

## SZMSZ III. VOLUME STUDENT REQUIREMENT SYSTEM

### III.1. Study and Exam Regulation

The University Senate – in agreement with the Student Government-supported the adoption of the Study and Exam Regulation by Resolution No. SZ-121.b/2014/2015. (2015. VII. 13.) on 13 July 2015.

This regulation enters into force on 15 August 2015 and at the same time the previously issued regulation is annulled.

Amended by Senate Resolutions:

SZ-86/2015/2016. (2015. XII. 14.) resolution number

SZ-163/2015/2016. (2016. VI. 20.) resolution number

SZ-137.b/2016/2017. (2017. VI. 27.) resolution number

SZ-10/2017/2018. (2017. XI. 28.) resolution number

SZ-24.a/2017/2018. (2017. XII. 19.) resolution number

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The Senate of Corvinus University of Budapest (hereinafter the "University") in agreement with the Student Government of Corvinus University (hereinafter the "Student Government") established the following Study and Exam Regulation of the students of the University and their credit-based education as pursuant to Act CCIV of 2011 on the National Higher Education (hereinafter the "NHAA" ) and Act CXL of 2004 on the General Rules of Administrative Proceedings and Services (hereinafter the "Act on Administrative Proceedings"), Act LXII of 2001 on Hungarians Living in Neighbouring Countries, Act I of 2007 on the Admission and Right of Residence of Third-Country Nationals, Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship, Government Decree 87/2015. (IV.9.) on the enforcement of certain provisions of Act CCIV of 2011 on the National Higher Education (hereinafter, the "Gov Decree on the Execution of the NHAA"), Government Decree 248/2012. (VIII. 31.) on certain provisions required for the execution of certain provisions of Act CCIV of 2011 on the National Higher Education, Government Decree 79/2006. (IV. 5.) on the execution of certain provision of Act CXXXIX of 2005 on Higher Education, Government Decree 289/2005. (XII. 22.) on bachelor and master programmes in higher education, and on the procedural order of launching degree courses, Government Decree 139/2015. (VI. 9.) on the list of qualifications available in higher education and entry of a new qualification into the list, Government Decree 1/2012. (I. 20.) on student loan, Government Decree 423/2012. (XII. 29.) admission procedure in higher education, Government Decree 362/2011. (XII. 30.) on student id cards, Government Decree 50/2008. (III. 14.) on on the Funding of Higher Education Institutions, Government Decree 51/2007. (III. 26.) on grants payable to and certain fees payable by students enrolled in higher education, Government Decree 85/2007. (IV. 25.) on discounts in public passenger transportation, Government Decree 230/2012. (VIII. 28.) on education vocational training and certain issues concerning internship in connection with training in higher education, Decree EMMI of the Ministry of Human Resources 39/2012. (XI. 21.) on the Educational and Outcomes Standards of higher vocational education, Ministry of Education (ME) Decree 15/2006. (IV. 3.) on the qualification framework for undergraduate and post-graduate MA programs, Decree 10/2006. (IX. 25.) on the general conditions of organizing continuing post-graduate education, EMMI Decree 8/2013. (I. 30.) of the Ministry of Human Resources on the common training and outcome requirements of the teaching profession, Government Decree 86/1996. (VI. 14.) on the order of protection of security documents.

## I. SCOPE OF THE REGULATION

### Article 1

- (1) <sup>1</sup> The scope of the Study and Exam Regulation of Corvinus University of Budapest (hereinafter, the "Regulation") covers studies and examinations duties of all students of bachelor programmes (BA, BSc), undivided trainings, master programmes (MA, MSc), special higher education courses, postgraduate specialist training, partial training course, partial studies as well as students pursuing their studies, either in Hungarian or in a foreign language, in university and college level undergraduate, graduate programmes, or postgraduate further training programmes, defined in Act LXXX of 1993 on higher education and in undergraduate training for day, evening and correspondent work (hereinafter the "Students").
- (2) The scope of the Regulation covers guest students participating in training programmes in the the Hungarian or in other foreign languages.

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<sup>1</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (3) <sup>2</sup>The scope of the Regulation also extends to students with disabilities. Annex No. 2 of this Regulation contains study and examination requirements as well as preferences provided to students with disabilities, in addition to those described in this Regulation.
- (4) <sup>3</sup>Annex No. 3 of the Regulation lays down rules concerning the study and examination rules relating to students of the doctoral program.
- (5) The scope of the Study and Examination Regulation extends to all educators, researchers and teachers (hereinafter together the "Educator") and to members of the education staff of the University and to employees of the Dean's Offices/Study Offices/ Study Departments and the Institutes/Departments participating in the performance of administrative tasks relating to study and exam matters. In the meaning of this Regulation, in addition to educators, researchers and teachers who are employees of the University, the term "educator" relates also to other persons teaching, administering examinations, providing consultation relating to dissertation/thesis and or persons performing evaluation tasks in frame of any legal relationship other than employment.
- (6) Any of the University's students, education staff members or employees involved in the study and examination processes may turn to the responsible person or organisation defined in this Regulation if in their opinion the above described process does not comply with this Regulation. The Dean or the Associate Dean responsible for education issues, shall have competence in relation to any dispute not regulated in this Regulation.
- (7) <sup>4</sup> Annex 1/A of this Regulation contains temporary and special provisions of individual faculties.

## II. BASIC TERMINOLOGY OF THE CREDIT-BASED EDUCATION SYSTEM

### Article 2

- (1) **Active semester**, from the perspective of a student, shall mean any first semester following the student's first enrolment in which the student takes at least one subject and has an official student status. The semester is active for students studying abroad, if the student in question had enrolled for the given semester.
- (2) **Internal parallel training**, shall mean when a student simultaneously participates in two or more training programmes, specializations within the University.
- (3) **Enrolment period**, shall mean the period during which the applicant admitted to the University establishes a student status and completes a so called "Enrolment form" providing the student's own personal data, which form shall serve as verification of student status.
- (4) **Registration period**, shall mean the period during which the University student, in any semester following first enrolment, registers in the Neptun Single Study System (hereinafter referred to as "Neptun")<sup>5</sup> and confirms whether the student intends to register as an active or a passive student in the given semester.
- (5) <sup>6</sup>**Dual training**, shall mean a form of study initiated in the areas of engineering, information technology, agriculture, science or economics requiring high level of practical training at the baccalaureate level, social work specialization at a baccalaureate level, and all master's level education in the above listed areas of study, which form of training, in line with the training and outcome requirements and qualification requirements, is conducted in the framework determined by practical training requirements and the Dual Training Commission at a qualified organization, the

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<sup>2</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>3</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>4</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>5</sup> Inserted in the whole regulation based on: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>6</sup> Amended by: SZ-163/2015/2016. resolution number (2016. VI. 20.) Effective: from 21 June 2016

- parameters of which full time training are determined pursuant to a curriculum containing special provisions on training methods and performance evaluation relating to the obtained knowledge;
- (6) In general the fulfilment of individual subjects is not assigned to a previously defined study period. Considering the preliminary study order and other related rules, a student, benefiting from the available choices, may pursue their studies based on an **individual curriculum** and time schedule.
  - (7) **Preliminary requirement** shall mean the certified fulfilment of requirements of other subjects or subject groups and/or criterion requirements necessary to understand the professional content of a particular subject. A subject can only be taken by the student if the subjects indicated as preliminary requirements and/or criterion requirements of the particular subject have already been fulfilled.
  - (8) **Preliminary study order** shall mean the whole collection of the preliminary requirements of all subjects included in the faculty's curriculum.
  - (9) **Ascending system** shall mean an organisational principle of training, according to which the new or modified study and examination requirements can be required from students, who started their studies following the introduction of these new requirements, or from those who started their studies before the implementation of said requirements but elected to prepare based on the new or modified study and examination requirements.
  - (10) **Semester** shall mean an organisational unit of the training period consisting of five months divided into registration and training periods.
  - (11) **Mid-term grade (practical grade)** shall mean a mark based on the continuous assessment of the student's mid-term performance, which may be obtained during the term, in frame of the assessment procedure defined in the Regulation.
  - (12) **Higher education information system (HEI)** shall mean the data required to exercise state scopes of authority in connection with higher education institutions, for planning at the level of the national economy, as well as to exercise the rights of individuals involved in higher education and fulfil their obligations shall be registered in a central database. The higher education information system is an authentic database created in electronic format comprising of the following sub-systems and applications: higher education institution file registering data specified in the founding charter and operating licence of the higher education institution; higher education entrance system registering institutional and personal data required for conducting the higher education entrance procedure; higher education personal file registering the data of students and individuals employed at higher education institutions; diploma certificate file registering attestations, certificates, annexes, as well as the data relating to the academic degree awarded issued by higher education institutions after the completion of higher education studies; alumni career monitoring system providing data clusters, analysis from sub-systems composing the higher education information system, as well as from data provided by institutional files in a way disabling personal identification, sectoral executive information system supporting state education management and maintainer management providing data clusters, analysis from sub-systems composing the higher education information system, as well as from data provided by institutional files in a way disabling personal identification.
  - (13) **Student (applicant) with disability** shall mean Student (applicant) with disability who suffers from physical, sensorial or speech disorders, autism, or disorders of cognitive and behavioural development.
  - (14) **Student training agreement** shall mean an agreement concluded, pursuant to 39. § (3) of NHAA, between the University and students admitted to state-supported and self-financed education programs.
  - (15) **Multiply disadvantaged student (applicant):<sup>7</sup>**

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<sup>7</sup> means a person who pursuant to 67/A.§ (1) of Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship is

"Any child or child who reaches the age of majority, who is eligible for general child protection allowances, shall be deemed disadvantaged if one of the below indicated circumstances exists in relation to the child in question:

- a) **<sup>8</sup>Students (applicants) starting their studies before academic year 2015/2016 in case of:** that disadvantaged student whose legal parent guardian at the time said student becomes the age of compulsory schooling, at the most, during the training period provided in relation to a given specialization and the relevant outcome requirements – makes a voluntary declaration in the relevant procedure provided under Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship according to which declaration the parent or guardian at the most had only a basic education; and it shall also include persons who, have been placed in to state guardianship and who after state guardianship receive further after-care treatment
- b) **In case of students (applicants) starting their studies in or after academic year 2015/2016:** at the time of enrolment (application) the applicant is below the age of twenty-five, and pursuant to Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship the applicant is classified as a Multiply disadvantaged student. A student (applicant) commencing studies in the academic year 2015/2016 may also be deemed Multiply disadvantaged student according to section a).

(16) **Disadvantaged<sup>9</sup>:**

- a) **Students (applicants) starting their studies before academic year 2015/2016** at the most during the training period provided in relation to a given specialization and the relevant outcome requirements the student at the time of enrolment (application) is below the age of twenty-five, who during his/her mid level schooling vocational training or during upper level education due to his/her family and or social situation was removed from family setting by the official notary republic or the guardianship authority and was placed into state guardianship for his/her own protection, or in relation to whom child protection allowance was regularly paid, who is entitled to receive child protection allowance or someone who has been placed into temporary or permanent state guardianship, temporary state custody in form of an institution, with the condition that the required legal grounds existed during the eligibility period directly before enrolment (the submission of the application for acceptance into a higher education institution), in the last mid level or vocational academic year or in the last active semester; furthermore, in the higher education application procedure a person who after being released from state guardianship received further after-care treatment shall also be deemed a disadvantaged applicant;
- b) **In case of students (applicants) starting their studies in or after academic year 2015/2016:** at the time of enrolment (application) the applicant is below the age of twenty-five, and pursuant to Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship the applicant is classified as a Multiply disadvantaged student. A student (applicant) commencing

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a) the low educational level of the parent or the adopting legal guardian, if based on the voluntary declaration of both parents participating in the raising of the child, or a single parent or the adopting legal guardian, it can be determined that when applying for the child protection allowance the parent(s) or guardian at the most have a basic education level,

b) the unemployment status of the parent or adopting legal guardian, if it can be determined relating to either of the parents of the child or adopting legal guardian when applying for the child protection allowance that the parent(s) or guardian pursuant to paragraph 33 of Act III of 1993 on Social Governance and Social Benefits is entitled to receive allowance for working aged persons or if any of said parents or guardians were registered as unemployed job seeker for a period of at least 12 months within the 16 months period before the date an application was made for the child protection allowance.

c) the unsatisfactory living conditions or insecure/inadequate housing conditions of the child, if it can be determined that the child lives under living conditions which have been classified as segregated under the integrated municipality develop plan of the given municipality or lives in an apartment without a bathroom or a toilet, without both or in government provided housing or lives under such housing conditions where the conditions of healthy development are only provided in a limited manner.

<sup>8</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>9</sup> shall mean a person who pursuant to 67/A.§ (2) of Act XXXI of 1997 on the Protection of Children and the Administration of Guardianship:

Multiply disadvantaged student (applicant):

- a) a child or child who reaches the age of majority, who is eligible for general child protection allowances, in relation to whom at least two of the circumstances exist from among the circumstances described under subsection a)-c) of Section (1),
- b) the child who has been taken into state custody
- c) person receiving after-care treatment and is a young adult having trainee or a student status.

- studies in the academic year 2015/2016 may also be deemed multiply disadvantaged student according to section a).
- (17) **Institution** shall mean organizational unit that holds the activity of several departments together or performs the tasks of several departments.
- (18) **Institutional documents** shall mean the founding charter, furthermore the rules/policies, programs, plans, prescribed by the NHAA, including here the organizational and operational rules, training program, institution development plan, basic rules of student government, and internal rules pursuant to the accounting law and execution decree.
- (19) <sup>10</sup>**Make-up examination:** First attempt to improve an unsuccessful examination in a given subject.
- (20) <sup>11</sup>**Repeat corrective examination:** Repeat of unsuccessful examination in the subject.
- (21) **Qualification framework** shall mean the general characteristics of the specific degrees in the multi-cycle system that are identical in each field of, study.
- (21/A)<sup>12</sup> **Training:** educational process comprising a single system of the professional content and circumstances of the studies in higher education, being a teaching arrangement unit whose completion leads to obtaining certain qualification(s).
- (22) **Branch of study** shall mean the programmes in a certain field of study whose contents are identical in the initial phase of studies.
- (23) **Programme and outcome requirements** shall mean the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a precondition for acquiring a diploma in the given programme.
- (24) <sup>13</sup>The **training period** shall mean the time necessary to acquire the prescribed credits, the qualification level, vocational qualification or certificate laid down by law. The training time of the academic specialisations available at the University is defined by Annex 1/B of this Regulation.
- (25) **Term of study** shall mean the division of the length of the programme into term-time and the pertaining examination period.
- (26) **Educational programme** shall mean the complex education document of the institution, which contains:
- a) <sup>14a</sup> detailed programme and academic requirements of the Bachelor, Master and single cycle long programmes, higher education vocational training and specialist postgraduate programmes,
  - b) the outline of the doctoral studies
- together with detailed rules of studies, thus the curriculum, the programme of studies and course-units, and the evaluation and assessment methods together with the pertaining procedures and rules.
- (27) <sup>15</sup>**Field of study** shall mean the programmes and branches of study defined in a Government decree, whose contents are similar or partly identical
- (28) **Consultation** shall mean an opportunity for personal discussion provided by the lecturer, researcher and teacher of the higher education institution (the University) to a student.
- (29) **Mandatory documents:** Documents deemed mandatory by the higher education institution: 1. master file, master file extract; 2. phd candidate master file; 3. registration form; 4. phd candidate registration form; 5. leaving/student certificate; 6. registration book, performance sheets; 7 credit certificate; 8. examination sheet; 9 final examination protocol; 10 doctoral examination protocol; 11. Protect doctoral Protocol; 12 educator's declaration pursuant to 26. § (3) of NHAA, 13 leaving certificate (Thesis); 14 final certificate of confirmation (Thesis) of exhibition; 15. certificate of successful completion of final exams (which diploma cannot be issued without satisfaction of language requirements); 16. Certificate of the issuing of the certificate; 17 diploma; 18 diploma supplement; 19 teaching certificate ion the

<sup>10</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>11</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>12</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>13</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>14</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>15</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016



area of expertise. The Hungarian versions of the forms described in sections 5, 7, 12-19, - excluding the doctoral diploma - are contained in Annex 9 of Gov Decree on the Execution of the NHAA.

- (30) **Credit** shall mean a unit of students' work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of the relevant requirements. One credit - in line with the principals of ECTS (European Credit Transfer System) - on average equals 30 study hours. When determining the value of a credit all the study hours, in class hours and individual student learning hours of each student shall be taken into consideration. The value of a credit – assuming that the student's performance was accepted – is not contingent on the results of the evaluation of the student's knowledge. Credits may be acquired by achieving at least a satisfactory or sufficient level of performance in a subject. In the credit system the undergraduate education and qualification, master's level education and qualification, higher education and vocational training postgraduate specialization training and qualifications and university/college degrees and qualifications are archived by obtaining a certain predetermined number of credits in various subject groups, within the time limitation prescribed in relation thereto, and the criterion requirements must also be fully performed.
- (31) **<sup>16</sup>Criterion requirement** shall mean the compulsory requirements defined in the qualification requirement, and the study and outcome requirements in relation to which credit is not granted. It could be special comprehensive exam requirements, participation in physical education, a complex examination, and language requirements prescribed by the qualification requirements. Criterion requirements may only be performed in active semesters.
- (31/A)<sup>17</sup> **Course:** announcement of a particular subject for one semester, with the times, dates and instructors.
- (32) The **Hungarian state grant supported study programme:** the Hungarian state grant supported study programme.
- (33) The **Hungarian state (partial) grant supported study programme:** the Hungarian state grant supported study programme.
- (34) **Mentor program** shall mean a particular form of studies where disadvantaged students are assisted with preparation by students, lecturers, researchers, and teachers of the higher education institution, the University.
- (35) **Sample curriculum** of a given major presents a practical time schedule and defines the minimum training time defined in the training and outcome requirements (qualification requirements) necessary for accomplishing the subjects essential for obtaining qualification relating to a given academic specialisation.
- (36) **<sup>18</sup>“Missed examination” entry** must be recorded in Neptun, if the student did not attempt to take the examination in a given subject. In a subject involving regular control and providing that the signature is not a prerequisite of the exam, the “missed exam” entry may be made in the student's registration book only if the student did not even attempt to complete the interim tasks of the semester (e.g., midterm test, homework, case study processing, and presentation). If the signature is a prerequisite of the exam and the student fails to fulfil this requirements, then not only the “signature rejected” entry, but also the “missed exam” entry must also be indicated. If the student, in case of a subject being concluded with a practical grade, fails to perform the prerequisite requirements then the, “**failed to perform” entry** must be indicated in Neptun.
- (37) The **Neptun Single Study System** is an IT program, in compliance with the applicable laws, suitable for the recording of personal and special data of students relating to legal status, allowances, benefits, determination and performance of obligations and study and exam related data, and it is also suitable to record and register data to be reported to higher education institutions by lecturers, researchers and teachers.

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<sup>16</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>17</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>18</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

- (38) **Operational curriculum** shall mean a form of implementation of the sample curriculum for the specific academic year.
- (39) **Professional competence test** shall mean a type of competence assessment, in the frame of which it can be determined, if the applicant has those individual qualifications and abilities, which make the candidate suitable to participate in the given training for the performance of the activity required by the obtained professional qualification.
- (40) <sup>19</sup>**Passive semester** shall mean a semester in which based on the student's statement, the student does not take up any subjects. The semester is passive ex-officio if the student does not perform his/her registering obligation by the deadline provided by the given faculty responsible for the particular training / specialization, in relation to the fall semester at the latest by September 30th and February 28th in the spring semester.
- (41) **Registration period** Registration period shall mean a period during which students may freely take up and cancel subjects in Neptun and may change courses freely within a given subject.
- (42) **Part time study** shall mean study or training based on evening or correspondence training/learning schedule:
- Evening training** schedule: a training schedule in which lessons are delivered to students during the study period on working days after 16:00 hrs. (4PM) or on the weekly rest days,
  - Correspondence training schedule** shall mean a type of training schedule in which, unless it is otherwise agreed with the students concerned, lessons are delivered to students in blocks, on working days or on weekly rest days at an interval of no more than two weeks at the University or for the rest of the study time the methods of distance education are applied.
- (43) **Partial training for the purpose of obtaining partial knowledge** (hereinafter "partial training") shall mean a type of training program in the frame of which the University establishes student legal status, without an application procedure, with a person who does not have a student status with the University for the purpose of obtaining partial knowledge by said student which partial training shall be self-financed by the student and which student status may not exceed two six months period.
- (44) **Continuation of partial studies**, shall mean that a student obtains a credit as a guest student in another higher educational institution.
- (45) <sup>20</sup>**Retaking of a successful examination** shall mean an opportunity for each student to attempt to improve the grade of the first attempt of a successfully passed exam, it is permitted in a single subject in every examination period. The Faculties may, to the benefit of the student, deviate from this rule in Annex 1/A.
- (46) **Specialisation** shall mean and relate to studies aimed at the acquisition of specialised knowledge as part of the faculty and results in the acquisition of a separate professional qualification.
- (47) **Major** shall mean a uniform training required to obtain any qualification (knowledge, expertise, skills).
- (48) **Academic specialisation** shall mean a training constituting the part of the major concerned and providing individual qualification in a specialized field of knowledge.
- (49) **Qualification** evidence of specialised knowledge awarded simultaneously with a Bachelor or Master degree or acquired in specialist postgraduate programme or higher education vocational training, such knowledge being determined by the content of the programme and the sub-specialization or specialisation preparing the student for access to the profession and certified in the diploma or higher-level vocational diploma.
- (50) **Professional aptitude examination** shall mean a form of assessment determined by the University, which assesses the aptitude of the student relating to performance of the elected qualification, particularly if the individual has the aptitude / ability to be developed in order for the individual to complete the training required relating to the given qualification.

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<sup>19</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>20</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

- (51) **Professional training** is a partly self activity to be performed by students, in higher education vocational programs, Bachelor or Master studies, and single cycle training programs, at an outside training location or at location designated for this purpose at the University.
- (52) **Off-site training** shall mean a type of higher education training being performed in part or in whole at a location other than the registered seat of the University (registered seat, site).
- (53) <sup>21</sup>The **location of the off-site training** shall mean the municipality/location where the off-site training is performed other than any site or the registered seat provided in the founding charter (not including here any training being provided, based on agreement, in Community higher education training centres and, based on agreement concluded with consent of the maintainer, at the registered seat or site of another higher education institution maintained by the same maintainer).
- (54) **support period**, shall mean the period during which a person is accepted as a student fully or partially financed through a state scholarship and during which period the enrolled student may pursue his/her education in a fully or partially financed programme. Any semester the student registered for is regarded as support period. One person may be enrolled in higher education vocational programmes, Bachelor programmes a Master programme as a student fully or partially financed through a Hungarian state scholarship for a maximum duration of 12 semesters. The support period can be maximum 14 semesters if the student participates in single cycle training in which the required study time exceeds 10 semesters.
- (55) **Study unit** shall mean a unit of the curriculum or a course rewarded by credits that can be completed in a semester.
- (56) **Academic year** is an organisational unit of the training period consisting of ten months, the marking of a given academic year is 20../20... .academic year.
- (57) **Lesson** (lecture, seminar, practice, and consultation) is a period of time, minimum 45 and maximum 60 minutes, assigned to the fulfilment of study requirements defined in the curriculum demanding the personal participation of a teacher. At the University one lesson consists of forty five minutes.
- (58) **Registering for a subject** shall mean registering, within the registration period, or outside of the registration period only with consent described in this Regulation, for lectures and/or classroom and/or laboratory practice (course) or for the exam/ exam course of a subject. The fulfilment of the preliminary requirements may be the precondition of registering for a subject.
- (59) **Study period** shall mean the period of studies conducted in the given specialisation programme that is the total number of active and passive semesters. The study period may be longer or shorter than the training period. The maximum time of the study period is twice the training period.
- (60) **Curriculum** shall mean an educational plan based on the programme and outcome requirements, made up of: the class and examination plan according to study units broken down by programme, the evaluation system of the completion of requirements and the specific programmes of study units.
- (61) **Department** shall mean an organisational unit in charge of education, research and instruction provision in connection with at least one subject.
- (62) **Distance education** shall mean a particular form of education, involving the use of ICT teaching aids, teaching-learning methods and digital study materials, based on the interactive relationship between lecturer and student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in full-time programme.
- (63) **Site** shall mean a municipality other than the registered seat designated in the founding charter, where an organisational unit operates.
- (64) **full-time programme** shall mean in the frame of the teaching week consisting of 5 days in line with the work schedule of the day time training programme. The full time programme may be obtained in frame of a dual training programme as well. Diversion from these provisions may be authorized through an agreement with the University Student Government.
- (65) **field practice course** shall mean a type of practical training outside of class room training, which forms an integral part of the theoretical aspect of a particular subject. Field practice may be performed

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<sup>21</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

at any operational area of the University (e.g. pilot plant, arboretum) or at any company or professional partner. The amount of field practice connected to each subject in the sample curriculum is provided in number of days.

- (66) **Additional (parallel) student status** shall mean when a student simultaneously has student status at several higher education institutions.
- (67) **Fields of sciences** shall mean humanities, theology, agronomics, agricultural science, technological sciences, medical and health sciences, social sciences, natural sciences and arts, which are further divided into different branches
- (68) <sup>22</sup>The **Final certificate (absolutory)** certifies the successful fulfilment of the exams prescribed in the curriculum and, with the exception of the fulfilment of the language exams and the thesis, the fulfilment of other study requirements, the acquisition of the prescribed credits, with the exception of those related to the thesis and attests, without qualification and assessment, that the student fulfilled all the study and exam requirements in the curriculum.
- (69) **Guest student** shall mean a student in a student status with a domestic or foreign higher educational institute, pursuing part-time studies at the university.
- (70) **Examination** shall mean a form of controlling and assessing of the acquisition of knowledge, skills and abilities.
- (71) <sup>23</sup>The **Exam course** shall mean the taking up of a subject for the second or third time without course attendance, with the purpose of fulfilling the exam requirements.

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<sup>22</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>23</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

### III. BASIC PROFESSIONAL DOCUMENTS OF TRAINING

#### Article 3

##### Training and outcome requirements and qualification requirements

- (1) In case of trainings divided into periods the qualification level and the requirements of the undergraduate- and the master training are determined by the training and outcome requirements. In case of the college and university level trainings that commenced before 1 September 2006 the qualifications issued by the institution and the professional requirements are defined by the qualification requirements.
- (2) The training and outcome requirements are the totality of the knowledge, expertise, skills, abilities (competence), the acquisition of which is followed by the issue of the diploma that verifies the qualification level of a given major verifying the required professional skill.
- (3) The training and output requirements of higher education vocational training per each qualification contain the the following: the name of the higher education vocational training (in the Hungarian and English languages); the qualification stated in the diploma (in Hungarian and in English), in case of academic specialisation the name of the academic specialisation (in the Hungarian and English languages); the area of study (branch of study); in case of borderline training further area of study (branch of study); classification major, in case of borderline training the further classification major, the name of the most popular job performed by persons completing a given higher education qualification; the training period in semesters, the number of credits required to obtain the qualification; the ratio of the theoretical and practical training; the period of professional training of the student in light of five working days per week and forty work hours per week; the goal of the higher education vocational training (the training objective of the specialization of the qualification); which means the determination of the task profile, and the determination and description of the scope and area of work which may be performed by persons completing the given higher education qualification, the competences which may be obtained in the course of higher education vocational training by indicating the competency components; the professional requirements of the professional training, requirements relating to their organization; the foreign language requirements; material / important other provisions in terms of the a qualification: in case of further/continuing education in classification major, the number of credits to be considered/counted, furthermore, the previously obtained knowledge which may be acknowledged as performance of professional requirements, other conditions of considering work experience, special provisions relating to the organization of higher education vocational training; the study period in part time programme, distance learning, the condition of acceptance into higher education vocational training.
- (4) The training and output requirements of the undergraduate training courses contain the name of the undergraduate training academic specialisation in each major; the qualification level which can be obtained and the qualification stated in the diploma (in Hungarian and in English), the training period in semesters, the number of credits needed to acquire the undergraduate education level, within this the minimal value of the credits to be attributed to the common training phase of the given branch of study, in case of an academic specialization the minimal value of the credits to be attributed to the academic specialization, the minimum value of the credits to be attributed to freely electable subjects, the value of credits which may be attributed to a thesis, the minimal value of credits of practical knowledge as they relate to theoretical and practical knowledge, the minimal value of credits to be obtained in course of off-site practical training indirectly related to the theoretical training, the training objective of the undergraduate academic major and the competences to be acquired, description of the obtained knowledge, personal qualities, skills and the requirements relating to the utilization of the qualification in a specific environment and system of activities, the general competences important for the common training period within the training branch, the description of the core curriculum, i.e.,

the knowledge essential for the qualification, as well as the requirements concerning the foreign language requirements.

- (5) The training and outcome requirements of the master training specialisations contain the name of the master training academic specialisation in each major; the qualification level which can be obtained and the qualification stated in the diploma (in Hungarian and in English), defining those undergraduate academic specialisations that can be transferred with full credit value when entering the master training programme, the training time in semesters, the number of credits to be collected in order to acquire the master's degree, within this the minimal value of the credits to be attributed to mandatory and elective subjects, to the free electable subjects, differentiated professional materials, or in case of electable qualifications the minimal value of the credits which may be attributed to academic specialisation, the value of the credits which may be attributed to a thesis or related work, the objective of the master training academic specialisation and the competences to be acquired, description of the obtained knowledge, personal qualities, skills and the requirements relating to the utilization of the qualification in a specific environment and system of activities, the qualification necessary for the fulfilment of the programme, essential knowledge further expanding the knowledge acquired in undergraduate training, the description of the core curriculum, i.e., the knowledge essential for the qualification, the requirements concerning practical knowledge, the foreign language requirements, special conditions of the acknowledgement of knowledge acquired in undergraduate academic training.
- (6) The training and outcome requirements of the continuing post-graduate programmes contain the below data of post-graduate programmes broken-down by each subject: the name of the training, the name of the training that can be obtained in in the training indicated in the diploma, the area of training; as a condition of acceptance, in case of specialist postgraduate programmes connected to undergraduate training courses the names of those areas / branches of training or undergraduate training programmes, in case of specialist postgraduate programmes connected to master training courses the names of, those areas of training or master's training programmes which serve as the foundation of the given training; he training time in semesters, the number of credits to be collected in order to acquire the given qualification, the competences to be acquired, description of the obtained knowledge, personal qualities, skills and the requirements relating to the utilization of the qualification in a specific environment and system of activities; knowledge essential relating to the given qualification and the value of credits relating to primary areas of knowledge and the credit value of the thesis. Applications of post-graduate programmes to be developed and or initiated by the University must contain the name / title of the related training and qualification in the Hungarian and English languages. The Educational program must describe: the curriculum and subject program prepared based on the training and outcome requirements; the assessment, control methods and procedures; the order evaluation and counting/inclusion of earlier obtained knowledge and practice.
- (7) The qualification requirements of traditional university/college basis training and supplemental undergraduate training contain the definition of the training objectives according to academic specialisations, the main study areas to be taught and their proportions, the training time in semesters, the study work amount in total hours, which is necessary for the acquisition of the qualification, and in credits defining the subjects covered by comprehensive exams, the type of the final exam, and its subjects, the calculation method of the result, the requirements of the thesis, the level of the qualification, vocational qualification, and the title connected to it, and other provisions essential relating to a given major.

