages, in case of programmes delivered in a language other than Hungarian, the diploma must be issued in the Hungarian language and in the language of the programme.
- (5) The diploma/certificate shall be printed out by the SS administrator/ coordinator from Neptun based on the master data sheet.
- (6) When issuing the diploma, the Student Services shall affix a serial number and shall maintain the relevant records in Neptun. The rules for generating serial numbers are laid in the provisions issued by the Vice-Rector for Education.
- (7) The diploma shall be signed by the competent Dean or in case of his/her long-term absence, by the Vice-Rector for Education
- (8) The diploma/certificate shall be placed in hardcover folders. Before the handover, the SS administrator/coordinator shall take a certified copy of the issued diploma, which is attached to the master data sheet, and then he/she shall enter the fact of handover on the master data sheet.
- (9) The University shall not issue a diploma supplement for students who earned a diploma before 1 July 2003.
- (10) In the case of students who earned a certificate after 1 July 2003 but before 1 March 2006, the diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and awarded free of charge at the request of the former student. At the request and expense of the former student, the diploma supplement must be issued in English, too.
- (11) Unless otherwise prescribed by law, the request under subsection (10) may be submitted without time limitation.
- (12) If no grounds for exclusion exist in relation to the foreign student, Student Services shall accept the student's request by automatic decision and shall make sure that the diploma supplement is awarded within thirty (30) days.
- (13) In case the former student does not meet the legal requirements for being awarded the diploma supplement, the Head of Study Matters at Student Services shall reject such request. The negative decision must be made within ten (10) working days of the date of request.
- (14) The decision shall be recorded in a resolution.
- (15) A Hungarian and English language diploma supplement as defined by the European Commission and the Council of Europe must be awarded along with the diploma acquired after 1 March 2006 in bachelor programmes, master programme of a two-cycle

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programme and single-cycle master programmes. The first diploma supplement is free of charge.

- (16) A Hungarian and English language diploma supplement as defined by the European Commission and the Council of Europe must be awarded along with any diploma acquired after 1 September 2023 in specialist postgraduate programmes. The first diploma supplement is free of charge. The application for the diploma supplement must be submitted from the commencement of the registration period until no later than the seventh (7th) working day prior to the first day of the final examination period in the last semester of the student's studies. Within three (3) working days of receipt of the application, the SS administrator/coordinator will automatically decide on the application and inform the student of the decision via Neptun. In the case of an unsuccessful final examination, the student must reapply for the diploma supplement for the next final examination period as described in this subsection.
- (17) The standard diploma supplement form is a printed, paper-based authentic instrument of A4 size issued by the Educational Authority with an individual serial number. It consists of two pages that are printable on both sides and a folder suitable for uniform filing. The contents of the diploma supplement are specified in the Vhr.
- (18) The diploma supplement shall be printed out from Neptun by the SS administrator/coordinator.
- (19) The diploma supplement shall be certified by the Head of Study Matters at SS.
- (20) Before the diploma supplement is handed over, the SS administrator/coordinator will take a certified copy of the diploma supplement issued, which will be attached to the master data sheet.
- (21) To certify the diploma and the diploma supplement, a blue pen must be used for the purposes of signature as well as a serial-numbered round stamp with the coat of arms and the words 'Corvinus University of Budapest', issued to the Student Services, it being understood that the Hungarian language round stamp shall be used to certify the diplomas/diploma supplements issued in Hungarian, while the English language round stamp shall be used to certify the diplomas/diploma supplements issued in English.
- (22) The rules of procedure for keeping a record of diplomas and diploma supplements are laid down in provisions issued by the Vice-Rector for Education "Management of standard diploma and diploma supplement forms, submission of requests for individual diploma clauses".
- (23) The University provides official public data on the issued diplomas.
- (24) An electronic copy of the diploma supplement issued must be stored in Neptun, which is electronically signed and time-stamped by the Head of Study Matters at SS in accordance with the law.


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## CASES REQUIRING INDIVIDUAL ASSESSMENT

### Preferential study schedule

#### 92.§

- (1) As part of the curriculum, the subject syllabus will indicate whether or not a subject can be completed in a preferential study schedule. The curriculum also stipulates whether the submission deadline of the assignments may be modified, whether the examinations may be taken outside the examination period -it being understood that in the case of subjects taken in the autumn semester an exam may be taken until the end of the registration week for the spring semester at the latest, and in case of subjects taken in the spring semester until 30 June at the latest- whether the period of instruction may be finished sooner, or whether the student is entitled to receive other preferential treatment.
- (2) A preferential study schedule may be authorised to students pursuing their studies in a daytime programme if the student:
  - a) carries out scientific work that is recognised at the national and/or international level, or
  - b) is an outstanding national and/or international athlete, or
  - c) has received an invitation to take courses at a higher education institution abroad, completes a practice period abroad, or
  - d) has social and/or medical grounds deserving special consideration, or
  - e) pursues a simultaneous daytime programme at another study programme of the University or at another Hungarian higher education institution.
- (3) A preferential study schedule may be requested in relation to a subject/subjects, which has/have been taken by the student for the given semester in Neptun.
- (4) A preferential study schedule may be authorised at the request of the student. The student must submit a request for preferential study schedule for each subject, along with the relevant documentation.
- (5) The request may be submitted from the first to the last day of the first week of the subject registration period.
- (6) The decision in the matter of the preferential study schedule shall be taken by the competent study committee.
- (7) The Study Committee may assess the request on the basis of conditions other than those specified in the subject syllabus
- (8) The request for a preferential study schedule with regard to any subjects that were not taken shall automatically be rejected by the competent study committee in the form of a message sent via Neptun. If the subject syllabus allows the students to request a preferential study schedule and the request meets the requirements of the SER, the student's request shall be accepted by the competent study committee. If the student's request cannot be fulfilled, the request shall be rejected by the competent study committee.

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- (9) The decision must be made within seven (7) days of filing the request.
- (10) The decision shall be recorded in a resolution.
- (11) On the basis of the decision, the student may be granted the concession indicated in the subject syllabus by the competent study committee.
- (12) After the approval of the request, the tasks must be completed according to the individual schedule. The student may not be relieved from the obligation to fulfil the academic requirements provided in the curriculum for the given period.
- (13) The authorisation is valid for the given period and must be resubmitted in each semester.
- (14) The maximum number of subjects that can be completed in a given semester under a preferential study schedule may not exceed six (6). In the case of courses taken at a higher education institution or a scholarship abroad, or in the case of a practice period completed abroad, the relevant amount shall be four (4) subjects per semester, and it is also possible to authorise the completion of the thesis seminar / thesis consultation under a preferential study schedule.
- (15) A student pursuing studies under a preferential study schedule undertakes to prepare individually for the completion of each of his/ her academic obligations and does not require the lecturer to assist in the preparation in any way.

### **Dean's equity**


#### **93.§**

- (1) In justified cases and at the student's request, the student may be granted an authorisation from the competent dean on the grounds of equity in any matter associated with the SER, with the exception of the cases listed in subsection (2) below once (1) in bachelor programmes, master programmes of a two-cycle programme and specialist postgraduate programmes, and twice (2) in single-cycle master programmes, furthermore once (1) in courses taken at another higher education institution, training with the purpose of acquiring specialised knowledge and preparatory courses during his/her period of studies.
- (2) Request for Dean's equity may not be submitted in the following cases:
  - a) if the request for transfer was rejected,
  - b) for granting a signature at the end of a semester,
  - c) for overruling the evaluation of academic achievement,
  - d) for granting of an exemption from obligations provided in the programme and outcome requirements and the curriculum requirements,
  - e) for cancelling the consequences of ethical or disciplinary sanctions,
  - f) for overruling the contents of an appeals resolution,
  - g) for extending the maximum period of studies and for changing the period of studies reduced as a result of the validation procedure to a period of studies calculated on the basis of standard programme duration.
  - h) against a resolution terminating the student status,



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- i) if the rate of justified absence exceeds 50% of the sessions in a subject, equity shall not exempt the student from the consequences laid in the SER, as well as
  - j) in the case of taking a subject that is to be repeated in a semester outside the semester(s) in which it is announced by the University,
  - k) to improve the grade of a successful comprehensive examination closing a subspecialisation/study programme,
  - l) for exempting the student from the limitation of three (3) examination opportunities, and together with the repeated subject registrations, six (6) examination opportunities in a given semester in the same subject,
  - m) for declaring a passive semester to be active,
  - n) for registering for the fifth (5th) subject to students who started their studies in the spring semester of the 2021/2022 academic year or earlier, and for the fourth (4th) subject for students who started their studies in the autumn semester of the 2022/2023 academic year or later,
  - o) for exempting the student from the obligation to attend lessons because of completing a practice period,
  - p) all cases in which the SER expressly prohibits recourse to equity and/or where equity is illegal or is prohibited under legislation.
- (3) Reclassification from a programme funded through (partial) state scholarship to a self-funded programme, or from a self-funded programme to a programme funded through (partial) state scholarship, as well as disciplinary and compensation matters do not come under the SER.
- (4) Request for the Dean's equity may be submitted at any time.
- (5) The request may cover one application/ subject. An exception to this is if the student requests a preferential study schedule: in this case, a request for equity may be filed for any number of subjects per semester and shall be considered as one request.
- (6) The request must contain the grounds for equity and the document(s) supporting such grounds must be attached.
- (7) A request for equity may not be solely based on academic grounds. The equity decision is always individual in character and may not provide a reference for other decisions. Equal treatment rules must also be ensured when assessing equity.
- (8) The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (9) The decision on the request shall be taken by the competent dean.
- (10) The decision shall be taken within fifteen (15) working days of the submission of such request.
- (11) The decision shall be recorded in a resolution. A decision adopted under discretionary powers does not need to be justified. No appeal shall lie against the decision.

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- (12) If the dean has rejected the student's request, the student has not resorted to an authorisation on the grounds of equity, that is, the rejected request does not reduce the number of available requests for equity.

### **Rector's equity**

#### **94.§**


- (1) In justified cases, and at the student's request, the student may be granted an authorisation from the Rector on the grounds of equity in any matter associated with the SER, with the exception of the cases listed in subsection (2) below, once (1) in bachelor programmes, master programmes of a two-cycle programme and specialist postgraduate programmes, and twice (2) in single-cycle master programmes, furthermore once (1) in courses taken at another higher education institution, training with the purpose of acquiring specialised knowledge and preparatory courses during his/her period of studies.
- (2) Request for Rector's equity may not be submitted in the following cases:
  - a) matters in which dean's equity may not be exercised, and
  - b) matters in which the competent dean has already taken a decision under Dean's equity,
  - c) if the student has not previously submitted a request for Dean's equity during the entire period of his/her studies in the given study programme.
- (3) Provisions on Dean's equity shall apply mutatis mutandis for Rector's equity in all other matters.
- (4) A decision on the request shall be taken by the Vice-Rector for Education under powers delegated by the Rector.

### **INFORMING STUDENTS**

#### **Institutional Guide, information on studies**

#### **95.§**

- (1) Students shall be informed about the curriculum requirements through the Institutional Guide as well as by the publication of the educational programme, the curricula, the subject syllabi. The original copy of these documents may be accessed at Educational Management.
- (2) The content requirements of the Institutional Guide, the educational programme and the curricula must be compiled pursuant to the Nftv and the Vhr.
- (3) Whereas the Institutional Guide shall be published on the University's website, the educational programme, the curricula and the subject syllabi shall be published in Neptun
- (4) .Students shall be informed about the study and examination requirements through the publication of university regulations, provisions, guides, the original copies of which may be accessed at LARS
- (5) The content requirements of the regulations, provisions and guides shall be compiled pursuant to the Nftv and the Vhr.

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- (6) Students shall be informed about the curriculum requirements of the subjects, the forms of progress check, textbooks, course books according to Section 44 and Section 47 of the present Regulations.

**DOCUMENTS RELATED TO STUDY AND EXAMINATION MATTERS HANDLED  
BY THE UNIVERSITY**


**Transcript, master data sheet, master data sheet extract**

**96.§**

- (1) The University shall maintain.
- a) in the case of students who commenced their studies before the 2009/2010 academic year, a printed, paper-based transcript with an individual serial number, the pages of which are numbered consecutively and which constitutes a form that is subject to strict tracking requirements and the contents are set out in Vhr.
  - b) in the case of students who commenced their studies in the 2009/2010 academic year or later, the shall not maintain a transcript.
- (2) If the University issues a certified master data sheet extract for the student, a transcript does need not be issued. For students with a transcript pursuant to paragraph a) of subsection (1), the data printed on the label shall be affixed to the transcript by the competent SS administrator/coordinator, which shall be certified by the Head of Study Matters at SS or the staff member designated by him/her.
- (3) The competent SS administrator/coordinator shall be entitled to fill in the transcript, to delete and correct the data already entered, which shall be certified by the Head of Study Matters at SS or the SS administrator/coordinator designated by him/ her, it being understood that the parts of the transcript that concern the legal status and diploma are certified by the competent dean, or, in traditional programmes, by the Vice-Rector for Education.
- (4) While the student status exists, Student Services shall issue a new transcript to replace a lost or destroyed transcript on the basis of the master data sheet, which shall be certified by the Head of Study Matters at SS or a administrator/coordinator designated by him/ her.
- (5) The transcript must be handed over to the student upon the termination of his / her student status. The fact and the time of handing over the transcript must be recorded on the master data sheet. Subsections (17) to (20) of Section 98 shall apply to the handover of the transcript.
- (6) The student shall be entitled to request a transcript extract free of charge. The transcript extract shall be generated from Neptun by the competent SS administrator/coordinator, and then shall be certified on paper or electronically.
- (7) The purpose of the master data sheet is to record and store the personal data and study data of the student with regard to the student status indicated in the master data sheet. The contents of the master data sheet are defined in the Vhr.

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- (8) While the student status of the given student exists, in case of every type of student status, one master data sheet shall be maintained by the University in relation to each student. After the termination of the student status, when a new student status is established, a new master data sheet must be created.
- (9) Each master data sheet has an individual serial number. The rules for generating serial numbers are laid down in provisions issued by the Vice-Rector for Education.
- (10) The paper-based student master data sheet generated from Neptun and signed by the Head of the Study Matters at SS or an administrator/coordinator designated by him/her, dated and certified by the University's stamp imprint shall include the data recorded in Neptun, as specified in the Vhr.
- (11) The name and institution identification number of the University as well as the name and the educational identifier of the student and the serial number of the master data sheet must be featured on every page of the paper-based master data sheet. The annexes to the master data sheet shall be:
- enrolment form;
  - minutes of the final examination;
  - minutes of the doctoral rigorosum, minutes of the comprehensive examination and minutes of the doctoral defence;
  - final certificate;
  - certified copy of the diploma taken before handing it over;
  - certified copy of the diploma supplement taken before handing it over
  - certified copy of the duplicate of the diploma/diploma supplement, certified copy of the corrected diploma.
- (12) The master data sheet must be certified within three (3) months of the termination of the student status by the Head of Study Matters at SS or an administrator/coordinator designated by him/her.
- (13) After certification, the master data sheet must be placed in the Central Registry of the University, then, after the expiry of the period specified in the Document Management Regulation, in the Central Archives of the University. In the case of documents placed in the Central Registry/Archives of the University, the archivist/registrar shall be entitled to access them, and such documents may be borrowed by Student Services for the purpose of providing data or processing data and by LARS for the purpose of issuing the documents of former students in accordance with the provisions of the Document Management Regulation.
- (14) The closed and certified master data sheet must be supplemented and recertified, if
- the bachelor thesis, the master thesis, the final examination, the language requirements are completed, or the the diploma or the diploma supplement is issued after the termination of the student status,
  - the data included in the master data sheet must be amended due to correcting an error or entering a change to data,