## Article 4

### The curriculum

- (1) The curriculum is developed based on the competences (attitudes, views, independence and responsibility) obtainable pursuant to the programme and outcome requirements; and the curriculum consists of mandatory, elective and freely electable subjects, study units and criteria requirements.
- (2) In the curriculum, credit value must be assigned to the subjects and study units. The credit value expresses how much study work is required to fulfil the relevant requirements and it also determines how many credits a student is entitled to receive for taking up a subject /study unit and fulfilling the admission and study requirements. In case of freely electable subjects the University may not restrict or limit the student's choice in relation to the subjects announced by the higher education institution.
- (3) In the part time study programme, the number of credits assigned to a given study programme is the same as the number of credits assigned to the same subject in a full time programme.
- (4) The sample curriculum of the given major presents a practical time schedule and defines the minimum training time defined in the training and outcome requirements (qualification requirements) necessary for accomplishing the subjects essential for obtaining qualification relating to a given academic specialisation.
- (5) The sample curriculum includes the following: all the subjects according to a time schedule, the rules of their announcement rules, the number of lessons in a subject week (or term) (lecture + classroom practice + laboratory practice in subsection) and the credits assigned to them, the type of assessment (signature + practical grade, or a signature + exam grade, or an exam grade) the terms when the given subject is announced, the criterion requirements and the deadline of their fulfilment, the conditions of the choice of the field of study its rules, the preliminary study order, relevant regulations on the thesis (thesis) its uptake and fulfilment, relevant conditions for the final exam, the subjects of the final exam
- (6) In the frame of the prerequisite study order the sample curriculum determines which other subjects must be taken and passed before a particular subject can be taken. In relation to a given subject three other subjects or as regards to the objective of a study, a group of subjects (module) consisting of several subjects not exceeding 15 credits may be assigned as a prerequisite requirement. The preliminary study order may be prescribed with two types of conditions:
  - - the given subject can only be taken after the fulfilment of the prescribed preliminary subjects (mid-term grade, or the existence of a successful exam)
  - - the given subject is also available through "partial" fulfilment of the prescribed subjects (signature, but/or took an unsuccessful exam); however, an examination may only be taken after the examination of the prescribed preliminary subject(s) have been successfully passed. This opportunity should be indicated where the preliminary study requirements are provided by placing a code /R after the subject ("partial").
- (7) <sup>24</sup>In the sample curriculum the credit value of the semesters at the most may only differ by three credits from the 30 credits semester, which means its value may be between 27-33, with the exception of the continuing post-graduate programmes. For specialised further training the University may divert from the average credit value by semester in its recommended curriculum by no more than 10% following the deduction of maximum 10 credits for the thesis. The number of the necessary credits on each academic specialisation required for the acquisition of the diploma is laid down in Annex 1/B of the Regulation.
- (8) In the individual study order/schedule of students fully or partially financed through a state scholarship/grant and students starting their studies in self financed education programmes on or after September 2014, may register to take certain subjects the credit value of which exceeds the total

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<sup>24</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

credit value of the mandatory credits/subjects at the most by 10%. The Faculty Study Committee may allow a difference for a student taking part in foreign part- time training.

- (9) The sample curriculum assigns credit to those subjects which are concluded by applying at least a three level assessment method. Only full value credits may be assigned to subjects.
- (10) Credit may be only be granted one time for acquiring a given knowledge material. The training and outcome requirements, qualification requirements can contain elements to which the sample curriculum does not assign any credit.
- (11) The student can work out an individual study schedule in each semester. The individual schedule provides an opportunity for the student to individually choose from offered educational obligations. In any continuing post-graduate programme the optional choices may be limited.
- (12) The lesson (contact hour) is a period of time assigned to the fulfilment of study requirements defined in the curriculum demanding the personal participation of a teacher. Types of a lesson: lecture, seminar, pro-seminar, classroom practice, workshop practice, fieldwork, laboratory practice, manual training, specialised (tutorial) practice, consultation.
- (13) The average individual student study working hours determined in relation to the full training period may not exceed three times the number of full time training, in case of part time or evening schedules seven times, in case of correspondence training schedule twelve times and in case of distance learning the twenty five times.
- (14) The competent Faculty Council discusses and the Senate approves the sample curriculum of the academic specialisation during the accreditation procedure, and later modifies it in every academic year during the discussion of the operational curriculum. The sample curriculum shall be published in the Study Guide.
- (15) The operational curriculum is the implementation form of the sample curriculum for the specific academic year. The competent Faculty Council defines and approves the operational curriculum in consultation with the partner faculties involved in education and the Education and Student Affairs Committee. The approved curriculum shall be sent by the dean of the competent faculty to the rector and the deputy rector responsible for education and shall publish same on the faculty web page.

## **Article 5**

### **The subject**

- (1) The subject is the fundamental unit of the curriculum of the academic specialisation, the taking and performance of which is subject to conditions. The subject programmes define the knowledge to be acquired in the framework of a single subject.
- (2) The programmes of the single subjects and their content modification with more than 25% are approved by the faculty councils responsible for their delivery (faculty responsible for the subject, and faculty responsible for the academic specialisation). The modified and new programmes of single subjects must be published by way of the usual method of the competent faculty(ies) according to section (5).
- (3) The order/schedule of registration for a subject is determined by the preliminary study order of the faculty, the conditions of its completion are determined by the subject requirements.
- (4) The subject programme contains the following:
  - the code of the subject, its whole and abbreviated title in Hungarian, English or in the teaching language,
  - the requirements of class participation and options to make up absences,
  - the method of verification in case of absence from classes and / or exams,
  - the number of lessons in a week (semester) (divided into lecture + seminar, classroom practice + field and workshop practice),
  - the type of assessment at the end of the semester (signature, practical grade, report, exam, basic exam, complex exam),



- the amount of study work required relating to a subject in credits,
  - faculty/institution responsible for the subject, the name of the educator responsible for the subject, and the names of the educators who deliver the classes,
  - prerequisite of taking a particular subject
  - the objectives of the subject in achieving the aim of the specialisation training,
  - the description of the subject material,
  - the method of assessment, any possible examination requirements, the type of the examination,
  - the signature requirements at the end of a semester,
  - the method of developing of a qualification,
  - the written teaching material (list of study books, lecture notes, exercises, literature, case studies), any technical and other available technical assistance and supplementary materials,
  - the number and type of the tasks to be performed by individual student work,
  - the number, topic, and time of mid-term assessment (written and oral reports), the occasion of making up or improve the result once.
- (5) <sup>25</sup>The subject requirement system defines the tasks of students and teachers and the related deadlines in order to enable students accomplish the subject in a timely manner. The subject requirements must be recorded in the intra net system is the responsibility of the person responsible for the subject on the first day of the week before the commencement of the registration period. The Faculty may provide in Annex 1/A that the subject requirements shall only become effective after it is countersigned by the student representative. The department head/director of the institution is responsible for the content and timely publication of the subject requirements. If the head of department/institute fails to take action, the students may raise objections by the last day of the registration week to the Deputy Dean of the competent Faculty, responsible for educational matters, who must proceed in the case. If in this case the student is unsuccessful, then the student may send an application to the Deputy Rector responsible for education affairs. The Deputy Rector based on individual assessment provides remedy on a case by case basis for any prejudices.
- (6) The accepted subject requirements/program is the basis of the assessment of the student's performance at the end of the semester.
- (7) The students' opinion, in accordance with the quality assurance system, must be taken into consideration in relation to the evaluation of the quality of the teaching of each subject.

#### IV. PERSONS AND BODIES PROCEEDING IN STUDY AND EXAM MATTERS

##### Article 6

- (1) Study and exam matters are all matters concerning the students' studies, legal status, the sample curriculum and the operational curriculum of the academic specialisations and other cases relating to individual study schedules.
- (1/A)<sup>26</sup> Students are required to submit the applications in the Neptun, unless there are specific provisions with respect to the application in the institutional documents.
- (2) The decisions relating to the student status, studies and exams must be entered into the student's registration book and student's registry sheet in Neptun.
- (3) Students must be informed in writing relating to any decision if the decision:
- a) affects the existence of the contractual relationship/ student status of the student,
  - b) rejects the student's application – partly or in whole - and there is an opportunity to seek legal remedy, and
  - c) is rendered in any disciplinary action or in compensation cases.
  - d) Is requested by the student.

<sup>25</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>26</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (4) A simplified decision may be rendered and issued without providing any justification and or information relating to available legal remedies if the proceeding committee/decision maker,
  - a) approves the application / request in its entirety and there are no opposing parties in the case, or if the decision does not affect the rights or legitimate interest of the opposing party, or
  - b) only determines and sets the schedule for a procedural action.
- (5) <sup>27</sup>In case of any event described in section (3), the competent Faculty Study Office/Department shall provide the resolution and the related justification of the first instance decision in writing and shall inform the student relating to said decision within 8 (eight) work days from the date of issuance of the decision the information shall be sent via mail and through Neptun or through the student's electronic mail (email) provided by the student in the relevant consent form, if the student consented to electronic communication in this regard and it also notifies the concerned organizational unit via electronic means, if the rendered decision is contrary to the preliminary opinion of the organizational unit. In case of any event described in section (4), the competent Faculty Study Office/Department shall provide the resolution of the first instance decision in writing and shall inform the student relating to said decision within 8 (eight) work days from the date of issuance of the decision the information shall be sent via Neptun or through the student's electronic mail (email) provided by the student in the relevant consent form, if the student consented to electronic communication in this regard.
- (6) In the study and examination affairs defined in Article 7, the first instance body is the Faculty Study Committee, the second instance body is the Supervisory Board entrusted by the Rector.
- (7) In cases defined in Article 8 and 9 the first instance body is the Faculty Credit Transfer Committee, the second instance body is the Supervisory Board entrusted by the Rector.
- (8) In cases not regulated in Articles 7, 8 and 9, the first instance body is the Dean or the Deputy Dean responsible for the educational affairs, the second instance body is the Supervisory Board entrusted by the Rector. The order of handling applications / requests and the method of their submission is determined in Annex 8 of this Regulation.

## **Article 7**

### **Faculty Study Committee (FSC)**

- (1) The body proceeding as a first instance body in the students' study and exam cases is the Faculty Study Committee (hereinafter: FSC). FSC is not eligible to act in equity cases regulated in Articles 11 and 12/A.
- (2) The FSC consists of 4 members that is 2 educators and 2 students. The Deputy Dean responsible for educational matters is an ex-officio member of FSC, and is also the chairman of FSC. The Faculty Council elects another academic staff member as a member of FSC for a fixed period of time. The Faculty's Student Government delegates the student members of the FSC in each term.
- (3) The Faculty Study Committee works according to its own rules of procedure approved by the competent Faculty Committee. The rules of procedure prescribe the operation of FSC, especially the quorum and order of the adoption of a resolution. The Faculty Credit Transfer Committee, according to the rules of procedure, may delegate its competences defined in the Regulation, other than the determination of legal remedy to the Deputy Dean responsible for educational affairs.
- (4) A student can apply to the Faculty Credit Transfer Committee with a request submitted on a specific form. The FCTC is obliged to make a decision within 21 days from the date of the receipt of the application. If this is not possible, then the FSC is obliged to make its decision at its first meeting following the expiry of the relevant deadline but at the latest within two months from the date of the submission of the application / request.
- (5) The FSC makes its decisions with a simple majority. The president's vote decides in the case of a tied vote.

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<sup>27</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

- (6) <sup>28</sup>FSC must consult the heads of departments/department groups/institute leaders, if its decision infers any obligation on the educational organisational units concerned, or if their expert opinion is required relating to the making of the decision. Five (5) work days are available to provide the expert opinion, which deadline is not considered when calculating the deadline provided in paragraph (4). The failure of the department/institute to provide its expert opinion within the provided deadline, shall be construed as if consent is given. In the case of a foreign guest student and if it is justified, the FSC makes its decision by considering the opinion of the organisational unit organizing the training. The FSC rules of procedure may also define cases when a preliminary opinion is not necessary.
- (7) <sup>29</sup> The Faculty Study Department / Office, in relation to the communication of the decisions of the FSC, shall proceed pursuant to paragraph 6 § (5) of this Regulation.
- (8) An appeal may be submitted to the Appeal Committee against a FSC decision.

## Article 8

### Faculty Credit Transfer Committee (FCTC)

- (1) A Faculty Credit Transfer Committee (hereinafter the "FCTC") functions at each faculty for the examination of the equivalence of the subject materials and for the acceptance of subjects. FCTC is not authorized to act in equity cases regulated in Articles 11 and 12.
- (2) <sup>30</sup>The FCTC consists of three (3) educator members. The Deputy Dean, responsible for educational matters, is a member of the FCTC ex-officio and is also the president of FCTC. The competent Faculty Council elects other two FCTC academic members for a definite period. The Faculty's Student Government's representative must be invited to the FCTC meetings with a consultation right. The meeting can be held and resolutions can be adopted in the absence of the representative of the Student Government.
- (3) The Faculty Study Committee works according to its own rules of procedure approved by the competent Faculty Committee. The rules of procedure prescribe the operation of FSC, especially the quorum and order of the adoption of a resolution. The Faculty Credit Transfer Committee may delegate its competences defined in the Regulation, other than the legal remedy, to the Deputy Dean responsible for educational affairs according to the rules of procedure.
- (4) <sup>31</sup> A student can turn to the Faculty Credit Transfer Committee with an application, by filling the forms to that end and enclosing the necessary attachments, and the FCTC is obliged to make a decision within 21 days from receiving the application. If this is not possible, then the FSC is obliged to make its decision at its first meeting following the expiry of the relevant deadline but at the latest within two months from the date of the submission of the application / request.
- (5) <sup>32</sup>In case of the acceptance of mandatory subjects – short of any inter-institutional agreement – the FCTC can consult with the educational organisational unit responsible for the studies affected by the application case, and may also provide otherwise in Annex 1/A. Five (5) work days are available to provide the expert opinion, which deadline is not considered when calculating the deadline provided in paragraph (4). The failure of the department/institute to provide its expert opinion within the provided deadline, shall be construed as if consent is given.
- (6) Credit may only be granted one time for acquiring a given knowledge material. Recognition of credit, pursuant to the prescribed outcome requirements of a given subject (module), may only be performed by assessing the knowledge being the basis the determination of the credit. The credit

<sup>28</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>29</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>30</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>31</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>32</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

- must be acknowledged if the compared knowledge is at least 75 % consistent. In case of freely electable subjects it is not necessary to examine the consistency between the subject materials.
- (7) The requirements of the curriculum do not have to be performed, if the student had already learned and verifies same in a credible manner. Credits obtained in higher education programmes, if it has prerequisites, must be acknowledged based on studies at any higher education institution, regardless of which higher education institution granted the credits and regardless of the level of training during which the student obtained the given credits. The acknowledgement, based on the subject requirement, is performed exclusively by comparing the competences [knowledge, application (partial) skills and further (partial) competences, particular attitudes, views, independence, and responsibility] serving as the basis of the credit determination.
  - (8) Other subjects completed at other higher education institutions may only be acknowledged if the student took the given subject at the University for the first time. In case of subjects completed in course of a partial training abroad, FCTF can decide differently.
  - (9) <sup>33</sup> Subjects completed at another higher education institution may not be granted more credits than the number of credits granted by the University relating to subjects in the curriculum of a given faculty which subject is to be performed by the student. The grade cannot be modified at the time a subject is recognised. If the grade is expressed other than according to the 5-grade Hungarian evaluation scale, the grade is determined or the grade obtained abroad is converted to the Hungarian grade system by the Faculty Credit Transfer Committee.
  - (10) The FCTF may acknowledge, previously obtained competences learned in the course of non-formal education (obtained outside a school system but in course of an organized training programme), or experience obtained in the course of work, by the granting of credits or by releasing the student from the obligation to perform certain educational obligations. The FCTF in the course of recognition procedure based on the student's supporting documents in form of an appropriate assessment procedure assures itself about the student's knowledge. The maximum number of credits which may be recognized through this process is limited to thirty (30).
  - (11) The credit value of subjects accepted from any other institution/ faculty may not exceed 1/3 of all credits required for the diploma in the given academic specialisation. The student in order to obtain the final certificate (absolatory), even in case of recognition of credit value of studies at the University and prior studies and previously obtained knowledge, must still obtain at least two thirds of the credit value of the particular training at the given institution, with the exception of 40. § (3) and (4) of this Regulation.
  - (11/A) <sup>34</sup>If the student does not request the determination of an equivalence and wants to have the subject approved as an optional subject, the Committee may assign 3 credits to the subject concerned based on its contents. On the other hand, the aggregate credit value of subject adopted as optional subjects shall not exceed the credit value assigned to freely optional subjects in the operational curriculum.
  - (12) <sup>35</sup> The Faculty Study Department / Office, in relation to the communication of the decisions of the FSC, shall proceed pursuant to paragraph 6 § (5) of this Regulation.
  - (13) The Study Office is responsible to continually keep records of the FCTC's decisions.
  - (14) An appeal may be submitted to the Appeal Committee against a FCTC decision.

## Article 9

### Rules of recognition of subjects completed in partial training abroad and the evaluation of the performance of foreign guest students.

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<sup>34</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>35</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

- (1) The FCTC decides about the recognition of credits after the completion of the partial training and with its decision it <sup>36</sup> may not deviate from the previously approved Learning Agreement. Partial study/training programs organized by the University <sup>37</sup> the subjects included in the Learning Agreement must be recognized and included.
- (2) <sup>38</sup>The credits of further elective subjects can be recognised, if the subject suits the learning and training purpose of the course in question. As freely electable subjects, the credits of all subjects being a good fit with the given training and outcome requirements are recognizable.
- (3) The performance of foreign guest students are evaluated according to the following grade:

ECTS grade		Local grade	
A	Excellent / Very good	5	Excellent
B	Good	4	Good
C	Satisfactory	3	Satisfactory
D	Pass/Sufficient	2	Pass / Sufficient
E	Pass/Sufficient	2	Pass / Sufficient
F	Fail*	1	Fail

\* No credit

If the receiving institution does not give a letter, according to the ECTS grade, or the corresponding exchange scheme, or in any other case not regulated by the above grade, the faculties act in their own competence when they include the performance of the students participating in partial training abroad.

- (4) The performance of foreign guest students studying at the University is evaluated based on the following scale:

Local grade		ECTS grade	
5	Excellent	A	Excellent
4	Good	B	Good
3	Satisfactory	C	Satisfactory
2	Pass / Sufficient	D / E	Pass / Sufficient
1	Fail	F	Fail*
-	Did not attend	DNA	Did not attend*
-	Incomplete	I	Incomplete*
-	Signed	S	Signed*
-	Refused	R	Refused*

\* No credit

## Article 10

### Appeals Committee

- (1) <sup>39</sup>The student is entitled to seek legal remedy against any decision or omission thereof rendered in relation to study or examination matters, within 15 days from the date the student is informed, or

<sup>36</sup> Learning Agreement

<sup>37</sup> Exchanges based on Erasmus, CEEPUS and other bilateral agreements

<sup>38</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>39</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

otherwise becomes aware of said decision, not including here decisions made relating to the assessment of the student's academic work performance. A procedure may be initiated by the student relating to assessment of the student's academic work performance as well if the decision is not based on requirements accepted by the University or the decision is contrary to the provisions of the Organizational and Operational Rules of the University.

- (2) <sup>40</sup>The Appeal Committee is not entitled to render a decision in equity.
- (3) <sup>41</sup>The application has a suspensive effect. The application must be handed in at the competent Faculty Study Office/Department which shall be forwarded within 8 days to the Appeals Committee. In case the Appeals Committee deems it necessary, it is entitled to review the personal data of the given student.
- (4) The Appeal Committee consists of 3 members. Its members and a student member are assigned, based on the recommendation of Student Government, by the Rector for a definite period.
- (5) The following persons cannot participate in the work of the Committee:
  - a) the one who adopted or failed to adopt the challenged decision,
  - b) who is a close relative of student under (a),
  - c) from whom the impartial judgement of the case cannot be expected, who is interested in the decision on the case
- (6) <sup>42</sup>The meetings of the committee are organised according to the number and urgency of cases, but the Committee is obliged to come to a decision within 21 days from the date of the receipt of the relevant application. If this is not possible, then the FSC is obliged to make its decision at its first meeting following the expiry of the relevant deadline but at the latest within two months from the date of the submission of the application / request.
- (7) <sup>43</sup>In the investigation conducted in the course of the proceedings the Appeal Committee may issue the following second instance decisions:
  - a) reject the application for review and uphold the decision below,
  - b) order the person who failed to make the decision to make it,
  - c) change the decision,
  - d) void the decision and order a new procedure,
- (8) The decision must be put into an official resolution and must be explained/justified. In the course of the procedure the opportunity for legal remedy must be informed to the student and the student must be heard at least one time in frame of a personal hearing. If the student, or the student's representative fails to attend the committee's meeting despite repeated and regular notification, the personal hearing may be waived, or upon request the student must be provided an opportunity to communicate his/her remarks in writing.
- (9) The provisions of Act CXL of 2004 on the general rules of public administrative proceedings and services must be applied relating to the clarification of the facts, the calculation of the deadlines, any certificate, the form, content and communication of a resolution, or any correction, replacement, supplement, modification or withdrawal of the resolution made ex-officio.
- (10) <sup>44</sup>The student may request the court to review the institution's second-instance decision, within 30 days from its communication, with reference to the violation of the law, or the violation of the provisions concerning the student's legal status. The provisions of Chapter XX of Act III of 1952 on Civil Law Procedures must be applied in relation to judicial proceedings.
- (11) A second instance decision adopted in the case shall enter into force (become legally binding on the parties) when the decision is published. The legally binding decision is enforceable, unless the student

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<sup>40</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number Effective: from 21 June 2016

<sup>41</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>42</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>43</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>44</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

requests a judicial review. The student must notify the institution relating to student's submission of the statement of claim to the court by providing one copy of the statement of his claim to the institution.

## Article 11

### Dean's equity <sup>45</sup>

- (1) In the case of special equity circumstances, the Dean, at the request of the student, may deviate in the decision from any provision of the Students' Requirement System, with the exception of cases defined in paragraph (4).
- (2) <sup>46</sup> With the exception stated in Article 47 (8), the student in the given bachelor's, master's and special postgraduate programmes may submit a Dean's equity application only one time during the student's entire study period in the faculty concerned. The application may only relate to one request/subject. The application must contain the justifying reason(s) for requesting the equity and the document(s) supporting the reason(s) must be attached.
- (2/A) <sup>47</sup>In the undivided training programme, the student may submit a dean's equity application once in each semester in semesters 1 to 6 and 7 to 10, respectively, subject to the exception set out in Section 47(8). The application may relate to one request/subject only. The application must contain the reason(s) justifying the application for equity and be accompanied by the document(s) supporting the reason(s).
- (3) The Dean shall consider and decide the application for equity within 15 days from the date of the submission of same, in justified cases, when the Dean is unable to act, the application for equity shall be considered and decided by The Deputy Dean, responsible for educational matters. The decision must be registered in the grade book/master file.
- (4) The following may not be authorized even in the frame of equity:
  - a) the granting a signature at the end of a semester,
  - b) the granting of an exemption from obligations provided under the study and exam obligations stated in the training and outcome requirements and qualification requirements,
  - c) the cancellation of the consequences of disciplinary sanctions,
  - d) the granting of for more exam opportunities than the maximum number of examinations defined in this Regulation,
  - e) the granting of a right to file an application, if the extraordinary circumstances were caused by any reason attributable to the student's own behaviour.
  - f) furthermore, equity may not be granted against any decision terminating student status pursuant to (14) and (16) of § 14 of this Regulation.
- (5) An exception to section f) of Paragraph 4) of this Regulation and may be authorized in the frame of equity in relation to only one subject, throughout the studies - after registering for a third subject, the student may register for a fourth subject, on the condition that special equity has not been requested before, and at least one of the conditions below are satisfied:
  - a) the student started his or her studies before the academic year 2012/2013, and the student had not exceeded, pursuant to (4) § 30 of this Regulation, the maximum number of examination opportunities provided in this Regulation,

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<sup>45</sup> By submitting an application the student acknowledges that the the student shall not have more opportunities to request dean's equity in the future.

<sup>46</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>47</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- b) the student started his or her studies during or after academic year 2012/2013, and the student had not exceeded, pursuant to (5) § 30 of this Regulation, the number of examination opportunities provided in this Regulation.<sup>48</sup>
- (6) The Dean's decision rendered in frame of and in relation to equity may not be appealed.
- (7) <sup>49</sup>The relevant provisions of Annex 1 of the Regulation on Student Fees and Benefits (hereinafter referred to as "RSFB")<sup>50</sup> regulate the fee payable in relation to equity.

## Article 12

### Rector's equity<sup>51</sup>

- (1) Proceeding in an application procedure for equity under the competence of the Rector, at the request of the student, the Rector may deviate in the decision from any provision of the Students' Requirement System, with the exception of cases defined in paragraph (2).
- (2) No equity application can be submitted to the Rector
- a) if a Dean's equity application was previously submitted in the same case, and
  - b) if the student, during the student's entire study period, has not previously submitted a Dean's equity application in the given major, and
  - c) in cases described under (4) §11 of the Regulation.
- (3) <sup>52</sup>The student in the given bachelor's, master's and special postgraduate programmes may submit a Rector's equity application only once during his complete study period on a major concerned. The application may relate to one request/subject. The application must contain the justifying reason(s) for requesting the equity and the document(s) supporting the reason(s) must be attached.
- (3/A) <sup>53</sup>In the undivided training programme, the student may submit a dean's equity application once in each semester in semesters 1 to 6 and 7 to 10, respectively, subject to the exception set out in Section 47(8). The application may relate to one request/subject only. The application must contain the reason(s) justifying the application for equity and be accompanied by the document(s) supporting the reason(s).
- (4) The Rector or the Deputy Rector responsible for educational matters shall assesses the application within 15 days from its submission, after assessing the opinion of the competent Dean. The resolution must also be sent to the competent Dean and it must be entered into the Registration Book and master file.
- (5) The Rector's decision rendered in frame of and in relation to equity may not be appealed.
- (6) The relevant provisions of Annex 1 of the RSFB regulate the fee payable in relation to Rector's equity.

## Article 13

### Invalidity

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<sup>48</sup> The Student's total number of attempts to take an examination, even in light of a favourable decision on the relevant application, shall not exceed six (6) attempts.

<sup>49</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>50</sup> Inserted in the whole regulation based on: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>51</sup> By submitting an application the student acknowledges that the the student shall not have more opportunities to request Rector's equity in the future.

<sup>52</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>53</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017



- (1) <sup>54</sup>Decisions rendered in the procedures regulated under this Regulation must be annual if pursuant to (1) and (2) of § 121 of Act CXL of 2004 on the general rules of public administrative proceedings and services grounds for invalidity or revocation exist and the annulment of the decision is not excluded by (4) of § 121 of Act CXL of 2004, in particular:
- a) the student's application/case does not fall under the competence of the proceeding committee or person,
  - b) the decisions maker committee was formed in an unlawful manner, did not have quorum or did not have the required voting ratio required in relation to the rendering of a decision,
  - c) the decision was rendered without consulting with the competent institution, faculty, person responsible for the given major, or administration or by disregarding the opinion of the competent person/department.
  - d) the content of the decision was prepared before the application is decided and it is contrary to the Dean's/Rector's decision on equity, or contrary to the decision of the Appeals Committee or the competent court.
  - e) the content of the decision was influenced by a criminal act, if the commission of the crime has been established by a final and binding court decision or if making such of such decision is not included by the lack of evidence.
- (2) Any decision adopted within the University's competence, in the course of practical training, concerning the student's matters, violating the requirements of equal treatment, is void.
- (3) Anybody may refer to the invalidity of the void decision without a time limitation.
- (4) The determination of Invalidity may be requested from the court, if
- a) the decision was made by the University from the Appeals Committee entrusted by the Rector,
  - b) the decision was made by a participant in the practical training or the maintainer.
- (5) The annulment of the decision may be requested by any person affected by the decision; if the concerned / affected person is unknown, then any person may request the annulment.
- (6) An annulment may be requested without time limitation provided that in the case defined in paragraph (4) a preliminary conciliation procedure with the decision- maker was inconclusive.
- (7) The decisions, with the exception of paragraph (8), may not be annulled even if grounds for invalidity exist, if
- a) the student obtained the decision in good faith and it would violate the student's rights and three (3) years had passed since the date the decision became final and binding,
  - b) five (5) years had passed from the date the decision imposing an obligation (legal sanction) became final and binding, or if longer, then from the last date of the performance deadline, in case of a decision imposing a continuous obligation then after the expiry of a five year period from the date of the last performance.
- (8) If grounds for invalidity described in section e) paragraph (1) exists, then the decision may be annulled without time limitation, if it doe snot affect any rights obtained or exercised in good faith.
- (9) Grounds for invalidity relating to studies:
- a) Taking and completing of a subject which is contrary to the requirements of the Study and Exam Regulation is null and void.
  - b) Final examination started without the completion of the final certificate (absolutory) is null and void.

## V. STUDENT LEGAL STATUS

### Article 14

#### The establishment and termination of student legal status

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<sup>54</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (1) <sup>55</sup>The University's student status can be obtained on both partially and fully state-supported and self-financed education programmes through the admission procedure or, in case of students studying at another academic specialisation, faculty or institution, by student transfer. The detailed rules of admission are laid down in the Admissions Policy and Procedures, while the detailed rules of transfer are contained in this Regulations and the websites of the Faculty.
- (2) The student, in the frame of the guest student status, pursues relevant part-time studies in relation to the student's own studies.
- (3) The University establishes a self-financed student legal status pursuant to paragraph 18 of this Regulation, with a person who does not have a student status at the University, without an application procedure, at the most for the period of two semesters for the purpose of obtaining partial knowledge.
- (4) <sup>56</sup>The student has a student status with the higher educational institution regardless of the student's class schedule or the type of financing. The student status is established with the enrolment at the University. During the existence of the student status there is no need for further enrolments. The rights deriving from the student status can be exercised from the enrolment date. A master file must be completed in relation to every enrolled student in Neptun.
- (5) <sup>57</sup>Before beginning the training period/semester, the student must declare in Neptun whether (s)he wants to continue his/her studies in the particular training period (active semester) or does not wish to fulfil his/her obligations by temporarily interrupting his/her student legal status (passive semester) ("The prior reporting of the student" with justification). If the student fails to make this declaration, then the semester must be deemed passive and a passive setting ("The student failed to register" with justification) must be entered ex-officio into Neptun.
- (6) <sup>58</sup>In relation to the student's application submitted after enrolment or registration within one month from the commencement date of the semester but at the latest by the 14th of October or the 14th of March respectively, the Dean of the competent Faculty, or the Deputy Dean responsible for education affair, after the relevant fee is paid in full, shall give consent to the student to suspend his/ her studies, that is to have the active semester declared passive („The Student withdrew the active status" with justification).
- (7) If a student who has been registered for an active semester, fails to request the suspension of his/her studies by the time indicated in paragraph (6), then the given semester shall be deemed active, even if the student fails to attend classes and does not satisfy any curriculum / study requirements, and thereby the student creates a payment obligation arising out of the student's failure to fulfil the undertaking of obligations in relation to (partially or fully) state-supported education by the Hungarian state or due to the payment obligation arising under the self-financed study agreement, regardless of the student's performance of his/her study obligations.
- (8) The Dean of the competent Faculty or the Deputy Dean responsible for education affair, in response to the student request submitted at the latest by the 14th of October or the 14th of March, may authorize the changing of a passive semester to an active semester; the here mentioned request must be well justified and the relevant fee must be paid in advance.
- (9) <sup>59</sup>If the student suspends his/her studies or fails to register and this does not result in the termination of the student's legal status as a student, then the given semester must be declared as a passive semester, with adequate justification.
- (10) <sup>60</sup>The period of consecutive interruption of the student status may not exceed two semesters. The student is entitled to exercise the right to the interruption of his/her the student status several times; however, the aggregated number of active and passive semesters cannot exceed the maximum training period per faculty as defined in Annex 1/B of this Regulation. The first suspension may only

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<sup>55</sup> Amended by: SZ-24.a/2017/2018. (2017. XII. 19.) resolution number. Effective: from 20 December 2017

<sup>56</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>57</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>58</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>59</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>60</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

take place after the successful completion of the first semester, unless a student is unable to fulfil the student's obligations arising out of the student's legal status due to childbirth, accident, disease or any unexpected reason not attributable to the student.

- (11) <sup>61</sup>The student's legal status is also suspended if the student is unable to fulfil his / her obligations arising out of the student's legal status due to childbirth, accident, disease or any unexpected reason not attributable to the student.. In this case the student must submit the request/application relating to the subsequent passive semester at the latest by the end of the study period. The Dean of the competent Faculty or the Deputy Dean responsible for education affair may authorize the suspension of the student's studies that is the changing of the active semester to a passive status and in case of a state-supported/self-financed student , orders the repayment of the proportional part of the self or state financed tuition.
- (12) The student 's legal student status is suspended, even if the student has an outstanding payment obligation/debt towards the University and as a consequence of this the student is unable to meet his/her reporting obligation.
- (13) The student status is suspended if the student is prohibited from the continuation of his/her studies because of any disciplinary punishment.
- (14) The student's legal status as a student is terminated
  - a) if the student is admitted to another higher educational institution, on the day of the transfer,
  - b) if the student , by way of a request, declares in writing and in a verifiable manner the termination of his/her student status, on the day of declaration (on the day of the receipt by the University),
  - c) if the student is not allowed to continue his/her studies within the framework of state-funded education and does not wish to continue as a self-financed/fee paying student,
  - d) the given training cycle and the continuing post-graduate programme in case of higher education vocational training on the last day of the first final examination period after the conclusion of the training period,
  - e) on the day the final decision relating to the termination is made in vocational higher education if the student becomes medically inapt for continuing his/her studies, the University cannot offer him/her another vocational higher education programme, the student does not want to continue studies, or he/she is unable to continue studies in lack of the necessary conditions,
  - f) if the student's legal status is terminated by the competent faculty's Dean, based on payment arrears, after failed warnings and the investigation of the student's social circumstances, on the date when the decision enters into force,
  - g) on the date the disciplinary decision on exclusion enters into force.
  - h) if the condition of establishing student legal status pursuant to NHAA is no longer satisfied, on the date the decision in this subject matter to terminate the student status enters into force.
  - i) if a student participating in a (partially or fully) Hungarian state-supported education, withdraws the student's declaration on acceptance of the conditions of state-supported education and does not intend to participate in a self-financed education programme,
  - j) on the last day of studies conducted in frame of a guest student status,
  - k) on the last day of training to obtain partial knowledge in a part time study programme.
- (15) according to section d) of paragraph (14) the legal status of the student in undergraduate training who acquired student status in the academic year of 2012/2013 - or later, is not terminated if the student after receiving his/her bachelors degree is admitted during the next/consecutive semester in to a master programme and the student enrolls for the training.
- (16) The student should be dismissed from the institution, if
  - a) <sup>62</sup>the student fails to perform the academic progress requirements declared in the Study and Exam Regulation or in the curriculum (Articles 30 § (4), 30. § (5.), 32. § (2), 33. § (8), 38. § (4) and 38. § (7)),

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<sup>62</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- b) the student fails to register for the next semester in three consecutive semesters,  
c) the student does not start his/her studies after the interruption of his/her student status,  
d) the student started his/her studies prior to the academic year 2012/2013 and the aggregated number of his/her active and passive semesters exceed the double length of the given faculty's training time,  
e) <sup>63</sup>the student started his/her studies in a Hungarian state financed education programme or in self-financed education programme in the academic year 2012/2013 or later and the aggregated number of his/her active and passive semesters exceeds double the given faculty's training time,  
<sup>64</sup>The student must be called up on in writing before the student is dismissed to perform his/her obligations by the provided deadline and must be informed relating to the legal consequences of student's failure to perform said obligations. The notification in cases a), d) and e) is sent via Neptun. In cases b) and c) notification has to be sent in writing via registered or recorded mail with returned receipt, and electronically (Neptun, email).
- (17) If the student status is terminated pursuant to sections (14) or (16) of § 14 of this Regulation then the date and reason for the termination of the student's legal status as a student must be indicated at the student training field in Neptun.
- (18) <sup>65</sup>If the student status is terminated pursuant to subsections a)-c) e)-i) of section (14) or (16) of § 14 of this Regulation then the University ex-officio prepares a certified extract of the student's master folder for the student within three (3) months from the date of the termination of the student's legal status as a student. The University is not required to give a certified extract of the student's master folder to those deleted students that have a paper based registration books; in such case the student shall receive his/her certified closed registration book within three (3) months from the date of the termination of the student's legal status as a student.
- (19) <sup>66</sup>The student identification card must be collected from students whose legal student status is terminated. The competent Faculty Study Office/Department is obliged to deactivate and collect the student identification card and to inform the concerned student in writing via mail to return his/her student identification card.
- (20) <sup>67 68</sup> If the student's legal status is terminated pursuant to § (14) d) of this Regulation, then the student identification card must be returned to the competent Faculty Study Office/Department during customer service hours by the date of termination of the student status the latest. In this case simultaneously with the withdraw of the validity of the student identification card the competent Faculty Study Office/Department also issues a verification which in case of the fall semester until March 31st and in case of the spring semester valid until October 31st verifying the student's right to a student identification card and the related benefits.

## Article 14/A<sup>69</sup>

### General Rules of Enrolment by Transfer

- (1) The student of another Hungarian or foreign higher education institution may submit an application for transfer, if he/she wishes to pursue his/her already commenced studies in an undergraduate, postgraduate or undivided study programme at the University, provided that:

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<sup>63</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>64</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>65</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>66</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>67</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>68</sup> Amended by: SZ-24.a/2017/2018. (2017. XII. 19.) resolution number. Effective: from 20 December 2017

<sup>69</sup> Implemented by: SZ-24.a/2017/2018. (2017. XII. 19.) resolution number. Effective: from 20 December 2017

- a) he/she has a continuous student status from the submission of his/her application for transfer until his/her enrolment after the decision made on transfer,
  - b) in case of applying to transfer to an undergraduate or postgraduate programme, he/she has obtained 60 credits, and in the year of his/her admission to the previous higher education institution his/her admission score reached at least 90% of the lower limit of admission determined for the study programme where he/she wishes to be transferred,
  - c) in case of application for transfer into a postgraduate study program, he/she has obtained 30 credits,
  - d) his/her average study result weighted with cumulated credits reaches 4.0, and
  - e) he/she has paid the transfer fee applicable to him/her under the section on tuition fees in Article III.2.2 of the Regulation on Student Fees and Benefits.
- (2) The transfer specified in Section (1) may only be requested for study programmes of equivalent level, except for being transferred into
- a) a training programme defined in Article 8 of Government Decree 283/2012 (X. 4.) on initial teacher education, specialisation and the register of degree courses in teaching,
  - b) an undergraduate study programme from an undivided study programme,
  - c) a higher education vocational training from an undergraduate or undivided study programme.
- (3) Transfer is only possible to fee-paying programmes. The request must be submitted to the Deacon's Office of the competent faculty. The time limit for submitting the request is 15 July for transfer in the fall semester, and 10 January for transfer in the spring semester. In case of the Faculty of Social Sciences and International Relations, a request for transfer is only possible for the fall semester or only into undergraduate and undivided study programmes.
- (4) The Deacon of the competent faculty decides on transfer. Transfer is carried out from the end of the previous study period, in case of the fall semester by the 15 September and in case of the Spring semester by the 15 February.
- (5) Information on transfer and the request to transfer is accessible on the website of the competent faculty. The following must be enclosed to the request:
- a) verification of student status,
  - b) certified copy of the student's registration book,
  - c) request to recognize the credits, and the certified syllabi of courses must also be enclosed,
  - d) a statement attesting that the student is not subject to mandatory dismissal or expulsion,
  - e) in case of applying to a postgraduate study programme, the copy of the credit recognition decision made by the dismissing institute at the moment of admission. (if the diploma obtained in an undergraduate study programme does not meet the entry requirements specified in the training and output requirements).
- (6) In case of applying for a postgraduate study programme, and if the Deacon establishes that the student requesting his/her transfer did not obtain or only partially obtained the credits (completed courses) defined in the credit recognition decision of the dismissing institution, then the committee may bring a new credit recognition decision, which determines the credits or courses needed to be obtained or completed in order to meet the entry requirements with the indication of a time limit.
- (7) Regardless of previous studies (progress), the University will:
- a) recognize a maximum of 60 credits for undergraduate study programmes of 180 credits,
  - b) recognize a maximum of 70 credits for undergraduate study programmes of 210 credits,
  - c) recognize a maximum of 100 credits for undivided study programmes,
  - d) 40 credits for postgraduate study programmes.
- (8) In case of transfer from a foreign higher education institution:
- a) a copy of the document issued by the specific higher education institution must be enclosed, which provides information regarding the legal status of the foreign higher education institution, the field of study of the specific study programme and its curriculum,

- b) if the student has a high-school diploma obtained at a foreign public education institution or a degree obtained at a foreign higher education institution, then the document must be accepted in each case for further-education, which request must be submitted to the admission committee together with the request for transfer,
- c) in case of transfer into a postgraduate study programme, the fact whether the foreign degree obtained in an undergraduate study programme meets the entry requirements of the postgraduate study programme designated in the request for transfer must also be examined. A credit recognition procedure must be carried out in order to conclude whether entry requirements are met, which request must be submitted to the transfer committee together with the request for transfer.
- (9) Transfer from a higher education institution is possible only if:
- a) the request for transfer (and the enclosed documents) meets the general transfer requirements; and a rejecting decision made in any relevant procedure results in the rejection of the request for transfer,
- b) in case of undergraduate and undivided study programmes, the high-school diploma obtained at a foreign institution has been accepted by the University for the purposes of further-education and the request for transfer (and the enclosed documents) meets the general transfer requirements,
- c) in case of postgraduate study programmes, the high-school diploma obtained at a foreign institution has been accepted by the University and the studies pursued in undergraduate study programme meet the entry requirements.
- (10) Student status is established through enrolment based on the decision of the University on transfer, following such decision. A student transferred from another institution shall be enrolled in accordance with Section 20 of the Study And Examination Regulations. In the event of transfer, the University will send its decision on transfer and give notice of the date of enrolment following the transfer decision to the dismissing higher education institution and the student. The University will register the date of transfer and the name of the dismissing institution in the Higher Education Information System (FIR), and the reason of the termination of the study programme is transfer, which must be reported by the student to the dismissing institution and by the dismissing institution to FIR.
- (11) The student shall have a continuous student status during the transfer procedure, up until the enrolment following the transfer decision, otherwise the transfer decision will be revoked by the University.
- (12) No appeal may be made against a rejecting transfer decision on the basis of fairness.
- (13) Any student of the University may request his/her transfer into another higher education institution. The conditions of transfer are laid down by the receiving higher education institution. If the student has been accepted by another higher education institution, then the student status of the student at the University will terminate on the day before the date of enrolment at the other higher education institution on the basis of the transfer decision sent by the receiving higher education institution and the enrolment date made known to the University.

## Article 15

### The time period of state-supported studies

- (1) Students starting their studies in the academic year of 2006/2007 – but prior to the academic year of 2012/2013 – can pursue their studies within the framework of state-financed system for twelve semesters (hereinafter the “support period”). After the support period expires, students may only continue their studies as fee paying students. The support period available for a particular training scheme can exceed the training period of the applicable studies at the most by two active semesters (see Annex 1/B). If a student is unable to complete his/her studies during the support period, then the student may continue his/her studies as a fee paying student. If a student does not wish to continue his/her studies as a fee paying student, Article 14 (14) (c) of this Regulation must be applied.

- (2) The rules relating to participation in a state-financed system by students who started their studies before the academic year of 2006/2007 are covered in the RSFB.
- (3) Students starting their studies in or after academic year 2012/2013 may study in higher education supported by a Hungarian state (partial) grant programme for a maximum support period of twelve semesters (hereinafter the "support period"). If the available support period has been exhausted by the student, he/she may only continue his / her studies in a fee paying programme. The support period is a maximum of 14 semesters if the student participates in single cycle training in which the required study period exceeds 10 semesters. The support period available to obtain a given degree (diploma) can be a maximum of two active semesters longer than the study period of the given study programme. When calculating the support period of a particular major, the support period previously applied by the student in the same major must be considered. If the student cannot acquire the given degree (diploma) during the support period calculated accordingly, the student can continue his/her studies on this particular major only in a fee paying programme even if the student has not otherwise exhausted the support period, supposing the University has free capacity.
- (4) In case of students who started their first academic year in 2007/2008 or later, but before academic year of 2012/2013, who intend to, not later than in the third semester of their first started training
  - a) create a further (parallel) student status, or
  - b) join an internal parallel education system,at the time of the calculation of the the support period and the time available for fee paying training the active semesters must be registered as one semester; in all other case, the active semesters started by the student must be registered as two semesters.

In case of parallel education, the maximum support period is 12 semesters, regardless of the educational level (in an undivided structure: college and university level; system divided into periods: higher vocational training, undergraduate training, master training, and doctorate training).
- (5) When calculating the available time relating to support period or the time available for the completion of fee paying studies for students starting their training period in the 2006/2007 academic year, then each active semester must be recorded as one semester if the student
  - a) creates a further (parallel) legal status or
  - b) joins an in-house parallel educational scheme.
- (6) Any started state-funded semester must also be included in the support period, unless the student is unable to complete the semester due to childbirth, accident, disease or any unexpected reason, or for any reason not attributable to the student. When calculating the support period, the semesters completed within the support period must be ignored if the higher educational institution is terminated and the student is unable to complete his/her education, provided that the student is unable to continue his/her education in another higher educational institution. Those semesters which were completed in the terminated higher educational institution but were not accepted by the higher educational institution where the student continued his/her education must also be ignored.
- (7) The support period of students with disabilities may be extended at the most by four (4) semesters.
- (8) The possession of a degree or a vocational training certificate obtained in higher education does not exclude participation in state-funded education by students starting their studies in the 2006/2007 academic year or later, but before academic year of 2010/2011, with the condition that a student who obtained a final certificate (absolatory) in a state financed programme a particular training cycle may not participate in state financed training in that same cycle. The possession of a degree or a vocational training certificate obtained in higher education does not exclude the participation in state-funded education of students beginning their studies in the 2010/2011 academic year or later, but prior to the academic year of 2012/2013 provided that within the same training cycle studies may be conducted in state-funded courses only if the student establishes another (parallel) status or takes part in any internal parallel training at the latest in the third semester of the first commenced training. In such cases the state-funded semester used in parallel training must be recorded in the calculation of the support period as one semester.

- (9) In case of students starting their first academic year in 2012/2013 or later, the possession of a higher education degree or vocational qualification does not exclude the participation in a Hungarian state (partial) grant supported study programme. However, if a student studying in a training cycle under the Hungarian state (partial) grant study scheme takes up another (parallel) study programme belonging to the same training cycle, the number of semesters relating to the parallel training programme under the Hungarian state (partial) grant study scheme has to be deduced from the support period.

## **Article 16**

### **Parallel training**

- (1) Students who take part in parallel training in two higher education institutions at the same time, (further (parallel) student status) or within the same university but at different faculties/specialisation (in-house parallel education), are issued two separate diplomas after successful graduation.
- (2) The prerequisite of starting parallel education is the successful accomplishment of enrolment requirements of the given faculty/programme, for the given year.
- (3) The Student may receive state funding (state grant and state funding) in parallel training at the same training level relating to both programmes. The possession of a degree or a vocational training certificate obtained in higher education does not exclude the participation in state-funded education, provided that in the same training cycles studies may only be pursued in a state-funded course if the conditions specified in § 15 of this Regulation are met.
- (4) Rules relating to keeping records of support period are covered in in § 15 of this Regulation.

## **Article 17**

### **Guest student status**

- (1) <sup>70</sup>The University gives consent to a student to pursue partial studies/training as a guest student at another higher education institution, either in Hungary or abroad, as long as the receiving higher education institution provides this opportunity to the given student.
- (2) Only such students of the University may participate in foreign part-time education organised by the University who are citizens of countries entitled to participate in the "Lifelong learning" programme, or those who stay in Hungary with a valid permanent or temporary residence permit, or those who have a refugee status and participate in an education training programme providing a diploma at the University.
- (3) Faculties may apply restrictions specifying the semesters in which the students are permitted to participate in foreign part-time education programmes. The student, in the course of his/her studies at the University, may participate in partial training programmes organized by the University for a period of twelve (12) months per each training level and may receive Erasmus support.
- (4) Part-time education programmes organised by the University are publicly announced (published on notice board, website). The enrolment procedure is organised through application, the potential applicants and the special conditions are contained in the relevant call for applications. The application procedure and the announcement of the results are organised by the University's organisational unit responsible for the call for the application. Special partial training contract must be signed with the winners of the tender (successful tenderer) before their departure in line with the requirements of each special programme. This contract must clearly state the undertaken obligations,

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the financial conditions, and the conditions and rules of any grant (allowance) reimbursement. The trilateral Learning Agreement is an inseparable part of the partial training contract (as an appendix) and contains the study programme that should be accomplished by the student in the host institution during the exchange period. The study programme (courses, projects, research etc.) is agreed between the host institution and the student.

- (5) <sup>71</sup>Students participating in a foreign exchange training programme must send their finalised contract, which in addition to their own signature must also be signed by the University and by the host organisation, to the organisation responsible for the application procedure within 15 days after the end of course enrolment period of the host organisation.
- (6) <sup>72</sup>Permission to any student of the University to participate in any self-organised exchange programmes shall be granted by the Faculty Study Committee. Students must send the host higher educational institution's letter of approval to the FSC within 8 days from the student's receipt of same.
- (7) <sup>73</sup>The credits obtained by a student as a guest student at any other higher education institutions shall be recognized based on the relevant certificate issued by the host institution and based on the credit transfer rules. In case a guest student participating in a partial-study/training program at a foreign higher education institution, in accordance with the Learning Agreement, the credits due to the guest student for the completion of the courses, as long as the study agreement concluded before the commencement of said courses contains said credits, then said credits are fully recognized and counted towards the student's studies at the University within the frame if the credit transfer procedure. Examination/examinations taken by the student in the frame of a guest student status must all be considered as if they were taken by the student at the University. The acknowledgement/recognition of subjects performed in frame of a guest student status shall be decided by the Faculty Credit Transfer Committee pursuant to the relevant provision of paragraph 8 § of this Regulation. Subjects performed at other higher education institutions by taking of an examination shall be deemed accredited courses and are entered into the electronic student registry system by the study administrator. The system of recognizing and crediting subjects is described in paragraphs 8 and 9 of the Regulation. The certificate of the accomplished courses must be handed in to the relevant Faculty's Study Office/Department by 14 March (in case of autumn term partial training programme) or by 14 September (in case course of spring term partial training programme). If a student fail to meet this deadline, regardless of whether the reason for missing the deadline is attributable to the student or not, the courses completed within the frame of guest student status will be accepted in the following semester.
- (8) <sup>74</sup>In addition to this Regulation, the guest student status established at a foreign higher educational institution is regulated by the 'Procedures for Students' Foreign Exchange Education'..
- (9) <sup>75</sup>Students of other higher educational institutions can establish a guest student status at the University with the written consent of the competent faculty's Dean or Deputy Dean responsible for educational affairs. The Study Office/Department of the competent Faculty, at the student's request, issues a subject performance certificate relating to the establishment of guest student status and the subjects taken in the frame of this legal status.
- (10) <sup>76</sup>A student of national higher educational institution may establish a guest student status at the University according to the rules applicable to state-funded students if they take part in state-funded training at the parent institute, or according to the rules applicable to fee paying students if they take part in fee paying training.

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<sup>72</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>73</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>74</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>75</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>76</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (11) <sup>77</sup>Students of foreign higher educational institutions may establish a guest student status based on inter-government or bilateral contracts or in relation to international programmes in which the University or one of its organisational units is involved. Apart from the above mentioned framework, the written permission of guest student status can be granted by the Dean of the relevant faculty or the Deputy Dean responsible for educational affairs but the University's International Office must also be informed in relation thereto.
- (12) <sup>78</sup>The Study Office/Department of the competent Faculty, at the request of the student in a guest student status at the University, issues a subject performance certificate and a credit verification certificate.

## **Article 18**

### **Partial training**

- (1) The University may establish a self-financed student legal status, with a person who does not have a student status at the University, without an application procedure, at the most for the period of two semesters for the purpose of obtaining partial knowledge.
- (2) The Study Office/Department of the competent Faculty issues a subject performance certificate relating to the establishment of guest student status and the subjects taken in the frame of this legal status and, at the student's request, it also issues a credit certificate. The acquired studies may be included in the higher education studies.
- (3) Based on this status the student may not conduct further studies in any further specialised training or obtain any further specialised qualifications, or request a transfer, or establish any other (parallel) student or guest student status, or suspend his student status, or apply for transfer to a state-funded course or claim for any support period.
- (4) The period of student status established to obtain partial studies must be included in the period of use of any benefit, allowance of service based on legal regulations.

## **VI. PROVISIONS RELATING TO STUDY**

### **Article 19**

#### **Term schedule**

- (1) Education at the University is organised according to academic years and semesters. The title of the academic year is: "the calendar year of the start of the academic year", the titles of the semesters are "autumn semester", and "spring semester" "fall semester" and "spring semester". Semesters are independent of each other. The registration period, the study period, examination period, practical training period, and the period of study break within the semesters, must be determined in light of the specific nature of the given training.
- (2) The fall semester of the academic year lasts from September 1st to January 31st and the spring semester from February 1st to June 30th which includes the study and examination periods as well. In the last semester after the study period an examination and final examination period must be ensured consecutively.

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<sup>78</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (3) <sup>79</sup>In light of the principles of the credit system, the faculties cooperating in the provision of the educational programs are obliged to negotiate relating to the specific time schedule for the academic year and the semesters with the participation of the Deputy Rector responsible for educational affairs and the central director of studies.
- (4) <sup>80</sup>The specific time schedule for the academic year and the semesters, at the suggestion of the Faculty Counsel of the competent Faculty, – is approved by the Senate by the end of the previous calendar year.
- (5) <sup>81</sup>The registration period is usually the first two weeks of the semester.
- (6) <sup>82</sup>Public holidays within the academic year are holidays for students as well and – if the accepted academic year contains – the so called fall/spring breaks. In addition to this, the Dean of the competent Faculty may authorize further five (5) holiday days in each academic year.

## Article 20

### Enrolment, registration obligation<sup>83</sup>

- (1) <sup>84</sup>The condition of enrolling in the University is acceptance to one of the training/study programmes or a declaration confirming student transfer. The student's legal status is established with this enrolment.
- (2) <sup>85</sup>The enrolment and registration periods are indicated by the specific time schedule of each semester. In addition to the enrolment / registration periods, the other detailed rules relating to enrolment / registration are covered under 14 § of this Regulation. If the student requests a status modification after the enrolment / registration periods, then the student is only entitled to receive financial aide one month after enrolment / registration and the student must bare the (e.g., failure of lessons, reports and controls organised in the training period commenced prior to his enrolment/registration) possible negative consequences. In case of a fee payment obligation, students are obliged to pay tuition fee and other charges for the whole semester.
- (3) <sup>86</sup>At the enrolment the Study Office/Department provides the information necessary for the students to meet the requirements and exercise the rights stemming from their student status. The internal regulations of the University - including the student requirements – are downloadable in a printable form from the official website of the University [www.uni-corvinus.hu](http://www.uni-corvinus.hu) under the following headings:
- (4) <sup>87</sup>A representative may also proceed in the name of the accepted applicant or student if the representative pursuant to Act III of 1952 on the Civil Code has an authorization by way of a private document or public document with full probative value, or is the legal representative of the student (hereinafter together the "representative"). Enrolment is performed by completing and signing the enrolment form. The Student examines his/her data on the registration card printed from Neptun, if there is a mistake the student shall correct it and provides the missing data, thereafter the student signs the registration card. The attachments of the registration card: a copy of the the decision on acceptance, copies of the document submitted to the University in course of the application process, which copies after a comparison with the originals by the study administrator are certified by the study administrator, the training agreement between the University and the self financed student one original signed by both parties and in case of a student who enrolled via a representative a copy of

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<sup>79</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>80</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>81</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>82</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>83</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>84</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>85</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>86</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>87</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

the document certifying by the institution evidencing the right of the representative to represent the student's interest. Enrolment is completed by the signing of the registration card; the competent head of study administration is entitled to certify the registration cards. The attachment of registration card and master folder.

- (5) <sup>88</sup>A condition of enrolment by a student who has been accepted into a self financed or partial state funded education programme is, for the student to pay to the University the full amount of the self financed portion of the tuition due in relation to the first semester of studies by the enrolment date.
- (6) The enrolled student is entitled to a permanent student identification card, the student's request in this regard must be initiated by the student through Neptun. The student requesting the permanent student identification card is entitled to a temporary student identification card until the permanent student identification card is received by the student. A temporary student identification card, without a request for a permanent student identification card, may be given to non-Hungarian citizen students who are studying at the University with a grant for a period less than twelve (12) months.
- (7) <sup>89</sup>The student, after enrolment, during the registration period in every semester is required to report through Neptun, whether the student intends to continue his/her education during the given semester or intends to suspend his or her student status, that is whether the given semester will be active or passive. Students who failed to meet their applicable financial requirements are not allowed to enrol. The condition of validity of the permanent student identification card is registering in the given semester as an active student.
- (8) The student is obliged to inform the relevant Faculty's Study Office/Department about every change in his/her personal data through Neptun immediately but not later than within 15 days and to present also the document(s) certifying the change to the Study Office/Department (e.g., personal identity card, marriage certificate, address card). Any detrimental consequence arising from the failure to do so shall be borne by the student.
- (9) <sup>90</sup>The way of enrolment and further registrations are determined by the relevant Faculty's Study Office/Department, and students are informed about it in the usual manner applied at the Faculty.