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- c) the diploma and/or the diploma supplement is corrected, a duplicate is issued, or the diploma/diploma supplement is invalidated.
- (15) The annexes to the certified master data sheet shall be stored by the Student Services in the student's personal file. The location of the annexes must be indicated in the master data sheet.
- (16) Student Services shall replace a destroyed or lost master data sheet on the basis of the available records, documents and data. The replacement master data sheet shall be certified by the Head of Study Matters at SS or a staff member designated by him/her.
- (17) Upon the termination of the student status, Student Services shall issue a paper-based certified master data sheet extract:
- a) ex-officio for a student who concluded his/her studies without earning the final certificate (absolutorium),
  - b) at the request of the student, for the student who obtained the final certificate but concluded his/her studies without earning a diploma,
  - c) at the request of the student, for the student who earned a diploma in a specialist postgraduate programme.
- (18) The contents of the document specified in subsection (17) are stipulated in Vhr., and the issued document shall be certified by the Head of Study Matters at SS or an SS administrator/coordinator designated by him/ her.
- (19) The fact that the master data sheet extract issued in accordance with paragraph a) of subsection (17) was handed over shall be recorded on the master data sheet. The handover of the file must be recorded in a handover document, the contents of which are stipulated in Vhr.
- (20) The certified master data sheet extract relating to the given semester shall be issued at the request of the student free of charge by the Student Services once a semester. The fee for any further extracts is specified in Annex 4 of the RSFB.
- (21) Each master data sheet extract has an individual serial number. The rules for generating the serial numbers are defined by provisions issued by the Vice-Rector for Education.
- (22) If the University fails to comply with the provisions of subsection (17), the former student may submit a request to the Head of SS for remedying the deficiency. The Head of SS shall take the appropriate measures within thirty (30) days of the date of the request. Failure to do so entitles the former student to pursue legal remedies under the SSP.

**Duplicates of diplomas and diploma supplements, their correction, (certified)  
copy**


**97.§**

- (1) The provisions of Section 91 shall apply to the issue and registration of diploma, diploma supplement duplicates, corrected diplomas and diploma supplements, with the derogations provided for in this section.

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- (2) In accordance with the provisions of the Nftv. and the Vhr, the University shall upon request, issue a duplicate of a diploma that was lost, stolen or destroyed after it has once been handed over
- (3) The contents of the duplicate are laid down in the Vhr.
- (4) The duplicate shall be issued at request by Student Services.
- (5) The fee specified in Annex 5 of the RSFB shall be payable for having the duplicate issued
- (6) Following the certification, the procedure specified in subsections (22)- (24) of Section 91 shall be followed.
- (7) The duplicate shall be issued within thirty (30) working days of receiving the request.
- (8) The same procedure is applicable to issuing more than one duplicates of a diploma as the procedure followed relating to the first duplicate.
- (9) The rules of keeping records of duplicates are consistent with the rules of keeping records of diplomas.
- (10) The content of the duplicate of a diploma awarded before 15 August 2015, issued in accordance with subsection (2) above, shall be identical with the content of the original diploma, it being understood that if the diploma was originally issued only in Hungarian, the foreign language page of the form specified in subsections (1) and (2) of Section 91 shall not be issued.
- (11) SS shall, ex officio or upon request, withdraw and annul any incorrectly issued diploma, shall enter the correction of the error in the master data sheet, and recertify the closed and certified master data sheet. On the basis of the corrected master data sheet, the diploma shall be reissued from Neptun within thirty (30) days. The diploma shall include the correction clause and the certification specified in Annex 9 of the Vhr. Following the certification, the procedure specified in subsections (22)- (24) of Section 91 shall be followed.
- (12) If Student Services issue a new diploma in accordance with the provisions of subsection 11) and the change affects the contents of the diploma supplement, it shall reissue the diploma supplement from Neptun, and at the same time shall withdraw and annul the former diploma supplement. Following the certification, the procedure specified in subsections (22)- (24) of Section 91 shall be followed.
- (13) When issuing a duplicate of a diploma supplement or a reissuing a diploma supplement, the duplicate must be marked with the text DUPLICATE, but the clause does not need to be attached either to the duplicate or the reissued diploma supplement. SS shall issue the DUPLICATE of the diploma supplement within thirty (30) working days of receiving the request, which can be issued if the applicant has paid a fee for the issuance of the duplicate as specified in Annex 4 or Annex 5 of the RSFB.
- (14) Student Services shall revoke a diploma issued by the University or its predecessor within five (5) years of its date of issue if the diploma was obtained unlawfully. Otherwise, the provisions of the Ákr. shall apply mutatis mutandis to revocation.
- (15) Notwithstanding the provisions of subsection (14), if the issue of a diploma was influenced by a criminal act, and the commission of the criminal act has been confirmed by a final



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court decision or a prosecutorial decision, the University shall annul the diploma without any time limitation, provided that the annulment does not affect any right acquired and exercised in good faith. Otherwise, the provisions of the Ákr. shall apply mutatis mutandis for annulment.

- (16) The provisions of the present section shall equally apply mutatis mutandis to the diploma supplement.
- (17) Once the resolution on the revocation or annulment becomes final, Student Services shall issue a master data sheet extract, as specified in subsections (17) and (18) of Section 96, with regard to the studies on which the revoked or annulled diploma was based
- (18) The duplicate of the diploma shall be certified by the competent dean, or if he/ she is prevented from performing his/her duties, by the Vice-Rector for Education.
- (19) The corrected diploma shall be certified by the competent dean, or if he/ she is prevented from performing his/her duties, by the Vice-Rector for Education.
- (20) The duplicate of the diploma supplement and the corrected diploma supplement shall be certified by the Head of Study Matters at SS.
- (21) LARS shall issue a certified copy of the diploma on the basis of the relevant records at the request of the diploma holder. LARS shall issue an electronic copy of the diploma at the request of the diploma holder, which will be electronically signed and time-stamped by the University in accordance with the law. A certified copy of the diploma shall be issued by the Head of LARS.
- (22) On the basis of the relevant record in Neptun, SS shall issue a copy of the issued diploma supplement upon the request of the person who has obtained the diploma supplement, which is also issued by SS in the form of an electronic copy upon the request of the person who has obtained the diploma supplement, and which is provided by the University with an electronic signature and a time stamp in accordance with the law. The Copy of the diploma supplement may be certified by the Head of Study Matters at SS.

### **Certificates related to studies, document handover**

#### **98.§**

- (1) Upon request or ex officio, the University shall issue the following certificates in relation to the studies of the student or the former student, with the contents specified in the Vhr:
  - a) certificate of student status,
  - b) credit certificate,
  - c) certified copy and/or electronic copy of final certificate,
  - d) certificate on the issuance of the final certificate (absolutorium),
  - e) certificate on the issuance of the diploma.
  - f) micro-credential.
- (2) A student or a former student shall also be entitled to request, in relation to his or her studies, a certificate/certificates with individual content.


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- (3) The certificates/documents specified in subsections (1) and (2) shall be issued, upon request:
- a) in the case of current students by SS, within twenty (20) working days of receiving the request,
  - b) in the case of former students by LARS, within thirty (30) working days of receiving the request
- .
- (4) In the case set out in paragraphs a) of subsection (3), the certificates/documents under paragraphs a)-f) of subsection (1) shall be certified by the Head of Study Matters at SS or a staff member designated by him/ her in writing.
- (5) In the case set out in paragraph b) of subsection (3), the certificates under subsections (1) and (2) shall be issued by the Head of LARS or by a staff member designated by him/her in writing.
- (6) The requests must be submitted in Neptun by students with an existing student status and by e-mail, by post or the designated online interface by student who no longer have student status.
- (7) The following shall apply to the certificate of student status specified in paragraph a) of subsection (1):
- a) a paper-based copy shall be issued by the University at request, the electronic copy of which may be later downloaded from Neptun,
  - b) certifies the existence of the the student status of a student/former student,
  - c) must be given an individual identifier at the time of issue and must be registered on the basis thereof in Neptun. The method of generating individual identifiers is set out in the relevant provisions of the Vice-Rector for Education,
  - d) shall be issued free of charge during the existence of the student status, and in the case of several programmes, during the existence of the student status in respect of the given programme,
  - e) shall be issued for a fee to former students, in the case of several programmes, in respect of the programme where student status has ceased. The amount of such fee is specified in Annex 5 of the RSFB.
- (8) The following shall apply to the credit certificate specified in paragraph b) of subsection (1):
- a) its contents thereof are stipulated in the Vhr,
  - b) it is issued by the University upon request,
  - c) a paper-based copy shall be issued by the University at request, the electronic copy of which may be later downloaded from Neptun. The relevant request by the student/former student shall specify the requirements in respect of whose completion the certificate is requested.
  - d) includes the description of the subject (subject requirement) completed by the student/former student which for the purposes of taking a decision on the credit