## **Article 21**

### **Registration Book and master file.**

- (1) <sup>91</sup>Regulation on the electronic registration book can be found in the Annex 6 of the Study and Exam Regulation.
- (2) The purpose of the master file is the to record and store the personal data and study data of the student in relation to the student status indicated in the master file.
- (3) <sup>92</sup>The student master file created in paper based format from Neptun and certified by the head of the Dean's office of the competent faculty/Study Department/ Study Office consists of the data in Neptun and contains the following data/information:
  1. name, registered seat and the institutional identification number of the University and the address of its site, the name and identification number of the student and the serial number of the master file, and in case of a paper based master file a summary list of the serial numbers of each page of the master file and its functions,
  2. the personal data of the student (name at birth, mother's maiden name, place and date of birth, citizenship, register domicile, address, mailing address and telephone number, social security insurance identification number, in case of a non-Hungarian citizen, the legal title of the student's stay in Hungary and the certificate of residence, based on separate law in case of a student

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<sup>89</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>90</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>91</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>92</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- having the right to free movement and residence, the title and number of the document certifying the right of residency);
3. the serial number of the student identification card;
  4. The data of the student legal status relating to the master file, (date and type of creation and termination of same);
  5. the data of the student's training/studies per each training programme, (the title, level, schedule, language of the training, the training period, training site, according to the training/study programme and outcome requirements, the date of the commencement of the training and the method of establishment of same, the number of the resolution/decision the date and method of the conclusion of the training) the data of the documents determined in the condition of acceptance to the training/study, or in case of several training programmes the trainings/studies, ( the title of the document, the name of the issuing institution, the number of the document, and the date of issue of same), in case of a transfer the transfer data ( the name of the transferring higher education institution, identification number, level of education, schedule, language, location, and type of financing applied);
  6. the data summary relating to the training period, (the title of the training period, the titles of the trainings/studies, method of financing, status, the serial number of the supported semester, the number of credits taken and earned in the given semester, the number of recognized credits, the total number of credits, credit-weighted average);
  7. the subjects taken per each training period, the data of the subject /study units, (title, code and the name of the educator, credit value, method of assessment, weekly or per semester class hours, the type of training, the assessment and the assessment date of the performance of the requirements, the name of the evaluating/ assessing educator) the data of the closing of the training period per each training/study (the closing date, the number of credits taken, the number of credits achieved, (cumulative) credit-weighted average, credit index, aggregate adjusted credit index);
  8. recognized as completed operational curriculum requirements based on previous studies conducted at this or at another higher education institution, per each training, per each training period (the title, code, credit value, of the curriculum requirement, the number and date of the resolution/decision of the credit transfer committee);
  9. recognized as completed operational curriculum requirements based on parallel or guest student studies conducted at the University or at another higher education institution, per each training, per each training period (the title, code, credit value, credit value assessment of the curriculum requirement, the number and date of the resolution/decision of the credit transfer committee);
  10. the data of recognized as completed operational curriculum requirements based on partial studies conducted at foreign higher education institutions, per each training (the nature of the framework programme, the title of the training, the name of the foreign higher education institution, the title of the curriculum requirement, credit value, conversion evaluation, the number and date of the resolution/decision of the credit transfer committee);
  11. recognized as completed operational curriculum requirements based on work or other experience per each training, per each training period (the title, credit value, of the curriculum requirement, the number and date of the resolution/decision of the credit transfer committee);
  12. the decisions affecting the student per each training (type, number and date and short description);
  13. the data relating to the completion of practical/professional training per each training (name/title, assessment, credit value, the place the practical/professional training was conducted, the length of the period during which the practical/professional training was performed, the name of the leader of the practical/professional training, the date of the acceptance of performance, the name and position of the accepting person);
  14. the data of the final certificate (absolutory)

15. the data of the thesis and or diploma work (topic, title, the name of the training, the date of submission, the name of the supervisor and external reviewer of the thesis/diploma work; furthermore, if there is no defence as part of a final examination, then the final assessment of the thesis, the name and position of the of the reviewer, and the date of the review / assessment);
  16. the data of the final examination (the name of the training, the parts of the examination and the dates they were taken, partial results of the final examination, the final assessment, the name of the president and members of the counsel and their educator identification number);
  17. the data of the diploma (the serial number of the form, the serial number given by the institution to the diploma, the obtained training level, the name of the qualification, the date of issue, the name and position of the under signer);
  18. the data of the diploma supplement (the serial number of the form, the date of issue the name and position of the under signer);
  19. data relating to the performance of the foreign language requirements (the type of language, the method of performance of the requirements, the level and type of the language examination, the number of the certificate, the name of the issuer institution, the date of issue, the date of the submission of the document, in case of exemption the reason/justification for the exemption, the number of the relevant resolution/decision, in case of partial exemption the part to which the exemption applies must be indicated);
  20. disciplinary and compensation data;
  21. data relating to disabilities, (type of disability, professional opinion, the name of the person issuing the opinion, the name, address of the commission, the date of the issuance of the professional opinion, the date of the presentation of same);
  22. data relating to student accidents;
  23. the certification of the master file.
- (4) The University, in relation to the same student, in connection with the given student's legal status as a student, in case of every type of legal status, shall only create one master file. After the termination of the student status, when a new legal status is established then a new master file must be created.
- (5) <sup>93</sup>Each master file has an individual serial number, the numbering must be performed in a consecutive order starting with one, increasing by one at a time. The serial number of the student's master file is automatically assigned by Neptun when the student legal status is created. The serial number of the master file consists of the identification number of the University , and the two (2) character and one (1) digit mark created by Neptun when the student legal status is created by the competent Faculty heading up administration and its for is as follows:  
 „T” serial number six digits „/” the institution identification number of the University „/” 2 characters Neptun Faculty Code.  
 „T” serial number six digits (first number: 000001)/the institution identification number of the University. (FI43814)/ 2 characters Neptun Faculty Code. The 2 characters Neptun Faculty Code: Corvinus Business School: GG, Corvinus School of Economics: KK, Faculty of Social Sciences and International Relations: TT) Sample master file serial number: T000001/FI43814/GG
- (6) <sup>94</sup> <sup>95</sup>The name and identification number of the higher education institution as well as the name and the identification number of the student and the serial number of the master file must be indicated on every page of the paper-based master file. The master file Annexes<sup>96</sup>:
- a) the enrolment form;
  - b) phd candidate registration form;
  - c) final examination protocol;
  - d) doctoral examination protocol, minutes of complex exam and the protection of doctoral Protocol;
  - e) the diploma/absolutory;

<sup>93</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>94</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>95</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>96</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- f) certified copy of the diploma before it is handed over;
  - g) certified copy of the diploma supplement before it is handed over.
- (7) <sup>97</sup>The master file, after the expiry of the student legal relationship, must be certified within three (3) months by the head of the Dean's office of the competent faculty/Study Department/ Study Office.
- (8) The closed and certified master file must be supplemented and certified again, if
- a) the thesis and or diploma work, the final examination, the language requirements, or the preparation of the diploma or the diploma supplement take place after the termination of the legal student status of the student,
  - b) the data contained in the master file must be amended, an error corrected or data change entered,
  - c) the diploma has to be corrected, a copy has to be issued or the diploma is declared invalid.
- (9) <sup>98</sup>The Study Office/Department of the competent Faculty may store parts of the master file separate from the master file in accordance with the relevant methods described in this regulation, with the condition that the location of the separately stored parts must be indicated on the master file.
- (10) A destroyed or lost master file, in accordance with the available records, documents and data, must be replaced by a substitute/new copy.
- (11) The University, at the time of the termination of the student status issues a paper-based certified master file extract,
- a) ex-officio to a student who concluded his/her studies without earning a final certificate (absolatory),
  - b) to the student, at the request of the student, who obtained a certificate but concluded his/her studies without earning a diploma,
  - c) to the student, at the request of the student ,who earned a certificate in a continuing post-graduate programme.
- (12) The master file extract contains the following:
- a) The name of the University, its institution identification number, registered seat and the address of its site,
  - b) the name and identification number of the student
  - c) the serial number of the master file and
  - d) the personal data of the student (name at birth, mother's maiden name, place and date of birth, citizenship, register domicile, address, mailing address and telephone number, social security insurance identification number, in case of a non-Hungarian citizen, the legal title of the student's stay in Hungary and the certificate of residence, based on separate law in case of a student having the right to free movement and residence, the title and number of the document certifying the right of residency);
  - e) The data of the student legal status relating to the master file, (date and type of creation and termination of same);
  - f) the data of the student's training/studies per each training programme, (the title, level, schedule, language of the training, the training period, training site, according to the training/study programme and outcome requirements, the date of the commencement of the training and the method of establishment of same, the number of the resolution/decision the date and method of the conclusion of the training) the data of the documents determined in the condition of acceptance to the training/study, or in case of several training programmes the trainings/studies, ( the title of the document, the name of the issuing institution, the number of the document, and the date of issue of same), in case of a transfer the transfer data ( the name of the transferring higher education institution, identification number, level of education, schedule, language, location, and type of financing applied);

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<sup>97</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>98</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- g) the data summary relating to the training period, (the title of the training period, the titles of the trainings/studies, method of financing, status, the serial number of the supported semester, the number of credits taken and earned in the given semester, the number of recognized credits, the total number of credits, credit-weighted average);
  - h) the subjects taken per each training period, the data of the subject /study units, (title, code and the name of the educator, credit value, method of assessment, weekly or per semester class hours, the type of training, the assessment and the assessment date of the performance of the requirements, the name of the evaluating/ assessing educator) the data of the closing of the training period per each training/study (the closing date, the number of credits taken, the number of credits achieved, (cumulative) credit-weighted average, credit index, aggregate adjusted credit index);
  - i) recognized as completed operational curriculum requirements based on previous studies conducted at this or at another higher education institution, per each training, per each training period (the title, code, credit value, of the curriculum requirement, the number and date of the resolution/decision of the credit transfer committee);
  - j) recognized as completed operational curriculum requirements based on parallel or guest student studies conducted at the University or at another higher education institution, per each training, per each training period (the title, code, credit value, credit value assessment of the curriculum requirement, the number and date of the resolution/decision of the credit transfer committee);
  - k) the data of recognized as completed operational curriculum requirements based on partial studies conducted at foreign higher education institutions, per each training (the nature of the framework programme, the title of the training, the name of the foreign higher education institution, the title of the curriculum requirement, credit value, conversion evaluation, the number and date of the resolution/decision of the credit transfer committee);
  - l) recognized as completed operational curriculum requirements based on work or other experience per each training, per each training period (the title, credit value, of the curriculum requirement, the number and date of the resolution/decision of the credit transfer committee);
  - m) the decisions affecting the student per each training (type, number and date and short description);
  - n) the data relating to the completion of practical/professional training per each training (name/title, assessment, credit value, the place the practical/professional training was conducted, the length of the period during which the practical/professional training was performed, the name of the leader of the practical/professional training, the date of the acceptance of performance, the name and position of the accepting person);
  - o) the data of the final certificate (absolatory)
  - p) data relating to the certification of the master file.
- (13) The handover of the of the master file extract issued pursuant to subsection a) of paragraph 11 must be indicated on the master file. The handover of said document must be verified on a handover document.
- (14) <sup>99</sup>Each master file extract has an individual serial number, the numbering must be performed in a consecutive order starting with one, increasing by one at a time. The serial number of the master file extract consists of the identification number of the University, and the two (2) character and one (1) digit mark created by Neptun when the student legal status is created by the competent Faculty heading up administration and its for is as follows: „TK” serial number six digits „/” the identification number of the University institution „/” 2 characters Neptun Faculty Code. „TK” serial number six digits (first number: 000001)/the institution identification number of the University. (FI43814)/ 2 characters Neptun Faculty Code. The 2 characters Neptun Faculty Code. Corvinus Business School GG, Corvinus School of Economics: KK, Faculty of Social Sciences and International Relations: TT)  
Sample master file serial number: TK000001/FI43814/GG

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<sup>99</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



## Article 22

### Information on requirements

- (1) <sup>100</sup>The dean of the competent Faculty must ensure that the accepted applicants before enrolment/registration and the students have access to the information from the Study Guide of the institution, which information and date is required by the students to plan their studies, such information must be provided in the Hungarian language and at least in one other language (preferably in the English language). General information relating to the University and specific information connected to the departments should be contained separately in the Student Guide. The Student Guide must be updated annually. The Study Guide must be made available to the accepted applicants and students on the web-page of the University and other electronic storage devices. A separate guide may be prepared for international students (Study Guide).
- (2) The general information section of the Study Guide relating to the University must be prepared in a way that it enables students to obtain general information about the following:
  - a) name, address and the institutional identification number of the University;
  - b) the general characters of the University;
  - c) the special conditions of (partially or fully) state-supported education/training by the Hungarian state;
  - d) the schedule of the academic year and the training period;
  - e) name and availability of the co-ordinator responsible for the disabled students and the institutional mobility;
  - f) access to study and career counselling;
  - g) description of the enrolment and registration process;
  - h) important information for international students (how to obtain a temporary residence permit, pre-requisites of admission to higher educational institutions, living costs, medical attendance, insurance);
  - i) charges and higher education tuition fees required at higher educational institutions, general terms and conditions of the study contract;
  - j) dorm, dormitory facilities and related housing options;
  - k) library and computer services;
  - l) sports and leisure activities;
- (3) The special part of the Student Study Guide referring to specialisation programmes must inform students about the following:
  - a) a sample curriculum, available degree levels and vocational education and trainings;
  - b) <sup>101</sup>pre-requisites of admission to the given specialisation in a programme, subjects forming the complex exam, the requirement of the diploma, the formal and content requirements of the thesis, the content requirements of the final exams, the calculation method for the determination of the result of the final exam (absolutive), the components of the diploma qualification and its calculation method;
  - c) the number of comprehensive exams at a given programme, subjects forming the comprehensive exams and the semesters of these comprehensive exams;
  - d) Relating to all mandatory, elective and freely electable subjects, study units (hereinafter the "subject"):
    - (i) title of the subject, number of lessons, credit value and code of the subject and the frequency of its announcement,

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<sup>100</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>101</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (ii) teaching language,
  - (iii) the prerequisites,
  - (iv) the classification of subjects as mandatory or elective subjects,
  - (v) subject within the schedule,
  - (vi) the person responsible for the subject and the educators of the subject,
  - (vii) the purpose of acquiring the professional content of the subject,
  - (viii) a short subject plan with the description of knowledge to be obtained and (partial) skills and competences to be mastered,
  - (ix) requirements during the semester,
  - (x) evaluation of the obtained knowledge, skills and competences (practical grade or exam grade),
  - (xi) method of evaluation,
  - (xii) subject material available for obtaining knowledge, skills and competences,
  - (xiii) recommended literature,
- e) opening hours of the Study Office and its rules;
- f) student legal remedy procedures.
- (4) <sup>102</sup>The competent Faculty's Dean is responsible for supplying teachers and students with written information accessible via electronic means relating to the University's operational curriculum. It must be guaranteed that information relating to subject selection and information facilitating the choice among parallel courses and practices are available to students. Information is provided in an electronic format.
- (5) <sup>103</sup>The competent Faculty's Study Office/Department or the Rector's office must ensure that students and lecturers receive all the necessary regulations and information on the semester by the beginning of each semester. . Information is provided in an electronic format.
- (6) Information relating to curriculum requirements of subjects, forms of evaluation, textbooks, and notes must be provided to students according to Article 5 (5) paragraph of the Regulation.
- (7) <sup>104</sup>The Study Department / Office of the competent faculty provides information to the students in an electronic format relating to content and administrative requirements of comprehensive examinations, complex examinations, final examinations (via its web-page and Neptun and via electronic mail, email).

### **Article 23**

#### **Announcement of the subjects, adding and dropping subjects**

- (1) <sup>105</sup>The Dean of the Faculty responsible for the education of the students is responsible for the announcement/publication of the subjects and to ensure that the students are well informed in relation thereto by the first day of the week before the commencement of studies of student starting their first academic year.
- (2) <sup>106</sup>In accordance with Article 5 (5) of the Regulation the faculties/institutes must provide information via electronic means relating to their tuition programme, the subjects and the method of subject evaluation. In case fewer students register for a subject than the minimum number assigned in the operational curriculum or Neptun any optional subject, seminar or practice may only be launched by the faculty/institute with the permission of the Dean of the competent Faculty (except thesis seminar). In case a subject/course is cancelled because it did not reach the required minimum number of registered students, it is the responsibility of the competent departments/institutes to delete the

<sup>102</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>103</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>104</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>105</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>106</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

registered students from the subject/course in Neptun and at the same time they are obliged to notify the concerned students relating to the cancellation. In case the number of participants in a subject/course falls below the required minimum after the registration period, such subject / course may no longer be cancelled at that time. The schedules of courses/subjects for a given semester may not be modified during or after the registration period of correctional subjects.

- (3) <sup>107</sup>The student has the right (in compliance with the regulations of the curriculum) to choose subjects, educators (subject to the educator capacity), and to choose from parallel announced classes. In a given semester the student takes on subjects specified by the operational curriculum and chooses from the optional/elective subjects. Students are restricted in their selection of subjects by the conditions of the operational curriculum and the preliminary/prerequisite study procedures. Students can add only one course within one course time span, i.e., students may not register into more than one course being delivered in the same time slot. Students in the day schedule in a given specialization/faculty shall be relieved from conflicting class restriction in case of two time slots in one semester unless practice hours or seminars are conflicting. IN case of a conflict between practice/seminar schedules, at the student's request, the deputy dean of education shall approve the conflict.
- (4) A preliminary study order means that certain subjects may not be taken without the prior successful completion of another (prerequisite) subject. The preliminary study procedures may also permit subjects built on one another to be studied simultaneously.
- (5) The core/mandatory and specialisation courses are recommended to be taken in the semester defined in the Operational Curriculum. In case of mandatory / core subjects that may be taken at the same time, the student chooses from the given options and decides in which semester the subject is taken.
- (6) <sup>108</sup>During the registration period the student has an option to choose, within the frame of this Regulation, which subjects to take or drop. Subjects that have not been dropped before the end of the registration period must be closed according to the requirements at the end of the semester. In justified cases the student may apply to take or drop a subject in writing after the registration period is closed until the end of the second week of the study period (delayed registration of a subject) providing that he pays the applicable fee. This deadline can be extended by the faculties in Annex 1/A at the most by 10 days. Disadvantages resulting from the delayed registration of a subject have to be borne by the student. The deadline is a limitation period which results in a forfeiture of the right. The student does not have a right to appeal. The registration of a subject is regulated by rules of the faculty/institute and Operational Curriculum. The case can be justified by the proven disease of the student or the occurrence of circumstances not attributable for the student.
- (7) In order to support the registration of subjects and the development of the student's personal study programme, the University operates a University Student Advisory Centre. The Student Advisory Centre helps students choose the subjects, provides information about prerequisites and helps understand certain provisions of this Regulation and – if needed – it also organises career advice.

## Article 24

### Preferential study order

- (1) <sup>109 110</sup>A preferential study schedule may be authorized in full-time bachelor programs, after the successful completion of 60 credits in the undivided training, respectively 30 credits in master's programs, if the student:

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<sup>107</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>108</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>109</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>110</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- a) possesses outstanding, acknowledged theoretical/practical achievement in a certain area of speciality, or
  - b) performs scientific works at a national or international level , or
  - c) is an outstanding national or international level athlete, or
  - d) has an invitation to a term abroad or fellowship, performs practical/professional training abroad, or
  - e) has a social or medical/health issue related reason requiring special equity, or
  - f) parliamentary and local government representative, senior/high ranked civil servant, member of the board of the Faculty / Student Government at the University and is a member of the board of the Student Counsel, or
  - g) would like to study simultaneously in other higher educational institute or faculty or within a faculty and
  - h) has a credit-weighted average/GPA of at least 3.00 from the previous semester, or
  - i) the student's aim is to complete his/her studies commenced in earlier study system, or
  - j) <sup>111</sup>in any other case requiring individual treatment.
- (2) <sup>112</sup>Students must submit their applications for a preferential study order, in an application via Neptun to the competent Faculty Study Committee, at the latest within in the first three weeks of the study period, but already in the semester prior to the given semester; for sprint semester from the 15th of October and for autumn semester from the 15th of March. The application is approved by the competent Faculty Study Committee following the assessment of fulfilment of the undergraduate requirements, which means the review of the opinion of the concerned faculty/institution and, based on the submitted documentation, the examination of the reasons/justifications listed in section (1) above on their merits. After the approval the tasks must to be completed according to the personal schedule. The student cannot be relieved from the obligation to fulfil the requirements (theoretical and practical) provided in the relevant curriculum for the given period. The Faculty Study Committee, in justified cases, is entitled to deviate from the condition of accomplishing 60 credits.
- (3) <sup>113</sup>The preferential study order may be requested in relation to subject(s), which have been taken up by the student for the given semester in Neptun. If taking up a subject fails, the Committee invites the applicant to make a statement regarding the cancellation of the subject(s).
- (4) Based on the consent/authorization the student may be fully or partially relieved from the obligation to participate in mandatory classes, the submission deadline of the projects of the given student may be modified, the examinations of the given student may be taken outside the examination period but in case of Fall subjects at the latest by the end of the registration period for the Spring semester and in case of subjects taken in the Spring semester at the latest by June 30th, the student is also entitled to close the teaching period sooner or receive other preferential treatment.
- (5) <sup>114</sup>The competent Faculty, in frame of the preferential study order, may dispose over the maximum number of subjects to be taken in a given semester in Annex 1/A.
- (6) The authorisation is valid for the given period and in justified cases it may be withdrawn.
- (7) The student has the right to appeal to the Appeal Committee within 15 days against the decision of the Faculty Study Committee.

## VII. PROVISIONS ON ASSESSMENT OF KNOWLEDGE

### Article 25

#### Participation in classes

<sup>111</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>112</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>113</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>114</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (1) The conditions of the acknowledgement of the academic semester and eligibility for an examination are defined by the Faculty/Institute in accordance with the curriculum. This information must be available for the students on the first day of the registration period at least in electronic form.
- (2) The faculties/institutes prescribe different types of lessons to ensure the students learn the various subjects. These types are the following: lecture, seminar, practical course. The operational curriculum defines the required form of training for each subject or as to what type of combination thereof should be applied and how many lessons should be prescribed in relation thereto.  
*Lecture* : is type of training where the part or whole of a subject is taught to all the students taking the given subject (usually the whole year or a part thereof) at the same time.  
*Seminar* is a form of training/teaching where students in small groups study a whole subject or part thereof actively exploiting the opportunity of intensive communication with the teacher. In relation to certain subject lectures and seminars may complement each other.  
*Practical course* is a form of training / teaching where students are trained to be able to solve routine problems relevant to the given subject. In case of certain subjects lectures and practice may complement each other. The forms of practical courses are the following: classroom seminars, laboratory practice, workshop, field and practical/professional (teaching) training.  
*Consultation* is an opportunity for students, provided by the educator or researcher of the University, to personally consult with educators or researchers relating to the student's studies in a location determined by the University.
- (3) Participation in lectures is an integral part of the educational, however, students may not be compelled by administrative means to participate in lectures. However, the assessment of the student's knowledge relating to a given subject may also include the materials thought during lectures. The educator may maintain a so-called 'positive attendance sheet' at the lectures. The educator, based on the 'positive attendance sheet' may give an additional 10% of extra points in excess of the the points obtainable for the final grade. Based on the decision of the person responsible for the subject the positive attendance sheet may relate to professional events open to everyone.
- (4) The faculties/institutes, depending on the nature of the given subject, decide the extent to which attendance at seminars and practical training are taken into consideration relating to the grade given at the end of the semester.
- (5) Attendance at seminars and practical training is compulsory. If the attendance of a seminar or practical training is compulsory, then the still acceptable number of absence is 1/4 of all the lessons. In exceptional cases (hospital treatment, permanent illness), provided that total absence is less than 50%, the educator (the head of the seminars and practical training) may give an opportunity to the student to make up the absences. If the number of absences exceeds 50% of the required number of classes, depending on the nature of the given subject, the subject may only be made up by either retaking the final examination or by retaking the the entire subject. The faculty/institution may decide to relive the student from the obligation to attend seminars or practical training if it indicates this in the subject programme by the date determined pursuant to 5 § (5) of this Regulation.
- (6) In the case of classroom, field, laboratory and workshop practice, the operational curriculum may prescribe actual attendance without any absence as a mandatory condition of achieving the signature of the educator at the end of the semester.
- (7) The Faculty Study Committee, as a result of consultation with the faculties/institutes, may fully or partial relieve certain students from under the attendance obligation relating to compulsory lessons in exceptional cases (see preferential study order).

## Article 26

### Assessment of knowledge

- (1) Faculties keep record and accumulate the credits acquired by the student in the credit accumulation system. All mandatory, elective and freely electable subjects, study units must be taken into consideration relating to accumulation.
- (2) The forms of control applied in the course of the training are defined by the sample curriculum/operational curriculum.
- (3) The performance of the students may be assessed and tested throughout the entire training period. The assessment of the student's knowledge may be performed via various methods such as diagnostic, support (formative), summary (summative) and such assessment may be performed continually or one time only. The methods of assessment and the frequency of the assessment may be utilized together.
- (4) The closing of subjects or curriculum units (the assessment of the knowledge of the subject) may be performed by the issuance of a grade at the end of the semester or by applying the grade archived on an examination.
  - a) the mid-term grade is based on the ongoing assessment /evaluation of the study requirements of the given subject, it is determined in the study period based on the assessment of the results of written or oral testing during classes, written examination (in a closed environment), and the assessment of home work assignments,
  - b) The determination of an examination grade is based on oral or written examination, reports or basic examination taken during the examination period,
- (5) The evaluation of the student's knowledge:
  - a) in case of a five-level scale: excellent (5), good (4), average (3), pass (2), fail (1);
  - b) in case of a three-level scale: pass with distinction (5), pass (3), fail (1)
- (6) It is evaluated on a three level scale and for the purpose of the credit-weighted average/GPA, the adjusted credit index and the scholarship-average a pass with distinction is equivalent to excellent (5), a pass is equivalent to average (3) and a fail is fail (1) expressed in grades.
- (7) The primary types of controls that may be applied to assess knowledge of a subject, of which only one can be applied in relations to each subject, are the following:
 

*Mid-term grade (practical grade)* may be prescribed by the sample curriculum if the ability to implement the theoretical aspect of the subject and the assessment of its practical application is necessary and possible from a training perspective. The requirements of the mid-term/practical grade must be fulfilled during the teaching period and the relevant deadlines are determined by the competent faculties The method and deadline relating to the announcement and make-up of the practical/mid-term grade are defined by the competent faculty/institutes with particular attention to paragraph 29 of this Regulation.

The *report* serves as an assessment tool relating to the course material prescribed by the course outline. Evaluation is based on a three-level scale assessment

<sup>115</sup>The *examination* is the control of the material of a particular semester. In the frame of this the level of knowledge obtained by the student must be ascertained as whether the student will be able to understand further materials built upon this. The examination may consists of several separate programmes allocated in time (such as quarterly examinations) the total value of which may consist of the one examination grade being the sum of the separate occasions of assessment. The exam is marked according to the five-level scale.

The *Basic examination* is a form of control assessing knowledge of subjects taught at least for two semesters. The grades are based on the five-level scale.

The *Comprehensive examination* means the integrated control assessing knowledge of several subjects. Students can take a comprehensive examinations at the earliest after successfully completing the last subject being part of the material of the comprehensive exam. The

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<sup>115</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

comprehensive exams are graded based on the five-level scale; however, such examinations do not have a credit value.

<sup>116</sup>The *Complex examination* is the final examination of the given specialisation depending on the training programme of individual faculties.

The *final exam* The , as determined by the curriculum, could consist of more parts: defending the thesis, additional oral, written or practical exams. The purpose of the final examination is to control and evaluate the knowledge, training and abilities required to obtain the degree and to ascertain if the student is able to apply in practice the material/knowledge obtained in the course of the student's studies.

- (8) The compulsory practical/professional training of the student, in line with the programme and outcome requirements, must be evaluated and credits must be assigned according to the requirements of the particular subject in line with the relevant curriculum.
- (9) The method of assessment and control of the different subjects, the method of evaluating the students is defined by the faculties/institutes and educators responsible for their studies and such are recorded in the subject programmes.
- (10) In terms of acquiring a grade, subjects may be categorized in the below groups:

<sup>117</sup>*Grade based on continuous control without the opportunity to make-up.* Characteristically subjects which are concluded with a practical grade fall into this category. During the debate of the operational curriculum of the courses the faculty/institute must provide technical and didactic arguments to explain the reason a subject is grouped in to this category. Typical examples might include processing of the entire annual case study, classroom work and specialization/academic specialization subjects based and built on home work. In case of a "fail" or an "incomplete" grade the subject must be repeated.

<sup>118</sup>*Grade based on continuous control.* In this case students usually have grades other than fail until the end of the first week of the examination period. The mid-term examination indicated in the subject programmes are important factors in the establishment of the final grade. If the student has not acquired grades other than fail up to date, then the student shall obtain a valid grade during the examination period. A fail grade may be corrected by taking make-up examination; the student has two opportunities to take make-up examinations in each examination period.

*Grade based on the assessment/control administered during the examination period.* The examination may be either written or oral, or the combination of the two.

*The combination of assessment/control during the mid term and the exam period.* In this case the mid-term performance (generally home assignments, case-studies, delivery of individual presentations, etc.) contributes, in a predetermined ratio, to the grade obtained in the relevant examination. Fail grade can be improved by the results of the relevant make-up examination. The faculty/institute must ensure that the student has an opportunity to achieve at least an average grade on the make-up examination.

- (11) In relation to the evaluation of the students' work, no distinction may be made between students by their status, such as if the student's studies are financed by the State, or if the students are self-financed or if they are guest students.
- (12) If during a given semester, several lectures, seminars or practical training opportunities are announced in relation to the same subject, then the person responsible for the given subject shall ensure, in relation to all concerned students, uniform class and mid-term control/assessment requirements.

## Article 27

<sup>116</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>117</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>118</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

### The exam period

- (1) The schedule accepted relating to the given academic year contains the first and the last day of the examination period. The examination period consists of five weeks; in case of an examination period that covers basic examination and comprehensive examination, the examination period may be extended by one additional week; however, in justified cases, the Faculty Council may deviate from this. If the schedule of the academic year contains a mid-term examination period, then the length of this period can be included in the five-week long examination period.
- (2) The competent faculty/ institution shall publish in Neptun and on its webpage at least three weeks before the end of the study period:
  - a) the dates of each examination,
  - b) the name of the examiners conducting the examination,
  - c) the date and method of applying to take the examination,
  - d) the date, time and location where the results of the examination are published,
  - e) the opportunity to retake the examination,
- (3) examines must only be taken during the given mid term examination period, with the exception of the following cases,
  - a) <sup>119</sup>the examinations of the aggregated subjects and the subjects of the part-time trainings,
  - b) the examinations of the project subject,
  - c) the examination of subjects to be completed in the frame of dual training/study programmes,
  - d) the examinations of continuing post-graduate programme,
  - e) examinations administered to students participating in study abroad programmes in frame of preferential study programme outside the authorized examination period, and
  - f) those special events in the frame of which based on the student's special request (especially in case of permanent illness, hospital treatment or studies abroad organised by the University), it is possible to take examinations after the previously authorized examination period with the consent of the Faculty Study Committee.
- (4) <sup>120</sup>The educator responsible for the subject assigns the exam dates (corresponding to 125% of the number of students but at least three dates) ensuring that students have an opportunity to spread their exam dates within the exam period. The educator should provide the students enough time to prepare to repeat the exam in case of failure with particular attention to the scheduling examinations in to a one week period and covering subjects thought for one whole year.. The institute/department may apply different rules to comprehensive/complex exams. The Deputy Dean responsible for education affairs of the competent faculty is responsible for assigning the exam days, the declaration of the way and time of registration, the coordination of the exam times. If the Student Government informs the Deputy Dean responsible for education affairs of the competent faculty in writing about the violation of present Article, he/she is obliged to take the necessary actions. Examination schedules already recorded in Neptun, may be modified up to at the latest 36 hours before the commencement of the examination, in addition to sending notifications through Neptun to the students that took the subject in question. Foreign guest students are advised by the the co-ordinator of the faculty how to register for the examinations.
- (5) <sup>121</sup>If practical/professional training, summer university, aggregated subject, project subject, examination, other educational activity (hereinafter "student activity") is organized not in the normal course of the academic year, then those activities shall be considered in to the directly subsequent semester and in case of a subject the student must take that subject in this semester.

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<sup>121</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



## Article 28

### Exam rules and regulations

- (1) The execution of the exams is the duty of the faculties/institutes.
- (2) The Student is obliged to register for examinations through Neptun, with special attention to examination dates scheduled pursuant to 27. § (2)-(4) of this Regulation. Examination dates selected in this manner, may be changed at the latest 24 hours before the commencement of the examination. Examinations scheduled for a Monday are an exception to this, these previously scheduled examination may only be changed 72 hours before the commencement of the actual examination.
- (3) The student must appear and take the examination at the selected examination time, accepted in the order of application defined by the faculty/institute, in appropriate condition and attire (dress code).
- (4) If a student fails to appear at the examination, then the student shall bear all the negative consequences thereof (such as the less opportunities to make-up the examination, saturation of examination dates, and possible change in conditions, etc.)
- (5) The student shall only be authorized to take an examination (student can register for exam times) if the student has no outstanding state-supported / self-financed tuition fee or other fees for the given semester.
- (6) The student is allowed to take an examination in the given subject if the student had fully performed all relevant prerequisites and the requirements of the study period.
- (7) <sup>122</sup>If the written learning materials indicated in the subject programme and announced by the first day of the registration period is not made available to the student until the beginning of the examination period or 4 weeks before to the date of the mid-term examination scheduled for the study period, then the head of department/institute director and the Student Government representatives agree upon the modification of the syllabus/study materials or to postpone the examination. IN lack of an agreement in this regard, the Dean of the faculty or the Deputy Dean responsible for academic issues shall make the relevant decision.
- (8) In case of an oral examination, the student must print a performance sheet/form from Neptun, which serves to subsequently verify the grade achieved on the oral examination. The performance sheet contains the given semester, the name of the student, the student identification number, the subject taken by the student, the name of the study unit, the date and time of the examination, the evaluation of the examination, the name of the person, educator, administering the examination, the identification number of the educator (if it is available) and the signature of the person administering the examination.
- (9) <sup>123</sup>Written examinations start with the verification of the student's identity, and the signature of the attendance sheet by the students, distribution of the exam sheets; oral examinations start with the the verification of the student's identity, signature of the attendance sheet by the student and the exposition of the theorems. The lecturer, at the commencement of the examination, must inform the student relating to aid material allowed to be used during the examination, and the consequences of using aids that are not allowed during the examination, which in serious cases may even lead to the initiation of disciplinary proceedings. The student, after an examination is started, must receive a grade. The results of the examination must be entered in to the Registration Book/master file through Neptun. The grade cannot be reduced to a fail grade at the request of the student.
- (10) <sup>124</sup>In relation to subject in which the student failed to attempt to take any examination during the entire semester, "no exam taken" entry will be entered into the registration book/master file of the student (in Neptun). In a subject involving regular control and providing that the signature is not a prerequisite of the examination, the "incomplete" entry may be made in the student's registration book/master file

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<sup>122</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>123</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>124</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (in Neptun) only if the student did not even attempt to complete the interim tasks of the semester (e.g., closed mid-term examination, homework, case study processing, and presentation).
- (11) <sup>125</sup>If the student registered to take the examination and failed to appear to take it, and is unable to prove to the faculty/institute in a verifiable manner the reason for the absence (e.g. hospital treatment, accident etc.) then the entry "not present/absent" will be written into the registration book/master file via Neptun. The verification of absence must be presented within 5 (five) business days to the faculty/institute organizing the examination. In case of a verified absence the entry "verified absence" must be indicated in Neptun. The "not present/absent" and the "verified absence" entries do not reduce the number of exams available in a particular subject, but the provisions of paragraph (4) are applicable in relation thereto. If the department/institute applies a combination of mid-term and examination period controls for a particular subject and providing that the signature is not a prerequisite of the exam and the student has completed the mid-term tasks either in part or in full and registers to take the examination within the examination period through Neptun but fails to appear at the given examination and is unable to verify the absence to the department/institute in a satisfactory manner, or fails to register for the examination, then the particular subject must be closed with a fail grade.
- (12) <sup>126</sup>If the student fails to successfully complete a given subject on two examination attempts, and if the (oral, written) examination and the corrective (oral, written) examination are supervised by the same person, then upon the expressed request of the student another attempt shall be granted to take the (oral, written) examination before another person or an examination committee. The student shall be entitled to have this opportunity even if the repeated exam would take place in a new training period (semester).
- (13) The provision of an undisturbed and peaceful atmosphere of the exam is the responsibility of the supervising educator and the president of the exam-committee.
- (14) <sup>127</sup>An examination sheet / form, by the end of the first week of the examination period, must be filled out / printed form Neptun, relating to written and oral examination per each examination, the mid-term (practical) grades and the grades received by the student, on which the educator/person conducting the examination shall indicate the result of the given examination and shall validate by his / her signature without delay. The examination sheet/form contains:
- a) the semester of the given academic year,
  - b) the name/title and code of the subject,
  - c) the scheduled date and time of the examination,
  - d) the name of the person / educator administering the examination and his/her identification number (if it is available) and signature,
  - e) the name of the person who register for the examination, student identification number, and Neptun code, and
  - f) the evaluation of the examination and date thereof.
- In case of a written examination the attendance sheet and the examination sheet/form is only valid together, they form an integral part of each other.
- (15) The results of the written examinations must be announced at the latest on the third business day after the examination is taken by the student; that is it must be recorded in Neptun. The student may review the written examination at the time of the result of the given examination is announced but at the latest within 2 (two) business days from the date of said announcement at a specific time and place (located at the University) announced by the faculty/institute at the latest during the examination; where the lecturer redress justified complaints.
- (16) In case of a written examination if the grade on the examination and/or the examination sheet/form differ from the grade entered into Neptun, the the grade indicated on the examination is controlling. If

<sup>125</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>126</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>127</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- the evaluation indicated on the examination sheet /form and in Neptun differ from each other, then the evaluation indicated in the examination sheet/form shall be controlling.
- (17) The results of the oral examinations must be entered into Neptun at the latest on the third business day after the examination is taken by the student. If the evaluation indicated on the examination sheet /form and in Neptun differ from each other, then the evaluation indicated in the examination sheet/form shall be controlling. If the evaluation of the examination sheet/form and on the performance sheet/form differ from each other then the grade / evaluation on the performance sheet must be controlling.
- (18) <sup>128</sup>The mid-term (practical) grades must be entered into Neptun at the latest by the end of the first week of the examination period.. If the evaluation indicated on the examination sheet /form and in Neptun differ from each other, then the evaluation indicated in the examination sheet/form shall be controlling.
- (19) If there are fewer than 6 written examinations in a particular subject in one examination period (1 exam day a week +1), the department must notify the student of the final examination result, including also the results of any complaints, at least 48 hours before the next examination date, so that the student can prepare for any make-up examination.
- (20) <sup>129</sup>If the deadlines defined in paragraphs (15) and (19) are violated, the faculty/Institution must provide a new examination date. If the Student Government informs the Deputy Dean responsible for education affairs of the competent faculty in writing about any violation of the provisions of this Article, then the responsible person is obliged to proceed in the given case.

### **Article 29**

#### **Grade offering**

- (1) The educator, in case of mid-term (practical grade), report or examination, may offer an evaluation or a grade to the student based on the student's performance in the course of the study period.
- (2) The educator is required to enter the offer practical or examination grade in to Neptun by the third business day from the commencement date of the examination period. Thereafter, the grade can not be withdrawn.
- (3) <sup>130</sup>The student may accept the offered evaluation grade in Neptun by the end of the second week of the examination period or may reject it and request an examination. If the student fails to make a statement relating to the acceptance or the rejection of the offered grade (fails to act) then the student did not complete the subject with the offered grade and may only complete it by taking the relevant examination.
- (4) <sup>131</sup>The educator is obliged to correct and enter and publish the results of written assessments taken during the study period in Neptun within 10 (ten) business days but at the latest by the end of the first week of the examination period.

### **Article 30**

#### **Correction of an unsuccessful exam**

- (1) Corrective exam of the same subject can be taken 2 times at the most (hereinafter: make-up and repeated make-up exam) during the given exam period.
- (2) <sup>132</sup>The student in case of elective subjects and optional subjects is not obliged to improve an "insufficient" or "fail" grade.

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<sup>128</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>129</sup> Amended by: Senate SZ-163/2015/2016, decision number (2016. VI. 20.) Effective: from 21 June 2016

<sup>130</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>131</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>132</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (3) <sup>133</sup>The student, in connection with the taking of the make-up examination, is required to pay a service fee stipulated in Annex 2.2 of the RSFB irrespectively of any “insufficient” or “not present” entry relating to the previous examination.
- (4) Students starting their studies on the first course in the academic year 2012/2013 or later can take an exam in the same subject altogether three times in the given semester, together with the repeated subject registration altogether nine times; however, in their case, the number of the registration for the given subject must not exceed three.
- (5) Students starting their studies on the first course in the academic year 2012/2013 or later can take an examination in the same subject altogether three times in the given semester, considering the repeated subject registration altogether six times, however the number of the registration for the given subject must not exceed three.
- (6) If the student failed to complete the mandatory practical/professional training for any reason attributable to the student or received an fail grade and failed to make-up or correct the grade before the deadline designated for this purpose the student must repeat the practical/professional training. The student cannot receive a final certificate (absolutory) until the practical/professional training is completed.
- (7) If the student does not receive a valid grade in the subject, then the student may only receive a valid grade if the subject is taken again.

### Article 31

#### Improvement of a successful examination

- (1) Students, with the exception defined in paragraph (3), have the opportunity to improve the grade of one successful examination (hereinafter: “improvement of a successful exam”) in each examination period and in the case of one subject students. If a student registers for and appears at the examination, then the result of the new examination in the given subject will be considered as the valid grade of the subject, i.e., the result of the make-up examination shall be deemed as the valid grade even if it is disadvantageous for student. If a student registers for a make-up examination but fails to appear then the relevant entry in the registration book/master file is “not present/absent” and the last grade received by the student in the given subject shall be the valid grade. A successful exam reduces the number of remaining examination opportunities.
- (2) <sup>134</sup>There is no opportunity to improve grades received on successful report, practical grade, comprehensive examination, complex examination and final examination. Faculties may allow the improvement of the practical grade in relation to subjects closing with practical grade as specified in Annex 1/A. . In case the student closes a subject group with a comprehensive examination, there is no opportunity the grades in the subjects covered by the comprehensive examination.
- (3) <sup>135</sup>The student in a given examination period is entitled to request the improvement of the second successful examination if it is necessary (e.g. for admission to academic specialization, scholarship/grant of the Republic of Hungary, continuation of PhD studies). The application is assessed by the Deputy Dean responsible for educational affairs within three business days from its submission and the student is directly notified (through Neptun).

### Article 32

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<sup>133</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>134</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>135</sup> Amended by: Senate-163/2015/2016. resolution number (2016. VI. 20.) from 21 June 2016

### **Repetition of subject registration**

- (1) <sup>136</sup>If a student cannot acquire the credit of a taken subject during the semester (due to failure to correct / improve an “insufficient”, or “no exam taken” or “fail” registered entry) it is possible to take the subject later. The repeating or taking of language and physical education subjects at a time other than the time designated in the sample curriculum requires the payment of a service fee the amount of which is provided in the Regulation on Student Fees and Benefits.
- (2) Students can take a subject only three times at the most.
- (3) <sup>137</sup>Students can register to retake subjects only during the semester in which it is offered in the curriculum. Certain subjects impeding the progress of the students or serving as prerequisites may also be offered at in a semester other than the semester indicated in the Operational Curriculum but only for students who finished the course with “fail” grade, “exam not taken” or “not present” result. The method of teaching these subjects are not necessarily the same as the teaching method applied in general during the semester, i.e., the subject can also be announced as exam course. Such decisions fall under the competence of the faculty/institution. The faculty must announce the subject, even in a cross semester, if in the previous semester more than 50% of students taking part in the exam did not achieve at least a pass (2) grade.

If a student does fails to fulfil the average requirements prescribed in relation to the student's specialisation or the average requirements of the absolatory, the student can use further active semester(s) to retake subjects in order to improve his/her average result. In this case only such subjects can be retaken that were already taken and accomplished in the applicable semester of the training, provided that they are announced during the given semester. There are no opportunities to retake subjects to improve grades for other purposes.

### **Article 33**

#### **Credits calculated per semester and whole studies**

- (1) <sup>138</sup>In each semester an operational curriculum must be assembled based on which students should accomplish 30 credits on average – disregarding language courses – in each semester. The operational curriculum of certain specialization based on the training and outcome requirements of a thesis / diploma work may deviate from the average obtainable 30 credits per semester. A student may take up to 50 credits per semester without requesting special authorization. Subjects with credit value of over 50 credits per semester my not be taken by a student. An exception to this is the taking up of professional practice training if the student intends to complete the practical/professional training at a semester other than the semester specified in the sample curriculum during the summer after the closure of the 4th or the 6th semester and shall not conflict with the study period of the directly following fall semester.
- (2) <sup>139</sup>Students receiving state grant and state funding and self financed students starting their higher education in September 2014 or thereafter students can exceed the number of credits specified as a mandatory requirement for a diploma in the training and output requirements of the programme by ten per cent in credit value without paying a tuition fee. If this limit is exceeded, then the student must pay the credit-based registration fee for taking the additional subject with the exception stated in paragraph (3). The Faculty Study Committee in case of foreign partial training may decide otherwise. Annex 1/B contains the number of credits required for a degree at each Faculty.
- (3) Students who started their studies on state-funded undergraduate college daytime courses in the academic year of 2004/2005 or before, on correspondent courses in the academic year of 2003/2004

<sup>136</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>137</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>138</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>139</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- or before, on undergraduate University courses in the academic year of 2002/2003 or on complementary undergraduate courses in the academic year of 2005/2006 or before do not have to pay the subject registration fee stated in paragraph (2).
- (4) <sup>140</sup>Those who have a student status established in the academic year of 2007/2008 or later, and began their studies on state-funded bachelor (BA/BSc), master (MA/MSc) or first supplementary courses, of whom the Faculty concludes, at the end of the academic year, that in the 2 previous active semesters they did not accomplish at least 50% fifty percent of the number of credits required in the recommended sample curriculum of the specialisation, are only allowed to continue their studies in the next semester by paying the tuition fee.
- (5) <sup>141</sup> <sup>142</sup>Those who have a student status established in the academic year of 2016/2017 or later, and began their studies on state-funded bachelor (BA/BSc), master (MA/MSc), first supplementary courses or undivided trainings, of whom the Faculty concludes, at the end of the academic year, that in the 2 previous active semesters during which the students status was not suspended and did not take part in any foreign training did not obtain at least 18 credits and did not achieve a 3.00 credit-weighted average/GPA, shall only continue their studies in the next semester in a self-financed programme.
- (6) <sup>143</sup>Those who had a student status in the academic year of 2006/2007 and began their studies on state-funded bachelor (BA/BSc) or first supplementary courses, of whom the Faculty concludes, at the end of the academic year, that in the two previous active semesters they did not accomplish at least 30 credits, shall only continue their studies in the next semester in a self-financed programme.
- (7) In the case of exchange programmes organised by the University, a student has to accomplish 30 credits or at least 6 subjects in the host institute in a semester unless it contradicts to the regulation of the host institution.
- (8) <sup>144</sup>Those who have a student status established in the academic year of 2016/2017 or later, must take at least 50% of the credits specified as a mandatory requirement for a diploma in the training and output requirements during the appropriate number of active semesters of the given major. If the student fails to perform this condition then the student pursuant to 14. § (16) a) of this Regulation, must be dismissed/expeled.

### Article 34

#### Calculation and recording of the average academic performance

- (1) The volume of the student's work is represented by the number of credit points accomplished in the given semester and from the start of the studies.
- (2) <sup>145</sup>The quality of the student's work is represented by the grant average.

$$\text{Grant - average} = \frac{\sum 1,2 \times \text{credit}^K \times \text{grade}^K + \sum \text{credit}^V \times \text{grade}^V}{\sum 1,2 \times \text{credit}^K + \sum \text{credit}^V}$$

where K: all compulsory/compulsory optional subjects stated in the sample curriculum/operational Specialization/academic specialisation

V: the optional subjects taken according to the sample curriculum.

<sup>140</sup> Amended by: Senate SZ-163/2015/2016, decision number (2016. VI. 20.) Effective: from 21 June 2016

<sup>141</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>142</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>143</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>144</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>145</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

The subjects closed with a fail grade or with a “missed exam”, “no show” entry are included in the numerator of the formula with zero mark, an exception to this is, if the student in case of the given subject in the course of improving a successful examination does not attend the examination and receives a “not present/absent” entry, in this case the last successful grade and credit value of the given subject is indicated in the calculation. The grant average is the credit value of the subjects completed in the semester multiplied by the marks and divided by the number of the taken credits. The grant average must be calculated with the marks achieved in the compulsory and compulsory optional subjects and their credit values, applying 1.2 weight.

- (3) When the adjusted credit index and credit-weighted average and grant average is assessed, results on the three-level scale are taken into account as well: pass with distinction (5), pass as average (3), fail as insufficient (1).

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

$$\text{Credit-weighted average} = \sum(\text{credit points} \times \text{grade}) / \text{accomplished credit points}$$

- (4) The grant average may be used to compare students' performance.
- (5) <sup>146</sup>The adjusted credit index must be counted for each semester and the whole studies (accumulated adjusted credit index), the credit-weighted average must be counted for the whole studies. The grant average must be recorded for each term. These indicators and the taken and acquired credits for each semester and the accumulated credits are recorded into the registration book via the Electronic Student Registry System by the competent Faculty Study Office
- (6) Grades obtained on the basis of any further (parallel) student status in other higher education institution, in an internal parallel training, or the inclusion of former studies do not need to be included in the calculation of the credits-weighted study average and the credit-weighted aggregate study average.
- (7) When the adjusted credit index and the aggregate adjusted credit index is calculated, the marks in subjects achieved based on another (parallel) student status in another higher education institution or obtained in any internal parallel training must be taken into account only if the student accomplished them in the same term for which the indicators are calculated and the Faculty Credit Transfer Committee also accredited them for the same semester.
- (8) Marks accomplished based on a further (parallel) student status established in another higher education institution, any internal parallel training or the inclusion of former studies cannot be included in the calculation of the grant average.
- (9) <sup>147</sup>Regardless of whether the student accomplished the subjects based on a guest student status established in a higher education institution in Hungary or abroad, any subject accomplished on the basis of a guest student status must be considered as if the student accomplished them at the University and their results must be included in the calculation of all indicators referred to above (credit weighted study average, credit weighted aggregate study average, adjusted credit index, aggregate adjusted credit index, grant average) with the credit values and marks approved by the Faculty Credit Transfer Committee.
- (10) <sup>148</sup>Relating to students perusing their higher education at the subdivided master's level - in the higher education application procedure, in the course of the previously obtained credit recognition procedure, following the recognition of credits archived in relation to prior studies - in addition to credits required

<sup>146</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>147</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>148</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

to obtain a diploma being a mandatory condition of application, the subjects to be completed parallel with the training aimed at obtaining a master's level degree - are not recognized / included in the credit weighted study average, the credit weighted aggregate study average, the adjusted credit index, the aggregate adjusted credit index and the state grant .

## Article 35

### Selection of specialization

- (1) <sup>149</sup> <sup>150</sup>Students in undergraduate training are permitted to select a specialization/academic specialization. Regarding undergraduate courses (BA, BSc) those undergraduate students are permitted to specialize whose cumulative study performance weighted with credits is at least 2.5 in the first three semesters of the training. The other conditions of specialisation are contained in Annex 1/A.
- (1/A) <sup>151</sup>In the undivided training, the student may chose a specialization/programme. A student may be admitted to a specialisation/programme whose cumulative study performance, weighted with credits, is at least 2.5 in the first four semesters of the training. The additional conditions of specialisation are contained in Annex 1/A.
- (2) <sup>152</sup>Regarding university undergraduate and graduate education, the conditions of specialisation are contained in Annex 1/A.

## Article 36

### Changing specializations

- (1) A specialization may only be selected within the same field of study. The student may only request a change of specialization between the same level of training; the below cases are an exception to this
  - a) from a single cycle training to undergraduate training, and
  - b) change of specialization from undergraduate training and single cycle training to higher education vocational training.
- (2) The application for changing programmes can be submitted if the student
  - a) <sup>153</sup>has accomplished at least 60 credits in a basic program or undivided training and at least 30 credits in a master programme,
  - b) his/her cumulated average study result reaches 3.50 and
  - c) in the year of the admittance to the University his/her admittance scores reached at least 90% of the admittance minimum scores on the given major which he/she is intending to change to, and
  - d) in case of changing to a major in a foreign language, he/she satisfies the language exam criteria defined for admittance.
- (3) The application for changing programmes must be submitted on the form designated for this purpose in Neptun. The student must provide justification / reasoning for the change relating to the student's intention to change majors.
- (4) <sup>154</sup>The support statement/consent of the person responsible for the accepting major is also required which is obtained by the competent Study Office/Department.

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<sup>149</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>150</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>151</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>152</sup> Amended by: Senate SZ-163/2015/2016. resolution number (2016. VI. 20.) from 21 June 2016

<sup>153</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>154</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



- (5) A student may only change majors one time at a given study level. The student may submit an application requesting the changing of a major/programme relating to the next semester during the current semester from the end of the study period of the given semester in case of the fall semester at the latest by the 31st of August and in case of the spring semester at the latest by the 31st of January. The changing of the location of the training, the language and work schedule is carried out from the end of the previous study period, in case of the fall semester by the 15th of September and in case of the Spring semester by the 15th of February. The student submits an application for the acknowledgement of subjects to the Credit transfer Committee of the Faculty as laid down in § 8. of this Regulation.
- (6) <sup>155</sup>If the application relates to two faculties, the Deputy Deans responsible for education affairs both at the accepting and the original Faculties returns or, if the change of programmes occurs within the same Faculty, then the Deputy Dean responsible for education affairs adopts a decision in the fall semester no later than the 15th of September in the spring semester no later than the 15th of February. The administrative work relating to the accepted applications are performed by the Study Department/Office of the concerned faculty.
- (7) In case of changing between majors/programmes, supplementary examinations or further supplementary subjects may be prescribed.
- (8) <sup>156</sup>If the student changes specialisation that involves two faculties, the student must apply for a new student identification card at the accepting faculty.
- (9) <sup>157</sup>In case of the same major/programme the changing of the location of the training, the language and work schedule is also deemed a change of a major/programme, with the condition that in the course of application process the provisions of this § must be applied with the following exceptions:
  - a) in case of the the first semester following enrolment, only the teaching language and work schedule may be changed and the student is required to fulfil the conditions described under subsections a) and b) of paragraph (2) of this Regulation,
  - b) the opinion/consent of the person responsible for the given major as described in paragraph (4) is not required,
  - c) the student's application relating to the changing of the location of the training, the language and work schedule must be submitted through Neptun on the form designated for this purpose, in relation to the fall semester at the latest by September 10th and in the spring semester at the latest by February 10th; the student, in the relevant application, must provide justification / reasoning for the change in the location of the training, the language and work schedule.
  - d) the Deputy Deans responsible for education affairs of the competent Faculty may authorize the change in the location of the training, the language and work schedule based on available capacity.

### **Article 37**

#### **Changing specialisations**

- (1) The changing of academic specializations and majors, may be carried out from the end of the first study period in the first active semester in which the specialization/major is first taken up, in case of the fall semester, by the 15th of September and in case of the Spring semester, by the 15th of February.
- (2) The application for changing academic specialisation/majors must be submitted on the form designated for this purpose in Neptun.

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<sup>155</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>156</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>157</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (3) <sup>158</sup>In relation to the changing of specializations/majors, the approval of the person responsible for the given specialization/major at the receiving and the releasing faculties is also required and it is obtained by the competent Study Office/Department.
- (4) The student may submit an application requesting the changing of academic specializations/majors relating to the next semester during the current semester from the end of the study period of the given semester if the new specialization/major commences in the fall semester then at the latest by the 31st of August and in case of the spring semester at the latest by the 31st of January.
- (5) <sup>159</sup>The application is assessed by the Deputy Dean of the given Faculty, responsible for education affairs, by the 15th of January in the fall semester and by the 15th of July in the spring semester. The administrative tasks related to the accepted application are performed by the Office/Department of Studies of the competent faculty.
- (6) The student must take all the supplementary exams required in relation to the change of specialisation in a manner and at the time as agreed with the person responsible for the specialisation.

### **Article 38**

#### **comprehensive examination, complex examination**

- (1) <sup>160</sup>In undergraduate courses (BA, BSc) the training programme of the majors/programmes may prescribe a comprehensive examination requirement. The number and title of the comprehensive examination and the time when the comprehensive examination is assigned is covered in Annex 1/A of this Regulation, and they shall be published in the Student Study Guide.
- (2) <sup>161</sup>In relation to University undergraduate education Annex 1/A of this Regulation contains the conditions, method and dates of the comprehensive exams.
- (3) Comprehensive examinations are evaluated on a five-level scale described under paragraph 26 § of this Regulation.
- (4) In case of an unsuccessful comprehensive exam the student has two opportunities to retake the examination. If the repeated examination is also unsuccessful, then, in special cases, the Faculty Study Committee may provide another opportunity to the student to retake the comprehensive examination. If the Faculty Academic Committee issues a rejecting resolution or if the permitted fourth exam is also unsuccessful, then the student must be dismissed from the University pursuant to subsection a) of paragraph (16) of Article 14 of this Regulation.
- (5) Successful comprehensive examination may not be retaken to improve the grade received.
- (6) <sup>162</sup>At the end of the undergraduate training students take a complex exam. Annex 1/A of this Regulation contains the list of specializations/majors require the taking of complex examinations and the subjects that are covered under the complex examination. This information must also be published in the Student Guide.
- (7) <sup>163</sup>In the case of those specialisations/main specialisations/programmes where a successful complex examination is a pre-requisite of the final certificate (absolutive), the unsuccessful complex examination may be repeated once in the given examination period, provided the department responsible for conducting the complex examination provides this opportunity to the student. A student may attempt to pass the complex examination in any specialisation/main specialisation/programme a total of three times. In those specialisations, where the complex examination is a part of the final examination, the the complex examination may only be repeated

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<sup>159</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>161</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>162</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>163</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

during the next final examination period. A student may attempt to pass the complex examination in any specialisation/main specialisation/programme a total of three times.

- (8) The complex examination of the auxiliary specialisation may only be repeated one time in the given examination period. The auxiliary specialisation will not be indicated in the diploma if the repeated examination is unsuccessful (or if the student does not wish to repeat the exam). If the student's thesis/diploma work is linked to the auxiliary specialisation, the complex exam of the auxiliary specialisation must be completed according to the regulations applicable to the specialisation/main specialisation.
- (9) <sup>164</sup>In case of comprehensive examination, and those majors where the comprehensive examination is a condition of the issuance of the final certificate / degree, the complex examination is a criterion requirement which may only be performed in an active semester.

## VIII. PROVISIONS FOR THE COMPLETION AND CLOSING OF THE STUDIES

### Article 39

- (1) <sup>165</sup>The student closes his/her studies in higher education vocational training, undergraduate and master's training courses, undivided trainings as well as in college and university graduate education and supplementary undergraduate courses by taking a final examination.
- (2) The final certificate (absolatory) is the conditions of releasing a student to the final exam.