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recognition procedure allows the University to examine and assess to what extent the knowledge acquired by the student and certified as well as other competences correspond to the specific competences of the substituted subject (curriculum requirement),

- e) it must be given an individual identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant provisions of the Vice-Rector for Education,
  - f) it shall be issued free of charge to a current student and against the payment of a fee specified in Annex 5 of the RSFB to former students .
- (9) A certified true copy and/or electronic copy of the final certificate referred to in paragraph c) of subsection (1) shall be issued by the University upon request on the basis of the relevant record as follows:
- a) The certified true copy shall also be issued in paper and/or electronic form as requested by the person who obtained the final certificate.
  - b) If the person who obtained the final certificate requests an electronic copy of the final certificate, the University shall provide it with an electronic signature and a time stamp in accordance with the law.
  - c) No fee is charged for the certified copy and/or electronic copy of the final certificate.
  - d) Any documents issued under this subsection must be given an individual identifier at the time of their issuance and they must be recorded on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant provisions of the Vice-Rector for Education.
- (10) The following shall apply to the certificate on the issuance of the final certificate (absolutorium), specified in paragraph d) of subsection (1).
- a) its contents thereof are stipulated in the Vhr,
  - b) it is issued by the University upon request,
  - c) a paper-based copy shall be issued by the University at request, the electronic copy of which may be later downloaded from Neptun,
  - d) the certificate must be given an individual identifier at the time of its issuance and it must be recorded on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant provisions of the Vice-Rector for Education,
  - e) it shall be issued free of charge to a current student and against the payment of a fee specified in Annex 5 of the RSFB to former student.
- (11) The following shall apply to the certificate on the issuance of the diploma specified in paragraph e) of subsection (1):
- a) its contents thereof are stipulated in the Vhr,
  - b) it is issued by the University upon request,
  - c) at the request of the former student, until the diploma is issued, LARS shall issue a certificate on the issuance of the diploma from the tenth (10.) working day following

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the last day of the final examination period or of the certification on the completion of the language requirements.

- d) it must be given an individual identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in provisions of the Vice-Rector for Education,
  - e) the certificate shall be issued free of charge to a current student and against the payment of a fee specified in Annex 5 of the RSFB to former student.
- (12) The certificate on the issuance of the final certificate, the certificate on the successful completion of the final examination and the certificate on the entitlement to the diploma must be issued on the basis of the master data sheet.
- (13) A micro-credential pursuant to paragraph f) of subsection (1)
- a) the University shall issue a micro-credential from Neptun, including the course description (subject syllabus), on the academic performance of the student studying in a training for the purposes of acquiring specialised knowledge and a course taken at another higher education institution (guest student).
  - b) In the case of courses taken at another higher education institution (guest student status), the micro-credential is transferred electronically via Neptun to the study administration system of the higher education institution at which the guest student has student status.
  - c) The University provides official public data on the issued micro-credentials from Neptun, and keeps a record of micro-credentials in Neptun.
  - d) The micro-credential must be given an individual identifier at the time of its issuance and it must be recorded on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant provisions of the Vice-Rector for Education.
  - e) On the basis of the records referred to in subsection (3), the University shall issue a certified copy and/or an electronic copy of the micro-credential at the request of the person obtaining the micro-credential. The University shall provide the document issued in the form of an electronic copy with an electronic signature and a time stamp as required by law.
  - f) The student/former student does not pay a fee for the micro-credential.
- (14) The following shall apply to the certificate specified in subsection (2)
- a) depending on the subject of the request, its contents in the case of current students shall be defined by the Head of Study Matters at SS, in the case of former students by the Head of LARS.
  - b) it shall be issued free of charge to a current student and shall be subject to the payment of a fee specified in Annex 5 of the RSFB to former students
  - c) it must be given a reference number and must be recorded in accordance with the rules specified in the Document Management Regulation.


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- (15) A request for the disclosure of data or for certificates relating to studies from a third party other than the University and a student/former student can only be fulfilled if the student/former student gives his/her written consent, except for the cases specified in Section 3 of Part IV of Annex 3 of the Nftv, and if the parent is entitled to initiate an administrative procedure and he/she requests the issuance of the student certificate within the framework of this procedure. In this case, the certificate issued shall be sent by the competent organisational unit to the e-mail or postal address indicated on the request.. In this case, the certificate issued shall be sent by the competent organisational unit to the e-mail or postal address indicated on the request.
- (16) The fact that the following documents - as specified in the Vhr- were handed over must be certified on a handover document:
- a) master data sheet extract,
  - b) transcript,
  - c) diploma, corrected diploma, duplicate of diploma,
  - d) diploma supplement, corrected diploma supplement, duplicate of diploma supplement.
- (17) The contents of the handover document are stipulated in the Vhr.
- (18) If the person taking over the diploma is an authorised representative, then the authorisation document must be attached to the handover documentation.
- (19) The handover documentation may cover the handover of several documents. If the handover of the documentation is not performed in person, then the relevant documents shall be posted to the permanent address of the person registered in Neptun or, if relevant, to his/her postal address
- (20) The handover documentation shall be kept by the University in accordance with the provisions of the Document Management Regulation, in the manner specified therein.
- (21) A certified subject syllabus is issued from Neptun. If the subject syllabus cannot be found in Neptun, it is issued from the temporary registry of the institute/from the registry/archives by the competent institute. The subject syllabus is certified by the relevant head of department or the head of institute.

### **Data processing**

#### **99.§**

- (1) The scope of data to be registered on students on a mandatory basis are set out in Nftv. and Onytv. Any further personal or sensitive data may only be recorded with the written consent of the data subject.
- (2) The rules on recording, processing, transferring data and data protection pursuant to subsection (1) are laid down in the Data Processing Regulation and the Student Data Processing Notice.
- (3) The University, as the data controller, has a data processing notice pursuant to Articles 13 and 14 of the GDPR available on the NEPTUN student platform, setting out the detailed

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circumstances of its data processing activities within the scope of these Regulations. By signing the enrolment form or the enrolment form-training contract, the student acknowledges the contents of the notice.

### **Final provisions**

#### **100.§**

- (1) The present Regulations were adopted by the Senate at its meeting of 11 July 2023.
- (2) The present Regulations shall enter into force on 1 September 2023, at the same time the amendment of the Study and Examination Regulations adopted by the Senate at its meeting of 21 June 2022 under resolution number SZ-37/2021 (21 June 2022) , shall be revoked.
- (3) The present Regulations shall constitute Part 3 of the Student Requirements.
- (4) Annexes of the SER:
  1. Annex: The composition and method of calculation of partial results counted towards the result, grading of the diploma
  2. Annex 2: Special provisions applicable to practice periods
  3. Annex 3: The content and format requirements of preparing the thesis
  4. Annex 4. The evaluation of the performance of foreign guest students studying at the University, the conversion of grades obtained abroad
  5. Annex 5. Requirements of the final examination, the rules of conducting the final examination and the method of calculating its result (grade), by study programmes
  6. Annex: Framework for the teaching and assessment of foreign language skills required for pursuing the professional qualification obtainable in the given study programme



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**Annex 1**

**The composition and method of calculation of partial results counted towards the result, the grading of the diploma**

**Scope**

**1.§**

- (1) The present annex shall be applied to students who commenced their studies in the 2021/2022 academic year or thereafter, with the exception of cases referred to in Section 5.

**Bachelor programmes**

**2.§**

- (1) In the case of bachelor programmes, the result of the diploma shall be constituted of the arithmetic average of the following items, rounded to two decimal places:
- a) the credit-weighted (arithmetic) average of grades received in compulsory and compulsory elective subjects in the amount stipulated in the curriculum (if the student took more compulsory elective subjects than required, then of all completed subjects) and
  - b) the average of the grades received for the rigorosa (if included in the curriculum)
  - c) the result (grade) of the final examination.

**Master programmes of a two-cycle programme and single-cycle master programmes**


**3.§**

- (1) In the case of master programmes (with the exception of master-level teacher training programmes) the result of the diploma shall be constituted of the arithmetic average of the following items, rounded to two decimal places:
- a) the credit-weighted (arithmetic) average of grades received in compulsory and compulsory elective subjects in the amount stipulated in the curriculum (if the student took more compulsory elective subjects than required, then of all completed subjects) and
  - b) the result (grade) of the final examination.