### Article 40

#### The certificate/degree (absolatory)

- (1) The University issues a final certificate/degree (absolatory) to the student who fulfilled the study and examination requirements as well as the practical/professional training prescribed in the curriculum with the exception of the language examination and the thesis/diploma work, prepared the thesis/diploma work and gained the prescribed credits.
- (2) The student in order to obtain the final certificate (absolatory), even in case of recognition of credit value of studies at the University and prior studies and previously obtained knowledge, must still obtain at least two thirds of the credit value of the particular training at the University.
- (3) <sup>166</sup>For training and joint training providing a dual diploma, this condition may be regulated differently in the co-operation agreement with the partner institution with the limitation that the student taking part in the training or joint training providing the dual diploma must achieve at least 30 credits in the specific specialisation programme at the University in order to acquire a final certificate (absolatory). Further conditions of the final certificate (absolatory) are covered in Annex 1/A of this Regulation. These conditions must be published in the Student Guide of the institute.
- (4) In case of joint training closing with a joint diploma with a Hungarian higher education institution, the student in order to obtain the final certificate (absolatory), even in case of recognition of credit value of studies at the University and prior studies and previously obtained knowledge, must still obtain at least one thirds of the credit value of the particular training at the University.
- (5) <sup>167</sup>If the student performs the conditions of the final certificate / diploma by the last day of the examination period of the student's last academic semester, then the University shall indicate the date of the successful completion of a subject as the date of the final certificate / diploma, and the final

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<sup>164</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>165</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>166</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>167</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- date of the student's training shall be the last day of the final examination period of the student's last academic semester.
- (6) In case of undergraduate student pursuing studies on several different majors, an absolatory must be issued separately for each major.
- (7) <sup>168</sup>The University, after the completion of the study and examination requirements of the student's training, determines that the student satisfied the condition of the issuance of the final certificate/diploma, thereafter, within 20 days from the date of the last successful completion of a subject issues the final certificate / diploma with the date of the last successful completion of a subject.
- (8) <sup>169</sup>The student must be informed relating to the issuance of the final certificate/degree via a message sent through Neptun.
- (9) <sup>170</sup>The final certificate/degree is a paper based document with content pursuant to the Government Decree on the Execution of the NHAA, printed by the Study Department / Office of the competent Faculty from Neptun, and signed and certified by the Dean of the competent Faculty, or in case of the permanent absence or hindrance of the Dean, then the Deputy Dean responsible for education affair. The final certificate / degree is an appendix of the master file, the issuance of which must be recorded in Neptun. Each final certificate has an individual serial number, the numbering must be performed in a consecutive order starting with one, increasing by one at a time. The serial number of the final certificate consists of the identification number of the University, and the two (2) character and one (1) digit mark created by Neptun when the student legal status is created by the competent Faculty performing the related administrative work and and its form is as follows: "V" serial number six digits „/" the identification number of the University institution „/" 2 characters Neptun Faculty Code. „V" serial number six digits (first number: 000001)/the institution identification number of the University. (FI43814)/ 2 characters Neptun Faculty Code. The 2 characters Neptun Faculty Code. Corvinus Business School GG, Corvinus School of Economics: KK, Faculty of Social Sciences and International Relations: TT) Sample master file serial number: V000001/FI43814/GG
- (10) <sup>171</sup>At the request of the student, the Study Department / Office of the competent Faculty, pursuant to Government Decree on the Execution of the NHAA, shall prepare a certificate relating to the issuance of the the final certificate (absolatory) from Neptun. Each certificate of final certificate/ddegree has an individual serial number, the numbering must be performed in a consecutive order starting with one, increasing by one at a time. The serial number of the certificate of the final certificate consists of the identification number of the University, and the two (3) character and one (1) digit mark created by Neptun when the student legal status is created by the competent Faculty performing the related administrative work and and its form is as follows: „VI" serial number six digits „/" the identification number of the University institution „/" 2 characters Neptun Faculty Code. „VI" serial number six digits (first number: 000001)/the institution identification number of the University. (FI43814)/ 2 characters Neptun Faculty Code. The 2 characters Neptun Faculty Code. Corvinus Business School GG, Corvinus School of Economics: KK, Faculty of Social Sciences and International Relations: TT). Sample certificate of final certificate No. VI000001/FI43814/GG

## Article 41

### The thesis/diploma work

<sup>168</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>169</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>170</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>171</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (1) <sup>172</sup> <sup>173</sup>In the bachelors (BA, BSc) the thesis, in the single or master's (MA, MSc) training the diploma work, in the continuing post-graduate programme the substantive and formal requirements of the thesis and diploma work must be published in Annex 1/A of this Regulation. The language of the thesis/diploma work is the language of training, whereas if the language of the training is Hungarian, with the permission of the person responsible for the major, it can also be prepared in a foreign language.
- (2) The person responsible for the major has to authorise the topic of the thesis/diploma work and the choice of the language if it differs from the teaching language of the study programme. The decision is made by the responsible person within 15 days from the submission of the application. The person responsible for the major has to ensure to request a professor for consultation, who is knowledgeable of the academic field chosen by the student. The person responsible for the major, if there is a person responsible for a specialization than this person may transfer this right. Professors from another faculty can be requested as consultants as well.
- (3) Certain company information may be managed confidentially in the thesis/diploma work. Methods of indicating such information:
  - a) If the student or any of the managers of the analysed company have reservations about broad accessibility to certain economic indicators only, then such data may be changed or marked with dots (or marked with 'xxxx' sign indicating the order of magnitude), providing that it does not impede the interpretation of the thesis/diploma work.
  - b) If the student or the management of the given company requires it, the name of the company may be changed or distorted in the thesis/diploma work.
  - c) <sup>174</sup>If the techniques listed in points a) and b) above are insufficient, the completed thesis/diploma work may also be declared a confidential document. In this case, after successful defence of the thesis/diploma work it must be stored in a locked container segregated from other materials and marked as CONFIDENTIAL/NOT TO BE LENT. Storage lasts for 5 years and in this case it serves only administrative purposes. After 5 years the thesis/diploma work is destroyed. In the case of theses submitted with a request of confidentiality, the reviewers and the members of the Final Examination Committee must be selected with maximum discretion, excluding any business interest, and the reviewers and the members of the Final Examination Committee are bound by a confidentiality obligation.
- (4) The thesis/diploma work must be submitted in one typed and bound hard copy, and in one electronic copy, printed either on one side or on both sides of the pages, at the student's discretion
- (5) <sup>175</sup>The deadline for the submission for the thesis/diploma work is contained in the academic yearly schedule of the competent faculty in connection with the dates of the final examinations. The submission of the thesis/diploma work is subject to the prior consent of the consultant/head of department/topic advisor
- (6) <sup>176</sup>The head of department/institute director requests two reviewers to rate the thesis/diploma work. In an undergraduate course (BA/BSc) the thesis/diploma work can be assessed by only one reviewer. The reviewer can also be an external expert, and in case of two reviewers the one can be the consultant of the student, but Annex 1/A of this Regulation may contain more stringent provisions.
- (7) <sup>177</sup>The grade of the thesis/diploma work is considered on a five grade scale and all the assessment remarks and the grade must be attached to the thesis and after the final examination such shall be attached to the minutes of the final examination. The result of the assessment of the thesis must be disclosed to the student before the final examination, the deadline for which is described in Annex 1/A of this Regulation.

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<sup>172</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>173</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>174</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>175</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>176</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>177</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (8) In the course of the assessment of the thesis/diploma work, if
  - a) both reviewers refuse the thesis/diploma work, the candidate cannot be released to the final examination; the student may submit a new thesis/diploma work only in the next final examination period;
  - b) the thesis/diploma work is refused only by one reviewer, the competent faculty/institute must transfer it to a third reviewer;
    - ba) If the thesis/diploma work was also refused by the third reviewer, the candidate cannot be released to the final examination; a new thesis/diploma work can be submitted only in the next final examination period.
    - bb) If the third reviewer did not reject the thesis/diploma work then the two grades which are not fail grades are calculated into the student's final examination.
  - c) If two reviewer reviewed and the grades given by the reviewers differ from each other by three levels, the director of competent faculty/institute shall assign the thesis/diploma work to a third reviewer. Thereafter, the two grades which are not fail grades and are closest to each other are calculated in to the student's final examination results. If the thesis/diploma work is also rejected by the third reviewer, then the candidate cannot be released to take the final examination; a new thesis/diploma work can be submitted only in the next final exam period.
  - d) If the thesis/diploma work is rejected by any of the reviewers due to an ethical violation (plagiarism), then the candidate cannot be released to take the final examination; a new thesis/diploma work can be submitted only in the next final exam period.
- (9) If in an undergraduate (BA/BSc) program or college education program the thesis is reviewed by one reviewer and
  - a) The reviewer rejects the thesis, not including here the ethical violation (plagiarism), the director of faculty/institution assigns as additional two reviewers to perform a re-review.
    - aa) If at least one of the two reviewers rejects the thesis the candidate cannot be released to take the final examination; a new thesis/diploma work can be submitted only in the next final exam period.
    - ab) If the two reviewers do not reject the thesis, then the average of the two grades being the result to the assessments can be taken into account when calculated in to the result of the final examination.
  - b) If the thesis/diploma work is rejected by any of the reviewers due to an ethical violation (plagiarism), then the candidate cannot be released to take the final examination; a new thesis/diploma work can be submitted only in the next final exam period.
- (10) The student does not have a legal remedy against the review results of the thesis.

## **Article 42**

### **Final examination**

- (1) <sup>178</sup>The student closes his/her studies in higher education vocational training, undergraduate, master's and undivided training courses as well as in college and university graduate education and supplementary undergraduate courses by taking a final examination.
- (2) The final examination is a review and assessment of comprehensive knowledge, abilities and skills required to obtain a diploma, where the student has to substantiate his/her ability to use them in practice. The final examination as determined by the curriculum, could consist of more parts: defending the thesis, additional oral, written or practical exams. The final exam is taken in the language of the study programme.
- (3) The conditions of releasing a student to take the final examination
  - a) and to obtain the final certificate (absolatory),

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<sup>178</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- b) the submission of the thesis/diploma work and acceptance of same by the reviewers.
- (4) <sup>179</sup> <sup>180</sup>A student may not be released to take the final examination, who
- a) has not satisfied his/her payment obligation towards the University, or
- b) failed to account for equipment (borrowed books /sports equipment) of the University.
- (5) <sup>181</sup>All the requirements of the final exam per each major programme is described under in Annex 1/A of this Regulation, and must also be published in the Study Guide.
- (6) <sup>182</sup>The method of registering to take the final examination, the order of organizing and carrying out and the calculating of the results of the final examination are covered under Annex 1/A of this Regulation.
- (7) The final examination period is contained in the schedule of the Faculty responsible for the given major.
- (8) Credits can be assigned to the final exam.
- (9) If the final exam involves the review of specific subjects, these subjects can only cover such fields of knowledge, the total number of credits in case of college courses is at least 15 and in the case of a Master or university courses is at least 25 credits.
- (10) In case of final examination, consisting of several parts, the minimum period of preparation between any two parts is at least three business days.
- (11) <sup>183</sup> <sup>184</sup>The students starting their studies in the 2006/2007 academic year or later, but before academic year of 2012/2013, during the final examination period following receipt of the final certificate (absolatory), in the frame of the student status and after the termination of the student status, without a deadline, in any examination period may taken an examination in accordance with the effective training requirements.. The University sets conditions for taking the final exam after seven years from the issue of the absolatory beyond those defined for the individual faculties in Annex 1/A of this Regulation.
- (12) <sup>185</sup>The students starting their studies in academic year of 2012/2013 or thereafter, during the final examination period following receipt of the final certificate (absolatory), in the frame of the student status and after the termination of the student status, within two years, in any examination period may be taken in line with the training / programme and outcome requirements. The University sets conditions in relation to each major in accordance with Annex 1/A of this Regulation relating to the taking of the final examination two years from the date of the issue of the final certificate (absolatory). Final examination may not be taken after the expiry of the fifth year following the termination of the student legal status.
- (12/A) <sup>186</sup>The application for the final examination of the student submitted in the Neptun beyond two years from obtaining the pre-degree certificate will be judged by the academic deputy dean of the Faculty based on a proposal of the professionally responsible person.
- (13) <sup>187</sup>If a student/ex-student does not take a final examination after the submission of the thesis/diploma work, then the student's intent to take an examination in the future must be reported to the competent department/institution and the Study Department /office of the competent Faculty by the submission deadline of the thesis as indicated in the schedule for the academic year. If the student fails to fulfil this obligation, the department/institute shall not be obliged to offer him an opportunity to take the final exam.

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<sup>179</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>180</sup> Amended by: SZ-24.a/2017/2018. (2017. XII. 19.) resolution number Effective: from 20 December 2017

<sup>181</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>182</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>183</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>184</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>185</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>187</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (13/A) <sup>188</sup> An application for the final examination and the assessment of the thesis beyond the student status shall be subject to fee payment, which is specified in Annex 2.2 of the RSFB.
- (14) <sup>189</sup> Students who, pursuant to Act of 1993 on Higher Education, started their studies earlier at university or college, those who obtained a final diploma by September 1 2016 or will obtain a final diploma by September 1st 2018 may take a final examination with unchanged professional requirements, in the frame of an unchanged (final) examination schedule, and the issuance of an unchanged final certificate/diploma.

### **Article 43**

#### **Final Examination Board**

- (1) The final examination must be taken in front of the Final Examination Board that has a president and at least two more members. 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 assistant professor, while at least one other person should not be employed by the University or be an educator at another Faculty at the University..
- (2) <sup>190</sup>The list of the chair person and members of the Final Examination Board is approved by the Academic deputy dean of the Faculty.
- (3) The performance of the candidate is assessed by the members of the final examination Board and the result is stated at a private/closed session; if there is a dispute, the Board votes. The president's vote decides in the case of a tied vote.
- (4) <sup>191</sup>Minutes have to be taken at the final examination and they must be signed by the chair person and the Board members and then, they must be sent to the Dean's Office/Study, Office/Study Department of the competent faculty. The minutes of the final examination is an attachment of the master file, which must contain the following:
  - a) The name and identification number and the Neptun code of the student <sup>192</sup>
  - b) the name of the speciality
  - c) the result of the final exam
  - d) the titles of the parts of the final exam
  - e) the evaluation of the parts of the final exam
  - f) the name of the person / educator administering the examination and his/her identification number (if it is available) and signature,
  - g) the title of the thesis/diploma work
  - h) the name of the supervisor of the thesis/diploma work name of the external and internal reviewers, and educator's identification number, (if any),
  - i) the date of the the defence of the thesis/diploma work,
  - j) the questioned posed,
  - k) the final evaluation and grading of the final examination,
- (5) Violations committed at the final examinations, such as if a different person takes the examination or the use of unauthorized study aids or assistance will result in prohibition from taking the final examination and the initiation of disciplinary action.

### **Article 44**

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<sup>188</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>189</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>192</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



### **The result of the final exam**

- (1) <sup>193</sup>The method of establishing the result of the final exam is described in Annex 1/A.
- (2) The result of the final exam is announced by the chairman of the Examination Board.
- (3) If the result of any part of the final exam is "fail", the result of the final exam is also "fail".
- (4) Successful final examinations can not be corrected. A final examination is successful if the evaluation of same results in at least a pass grade.
- (5) <sup>194</sup>Legal remedy against the result of a final examination may only be sought in case of calculation error, within 15 days form the date of the final examination. The request must be submitted at the Faculty Study Committee. Not meeting the deadline results in a forfeiture of the right.

### **Article 45**

#### **Repetition of the unsuccessful final exam**

- (1) An unsuccessful final examination may be repeated in the next final exam period.
- (2) In case of an unsuccessful final examination, if it consists of several parts such as defence of thesis/diploma work, complex examination, etc., only the unsuccessful part must be retaken.
- (3) In case the final examination board rejects the defence of the thesis, then the board decides whether the student in the course of the repeated defence shall be able to defend the thesis already submitted or will be required to write, submit and defend a new thesis. The conditions and deadline of the submission of a repeated thesis, based on the opinion of the faculty organizing the final examination, are decided by the deputy dean responsible for educational matters. The student has one opportunity to prepare a thesis one more time.
- (4) An unsuccessful final examination may be repeated twice.
- (5) If the student is unable to take / perform the final examination and at the same time had exhausted the number of times the final examination can be taken, at the student's request, the Rector, in a special case, may authorize the taking of a new final examination.
- (6) <sup>195</sup>In relation to a repeated final exam the candidate must pay the exam fee defined in Annex 2.2 of RSFB. The exam may only be repeated if the payment of this fee is certified.
- (7) In case of any unjustified absence consequences of the repeated final exam shall prevail.

### **Article 46**

#### **The diploma**

- (1) <sup>196</sup>A prerequisite to the issuance of a diploma verifying the conclusion of higher education studies is a successful final examination and the verification of the performance of the language requirements. Until the issuance of the actual diploma, at the student's request, the Study Department/Office of the competent Faculty shall issue a certificate from Neptun verifying the student's entitlement to the diploma, after the last day of the final examination period and from the fifth day from the date of the verification of the performance of the relevant language requirements.
- (2) <sup>197</sup>In relation to the request of students who have not performed the language requirements, the Study Department/Office of the competent Faculty shall issue a certificate relating to the successful

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<sup>194</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>197</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

performance of the final examination from Neptun from the fifth day following the last day of the final examination period.

- (3) <sup>198 199</sup>The University, 30 days after a successful final examination and the verification of the completion of the relevant language requirements, shall prepare and issue to the entitled person a diploma with content described under Government Decree on the Execution of the NHAA, verifying the level of education and qualification/specialization obtained in the course of undergraduate, subdivided and single master's training, in higher education vocational training and in continuing post-graduate training programmes. The diploma is signed by the Dean of the competent Faculty, or in case of the permanent absence or hindrance of the Dean, then the Deputy Dean responsible for education affair. In case of joint training programmes the diploma is signed by the Rector, or in case of the Rector's permanent absence or hindrance, then the Deputy Rector responsible for education affair. Signature with a blue pen must be written thereon and the round stamp/seal with the coat of arms and serial number of Corvinus University of Budapest of the competent Faculty is required for authentication of the diploma, with the condition that the Hungarian language diplomas are authenticated with the Hungarian round seal stamp and diplomas prepared in the English language are authenticated with English round seal stamp. The serial numbers of the round seals prepared for the Faculties: Corvinus Business School (FAE): 5., Corvinus School of Economics (FEC): 7., Faculty of Social Sciences and International Relations (FSSIR): 10.
- (4) The diploma must be issued in the Hungarian and in English languages, in case of training in a language other than Hungarian the diploma must be issued in the Hungarian language and in the teaching language.
- (5) The diploma/certificate form is a printed paper based security document with a unique serial number issued by the Education Office, which consists of two A4 size pages, one in the Hungarian language and the other in the foreign language version, on which the Hungary's coat of arms is printed.
- (6) The diploma/certificate must be issued based on the master file by way of printing form Neptun.
- (7) The diploma may contain a clause prescribed by law or in case of a special clause then with a clause approved by the Education Office, which clause forms an integral part of the diploma/certificate.
- (8) <sup>200</sup>The diploma must be given a unique serial number and its data must be recorded in Neptun. The serial number of the diploma/certificate in relation to under graduate and master's training/studies, continuing post-graduate programme, higher education vocational training must be created according to the following: The letter code of the faculty/the letter code of the training level -serial number and year. Faculty code GTK, KTK, TK, letter code of the level of training B=undergraduate/bachelors, M=master's training, S=continuing post graduate programme, F=higher education qualification/specialization. Pl. GTK/B-1/2009. In case of diplomas/certificates to be issued to persons who completed their studies in subsequent university or college training up to 31 December 2016 the numbering is performed based on old numbering principals and from 1 January 2017 the number in is performed in accordance with Annex 1/A of this Regulation: the serial number of the diploma/certificate in university and college training must be issued in accordance with the following: The letter code of the faculty/the letter code of the training level -serial number and year. Faculty code GTK, KTK, TK, the letter code of the training level E=university training, F= college training. Pl.: "GTK/E-1/2017."
- (9) <sup>201</sup>The diploma/certificate is handed out in hard covered folders prepared separately for persons completing their education in each University level training (individually BA/BSc, individually MA/MSc), in separate higher education vocational training, in the continuing post-graduate programme, in subsequent university and college training.

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<sup>198</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>199</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>200</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>201</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (10) <sup>202</sup>Before the diploma/certificate is handed over to the student, the Study Department/Office of the competent Faculty shall make a copy of the issued diploma/certificate which is certified by the signature of the head of the competent Dean's office/Study Department/Office and the relevant stamp/seal and date. The official copy of the diploma/certificate is an annex of the master file.
- (11) <sup>203</sup>The handing over of the diploma/certificate must be indicated in the master file. The hand over and receipt of the diploma/certificate must be verified in the diploma handover book. In relation to the handover and receipt of the diploma/certificate a diploma handover book must be used at the Faculty level, deviation is permitted pursuant to Appendix 1/A of this Regulation.
- (12) The diploma handover book is a form which serves to verify the handover of the diploma supplement, and which contains:
- a) the name and identification number and the registration number of the student, <sup>204</sup>
  - b) name, address and the institutional identification number of the University;
  - c) the serial number of the form/document serves for the issuance of the diploma and diploma supplement,
  - d) the date, and the name, address and signature of the person receiving the diploma/certificate,
- If the person taking over the diploma is an authorized representative, then the authorization document must be attached to the handover documentation. The handover documentation may cover the handover of several documents. If the handover of the documentation cannot be performed in person, then the relevant documents shall be mailed in a verifiable manner to the person entitled to receive same. In this case the document verifying receipt of the consignment/relevant documents must be attached to the document verifying the handover. The handover documentation is maintained by the Study Department/Office of the competent Faculty in the way specified in Annex 1/A of this Regulation. <sup>205</sup>
- (13) If, at the given faculty, the passing of the general language examination is a precondition to obtaining a diploma / certificate, then those students may be exempt from this requirement who in the first semester of the commencement of their studies had already are forty years of age. This provisions is only applicable to those who take final examinations for the last time in academic year 2015/2016.
- (14) The above rules in paragraph (11) are also applicable to those student who started their studies before 1 September 2003 in university and college graduate education, specialised postgraduate programme and during their studies determined in the training requirements of the given programme they will become 40 years of age, and to those who received consent to fulfil the language exam requirements after the final exam period according to the Institutional Regulations and by that time they became 40 years of age.
- (15) <sup>206</sup>The components of assessment of qualification of the diploma and the calculation method are laid down in Annex 1/A.
- (16) With the exception of students studying in supplementary undergraduate programmes, the diploma of undergraduates starting their studies on 1 September 2006 or later is assessed based on the following limits:
- - excellent, if the average is between 4.81 and 5.00
  - - class if the average is between 4.51 and 4.80
  - - good, if the average is between 3.51 and 4.50
  - - average, if the average is between 2.51 and 3.50
  - - pass, if the average is between 2.00 and 2.50
- (17) <sup>207</sup>In case of undergraduates starting their studies before 1 September 2006 the limits laid down in Annex 1/A must be applied.

<sup>202</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>203</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>204</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>205</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>206</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>207</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (18) <sup>208</sup>In case of students participating in supplementary undergraduate training, who started their studies before 1 September 2006, the limits described in Annex 1/A of this Regulation are applicable.
- (19) <sup>209</sup> <sup>210</sup>An honours diploma shall be issued to students starting their studies before September 2013, who achieve a excellent grade, on their final examination, mandatory comprehensive examinations and complex examinations closing specialization(s) and qualification(s), all other last valid grades are at least a good (4) and all the grades indicated in the registration book are at least an average (3). When determining entitlement to an honours diploma in case of students in subdivided master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.
- (20) <sup>211</sup> <sup>212</sup>An honours diploma shall be issued to students starting their studies in or after September 2013, who achieve a excellent grade, on their final examination, mandatory comprehensive examinations and complex examinations closing specialization(s) and qualification(s), all other last valid grades are at least a good (4) the diploma is classified as excellent pursuant to section (14) and all the grades indicated in the registration book/master file are at least an average (3). An honours degree cannot be issued if the student has at least one subject with the "incomplete" or "did not take examination" remarks, an exception to this is physical education. When determining entitlement to an honours diploma in case of students in subdivided master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.
- (21) <sup>213</sup> <sup>214</sup>In addition to the diploma obtained in undergraduate and subdivided and single master's and higher education vocational training the diploma supplement determined by the European Commission and the Council of Europe must also be provided in the Hungarian and English languages. The diploma supplement is a public document. The diploma supplement is signed by the head of the Dean's office of the competent faculty/Study Department/ Study Office. Signature with a blue pen must be written thereon and the round stamp/seal with the coat of arms and serial number of Corvinus University of Budapest of the competent Faculty is required for authentication of the diploma supplement, with the condition that the Hungarian language diplomas are authenticated with the Hungarian round seal stamp and diplomas prepared in the English language are authenticated with English round seal stamp.
- (22) The diploma supplement form is a printed paper based security document with a unique serial number issued by the Education Office, which is a one A4 size page printed on both sides, suitable for a simply filed uniform dossier.
- (23) <sup>215</sup>Before the diploma supplement is provided to the student, the Study Department/Office of the competent Faculty shall make a copy of the issued diploma supplement which is certified by the signature of the head of the competent Dean's office/Study Department/Office and the relevant stamp/seal and date. The official copy of the diploma supplement is an annex of the master file.
- (24) <sup>216</sup>The handover and receipt of the diploma supplement must be verified in the diploma handover book. The rules relating to the diploma handover book are covered under section (12).
- (25) The description of the Hungarian higher education system in the diploma supplement is reviewed by the Minister and in case of any modifications the modification is published.
- (26) While the student status exists, the ex-student is entitled to receive the first diploma and diploma supplement free of charge.

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<sup>208</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>209</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>210</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>211</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>212</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>213</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>214</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>215</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>216</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (27) <sup>217</sup>The provisions of this paragraph are applicable to copies of the diploma supplement and the issuance of new diploma supplements, with the proviso that the copy must contain the text "COPY" thereon but neither the copy nor the new diploma supplement has to be provided with clause. The applicant must pay the relevant fee in the amount determined in Annex 2.2 of RSFB.
- (28) <sup>218</sup>The Study Department/Office of the competent Faculty and the Rector's office shall keep records of the blank diplomas and diploma supplements, after consulting with the printing company, from the date of their receipt until the end of issuance based on the requirements relating to strict numbering obligation rules of supporting documents.
- (29) <sup>219</sup>The Study Department/Office of the competent Faculty and the Rector's office are required to keep blank diplomas and diploma supplements, in a closed location, to ensure that only the head of the Dean's office of the competent faculty/Study Department/ Study Office and the authorized employees of the Rector's Office have access thereto (i), in a verifiable and traceable manner.
- (30) <sup>220</sup>The Study Department/Office of the competent Faculty and the Rector's Office shall keep records of the incorrectly prepared and replaced diplomas and diploma supplement forms and shall prepare minutes in relation thereto. After corrections are made a new diploma and diploma supplement must be issued and the incorrectly prepared and replaced copies must be destroyed.
- (31) <sup>221</sup>The study Department/Office of the competent Faculty and the Rector's Office shall prepare minutes without delay relating to the lost, stolen or destroyed blank diploma and diploma supplement forms.
- (32) <sup>222</sup>The Rector's Office, deviating from Government Decree 335/2005. (XII. 29.) on the general requirements of document management for bodies performing public functions, relating to lost, stolen or destroyed diplomas after the handover of same at the request of the student shall issue a copy thereof on the form described in section (4). The content of the copy of the diploma is consistent with annex of the master file described under subsection e) of section (6) of paragraph 21 of this Regulation and it also contains the clause and certification described in annex 9 of Government Decree on the Execution of the NHAA. The order of keeping records of the copies is consistent with the order of keeping records of the diplomas. The same procedure is applicable to making more than one copy of a diploma as the procedure followed relating to the first copy.
- (33) <sup>223</sup>The Study Department/Office of the competent Faculty and the Rector's Office ex-officio or at the request shall withdraw and destroy the erroneously prepared diploma, corrects the error on the master file pursuant to subsection b) of paragraph (8) of article 21 of this Regulation, and based on the corrected master file, it issues a new diploma on the form described in paragraph (5). The diploma contains the corrective clause and certification described in annex 9 of Government Decree on the Execution of the NHAA
- (34) <sup>224</sup>If the Study Department/Office of the competent Faculty and the Rector's Office issues a new diploma pursuant to paragraph (33), and the change has an effect on the diploma supplement, then the diploma supplement, in addition to the withdraw and destruction of the diploma supplement, is also re-issued.
- (35) <sup>225</sup>The Study Department/Office of the competent Faculty, within 5 days after the issuance of the new diploma and diploma supplement shall report the data of the diplomas and diploma supplement destroyed, lost, stolen, or otherwise destroyed pursuant to paragraph (30)-(34), in this paragraph (hereinafter together "destroyed") (such as the name of the institute, the name of the organizational

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<sup>217</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>218</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>219</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>220</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>221</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>222</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>223</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>224</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>225</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

unit, the title of the form, document number, serial number, the name of the owner of the diploma, personal data and the serial number of the diploma and the diploma supplement) to the Rector's Office; The Rector's Office within 10 days shall report same to the Department of Education; the Department of Education after receipt of said report shall ensure the publication of the data (the name of the institute, the document number of the form, and the serial numbers of the diploma and diploma supplement) of the destroyed diploma and diploma supplement on its own web page and publication in the official gazette of the Ministry of Education.

- (36) <sup>226</sup>The Study Department/Office of the competent Faculty may declare invalid pursuant to paragraph 114 and 121 of Act on Administrative Proceedings any diploma and or diploma supplement issued by the Study Department/Office of the competent Faculty or its legal predecessor, if it learns that the diploma was unlawfully issued/obtained.
- (37) <sup>227</sup>The Study Department/Office of the competent Faculty shall withdraw and destroy the invalidated diplomas. The Study Department/Office of the competent Faculty shall send, within five days from the date of the destruction of same, an original copy of the invalidating resolution to the Rector's Office and the Rector's Office shall send the resolution to the Education Department within ten days. The Education Department shall publish the invalidating resolution, unless otherwise justified, on its own web page and publication in the official gazette of the Ministry of Education.
- (38) A master file extract must be created pursuant to 21. § (11) with the entry into force of the invalidating resolution relating to studies serving as the basis of diplomas invalidated pursuant to paragraph (36).
- (39) <sup>228</sup>The text of a joint diploma to be issued after concluding a joint training with a foreign higher education institution, with particular attention to the content prescribed by the Government Decree on the Execution of the NHAA, must be approved by the Education Department. The competent faculty, shall consult with the foreign partner educational institution relating to the text of the joint degree before sending the Hungarian and or the foreign language text to the Education Department for approval; after said consultation the Central Director of Studies shall send the text of the joint degree to the Education Department for final approval.

## Article 47

### Provisional regulations<sup>132</sup>

- (1) <sup>229</sup>Students who started their education / training pursuant to Act of 1993 on Higher Education, may conclude same before September 1st 2016 under unchanged professional requirements, in the frame of an unchanged (final) examination schedule, and the issuance of an unchanged final certificate/diploma. The student status of those persons who have not been able to obtain their final diploma/certificate by this date must be terminated.
- (2) If the academic specialisation/major is no longer offered according to the previous training system, the student may:
- accomplish his/her studies within the preferential study order;
  - join one of the bachelor training (BA/BSc) of the multilevel training system;
  - terminate his/her student status.
- (3) The applications for the preferential study order mentioned in point (2) are assessed by the Faculty Study Committee according to Article 24 of the this Regulation.
- (4) The applications related to point b) of paragraph (2) must be assessed according to Article 8 of the Regulation. The Faculty Credit Transfer Committee may establish different requirements than the ones contained in Article 8.

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<sup>226</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>227</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>228</sup> Implemented by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>229</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (5) <sup>230</sup>In relation to point c) of paragraph (2) the provisions of Article 14 (14) b) of the Regulation must be applied.
- (6) If a student does not accomplish his/her studies according to the options of the training period laid down in paragraph (2) a) or during the support period available, such student may accomplish his/her studies as a fee paying student within the maximum training period.
- (7) The student is entitled to request a review against the decision of the Faculty Credit Transfer Committee and the Faculty Study Committee which request must be filed at the Appeal Committee within 15 days.
- (8) If a student did not meet any of the study requirements in undergraduate education and all the options provided under the Regulation have run out, he/she can submit a request for Dean's equity pursuant to the provisions of Article 11 twice within the study period.
- (9) If the student
  - a) have fully exhausted his/her options request equity at the Dean and at the Rector, then such student is barred from any further (dean or rector) equity applications during the course of the students studies even after 1 September 2013.
  - b) had only applied for Dean's equity before 1 September 2013, then such student may file an application requesting Rector's equity, exclusively in case in which the student had not applied for Dean's equity in the past.

## IX. Closing provisions

### Article 48

- (1) This Regulation was drawn up with the consent of the Student Government.
- (2) The Regulation was passed by the Senate on 13 July 2015 and shall enter into force on 15 August 2015. At the same time the previous regulation is revoked.
- (3) The Senate amended this Regulation on 14 December 2015. The amendments enter into force on the first day following their adoption.
- (4) The Senate amended this Regulation on 20 June 2016. The amendments enter into force on the first day following their adoption.<sup>231</sup>
- (5) The Senate amended this Regulation on 27 June 2017. The amendments enter into force on the first day following their adoption.<sup>232</sup>
- (6) The Senate amended this Regulation on 28 November 2017. The amendments enter into force on the first day following their adoption.<sup>233</sup>
- (7) The Senate amended this Regulation on 19 December 2017. The amendments enter into force on the first day following their adoption.<sup>234</sup>

Dr. András Láncki  
Rector

Dr. Lívía Pavlik  
Chancellor

To verify the document:

Dr. Marica Sárközi-Kerecsi

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<sup>230</sup> Amended by: Senate-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>231</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>232</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>233</sup> Implemented by: SZ-10/2017/2018. (2017. XI. 28.) resolution number Effective: from 29 November 2017

<sup>234</sup> Implemented by: SZ-24.a/2017/2018. (2017. XII. 19.) resolution number Effective: from 20 December 2017

the secretary of the Senate



Annexes to the Study and Exam Regulation (Regulation III/1. of the COO)<sup>235</sup>:

III/1.1/A. Faculty Annexes<sup>236</sup>

1/A.1. faculty annex of the Corvinus Business School<sup>237</sup>

1/A.2. faculty annex of the Corvinus School of Economics<sup>238</sup>

1/A.3. faculty annex of the Faculty of Social Sciences and International Relations<sup>239</sup>

III/1.1/B. The training programmes of individual faculties<sup>240</sup>

III/1.1/C. Forms <sup>241</sup>

III/1.2. Conditions ensuring equal opportunity to students with disability to continue their education <sup>242</sup>

III/1.3. Regulation on Doctoral Studies <sup>243</sup>

III/1.4. Admission Regulation <sup>244</sup>

III.1.5. Regulations on issuing the diploma supplement<sup>245</sup>

III/1.6. Regulation on e-Registration Book<sup>246</sup>

III.1.7. The order of assessment of the tenders/applications for Hungarian State Scholarship - we suggested that this should be repealed, because it was included in Annex 1/b of the BCE HTJSZ.<sup>247</sup>

III/1.8. Order of handling applications<sup>248</sup>

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<sup>235</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>236</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>237</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>238</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>239</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>240</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>241</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>242</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>243</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>244</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>245</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>246</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>247</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>248</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

Annex No 1/A<sup>249</sup>**Faculty Annexes**Annex No 1/A/1<sup>250</sup>Annex No 1/A/1<sup>251</sup>**Separate provisions applicable to the Corvinus Business School**

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**Article 1**<sup>255</sup>**Taking up a subject contrary to sample curriculum**

- (1) A student may take at the most two subjects contrary to the sample curriculum per each semester.

**Article 2**<sup>256</sup>**Taking up subject in conflict with the class schedule**<sup>257</sup>

- (1) <sup>258</sup>The rules relating to the registration for subjects in conflict with the class schedule are provided under 23.§ (3) of this Regulation.
- (2) <sup>259</sup>Students taking part in the following training 2BNARESZ, 2ISPRESZ, BCEBNRESZ, BCEMNRESZ are not authorized to take subject conflicting with the class schedule.

**Article 3**<sup>260</sup>**Preferential study order**

- (1) <sup>261</sup>Students must submit their applications for a preferential study order, in an application addressed to the Faculty Study Committee, within no more than in the first three weeks of the study period but already in the semester prior to the applicable semester; for sprint semester from 15 October and for the fall semester from March 15.

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<sup>249</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>250</sup> Amended and repealed: separate provisions relating to Faculty Of Food Science, Senate-163/2015/2016. resolution number (2016. VI. 20.) Effective: from 21 June 2016

<sup>251</sup> Amended and repealed: Senate SZ-163/2015/2016, decision number (2016. VI. 20.) Effective: from 21 June 2016

<sup>252</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>253</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>254</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>255</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>256</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>257</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>258</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>259</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>260</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>261</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (2) <sup>262</sup>The Faculty Study Committee shall decide relating to the subject which may be authorized in the application.
- (3) <sup>263</sup>In case of partial training abroad or grant/scholarship, or practical/professional training abroad (see subsection d) of paragraph (1) of article 24 of this Regulation) the extent of this is two subjects per each semester and authorization to complete the specialised (tutorial) practice/diploma consultation in the preferential study order.
- (4) <sup>264</sup>Further rules relating to preferential study order are covered under Article 24 of this Regulation.

#### **Article 4** <sup>265</sup>

#### **Exceeding the required number of credits**

- (1) <sup>266</sup>Provisions of 33. § (1) of this Regulation contains rules on the number of credits which may be taken up in each semester. An exception to this is taking up practical/professional training differing from the sample curriculum, in case of which the registration for the subject and the calculation of the self financed part must be performed pursuant to the relevant provisions of the Regulation on Student Fees and Benefits.
- (2) <sup>267</sup>The provisions of 33. § of this Regulation are controlling relating to exceeding the number of credits specified as a mandatory requirement for a diploma in the training and outcome requirements of the programme in state-funded (partial) or privately financed education/training. An exception to this is taking up subjects by students participating in the CEMS programme.

#### **Article 4/A** <sup>268</sup>

#### **Credit transfer procedure**

- (1) The student must indicate in his application whether he would like to have the subject requested to be accredited approved in the framework of subject equivalence.
- (2) Subjects included in the operational curriculum (compulsory subject, optional special subject, compulsory optional subject, programme subject, specialisation subject) may be substituted only in the framework of subject equivalence.
- (3) Professional training, foreign language training or physical education completed in another programme in another higher education institution may not be accredited.
- (4) A final examination or complex examination passed in another higher education institution may not be accredited.

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#### **Article 5** <sup>275</sup>

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<sup>262</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>263</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>264</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>265</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>266</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>267</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>268</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

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<sup>270</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>271</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>272</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>273</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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### Change of specialisation<sup>276</sup>

- (1) Possible in case of fulfilling the conditions of changing specializations/majors, which conditions are defined pursuant to 36 § of this Regulation.
- (2) The changing of specializations/majors may be denied due to capacity reasons and other educational / study reasons defined as conditions by Deputy Dean responsible for education affair or by the person responsible for the given major at the receiving faculty.
- (3) In case of credit transfer between majors/specializations, the credit value provided by the faculty curriculum of the receiving faculty is controlling.

### Article 6<sup>277</sup>

#### Selecting and or changing of a major and or a specialization

- (1) <sup>278</sup>37 § (1) of this Regulation provides the general terms and conditions relating to the selection of a major or specialization, which must be examined, before applying to the major/specialization, together by the faculty administrator of the given faculty and the organizational units of the concerned faculty.
- (2) Student in the Management undergraduate programme may select specialization after the first **three** semesters. When assessing the applications for majors/specializations the ranking of students is based on the results achieved in the subjects announced as conditions by the person responsible for the given specialization.
- (3) Student in the accounting and finance undergraduate programme may select a specialization after the first **four** semesters. When assessing the applications for specializations the ranking of students is based on the results achieved in the subjects announced as conditions by the person responsible for the given specialization.
- (4) Student in the Economic and rural development undergraduate programme may select a specialization after the first **three** semesters. When assessing the applications for specializations the ranking of students is based on the results achieved in the subjects announced as conditions by the person responsible for the given specialization.
- (5) <sup>279</sup> <sup>280</sup>Students in the finance, management and organization master's programme may select a specialization after the first semester of training/studies. When assessing the applications for specializations the ranking of students is based on the results achieved in the subjects announced as conditions by the person responsible for the given specialization.
- (6) <sup>281</sup>A student who was not accepted into any specialization/ major, may apply again after fulfilling the relevant requirements and may continue his / her studies **until then** by taking other subjects announced in the major but are not a part of the given specialization.
- (7) <sup>282</sup>37. § of this Regulation contain the general terms and conditions and available options relating to the changing of specializations / majors. An option to change specializations/majors is available **until the end of the first active semester** after the changing or selecting of a specialization.
- (8) <sup>283</sup>For changing specialisations, the approval of the person responsible for the receiving specialisation and the person responsible for the original specialisation, which must be obtained by the student before the submission of the application.

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<sup>282</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>283</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (9) <sup>284</sup>Students may submit an application for changing specialisation/major relating to the next semester at the end of the semester before the change **in the case of a change of specializations in the fall semester between 15-30 January, in case of change in the spring semester between June 1-15.**

### Article 7 <sup>285</sup>

#### Practical/Professional Training

- (1) The primary purpose of practical/professional training is to enhance and further develop the knowledge obtained at the University in a professional / commercial setting, and the development of professional skills and labour market attractiveness of undergraduate students. The student, in the course of practical/professional training, must further develop and enhance skills and knowledge obtained in the course of his/her education, thereby developing the competences required on the labour market:
- the development of independent problem solving skills;
  - enhancing participation in team work;
  - the development of independent work skills;
  - to develop communication skills, the practice of foreign languages;
  - the development of the decision making skills.
- (2) The students must perform practical/professional training on the below specialities/majors according to the following conditions:

A) For students establishing a student status before semester 2017/18/1 on the below majors:<sup>286</sup>

Major	Internship
Financial Management and Management (BA)	480 hours (12 weeks) <sup>287</sup>
<sup>288</sup>	<sup>290</sup>
Trade and market (BA)	480 hours (12 weeks) <sup>292</sup>
International management (BA)	480 hours (12 weeks) <sup>293</sup>
Finance and accounting	480 hours (12 weeks) <sup>294</sup>
Tourism-hospitality (BA)	480 hours (12 weeks) <sup>295</sup>
Economic and rural development, agronomist (BSc) <sup>296</sup>	Practical/professional training consists of : <ul style="list-style-type: none"> <li>at least 3 weeks of practical training connected to the theoretical professional training, the performance of which is a criterion condition without credit value, and</li> <li>one half year / semester of related professional training.</li> </ul>
Computer Economist (BS)	240 hours (students who started their studies before 1 September 2014)

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<sup>286</sup> Implemented by: Senate SZ-10/2017/2018. (2017. XI. 28.) resolution number. Effective: from 29 November 2017

<sup>287</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>288</sup> Repealed by: Senate SZ-10/2017/2018. (2017. XI. 28.) resolution number. Effective: from 29 November 2017

<sup>290</sup> Repealed by: Senate SZ-10/2017/2018. (2017. XI. 28.) resolution number. Effective: from 29 November 2017

<sup>292</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>293</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>294</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>295</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>296</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

	320 hours (students who started their studies after 1 September 2014)
Computer Economist (BS)	160 hours (students who started their studies before 1 September 2014) 240 hours (students who started their studies after 1 September 2014)

B) For students establishing a student status in semester 2017/18/1 or after that on the below majors:<sup>297</sup>

Major	Internship
Human Resources (BA)	400 hours (10 weeks)
Business Administration and Management (BA)	400 hours (10 weeks)
Commerce and Marketing (BA)	400 hours (10 weeks)
International Management (BA)	400 hours (10 weeks)
Finance and Accounting	400 hours (10 weeks)
Tourism and Hospitality (BA)	400 hours (10 weeks)
Rural Development Engineer (BSc)	Practical training consists of: at least 3 weeks of practical training connected to the theoretical professional training, the completion of which is a criterion condition without credit value, and one semester of related professional training (12 weeks).
Business Informatics Engineer (BSc)	320 hours
Business Informatics Engineer (MSc)	240 hours
Sports Economist (MSc)	60 hours

- (3) <sup>298</sup>The place where the practical/professional training is performed may be a Hungarian or foreign company, institution and a non-profit organization (small or mid size company, large company, trans or multinational company, budgetary authority, municipality, other government agency, Association, foreign representation, international organizations, research institutes, non-profit organization), where:
- the student applies his /her studies in an appropriate professional field /area;
  - provides the location required for the practical/professional training; and the necessary professional supervision, control;
  - provides work safety training for the student before the student starts working;
  - the practice performed in the frame of this shall not exceed 40 hours per week but during the entire course of the mandatory practical/professional training it reaches the required number of work hours.
- (4) <sup>299</sup>The student's own business organization / company or student organizations at the University may not serve as the source of the practical/professional training. The practical/professional training obtained at the school cooperative can be verified by the said school cooperative, provided that the employer in a contractual relationship with the school cooperative complies with the requirements of professional practice location and the content of the work to be performed complies with the requirements of practical/professional training as prescribe by law.
- (5) The student may perform his/her practical/professional training abroad, if it complies with the practical/professional training set out in paragraphs 1-4 and if the receiving location is also in compliance with same. However, the form requirements may be modified in order to be adjusted to

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<sup>299</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- the other legal or cultural environment or to the differing organizational rules as much and to the extent the modification is necessary.
- (6) <sup>300</sup>The mandatory practical/professional practice in undergraduate and master's training may be performed as a continuous practical/professional training in the following manner:
- A) <sup>301</sup> in a practical training of 30 credits for students enrolled before semester 2017/18/1 majoring in the following undergraduate programmes:<sup>302</sup>
- a) after six active semesters, without any interruption
  - b) after four active semesters, not during the study period and without any interruption;
- B) <sup>303</sup>In case of practical/professional training determined as criterion requirement without any credit value, at the undergraduate level programme: after four active semesters and without any interruption;
- C) In case of practical/professional training determined as criterion requirement without any credit value, at the master's level programme: without interruption or preconditions.
- D) In a practical training of 20 credits (for students enrolled in semester 2017/18/1 or after that), after completing six consecutive active semesters in an undergraduate programme.<sup>304</sup>
- (7) The practical/professional training may be performed **only at one receiving location**. Practical/professional training performed at various companies of a group of companies may also be considered as performance at one receiving location.
- (8) <sup>305</sup>**Evening and correspondent work schedule**, if the student, during the course of his/her studies is in an employment relationship for at least a period of 6 six months at a business entity/company, the work performed there may be recognized as practical/professional training, if the place of work complies with the requirements of professional practice location. However, even in this case the, the practical/professional training report must be prepared and other aspects of performance must also be met.
- (9) The process of taking up and accepting practical/professional training
- a) The student, to receive relevant information, is obliged to contact the person in charge of organizing the professional training who is assigned by the person responsible for the given subject. The person responsible for the given major informs the students relating to the further detailed requirements of the practical/professional training of the given major. The institute is required to publish the electronic contact information and availability of the person in charge of the organization of the practical/professional training at the institute.
  - b) <sup>306</sup>The student is responsible to find a receiving location for the performance of the practical/professional training.
  - c) <sup>307</sup>The acceptance of the practical/professional training: the student is required to request and obtain consent relating to the performance of the practical/professional training before the commencement of same **at the latest within 15 days before commencement and in case of practical/professional training abroad at the latest within 30 days before commencement** such consent must be requested from the person in charge of the organization of the practical/professional training assigned by the given faculty and the practical/professional training representative at the Study Department/Office.
  - d) The University and the organization where the practical/professional training is performed shall enter into an agreement relating to the performance of the practical/professional training.

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<sup>301</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>302</sup> Amended by: Senate SZ-10/2017/2018. (2017. XI. 28.) resolution number. Effective: from 29 November 2017

<sup>303</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>304</sup> Implemented by: Senate SZ-10/2017/2018. (2017. XI. 28.) resolution number. Effective: from 29 November 2017

<sup>305</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>306</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>307</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- e) The student fills out and **submits the application for practical/professional training** to ensure that the student is able to take up (register for) the practical/professional training subject in the Neptun electronic student registration system.
- f) <sup>308</sup>The student, after the successful performance of the practical/professional training, shall prepare a written report which must contain the following elements:
- The introduction of the company (business entity)
  - The introduction of the concerned sector
  - Description of the task(s) received
  - The performance and result of the work performed
  - The evaluation of the experience gained
  - Suggestions and observations, which may improve the efficiency of the practical/professional training.
- g) The report must be prepared in the language of the study programme. However, in case of study programmes taught in Hungarian, the report may also be prepared in a foreign language with the prior authorization of the person responsible for the given major. The Professional Report is certified by the signature of the external consultant.<sup>309</sup>
- h) <sup>310</sup>The professional practice location verifies the performance of the practical/professional training by filling out and signing the form entitled “Work manager assessment” and by the signing of the student’s written report prepared in relation to the practical/professional training. The student shall give a copy of the “Work manager assessment” form to the practical/professional training referees at the Study Department/Office and shall also provide a copy to the organizer of the practical/professional training, within 8 eight days from the end date of the practical/professional training.
- i) The head of the practical/professional training shall decide relating to the classification and acceptance of the practical/professional training by taking into consideration the assessment of the external consultant. In case of practical/professional training with credit value, in the course of establishing the final grade of the practical/professional training the average of the the grade given by the external consultant on the “Work manager assessment” form and the grade given by the internal consultant on the professional report prepared by the student must be taken into consideration to two decimal places. The evaluation of the practical/professional training is assessed based on the following limits:
- - excellent if the average is between 4.5 and 5.0
  - - good, if the average is between 3.5 and 4.4
  - - average, if the average is between 2.5 and 3.4
  - - pass, if the average is between 2.0 and 2.4
  - - fail, if the average is under 2.00
- If the operative curriculum does not attribute a credit value to the practical/professional training, then the person in charge of practical/professional training shall decide whether to sign off or reject the application for credits.
- j) The student, after the performance of the practical/professional training within 14 days, but if the student performs his / her mandatory practical/professional training in the last semester, then at the latest within 20 days from the date of the final examination period, is required to prepare and give the written professional report to the organizer of the practical/professional training assigned by the person responsible for the given major.
- k) If the report is not in compliance with the prescribed requirements, the student is obliged to resubmit same after making the necessary corrections within 7 days from the date of the rejection of same. After the third rejection of the professional report the practical/professional training must be repeated.

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<sup>308</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>309</sup> Amended by: Senate SZ-10/2017/2018. (2017. XI. 28.) resolution number. Effective: from 29 November 2017

<sup>310</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



- l) If in the course of the inspection of the practical training or from the professional report it can be ascertained that the student failed to perform the practical/professional training or did not perform same in compliance with the relevant requirements (e.g. Duration of time or task), then the practical/professional training must be repeated.
- (10) The students' rights and obligations relating to the practical/professional training:
- a) <sup>311</sup>The student in the course of the 6 weeks of continuous practical/professional training is entitled to receive remuneration pursuant to relevant provisions of the NHAA. Practical/professional training performed at a budgetary authority may be performed without remuneration.
  - b) In relation to practical training in frame of an undergraduate programme, the student, in relation to advocacy and health & safety, is entitled to all the rights provided to employees under the Labour Code. The laws relating to occupational health and safety must be applied to the student's employment. The student, to enforce claims arising out of or in connection with practical training, pursuant to provisions relating to labour law related legal dispute, may initiate legal disputes. In the meaning of this regulation, student shall mean employee, the location of the practical/professional training shall mean the employer, and the student status shall be employment relationship.
  - c) The student is obliged to perform the tasks assigned to the student to the best knowledge, skills and abilities of the student.
  - d) The student must comply with related laws and must act in line with the the rules/policies of the institution, (i.e. Work time, service location, dress code, safety regulations etc.);
  - e) <sup>312</sup>A student on practical/professional training is expected to represent the University in line with the professional level prestige and reputation of the Corvinus Business School at Corvinus University of Budapest and to behave properly in a manner to further enhance the reputation of the University;
  - f) The student, pursuant to the requirements earlier described in this Regulation, is obliged to report on the student's level of performance under practical/professional training.
- (11) General rules relating to practical/professional training
- a) The practical/professional training forms an integral part of the training programme; thus, the student may only be released to take the final examination after the practical/professional training (professional practice report) is accepted.
  - b) Exemption from practical/professional training may not be given. Practical/professional training performed in relation to a different specialization/major may not be transferred pursuant to the relevant provisions of the Credit Transfer Rules.
  - c) <sup>313</sup>§ (2) of this Regulation must be applied with the supplementation that the grade received on the mandatory practical/professional training is not recognized in the calculation of the state funded scholarship/grant average; thus the student is not entitled to receive state funding in relation thereto.
  - d) <sup>314</sup>In case of practical/professional training with 30 credit value the period of practical/professional training indicated in the relevant contract and the study period overlap each other; thus, the student in addition to applying for practical/professional training, is only entitled to take two subjects, not including examination courses, and to which application the student must also attach the employer's explicit consent in this regard.
  - e) <sup>315</sup>In case of practical/professional training determined as criterion requirement without any credit value, participation in the practical/professional training may not prevent the student from performing his her study obligations and participation in the practical/professional training may not be offered as justification in any request /application and shall not be deemed as a waiver

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from under the duty to attend classes. Exemption from this condition may not be granted either through the Dean or the Rector's equity.

- f) Practical/professional training may not be performed in passive semesters. The summer after a passive semester is also passive.
  - g) <sup>316</sup>If the Practical/professional training is performed outside of the study period, during the summer, then the relevant report and the employer's evaluation may only be submitted by the student in the active semester after completion of the programme at the organizer of the practical/professional training assigned by the person responsible for the major/specialization. The Student must register for this course in Neptun at this time.
- (12) Quality assurance:
- a) Ensuring the quality of the practical/professional training is the task of the person in charge of the major/specialization.
  - b) <sup>317</sup>The person responsible for the major / specialization, as part of quality assurance, shall continually adjust the requirements of the practical/professional training program to the competence requirements described in the training and outcome requirements. Based on this, if necessary, the responsible person shall adjust the expectations relevant to the student and the location of the practical/professional training (employer.
  - c) The person responsible for the major/specialization or his her representative during the practical/professional training randomly inspects the some of the employers/location of the practical/professional training and the work performed by the students at that location.
  - d) The students' practical/professional training and the companies' reports are summarized and evaluated. The content of the summaries are discussed and evaluated by a work group consisting of a representative of the university, employer and the students. The observations are entered into minutes.
  - e) Based on the agreements, if necessary, the person responsible for the given major/specialization, shall make modifications in the organization and operation of the practical/professional training.

### **Article 8 <sup>318</sup>** **Complex examination**

- (1) <sup>319</sup>In case of undergraduate majors: complex examinations are only taken by students in the Business Information Technology (BSc) major/specialization. The complex examination consists of subjects and topics announced by the person responsible for the major.
- (2) <sup>320</sup>In case of master's level specializations: the complex examination is an integral part of the final examination. The complex examination consists of the mandatory subjects announced by the person in charge of the major or topics selected from the study materials of the mandatory subject.
- (3) The complex examination may be oral and/or written.
- (4) <sup>321</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination

### **Article 9 <sup>322</sup>** **The condition of the final certificate (absolatory)<sup>323</sup>**

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<sup>323</sup> Based on the 25 November 2014 resolution of the Faculty Council the amendments of the Study and Exam Regulation relating to the method of calculation of the final certificate/absolatory shall enter into force on the last day of the examination period of the first semester of the academic year 2014-2015.

- (1) The conditions of obtaining the final certificate (absolatory) are the following:
  - a) <sup>324</sup>The full performance of the credit requirements in a structure described in the operative curriculum the number of credits necessary to receive a diploma within the maximum training period and in line with the training and outcome requirements. Two thirds of the required number of credits must be obtained at the parent University/institution, excluding the following cases:
  - b) <sup>325</sup>the performance of practical/professional training prescribed in relation to undergraduate training with extensive practical training and those prescribed on master's level training programmes;
  - c) <sup>326</sup>the successful completion of the complex examination in the business information technology undergraduate (BS) major.

#### Article 10<sup>327</sup>

#### The substantive and formal requirements of the thesis

- (1) <sup>328</sup>The substantive and formal requirements of the thesis on the undergraduate level are covered in Annex1/A.1.2., in case of master's level training in Annex 1/A.1.1.
- (2) <sup>329</sup>In case several thesis are submitted in frame of parallel training(s), the student must declare that the overlapping between the theses do not exceed 10%.
- (3) <sup>330</sup>The schedule of the given academic year of the competent Faculty, in line with the final examinations, contains the submission deadline of the thesis. Student, for a separate processing fee, may submit their thesis one week after the date of the previously scheduled submission deadline. Thereafter, the thesis may only be submitted during the submission period announced in the next semester.
- (4) <sup>331</sup>
- (5) <sup>332</sup>
- (6) <sup>333</sup>

#### Article 11<sup>334</sup>

#### Final examination

- (1) The student may only be authorized to take the final examination, if
  - a) <sup>335</sup>He/she had already obtained the final certificate (absolatory),
  - b) Submitted the thesis and it has been accepted by the reviewer(s).
- (2) <sup>336</sup>the result of the final exam

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<sup>336</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- a) <sup>337</sup>In case of undergraduate majors, the student shall defend his/her thesis before a final examination committee and answer questions, relating to the thesis, in the topics determined as final examination requirements.
  - b) <sup>338 339</sup>In case of master's level training: the student demonstrates his/her knowledge on the complex examination in frame of the final examination, defends his / her thesis and answer questions, relating to the thesis/diploma work, in the topics determined as final examination requirements. In arranging the final examination, students who fail to meet the requirement of any final examination event (oral and written parts of the complex exam) will not continue with the other final examination components in the final examination period concerned. The final examination may be repeated in the next final examination period.
  - c) <sup>340</sup>In case of continuing post-graduate specializations programmes: the student shall defend his/her thesis before a final examination committee and answer questions, relating to the thesis, in the topics determined as final examination requirements; and if the operative curriculum of the major prescribes it then the student must demonstrate his/her professional knowledge in a complex examination.
- (3) The grade received on the final examination is the average of the review grade(s) and the grade received on the oral defence of the thesis, to two decimal places.
  - (4) <sup>341</sup>Repeating an unsuccessful final examination is governed by Section 45 of the Regulation.

### **Article 12<sup>342</sup>** **The diploma**

- (1) Conditions of preparing the diploma
  - a) <sup>343</sup>the data of the final certificate (absolatory)
  - b) <sup>344</sup>Successful final examination
  - c) <sup>345</sup>Performance of the language requirements determined in the training and outcome requirements of the given major/specialization.
    - ca) in business and management, trade and marketing, accounting and finance undergraduate training programmes requires at least a intermediate (B2), technically advanced, "C" type a state-recognized language examination or general "C" type upper level language examination,
    - cb) international business and tourism and hospitality majors/specializations require at least two intermediate technically advanced, "C" type state-recognized language examination general "C" type upper level language examination,
    - cc) economic and rural development agricultural engineer and computer economist specializations require at least a "C" type state-recognized language examination.
- (2) The diploma classification:
  - a) <sup>346</sup>in case of the undergraduate majors based on the weighted average of the below items to two decimal places:
    - aa) the average of the grades of the mandatory and (in the amount prescribed by the curriculum) the professional elective / specialization elective subjects,
    - ab) the grades received on final examinations with doubled value,

<sup>337</sup> Amended by: Senate SZ-163/2015/2016. resolution number (2016. VI. 20.) Effective: from 21 June 2016

<sup>338</sup> Implemented by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>341</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>342</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>345</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>346</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- ac) in business information technology undergraduate (BS) major the result of the complex examination.
  - b) <sup>347</sup>in case of the master's programme based on the weighted average of the below items to two decimal places:
    - ba) the average of the grades received in mandatory subjects,
    - bb) the result of the complex examination,
    - bc) the grades received on final examinations with doubled value,
    - bd) In case of continuing post-graduate programme in accordance with the method described in the sample curriculum.
- (3) <sup>348</sup>

### **Rules relating to master's program<sup>349</sup>**

### **Rules relating to traditional education <sup>350</sup>**

#### **Article 13<sup>351</sup>**

#### **Mandatory comprehensive examination,**

- (1) <sup>352</sup>in Business, business major, teacher of economics, business communication, specializations, at the latest by the end of the sixth semester (before the IV. academic year and before a specialization is selected), students are required to take two foundation comprehensive examinations (business and methodology ). Students studying in the teacher of economics major, by the above mentioned deadline, must also take a foundation comprehensive examination in psychology-pedagogical.
- (2) in the following majors/specialization Business, business major teacher of economics, business communication the methodology comprehensive examination consists of the following subjects: Analysis, Linear Algebra and Programming, Probability, Statistics I, Statistics II.,
- (3) The subjects falling under the methodology examination within the frame of the intensive methodology programme: Analysis (IMP), Linear Algebra (IMP), Probability (IMP), Optimization (IMP), Statistics I. (IMP), Statistics II. (IMP)
- (4) <sup>353</sup>in the following majors/specialization Business, business major teacher of economics, business communication the economics comprehensive examination consists of the following subjects Microeconomics, Microeconomics I / 2, Macroeconomics, Macroeconomics I / second
- (5) The subjects falling under the economics comprehensive examination within the frame of the intensive methodology programme: Microeconomics I / 1 (IMP), Microeconomics I / 2 (IMP) Market Structures (IMP), Macroeconomics I / 1 (IMP), Macroeconomics I / 2 (IMP).
- (6) in business information technology majors/specializations by the end of the sixth semester the methodology and by the end of the eight semester the business comprehensive examination must be taken,
- (7) <sup>354</sup>in business information technology major/specialization business comprehensive examination covers the following subjects: Microeconomics, Macroeconomics, Business Economics, Corporate Strategy.