**Specialist postgraduate programmes**

**4.§**

- (1) In the case of specialist postgraduate programmes, the result of the diploma shall be constituted of the arithmetic average of the following items, rounded to two decimal places:
- a) the credit-weighted arithmetic average of grades received in compulsory and compulsory elective subjects in the amount stipulated in the curriculum (if the student

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took more compulsory elective subjects than required, then of all completed subjects) or the average of grades received for the rigorosa (if included in the curriculum) and

- b) the result (grade) of the final examination.


#### **5.§**

- (1) For students who commenced their studies in the given programme in the autumn semester of the 2023/2024 academic year, in the case of specialist postgraduate programmes, the result of the diploma shall be constituted of the arithmetic average of the following items, rounded to two decimal places:
- a) the credit-weighted (arithmetic) average of grades received in compulsory and compulsory elective subjects in the amount stipulated in the curriculum (if the student took more compulsory elective subjects than required, then of all completed subjects) and
  - b) the average of the grades received for the rigorosa (if included in the curriculum)
  - c) the result (grade) of the final examination.

#### **Master-level teacher training programme**

#### **6.§**

- (1) In the case of master-level teacher training programmes, the result of the diploma shall be the arithmetic average of the following items, rounded to two decimal places:
- a) the credit-weighted (arithmetic) average of grades received in compulsory and compulsory elective subjects in the amount stipulated in the curriculum (if the student took more compulsory elective subjects than required, then of all completed subjects) and
  - b) the result (grade) of the final examination.

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**Annex 2**

**Special provisions applicable to practice periods**

**Purpose of the practice period**

**1.§**

- (1) The purpose of the practice period is to deepen and further develop the knowledge and skills acquired at the University in a genuine economic environment, to develop the professional skills of students participating in bachelor and master programmes and to increase their appeal to the labour market. During the practice period the student shall further develop and deepen the skills and knowledge acquired during his/her studies so far, thus the practice period serves to develop the following competences required by the labour market:
- a) independent problem-solving competences;
  - b) strengthening participation in teamwork;
  - c) developing the competence to work independently;
  - d) developing communication skills, practising a foreign language/foreign languages;
  - e) developing decision-making.

**Length of the practice period**


**2.§**

- (1) Students shall be required to complete a practice period in the following study programmes as part of the programme:

**a) In bachelor-level study programmes:**

**Field of study of Business and Management:**

<b>Bachelor-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Human Resources study programme Business and Management study programme (in Hungarian and in English) Trade and Marketing study programme	480 hours (12 weeks)	After the completion of six (6) active semesters.
Data Science in Business	480 hours (12 weeks)	After the completion of four (7) active semesters.

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International Business Economics study programme (in Hungarian and in English)	480 hours (12 weeks)	After the completion of six (6) active semesters.
Finance and Accounting study programme		
Tourism-hospitality study programme <sup>1</sup>		

**Field of study of Computer Science:**

<b>Bachelor-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Business Informatics study programme	320 hours (at least 8 weeks)	After the completion of four (4) active semesters.


**Field of study of Agriculture:**

<b>Bachelor-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Rural Development Engineering/Agrobusiness and Rural Development Engineering	480 hours (12 weeks)	After the completion of six (6) active semesters.

**Field of Study of Social Sciences:**

<b>Bachelor-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Communication and Media Science study programme (in Hungarian and in English)	at least 80 hours	4 <sup>th</sup> semester (recommended semester), but may be

<sup>1</sup> *In the case of students who established a student status in the 1<sup>st</sup> semester of the 2020/2021 academic year or afterwards: the two-semester practice period may be completed at a business organisation engaged in tourism and/or hospitality or at the training restaurant or training hotel of the higher education institution, of which one semester may be completed in the form of practice-oriented training organised under an agreement between the Hungarian and the foreign higher education institution.*

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		completed from the 3rd semester
International Studies study programme (in Hungarian and in English)	120 hours (at least 4 weeks)	6th semester, but may be completed after completing the 2nd semester
Political Science study programme	4 weeks	6th semester, but may be completed from the 3rd semester

**b) In master-level study programmes:**

**Field of study Business and Management:**


<b>Master-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Sport Economics study programme	60 hours	without any preconditions
Economics of Family Policy and Public Policies for Human Development study programme (in Hungarian and in English)	60 hours	4 <sup>th</sup> semester

**Field of study of Computer Science:**

<b>Master-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Business Informatics study programme (in Hungarian and in English)	240 hours (at least 6 weeks)	without any preconditions

**Field of study of Social Sciences:**

<b>Master-level study programme</b>	<b>Length of continuous practice period</b>	<b>Scheduling of practice period during the programme</b>
Diplomacy	6 weeks	in the second semester, but can be completed from the second quarter of the first semester

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Health Policy, Planning and Financing study programme (in English)	120 hours	in the study period of the 3 <sup>rd</sup> semester (recommended semester)
Communication and Media Science study programme (in Hungarian and in English)	90 hours	3 <sup>rd</sup> semester (recommended semester)
Political Economy	8 weeks	After the completion of three (3) active semesters.
Sociology study programme (in English)	180 hours	4 <sup>th</sup> semester, but may be completed from the 3 <sup>rd</sup> semester

**Place of the practice period**

**3.8**

- (1) The place hosting the practice period (hereinafter referred to as: professional training facility) is a legal entity or a business organisation pursuant to the Act on Civil Procedures (domestic or foreign company, institution, not-for-profit company etc.) that is considered as such by the University.
- (2) Any organisation specified in subsection (1) may be declared a professional training facility for the purposes of the practice period it meets the following criteria:
  - a) it is able to employ the student in a field of expertise matching his/her studies;
  - b) it ensures the premises, the equipment as well as the necessary professional supervision and direction for the purposes of completing the practice period;
  - c) it provides occupational safety training to the student before employing him/her;
  - d) the length of the employment does not exceed 40 hours per week, but reaches the amount of working hours stipulated in the curriculum during the mandatory practice period.
- (3) A practice period organised through a student cooperation shall be certified by the student cooperation, provided that the employer that has a contractual relationship with the student cooperation meets the criteria of the professional training facility and the work performed fulfils the requirements for completing the practice period.
- (4) The student may not become his/her own employer (own business) and the professional training facility may not be owned by a close relative of the student. The training principal designated by the professional training facility may not be the student's close relative pursuant to the Ptk., nor may he/she be a person who may not be expected to assess the practice period objectively.
- (5) If the student completes his/her practice period abroad, legislation in force in the country of jurisdiction of the professional training facility may be taken into account with regard



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to legal conditions. The practice period, however, shall have to meet the criteria defined for the practice period and the professional training facility.

- (6) A practice period abroad may also be completed in the framework of mobility programmes. The practice period, however, shall have to meet the criteria for the practice period and the workplace.

### **General Rules**

#### **4.§**

- (1) The lecturer in charge of practice periods shall be the study programme leader, in study programmes that offer subspecialisations, the subspecialisation leader or the lecturer entrusted by him/her. For each study programme, the institutes shall publish the electronic contact details and the consultation hours of the lecturer in charge of the practice period.
- (2) The detailed requirements with regard to the practice period shall be communicated to the students by the lecturer in charge of the practice period in the given study programme.
- (3) The practice period may be completed at one (1) professional training facility only, it being understood that a practice period completed in the various organisational units of an organisation or various companies of a group of companies shall be considered as a practice period completed at one (1) professional training facility.
- (4) A practice period completed in the framework of a programme pursued at another higher education institution or another programme of the University shall not be accepted.
- (5) A continuous practice period may not be split in two parts or interrupted.
- (6) Unless otherwise stipulated by the present Regulations, exemption from completing the practice period may not be granted.
- (7) The completion of the practice period may not exempt the student from his/her obligation to attend classes, furthermore it may not be used to justify any other exemption or concession. Dean's equity or rector's equity may not be granted in this respect.
- (8) A practice period may not be completed during a passive semester or the summer period following a passive semester.
- (9) If the practice period is completed outside the study period, in the summer, the student may only submit the report and the evaluation by the supervisor in the active autumn semester following the completion. The subject shall be taken in Neptun for this autumn semester.

### **Authorisation process with regard to the practice period**

#### **5.§**


- (1) The study programme leader shall define the scope of professional training facilities accepted by the given study programme and qualified by the University. The scope of qualified professional training facilities for the given academic year shall be recorded by the study programme leader and shall be made it accessible for students in Neptun.
- (2) The process of taking the compulsory practice period and having it endorsed:

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- a) The student shall identify a professional training facility for the purposes of completing the practice period. This may either be an organisation featured on the list of partners offered by the University or an organisation selected by the student.
  - b) The student shall file a request in the Neptun system for the authorisation of the compulsory practice period within thirty (30) days of the end of the semester preceding the practice period. In the request:
    - ba) He/she shall identify the professional training facility from the predefined scope of qualified partners and shall indicate the professional position, the job title. A duly completed request shall be accepted automatically, of which the student shall be notified in a Neptun message.
    - bb) if the student does not plan to complete the practice period at an organisation included in the list of qualified partners, he/she may initiate the organisation selected by him/her to be recognised as a professional training facility. The request shall include a detailed presentation of both the employer and the job. In such cases the decision on the request shall be taken by the lecturer in charge of the practice period within five (5) working days of its submission, who shall notify the student about the decision in a Neptun message.
  - c) Once the authorisation to commence the practice period has been granted:
    - ca) in case a practice period lasts for 6 weeks or more, the University and the professional training facility shall conclude a cooperation agreement using the existing model contract, except if a (framework) agreement is already in place between the parties. The conclusion of the agreement on the practice period shall be initiated by the student with the professional training facility taking into account that a copy of the cooperation agreement signed by the professional training facility should be transmitted to Student Services not later than fifteen (15) days before starting the practice period.
    - cb) If the practice period lasts for less than 6 weeks, the conclusion of a cooperation agreement is not required. If, however the professional training facility initiates that such an agreement be signed, this option is available. In such cases the provisions of subparagraph ca) shall apply to concluding contracts..
    - cc) Once the practice period has been authorised and both parties have signed the agreement, SS shall record the subject of the practice period in Neptun.
- (3) Should the professional training facility wish to apply an individual cooperation agreement other than the model cooperation agreement, this shall be indicated by the student to Student Services not later than thirty (30) days, in the case of a professional training facility abroad, sixty (60) days. The student shall at the same time send the draft of the agreement to SS.
- (4) The student may validly commence the practice period only if the cooperation agreement was signed by the parties. The commencement of the practice period shall not be valid without a cooperation agreement bearing the signature of the parties.

**Acceptance and assessment of the practice period****6.§**

- (1) The completion of the practice period, the attitude and performance of the student during the practice period shall be certified by the training principal (mentor, manager directly supervising the practice period) designated at the professional training facility by filling in

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and signing the „Assessment by the direct supervisor” form and by signing the written report prepared by the student on the practice period.

- (2) The written report prepared by the student shall include the following:
- a) Presentation of the professional training facility.
  - b) Brief presentation of the sector, and if relevant, the competitors.
  - c) Description of the responsibilities.
  - d) Work performed and the results achieved.
  - e) Evaluation of the experience acquired.
  - f) The minimum length of the report is 1500 words, unless the supervisor requests a more detailed report based on the expectations of the professional practice.

The exact content and format requirements of the report on the practice period shall be communicated to the students by the study programme leader in the semester preceding the practice period as well as sent to SS for publication on its website.

- (3) At the time of submitting the request, the student shall upload to Neptun the „Termination of the practice period” request along with the „Assessment by the direct supervisor” within five (5) working days of completing the practice period or if he/she completes the compulsory practice period in the last semester, not later than within twenty (20) working days of the first day of the final examination period.
- (4) If the report does not meet the requirements, the student shall submit a revised version within five (5) working days of the rejection. If the report is rejected for a second time, the practice period shall be repeated.
- (5) The decision on the grading and the acceptance of the practice period shall be taken by the lecturer in charge of the practice period in the light of the contents of the „Assessment by the direct supervisor” and the report on the practice period within five (5) working days of receiving them and shall simultaneously
- a) record the grade granted for the subject in Neptun,
  - b) if no credit is assigned to the practice period in the curriculum, the lecturer in charge of the practice period shall decide on granting or refusing the signature.
  - c) in the case of rejection, notify the student thereof in the form of a Neptun message.
- (6) In the case of a practice period associated with credit value, the professional training facility will give a grade in the "Assessment by the direct supervisor” form, which will be accepted by the supervisor overseeing the practice period or revised on the basis of the report.
- (7) If it can be established during the inspection of the practice period or from the report on the practice period that the student did not complete the practice period or did not complete it as required (e.g. length or responsibilities), the student shall be obliged to repeat the practice period and the practice period in question may not be evaluated.

### **Rights and obligations of the student**

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### 7.§

- (1) The rights and obligations of students with respect to the practice period:
  - a) the student shall perform the tasks conferred on him to the best of his/her knowledge and competences; he/she shall comply with the company policy, the occupational safety, hazard protection and confidentiality regulations of the workplace;
  - b) The student is expected to represent the University in keeping with its professional standards, prestige and reputation and to enhance its reputation through his/her work and conduct;
  - c) The student shall give an account of his/her performance during the practice period in accordance with the requirements set out in the present Regulations.

## Quality assurance


### 8.§

- (1) The quality assurance of the practice period shall be the responsibility of the study programme leader.
- (2) As part of quality assurance, the study programme leader shall on an ongoing basis adjust the requirements of the practice period to the competence requirements defined in the programme and outcome requirements of the study programme. If necessary, he/she shall accordingly modify the expectations vis-a-vis the students and the professional training facility offering the practice period.
- (3) On the basis of the cooperation agreement, the University shall be entitled to check whether the practice period takes place in accordance with the curriculum and whether the training conditions are ensured.
- (4) The reports by students on the practice period as well as the assessments by the professional training facilities shall be aggregated and evaluated, the method and scheduling of which shall be defined by the study programme leader. The contents of the summary shall be discussed and evaluated by a working group composed of the representatives of the university, the professional training facilities and the students, entrusted by the study programme leader.
- (5) On the basis of the findings, the study programme leader shall implement changes in the organisation and running of practice periods, if necessary.

## Final provisions

### 9.§

- (1) The provisions of the Regulation on Student Fees and Benefits in force before 31 August 2020 shall be applicable to students who commenced their studies before the autumn semester of the 2017/2018 academic year.

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### Annex 3

## The content and format requirements of preparing the thesis

### The content requirements of the thesis

#### 1.§

- (1) Content requirements with regard to the research-based thesis
  - a) The expected length of the thesis excluding the annexes is regulated by the study programme leaders individually in the case of each study programme, subject to the type of the thesis.
  - b) Title of the thesis:
    - ba) concise statement on the contents, message of the thesis;
    - bb) if the title does not give clear guidance as to the subject involved, it is necessary to add an explanatory subtitle;
    - bc) shall refer to the central topic(s) of the thesis.
  - c) Elaboration, subject to the type of the thesis.
  - d) Recapitulation, summary.
  - e) List of references, a listing of references to help retrieve the references featured in the thesis.
  - f) Annexes (not compulsory).
- (2) Content requirements with regard to the portfolio-type thesis
  - a) The expected length of the portfolio-type thesis excluding the annexes is regulated by the study programme leaders individually in the case of each study programme.
  - b) Definition of the purposes of the portfolio.
  - c) Connecting and synthesising the materials, subfields presented in the portfolio.
  - d) Guided self-reflection on the documents included in the portfolio.
  - e) Recapitulation, summary.
  - f) List of references, a listing of references to help retrieve the references featured in the thesis.
  - g) Annexes (not compulsory).
- (3) Content requirements with regard to the entry-to-competition type thesis
  - a) The expected length of the entry-to-competition type thesis excluding the annexes is regulated by the study programme leaders individually in the case of each study programme.
  - b) Presentation of the given creation, the creative process.
  - c) Critical reflection on the creation.
  - d) Connecting and synthesising the materials presented, presenting how they are related to the programme.
  - e) List of references, a listing of references to help retrieve the references featured in the thesis.
  - f) The creation itself (film, programme, etc.) shall be attached to the thesis.
- (4) Content requirements with regard to the project-type thesis
  - a) The expected length of the project-based thesis excluding the annexes is regulated by the study programme leaders individually in the case of each study programme.
  - b) Presentation of the given project and the creative process.
  - c) Methodological presentation of the collection of materials.
  - d) Analysis, evaluation, presentation of the different views.
  - e) Critical reflection on the project.

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- f) Connecting and synthesising the materials presented, explaining how they are related to the programme.
- g) List of references, a listing of references to help retrieve the references featured in the thesis.
- h) The project work itself shall be attached to the thesis.

### **The format requirements with regard to the thesis**


#### **2.§**

- (1) Format requirements with regard to the research-based thesis
  - a) Name of the thesis file: NAME\_NEPTUNCODE\_thesis\_study programme\_year  
example: SAMPLE MARCELL\_KLMN34\_THESIS\_SAMPLE STUDY PROGRAMME\_2021
  - b) Cover page:
    - bd) First cover page: may not include anything besides the word “thesis”, the name of the author and the year.
    - be) Second cover page: includes the name of the University, the name of the author, his/her study programme and subspecialisation, the title of the thesis, as well as the name of the supervisor and the year.
  - c) The table of contents shall come after the second cover page of the thesis.
  - d) Format requirements with regard to the text:
    - da) The thesis shall be submitted in 12-point font with a decorative stroke (“serif”), using 1.5 line spacing in justified paragraphs (with the exception of lists), the structural levels shall be marked consistently, page numbering shall be continuous, with the appropriate indication of the appendices.
  - e) Figures and tables:
    - ea) The figures and tables shall be numbered.
    - eb) If necessary, a list of figures shall be added.
  - f) References:
    - fa) Theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).
  - g) List of references:
    - ga) The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations, as well as the contents of the annexes.
- (2) Format requirements with regard to the portfolio-type thesis
  - a) Name of the thesis file: NAME\_NEPTUNCODE\_thesis\_study programme\_year,  
example: SAMPLE MARCELL\_KLMN34\_THESIS\_ SAMPLE STUDY PROGRAMME\_2021
  - b) The thesis shall consist of two parts:
    - ba) Critical reflection, the format requirements of which are identical with those of the research-based thesis.
    - bb) Presentation, with the following format requirements:
      - bba) The first page of the presentation may not include anything besides the title of the thesis, the name of the author, the year of submission and the official logo of the University.
      - bbb) The second page of the presentation shall feature the table of contents.
      - bbc) The presentation consists of numbered pages.



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- bbd) Portfolio-type theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).
- bbe) The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations, as well as the contents of the annexes.
- (3) Format requirements of entry-to-competition type theses
- a) Name of the thesis file: NAME\_NEPTUNCODE\_thesis\_study programme\_year  
example: SAMPLE MARCELL\_KLMN34\_THESIS\_ SAMPLE STUDY PROGRAMME\_2021
- b) The thesis shall consist of two parts:
- ba) Executive summary, whose format requirements are identical with those of the research-based thesis.
- bb) The creation itself, whose expected format shall be regulated by the study programme leaders individually for each study programme.
- (4) Content requirements with regard to the project-type thesis
- a) Name of the thesis file: NAME\_NEPTUNCODE\_thesis\_study programme\_year  
example: SAMPLE MARCELL\_KLMN34\_THESIS\_ SAMPLE STUDY PROGRAMME\_2021
- b) The thesis shall consist of two parts:
- ba) Executive summary, whose format requirements are identical with those of the research-based thesis.
- bb) Presentation, with the following format requirements:
- bba) The first page of the presentation may not include anything besides the title of the thesis, the name of the author, the year of submission and the official logo of the University.
- bbb) The second page of the presentation shall feature the table of contents.
- bbc) The presentation consists of numbered pages.
- bbd) Project-type theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).
- bbe) The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations, as well as the contents of the annexes.

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## Annex 4

### The evaluation of the performance of foreign guest students studying at the University, the conversion of grades obtained abroad

#### The evaluation of the performance of foreign students, guest students

##### 1.§


- (1) In accordance with the provisions of subsection (11) of Section 53 of the Study and Examination Regulations, the performance of foreign students, guest students pursuing studies at the University shall be assessed in the manner stipulated in the present annex.
- (2) The decision on the conversion of the grades of foreign students, guest students, shall be taken by the sending higher education institution.
- (3) In the case of students arriving to study in the framework of study abroad programmes under the exchange agreements with overseas, in particular U.S. partner universities, the following evaluation scheme shall be applied:

<i>Percentage achieved</i>	<i>International grade</i>
97–100	A+
94–96	A
90–93	A-
87–89	B+
84–86	B
80–83	B-
77–79	C+
74–76	C
70–73	C-
67–69	D+
64–66	D
60–63	D-
0–59	F

#### Conversion of grades acquired abroad

##### 2.§

- (1) The principles of converting grades acquired abroad shall be developed by the competent credit transfer committee in the framework specified in the Study and Examination Regulations. In individual student cases, decision must be taken in accordance with these principles.
- (2) SS shall publish the conversion table on the website after the decision has been taken by the CTC in accordance with the principles referred to in subsection (1).

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## Annex 5

### **Requirements of the final examination, the rules of conducting the final examination and the method of calculating their result (grade), by study programmes**

#### **Bachelor programmes**

##### **1.§**

- (1) The requirements of the final examination with respect to all bachelor-level study programmes:
  - a) the student shall defend the thesis before the final examination board in the framework of the final examination, furthermore
  - b) he/she shall complete the portfolio-based oral exam if this is stipulated in the curriculum or
  - c) shall take a comprehensive examination as part of the final examination in the topics defined in the curriculum of the study programme, if this is stipulated in the curriculum.
- (2) The result of the final examination, that is, the grade awarded for the final examination shall be composed of the following:
  - a) the grade for the thesis awarded by the referee(s) on a five-grade scale, in the case of more than one referees, the average of the grades given by the referees rounded to two decimal places and
  - b) the grade received for defending the thesis and for answering the questions related to the thesis, graded on a five-grade scale, as well as
  - c) the grade awarded for the portfolio-based oral examination, graded on a five-scale grade as specified in paragraph b) of subsection (1) and/or
  - d) if cases referred to in paragraph c) of subsection (1), the grade received for the comprehensive examination on a five-scale grade (if it consists of a written and oral part, the average of the two grades rounded to two decimal places) with double weight.
- (3) The method of calculating the result of the final examination, that is, the grade awarded for the final examination:
  - a) in cases referred to in paragraph a) of subsection (1): the arithmetic average of the two grades received for the parts specified in paragraphs a) and b) of subsection (2), rounded to two decimal places,
  - b) in cases where paragraphs a) and b) of subsection (1) both apply: the arithmetic average of the three grades received for the parts specified in paragraphs a), b) and c) of subsection (2), rounded to two decimal places,
  - c) in cases where paragraphs a) and c) of subsection (1) both apply: the weighted arithmetic average of the three grades received for the parts specified in paragraphs a), b) and d) of subsection (2), rounded to two decimal points,
  - d) in cases where paragraphs a), b) and c) of paragraph (1) all apply: the weighted arithmetic average of the four grades received for the parts specified in paragraphs a), b), c) and d) of subsection (2), rounded to two decimal points.

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## **Two-cycle and single-cycle master programmes and specialist postgraduate programmes**

### **2.§**


- (1) The requirements of the final examination with respect to all two-cycle and single-cycle master programmes (with the exception of master-level teacher training programmes) and specialist postgraduate programmes:
  - a) the student shall defend the thesis before the final examination board in the framework of the final examination, furthermore
  - b) he/she shall complete the portfolio-based oral exam if this is stipulated in the curriculum or
  - c) shall take a comprehensive examination as part of the final examination in the topics defined in the curriculum of the study programme, if this is stipulated in the curriculum.
- (2) The result of the final examination, that is, the grade awarded for the final examination shall be composed of the following:
  - a) the grade for the thesis awarded by the referee(s) on a five-grade scale, in the case of more than one referees, the average of the grades given by the referees rounded to two decimal places and
  - b) the grade received for defending the thesis and for answering the questions related to the thesis, graded on a five-grade scale, as well as
  - c) the grade awarded for the portfolio-based oral examination, graded on a five-scale grade as specified in paragraph b) of subsection (1) and/or
  - d) if cases referred to in paragraph c) of subsection (1), the grade received for the comprehensive examination on a five-scale grade (if it consists of a written and an oral part, the average of the two grades rounded to two decimal places) with double weight.
- (3) The method of calculating the result of the final examination, that is, the grade awarded for the final examination:
  - a) in cases referred to in paragraph a) of subsection (1): the arithmetic average of the two grades received for the parts specified in paragraphs a) and b) of subsection (2), rounded to two decimal places,
  - b) in cases where paragraphs a) and b) of subsection (1) both apply: the arithmetic average of the three grades received for the parts specified in paragraphs a), b) and c) of subsection (2), rounded to two decimal places,
  - c) in cases where paragraphs a) and c) of subsection (1) both apply: the weighted arithmetic average of the three grades received for the parts specified in paragraphs a), b) and d) of subsection (2), rounded to two decimal points,
  - d) in cases where paragraphs a), b) and c) of subsection (1) all apply: the weighted arithmetic average of the four grades received for the parts specified in paragraphs a), b), c) and d) of subsection (2), rounded to two decimal points.

## **Master-level teacher training programmes**

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- (1) The requirements of the final examination in the case of master-level teacher training programmes in accordance with the curriculum:
  - a) the student shall present his/her teacher's portfolio before the final examination board in the framework of the final examination and
  - b) shall take an oral exam in topics related to the teacher training programme, furthermore
  - c) shall also defend the thesis in the case of a 4-semester master-level teacher training programme.
- (2) During the final examination the events of the final examination specified in subsection (1) shall follow each other in the following order:
  - a) in the case of 2-semester master-level teacher training programme, first the events referred to in paragraph a) and then those referred to in paragraph b),
  - b) in the case of a 4-semester master-level teacher training programme, first the events referred to in paragraph a), then those referred to in paragraph c) and finally those of paragraph b) .
- (3) The result of the final examination, that is, the grade awarded for the final examination shall be composed of the following:
  - a) the grade for the teacher's portfolio given by the referee(s) on a five-grade scale, in the case of more than one referees, the average of the grades given by the referees rounded to two decimal places and
  - b) the grade received for presenting the teacher's portfolio, along with the grade received for answering the related questions, graded on a five-grade scale, and
  - c) the grade awarded for the oral examination in topics related to the teacher training programme, graded on a five-scale grade, furthermore
  - d) in cases referred to in paragraph c) of subsection (1), the grade awarded for the thesis by the referee(s) in the 4-semester master level teacher training programme, graded on a five point scale (if there are more than one referees, the average of the two grades awarded by the referees rounded to two decimal places) and
  - e) in cases referred to in paragraph c) of subsection (1), in the 4-semester master level teacher training programme, the grade awarded for the defence of the thesis and the answers given, graded on a five-point scale.
- (4) The method of calculating the result of the final examination, that is, the grade awarded for the final examination:
  - a) In two-semester master-level teacher training programmes: the arithmetic average of the three grades received for the parts specified in paragraphs a), b) and c) of subsection (3), rounded to two decimal places.
  - b) In four-semester master-level teacher training programmes: the arithmetic average of the five grades received for the parts specified in paragraphs a), b), c), d) and e) of subsection (3), rounded to two decimal places.


**Joint programmes**

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#### 4.§

- (1) The provisions of the present annex may be departed from in the case of joint programmes. The derogations shall be stipulated in the agreement on the joint programme and the students shall be notified of the requirements pursuant to the rules on the publication of the SER.



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## Annex 6

### **Framework for the teaching and assessment of foreign language skills required for pursuing the qualification obtainable in the given study programme**

#### **General rules**


##### **1.§**

- (1) For students who commenced their studies in a bachelor programme or a single-cycle master programme in the autumn semester of the 2021/2022 academic year or afterwards, and students who commenced their studies in a master programme of a two-cycle programme in the autumn semester of the 2022/2023 academic year or afterwards, the curriculum shall include, under framework set out in this Annex, how the University ensures the teaching of the foreign language skills required for pursuing the professional qualification obtainable in the given study programme (the sessions provided for the acquisition of foreign language skills) and how the University assesses foreign language skills. The curriculum also specifies the language examination or equivalent qualification/professional qualification/examination that can be used to offset the successful foreign language proficiency test.
- (2) For students who commenced their studies in a bachelor programme or a single-cycle master programme before the autumn semester of the 2021/2022 academic year, and students who commenced their studies in a master programme of a two-cycle programme before the autumn semester of the 2022/2023 academic year, the University does not prescribe either foreign language teaching required for pursuing the professional qualification obtainable in the given study programme (sessions ensuring the foreign language skills), or foreign language proficiency testing. Accordingly, the curriculum for this group of students will not be changed.
- (3) In the case of foreign language programmes, the foreign language skills teaching and the foreign language proficiency testing are not relevant for the achievement of foreign language proficiency, so the provisions of this Annex do not apply. In the case of programmes where the requirement is to achieve proficiency in two foreign languages, the provisions of this Annex shall not apply in respect of one of the languages only. In the cases referred to in this subsection, the language of the programme will determine the language in which the required language skills are completed.

#### **Teaching and testing foreign language skills**

##### **2.§**

- (1) There are study programmes whose programme and outcome requirements include a foreign language proficiency requirement, and there are programmes for which the University has the competence to determine such requirements.
- (2) In the case of programmes where the programme and outcome requirements specify the foreign language proficiency to be achieved, no deviations from the requirements are

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allowed. For other study programmes, the curriculum is defined in accordance with the programme and outcome requirements of the given study programme.

- (3) Acquisition of foreign language skills is defined in the curriculum as "foreign language competence" for a study programme with one foreign language requirement and "foreign language competence I" and "foreign language competence II" for a study programme with two foreign language requirements. They may be acquired by completing (a) criterion subject(s) with a credit value of 0 certified by a signature. Such subject(s) is/are included in the penultimate semester of the curriculum of the study programme, but whose completion may be attempted in any semester during the programme. The languages in which the critical subject can be completed are determined in the curriculum of the study programme.
- (4) The criterion subject(s) under subsection (3) may be completed in the foreign language(s) specified in the subject's syllabus.
- (5) The subject leader may decide to prescribe, as proof of foreign language proficiency, in addition to the fulfilment of the criterion subject(s) set out in subsection (3), the completion of a subject featured in the curriculum of the study programme with a maximum of 12 credits, which shall be related to the subject(s) defined by the study programme leader in the sample curriculum of the relevant study programme. no 0-credit subject may be prescribed. In the case of such a requirement, proof of foreign language proficiency shall be provided by the completion of both the criterion subjects(s) set out in subsection (3) and the subject required under this subsection.
- (6) Completion of the criterion subject(s) and, if so specified in the curriculum, the subject under subsection (5) in addition to the other requirements set out in the SER, is a prerequisite for the award of the absolutorium.

### **Recognising foreign language skills**

#### **3.8**

- (1) Criterion subject(s) as defined in Section 1 (3) of this Annex may be recognised on the basis of the provisions for the recognition of credits set out in Section 53 - 56 of these Regulations by the completion of at least one of the following and by the submission and acceptance of the relevant supporting documents:
  - a) A state-recognised language examination or equivalent secondary school leaving certificate and/or tertiary qualification in the language(s) specified in the programme and outcome requirements and/or the curriculum, at the level specified therein. As proof of these, the following shall be submitted: a language examination certificate and/or a secondary school leaving certificate and/or a diploma.
  - b) Completion of a studies abroad programme in the relevant language, with a minimum of twenty-one (21) credits in the relevant language. These must be supported by: a transcript or other certificate of completion.

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- c) At least four (4) weeks of work experience abroad where the language used as working language was the language of the practice period. These must be supported by: a certificate of completion.
- d) In the given programme, the student has completed at least thirty (30) credits in the language prescribed in the curriculum and/or the programme and outcome requirements, in which case the certification is based on Neptun data.
- e) By submitting a TDK paper written in the language prescribed in the programme and outcome requirements and/or curriculum, provided that the student has qualified for the oral round and presented his/her results orally. These must be accompanied by: proof of participation in the competition.
- f) Participation in an international academic or professional competition in the language prescribed in of the programme and outcome requirements and/or curriculum, provided that the student has demonstrated his/her knowledge orally and in writing. These must be accompanied by: proof of participation in the competition.