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<sup>349</sup> Repealed by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>350</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>351</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>352</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>353</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>354</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (8) <sup>355</sup>in business information technology major/specialization methodology comprehensive examination covers the following subjects: Statistics, Computer Science, Modeling.
- (9) <sup>356</sup>Students in business and business major economics teacher majors / specialization take accounting comprehensive examination in their fifth year, which consists of the following subjects: Accounting I. Book keeping, Accounting II. (A business management accounting), annual accounts and bookkeeping, annual reports and analysis.
- (10) <sup>357</sup>Students in business communication major/specialization in the III-IV-V years, take communication I. and II. comprehensive examinations. The two communication comprehensive examinations replace the complex examination. The subjects of the communication I. comprehensive examination. Introduction to semiotics, communication theory, theory of Mass Communication, Media Economics. The subjects of the communication II. comprehensive examination. Media Control, Information Society, Psychology of advertising and communication strategy.
- (11) <sup>358</sup>Students in the business information technology major take a IT comprehensive examination, which replaces the complex examination. The subjects of the IT comprehensive examination: System Development, Network technologies, Business Intelligence, Infrastructure Management and Project management and quality management.
- (12) <sup>359</sup>§ 4 of this Regulation covers other regulations relating to comprehensive examination.

**Article 14<sup>360</sup>**  
**Specialisation**

- (1) Students in the following majors/specialization Business, business major, teacher of economics, business communication and business information technology shall select an academic specialisation after the performance of requirements of three academic years.
- (2) Those students who meet the below conditions may be accepted into Business, business major, teacher of economics and business communication specializations, particularly those, who
  - a) <sup>361</sup>had taken the mandatory subjects of the first three years and the mandatory specialization subjects of the third year (in business major four elective block subjects, teacher of economics with business specialization the mandatory subjects of teaching major),
  - b) the number of earned credits is 180
  - c) Performed / passed at least one foundation comprehensive examination,(and the in the teaching major the foundation comprehensive examination in psychology-pedagogical),
  - d) has at least at least one intermediate technically advanced, "C" type state-recognized language examination or one general "C" type upper level language examination,
  - e) The deputy dean responsible for educational affairs, in case one of conditions are not met, may decide at his/her own discretion.
- (3) In case there is an over subscription/application to the given academic specialisation the person responsible for the given major / specialization has competence the provide the ranking conditions / criterion. These conditions may changed annually. The principles relating to the given academic year must be published on the web page, at the latest before an application is submitted to the given academic specialisation.

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<sup>355</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>356</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>357</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>358</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>359</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>360</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>361</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (4) <sup>362</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of majors.
- (5) For changing specialisations, the approval of the person responsible for the accepting the specialisation and the person responsible for the original specialisation is required and it is obtained by the Study Office/Department.
- (6) Students may submit an application for changing specialisation at the end of the semester, **in the case of the fall semester by 1-15 January, in the case of the spring semester by 15-30 June.**

#### **Article 15<sup>363</sup>**

#### **Complex examination**

- (1) The students after performing the requirements of their main specialisations (major) shall take a complex examination. The complex examination is a part of the final certificate (absolatory)
- (2) <sup>364</sup>The students after meeting the subject requirements of their auxiliary specialisation (minor), shall have an opportunity to take a complex examination in the auxiliary specialisation. In case of students studying in the teachers of economics specialization must close the auxiliary specialisation by the taking of a complex examination. The auxiliary specialisation complex examination may only be taken by active students before obtaining the final certificate (absolatory)
- (3) Students studying in teachers of economics specializations must also take a teacher certification examination.
- (4) The complex examination consists of the mandatory specialization subjects taken during the four semesters it is oral and or written.
- (5) <sup>365</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination
- (6) The business communication in a double major /specialization training the taking of the two comprehensive examinations substitutes the complex examination. In the business information technology major the taking of the information technology comprehensive examination substitutes the complex examination.

#### **Article 16<sup>366</sup>**

#### **Conditions of the absolatory**

- (1) The conditions of obtaining the final certificate (absolatory) are the following:
  - a) <sup>367</sup>The fulfilment of the credit requirements within the maximum available time pursuant to Annex 1/B of this Regulation (300 credits, in case of teacher of economics specialization 340 credits, in case of business communication and business information technology specializations 330 credits) in the structure prescribed under the operative curriculum. At least 2/3 of the prescribed credits must be gained at the parent university.

#### **Article 17<sup>368</sup>**

#### **The substantive and formal requirements of the thesis**

- (1) The length of the thesis (without attachments) is a minimum 50 pages, the idea length of a thesis is between 60-80 pages (without attachments).

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<sup>362</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>364</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>365</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>366</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>367</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>368</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (2) <sup>369</sup>The substantive and formal requirements of the thesis are covered in Annex 1/A.1.1.

**Article 18<sup>370</sup>**  
**Final examination**

- (1) The student may only be authorized to take the final examination, if
- a) after obtaining the absolatory
  - b) the thesis is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the thesis. The grade received on the final examination is the average of the grade given by the two reviewer and the grade received on the oral defence of the thesis, to two decimal places.

**Article 19<sup>371</sup>**  
**The diploma**

- (1) Conditions of preparing the diploma
- a) obtaining the absolatory,
  - b) successfully taking the final examination
  - c) The fulfilment of the language requirements (has at least two intermediate technically advanced, "C" type state-recognized language examination one of which may be substituted by a general "C" type upper level language examination),
  - d) In case of students studying in the teachers of economics specialization the successful completion of the teacher certificate examination.
- (2) The classification of the diploma is based on the weighted average of the below items:
- a) In business specialization the average of the grades received in the mandatory subjects of the specialization (including the four elective specialization subjects to be taken in the fourth and the fifth year), teacher of economics in business specialization the average of the grades received in all mandatory subjects (including the four elective specialization subjects to be taken in the fourth and the fifth year) and in business-communication and business information technology specializations the average of the grades received in the mandatory subjects, to two decimal places.
  - b) the grade received on the complex examination in the student's major, or if the student took the auxiliary specialisation in the student's minor then the mathematical average of the grades received by the student on complex examinations of the major and the minor subjects, to two decimal places.
  - c) the grades received on final examinations with doubled value,
  - d) students studying in the teachers of economics specialization the grade received on the teacher certificate examination.
- (3) In case of students who started their studies before 1 September 2006 the classification of the diploma shall be as follows:
- a) - excellent, if the average is between 4.51 and 5.00
  - b) - good, if the average is between 3.76 and 4.50
  - c) - average, if the average is between 3.00 and 3.75
  - d) - pass, if the average is under 3.00
- (4) <sup>372</sup>An honours diploma shall be issued to students who achieve a 5.00 mathematical average on their foundation comprehensive examinations and on his/her complex examination(s) closing the specializations the student must have archived an "excellent" grade all other last valid grades are at

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<sup>370</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>371</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>372</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



least a good (4) and all the grades indicated in the registration book/master file are at least a an average (3).

### **Closing provisions<sup>373</sup>**

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<sup>373</sup> Repealed by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

**1/A. 1.1. Annex No.<sup>374</sup>  
the substantive and formal requirements of the thesis (diploma work)**

Business, teacher of economics with a business major, business communication and business information technology specializations and business information technology, supply chain management (previously, logistics management), marketing, Master of Business Administration, finance, regional and environmental economics, sports economist, accounting, tourism management, entrepreneurship, management and organization, rural development agricultural engineer master's programmes.<sup>375 376</sup>

**I Content requirement<sup>377</sup>**

**1. Structural features of the thesis**

- The required extent of a thesis, excluding the annexes, is not less than 50 pages, while the maximum extent is regulated individually by the programmes.

**2. The title of the dissertation**

- A concise expression of the content and message of the dissertation,
- if the title is not clear in relation to the subject, then an explanatory or alternative subtitle is required;
- implies the central topic(s) of the dissertation.

**3. Introduction**

- more detailed description of the topic of the dissertation than given in the title;
- justification of the topic selection;
- short description of the process and logic of the reasoning;
- if necessary it may also contain an acknowledgement;
- short (maximum 2 to 3 pages long).

**4. Introduction of Theory**

- The definitions, concepts, models, methods of analysis and theories required for the discussion of the topic being the subject of the thesis;
- summary of the conclusions of research prepared in similar area;
- the specification of the research methodology (if the author in the course of the research used a more substantial methodology apparatus);
- marks and justifies the preferred definitions of concepts and models;
- explains the conclusions of the empirical studies conducted in similar areas and the author, based on authors intuition, describes different premiss and hypotheses.

**5. The explanation of the main topic of the dissertation**

- With the help of the concepts and definitions discussed in the introduction of theory section, the description, evaluation of the selected issue and possibly (depending on the nature of the dissertation) a description of suggestions in relation to taking further measures.
- consistent use of the concepts and models introduced in the theory section of the dissertation;
- contains conclusions supported by well founded arguments, facts and reasoning;
- objectivity in the description of the issue/situation of the examination / research is critical;

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<sup>376</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>377</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- the author's personal opinion is included and it can be clearly differentiated from the position evaluation and solutions and opinions of other cooperating persons;
- combines the experience with the models discussed in theory introduction section with the earlier empirical examinations, and the described hypotheses;
- its length (if correctly constructed) is at least half the length of the dissertation;

## 6. Summary

- the summary of the results/conclusions of the dissertation,
- defines direction for further examination based on the achieved results and topics which were not discussed but are closely connected.

## 7. Bibliography

- summary which assists in the checking of the references / citations in the dissertation;
- the bibliography must meet strict requirements, these are detailed in the formal requirement section of this Regulation.

## 8. Annexes (not mandatory)

- with emphasis: introduction of the methodology documentation (questioner, interview outline, calculations etc., disclosure of);
- The display of diagrams, tables, documents etc., which are necessary to understand the dissertation but, at the same time, they do not have a close connection to any of the chapters or sub chapters of the dissertation; or there are too many or too many details and would make the relevant chapter difficult to read;
- the display of diagrams, tables, documents etc., which may have a close connection to one given chapter/sub-chapter of the dissertation, their form (e.g. A3) and or due to their length (2 or more pages) they are to be attached as annexes;
- its function is clear and unquestionable; the accusation of deliberately enclosing it to increase the number of pages can not be raised at all;
- numbered, titled, and it is also included in the table of contents;
- it may only be more than 15% of the actual dissertation, only if well justified.

## 9. Annotation

- short summary of the purpose, methodology, structure and conclusions/results of the dissertation for those persons who will formally look at the dissertation, but have no opportunity to closely review the entire dissertation (e.g. members of the the state examination committee) and those who might be interested in the dissertation, i.e. Based on its title.
- build structure from the topics in the introduction and summary , however, without overlapping to a significant extent the mentioned parts of the dissertation;
- Its length may not exceed two pages.

### *Warning!*

The annotation does not have to be edited into and connected/bounded with the body of the dissertation.

### **Consultant declaration/statement**

The dissertation must be submitted together with the consultant's declaration stating that the dissertation may be submitted and it is suitable for defence. **The dissertation may not be accepted without this declaration.**

## GUARANTEE OF THE ORIGINALITY OF THE THESIS

On the page following the inside title page of the dissertation (before the table of contents) the following text must be inserted:

"I..... (the name of the student) being aware of my full liability, hereby declare, that all text, diagrams and tables in this dissertation/thesis, with the exception of the parts referenced in accordance with the applicable requirements, are original and exclusively the result of my own work and such does not originate from any other document or contributor."

### **ANY DISSERTATION / THESIS SUBMITTED WITHOUT THIS TEXT SHALL NOT BE REVIEWED.**

**Warning! The dissertation / thesis may receive a fail grade in case the below circumstances exist:**

- the above discussed main parts are unidentifiable in the dissertation;
- the consistency and harmony between the main sections of the dissertation is seriously damaged (e.g. the applicant only discusses the topic indicated in the title of the dissertation to a very insignificant extent or the concepts and models described in the Introduction of Theory section of the dissertation are only used marginally in the discussion aimed at the specific subject of the dissertation);
- the dissertation contains sections longer than 1 paragraph (3 to 4 sentences) copied verbatim or in a form closely resembling verbatim from a foreign source/work of another, without crediting (properly citing) the source in the body of the text where appropriate and in the bibliography (hereinafter "Plagiarism").
- the dissertation, continually through several pages, is based only on one foreign source (even if the source is properly cited / credited to the actual author in the body of the text where appropriate and in the bibliography);
- the basic topics of the dissertation contains a series of errors either in the theoretical or empirical part;
- the length of the dissertation considerably differs from the expectations;
- the spelling, grammatical, stylistic and/or editing errors in the dissertation are disturbing and may even endanger the comprehension of the dissertation.

## II. FORMAL REQUIREMENTS

### 1. Cover page

- The cover page may not contain anything other than the title of the dissertation the name of the author and the year, please see information in Annex 1/A.1.1/A.<sup>378</sup>
- Internal cover page: shall contain the name of the university, the faculty and the department, the name of the author, the author's major and academic specialization or qualification, the title of the dissertation, and the counsels name and year, please see information in Annex 1/A.1.1/B.<sup>379</sup>

### 2. Table of contents

- The internal section of the cover page is followed by the table of contents.
- In the table of contents the titles of the chapters must also indicate the pages where the chapters are located in the text, the pages in the body of the dissertation must be consecutively numbered; an exception to this is the title page and the attachments.
- The chapters and sub-chapters must be numbered (with Arabic numerals) the depth of this depends on the nature of the dissertation. Condition of separation within the sub-chapters, is that

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it must contain several subsections. It is a requirement relating to the table of contents that it must be laid out / outlined only up to three different levels (for example 2.3.1. subsection).

### **3. The formal requirement relating to the body of the text**

- The dissertation / thesis must be printed on one or both sides of the paper.
- The pages must have a 2-2.5 centimetre margin on all sides (upper, lower right and left), furthermore on the left side there must be 1 centimetre gutter margin.
- The letter type of the diploma work is not specified, any legible traditional type may be used. A Times New Roman 12 font size is required.
- The dissertation / thesis is prepared with a 1.5 line spacing, which is approximately 30 to 35 lines per page.
- To ensure clarity, the text should be divided into paragraphs.

### **4. Diagrams and tables**

- The diagrams and tables must be numbered.
- Special attention is drawn on the exact references. (See later)
- Although it is not a requirement, a diagram table of contents should be prepared if more than 5 to 6 diagrams and tables are used.

### **5. References**

- The source of those conclusions (sentences, paragraphs and data) of the dissertation / thesis which are used by the author and are based on the works of others must be clearly indicated.
- The reference /citation of the other source must appear at the end of the relevant text in parentheses including the last name of the author and the date of the publication (Author 1, Last name - Author 2, Last name, 2002). In case of reference to the works of three or more authors, starting from the second reference in the text, after the naming of the first author the reference may be abbreviated by the use of "et. Al." abbreviation (Author 1, Last name et. al., 2002). In case of two publication of the same author in the same year after the year the letter "a" or "b" must be written to differentiate between the publications. (Author's Last name, 2002a). Optionally the reference / citation may instead of the body of the text (in the same form) be indicated on the bottom of the given page in footnotes.
- In case of verbatim quotations, listing, translation, tables or diagrams the exact page number must also be provided (Author's Last name, 2002, page 85).

### **6. Bibliography**

- The bibliography is the detailed specification of those professional academic publications and studies, which are referenced in the body of the text of the dissertation, including here the diagrams and tables included in the body of the text as well as statistical data and estimations / forecasts and the content of the attachments as well. (There is no need to indicate publications not referenced in the dissertation and used only for background reading) The bibliography may only contain works to which there is actual reference in the main text of the dissertation.
- The authors of the referenced works must be listed in alphabetical order in the bibliography.
- When indicating the works the name of the author must indicated first (in case of a Hungarian author, the full name of the author, in case of a foreign author only the last name, and the first letter of the first name), directly thereafter the year of the publication must be indicated. The address comes after the colon, the name and location of the publication, in case of academic/professional publications the year and the page number. (Samples can be found in Annex 1/A.1.1/C.)<sup>380</sup>

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<sup>380</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



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- Laura Nagy (2006): Data and information on the web - searching and art of choice. Lecture at the X year congress of Association of Hungarian Internet Friends, 12 September 2006.
- Endre Rozsa - Edina Virág (eds., 2005): Basic business concepts/definitions. Fontos Publisher, Budapest.
- Vetkatraman, N. (1991): IT-induced Business Reconfiguration. In: Scott Monton, M. S. (ed.): The Corporation of the 1990s: Information Technology and Organizational Transformation. Oxford University Press, New York, pp. 231-258.
- Weicher, M. - Chu, W. W. - Lin, W. Ch. V. - Yu, D. (1995): Business Process Re-engineering. Analysis and Recommendations. <http://www.netlib.com/bpr1.htm#isit>, date of download: 23 February 2008.
- Wernerfelt, B. (1984): The Resource Based View of the Firm. Strategic Management Journal, Vol. 5. No. 2, pp. 171-180.

### **9. Possibility to handle company data as confidential information**

Certain company information / data included in the dissertation / thesis may be treated as confidential information in the following cases:

- In simpler cases the student and the heads of the involved companies only have reservations about broad access to certain economic indicators. In this case we suggest the changing or removing of the data in question, (such as by writing “xxx” indicating the extent) of course this should only be applied if this does not influence the interpretation/understanding of the dissertation, as a next level of security, if the author or the head of the company in question requires this
- the name of the company may be changed If the above described techniques are insufficient, the completed thesis/diploma work may also be declared as a confidential document. In this case, after successful defence of the thesis/diploma work it must be stored in a locked container segregated from other materials and marked as CONFIDENTIAL/NOT TO BE LENT. Storage lasts for 5 years and in this case it serves only administrative purposes. After 5 years the thesis/diploma work will be destroyed. If confidentiality is requested relating to the dissertation, then the reviewers and the members of the Final Examination Committee must be selected with maximum discretion, excluding any conflicting business interest.

**1/A.1.2. Annex No.<sup>384</sup>****The substantive and formal requirements of the thesis (diploma work)**

Human resources (BA), Business and management (BA) Economics and rural development agricultural engineer (BSc), Business information technology (BSc), Trade and marketing (BA), International Business (BA) Accounting and Finance (BA) tourism and hospitality (BA), Rural development agricultural engineer (BSc) (previously, economic and rural development agricultural engineer) undergraduate programmes.<sup>385</sup>  
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**I Content requirement****1. The purpose of the thesis**

The purpose of the thesis is to close the undergraduate studies/training with an individually created work, prepared in accordance with predefined perimeters of length and structure, thematically connected to both the selected major and specialization, in which the student:

- utilizes and synthesises the theoretical knowledge obtained in course of the undergraduate training;
- demonstrates the knowledge and experience in conducting individual research and processing of same;
- demonstrates methodological knowledge;
- after describing the theoretical background, performs an analysis of a practical problem by applying appropriately selected methodological tools. The practical problem to be examined may be connected to the practical/professional training of the student but this is not mandatory.

**2. The structural features of the thesis**

The expected length of the thesis, without attachments, is between 30 to 35 pages and it is constructed as follows:

- Introduction (approximately 2 to 3 pages)
- Introduction of Theory (approximately 10 pages)
- Introduction of Methodology (approximately 5 pages)
- Analysis of practical problem (approximately 10 pages)
- Summary (approximately 2 to 3 pages)

**3. Annotation<sup>387</sup>**

- A short summary of the purpose, methodology, structure and conclusions/results of the dissertation for those who will formally look at the dissertation, but have no opportunity to closely review the entire dissertation (e.g. certain members of the state examination committee) and those who might be interested in the dissertation, e.g. based on its title.
- It builds structure from the topics in the introduction and the summary, however, without overlapping to a great extent the mentioned parts of the dissertation;
- Its length should not exceed 2 pages.

**Warning!**

The annotation does not have to be edited into and bounded with the other parts of the dissertation.

**Consultant declaration/statement**

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<sup>384</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>385</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>386</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>387</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017



The thesis must be submitted together with the consultant's declaration stating that the thesis may be submitted and it is suitable for defence. **The dissertation may not be accepted without this declaration.**

## GUARANTEE OF THE ORIGINALITY OF THE THESIS

On the page following the inside title page of the dissertation (before the table of contents) the following text must be inserted:

"I..... (the name of the student) being aware of my full liability, hereby declare, that all text, diagrams and tables in this dissertation/thesis, with the exception of the parts referenced in accordance with the applicable requirements, are original and exclusively the result of my own work and such does not originate from any other document or contributor."

Any dissertation / thesis submitted without this text shall not be reviewed.

### 4. The submission and evaluation of the thesis

The thesis is submitted in one printed hard copy and in an electronic format in pdf. (in one copy), to the email address of the person responsible for the specialization at the given faculty or by uploading the document to the location designated for this purpose on the University Intranet . The person responsible for the specialization at the given faculty is responsible for the archiving and storing of the thesis for the required period of time.<sup>388</sup>

## II. FORMAL REQUIREMENTS

### 1. Front page

- The cover page may not contain anything other than the title of the thesis the name of the author and the year, please see information in Annex 1/A.1.1/A. <sup>389</sup>
- Internal cover page: shall contain the name of the university, the faculty and the department, the name of the author, the author's major and academic specialization or qualification, the title of the dissertation, and the counsels name and year, please see information in Annex 1/A.1.1/B. <sup>390</sup>

### 2. Table of contents

- The internal section of the cover page is followed by the table of contents.
- In the table of contents the titles of the chapters must also indicate the pages where the chapters are located in the text, the pages in the body of the dissertation must be consecutively numbered; an exception to this is the title page and the attachments.
- The chapters and sub-chapters must be numbered (with Arabic numerals) the depth of this depends on the nature of the dissertation. Condition of separation within the sub-chapters, is that it must contain several subsections. It is a requirement relating to the table of contents that it must be laid out / outlined only up to three different levels (for example 2.3.1. subsection).

### 3. The formal requirement relating to the body of the text

- The dissertation / thesis must be printed on one or both sides of the paper.

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<sup>388</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>389</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>390</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- The pages must have a 2-2.5 centimetre margin on all sides (upper, lower right and left), furthermore on the left side there must be 1 centimetre gutter margin.
- The letter type of the diploma work is not specified, any legible traditional type may be used. A Times New Roman 12 font size is required.
- The dissertation / thesis is prepared with a 1.5 line spacing, which is approximately 30 to 35 lines per page.
- To ensure clarity, the text should be divided into paragraphs.

#### **4. Diagrams and tables**

- The diagrams and tables must be numbered.
- Special attention is drawn on the exact references. (See later)
- Although it is not a requirement, a diagram table of contents should be prepared if more than 5 to 6 diagrams and tables are used.

#### **5. References**

- The source of those conclusions (sentences, paragraphs and data) of the dissertation / thesis which are used by the author and are based on the works of others must be clearly indicated.
- The reference /citation of the other source must appear at the end of the relevant text in parentheses including the last name of the author and the date of the publication (Author 1, Last name - Author 2, Last name, 2002). In case of reference to the works of three or more authors, starting from the second reference in the text, after the naming of the first author the reference may be abbreviated by the use of “et. Al.” abbreviation (Author 1, Last name et. al., 2002). In case of two publication of the same author in the same year after the year the letter “a” or “b” must be written to differentiate between the publications. (Author’s Last name, 2002a). Optionally the reference / citation may instead of the body of the text (in the same form) be indicated on the bottom of the given page in footnotes.
- In case of verbatim quotations, listing, translation, tables or diagrams the exact page number must also be provided (Author’s Last name, 2002, page 85).

#### **6. Bibliography**

- The bibliography is the detailed specification of those professional academic publications and studies, which are referenced in the body of the text of the dissertation, including here the diagrams and tables included in the body of the text as well as statistical data and estimations / forecasts and the content of the attachments as well. (There is no need to indicate publications not referenced in the dissertation and used only for background reading) The bibliography may only contain works to which there is actual reference in the main text of the dissertation.
- The authors of the referenced works must be listed in alphabetical order in the bibliography.
- When indicating the works the name of the author must indicated first (in case of a Hungarian author, the full name of the author, in case of a foreign author only the last name, and the first letter of the first name), directly thereafter the year of the publication must be indicated. The address comes after the colon, the name and location of the publication, in case of academic/professional publications the year and the page number. (Samples can be found in Annex 1/A.1.1/C.)<sup>391</sup>
- In case of works whose authors are unknown the “anonymous” must be indicated in the place where the author’s name should be. However, the student shall pursue to identify that is to learn the name of the author or editor of the publication (in the latter case the the editor (ed.) abbreviation must be indicated after the name).

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<sup>391</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- The author and address are necessary even in case of internet sources, in lack of this the web page or the name of the portal can be indicated. The URL internet address and the date of download must also be indicated. In case of reference to internet sources the referred pages must be downloaded to ensure that the person heading up the seminars or the reviewers can find the referenced information.
- In certain cases it might be useful, depending on the frequency of use of such words, to supplement the dissertation and prepare a glossary/definitions of words consisting of the special technical expressions and or abbreviation. This should be placed before the bibliography.

## 7. Other requirements

- The dissertation / thesis must be submitted in 1 copies with black covering (classic thesis binder) and at the same time (1 copy) must be submitted in electronic format.<sup>392</sup>

*In justified cases the dissertation may be submitted in a foreign language and, with prior written consent, to have two authors submit one dissertation. We hereby request the concerned student to submit these types of requests directly to the seminar leader.*

<p>1/A Annex Exterior cover page</p> <p style="text-align: center;"><b>THESIS</b></p> <p style="text-align: center;">Name of the Author 2010</p>	<p>1/B Annex Internal cover page</p> <p>Budapest CORVINUS University Corvinus Business School .....Faculty</p> <p style="text-align: center;"><b>Title, which in some cases takes up several lines</b></p> <p style="text-align: center;"><b>The sub title should go here</b></p> <p style="text-align: right;">Prepared by: Name of the Author Speciality Major or specialization: 2010</p> <p>The name of the seminar leader:</p>
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## 8. 1/A.1.1/C. Annex: Examples of the proper references of the bibliography<sup>393</sup>

Ferenc Bel - János Derek - Béla Ügyes (1997): In light of good economic policy. Economics and Law Publishing House, Budapest.

Elemér Buda (1999a): The effect bird migration on the competitiveness of companies. Technical information ornithological-12, Vol. No. 3 March, pp. 21-45.

Elemér Buda (1999a): Birds of a feather? (The role parallels in the economic analysis). Economics and Law Publishing House, Budapest.

Márta Gazda (2007): Economic and psychological foundations of successful business decisions. Corvinus University of Budapest, Faculty of Business Administration.

Laura Nagy (2006): Data and information on the web - searching and art of choice. Lecture at the X year congress of Association of Hungarian Internet Friends 12 September 2006.

Endre Rozsa - Edina Virág (eds., 2005): Basic business concepts/definitions. Fontos Publisher, Budapest.

<sup>392</sup> Amended by: Senate SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>393</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

Vetkatraman, N. (1991): IT-induced Business Reconfiguration. In: Scott Monton, M. S. (ed.): Corporation of the 1990s: Information Technology and Organizational Transformation. Oxford University Press, New York, pp. 231-258.

Weicher, M. - Chu, W. W. - Lin, W. Ch. V. - Yu, D. (1995): Business Process Re-engineering. Analysis and Recommendations. <http://www.netlib.com/bpr1.htm#isit>, date of download: 23 February 2008.

Wernerfelt, B. (1984): The Resource Based View of the Firm. Strategic Management Journal, Vol. 5. No. 2, pp. 171-180.

### **9. Possibility to handle company data as confidential information**

Certain company information / data included in the dissertation / thesis may be treated as confidential information in the following cases:

- In simpler cases the student and the heads of the involved companies only have reservations about broad access to certain economic indicators. In this case we suggest the changing or removing of the data in question, (such as by writing “xxx” indicating the extent) of course this should only be applied if this does not influence the interpretation/understanding of the dissertation.
- Next level of protection, is if the author or the management of the given company requires it, the name of the company may be changed or distorted.
- If the above described techniques are insufficient, the completed thesis/diploma work may also be declared as a confidential document. This means that after successful defence of the thesis it must be stored in a locked container segregated from other materials and marked as CONFIDENTIAL/NOT TO BE LENT. Storage lasts for 5 years and in this case it serves only administrative purposes. After 5 years the thesis/diploma work will be destroyed. If confidentiality is requested relating to the dissertation, then the reviewers and the members of the Final Examination Committee must be selected with maximum discretion, excluding any conflicting business interest.

**1/A. Annex 1.3<sup>394</sup>****CONTENT AND FORM REQUIREMENTS OF THE THESIS (DIPLOMA WORK) IN THE SPECIAL POSTGRADUATE PROGRAMMES**

In order to close the training, the students give account of that they are able to apply in practice the complex knowledge they acquired. In proof thereof, they draw up a diploma work.

**I. CONTENT REQUIREMENTS****1. Purpose of the diploma work**

The purpose of the diploma work is to deepen and apply the knowledge learned during the training. It is aimed to close the training by means of a written work thematically linked to the training, which is developed independently and has specific extent and structure, in which the students demonstrate their skills in the following areas:

- In the context of the ***theme selection and the formulating of the question/problem to be examined***, demonstration of that they are capable, based on their knowledge, skills and experience, to raise a problem that is interesting, current and useful in terms of practice and can be realistically analysed.
- They are ***capable of using the theoretical knowledge (approach, methodology)*** acquired during the studies in the analysed area.
- ***They are capable of carrying out research and analysis in accordance with the selected targets***: Collection of data and information and the summing up, organising and analysing thereof and formulating and evaluating alternative solutions if possible.
- Development of ***conclusions*** and duly substantiated ***proposals***, preferably with a short presentation of the implementation process.
- Drafting the results in a clear and understandable language, and finalisation thereof in ***style*** and ***form*** corresponding to the thesis.

**2. Structural features of the diploma work**

Having regard to the practical nature of special postgraduate training, the thesis can be submitted in one of two formats:

- Traditional thesis format (minimum 40 pages)
- Case study diploma work: presentation of a practical project + executive summary (40-60 slides and a 15-page executive summary)

The individual programmes may require which of the diploma work format(s) they accept and determine specific individual expectations.

**3. Thesis structure**

In the case of the traditional thesis format, the required extent of the thesis, excluding the annexes, is not less than 40 pages, while the maximum extent is regulated individually by the programmes.

In case a diploma work is prepared, the case study should be prepared in the form of a diploma work preparation. Its expected volume, excluding the annexes, is 40-60 slides or any other equivalent presentation format. The presentation must be accompanied by a 15-page executive summary.

- a) Title of the dissertation

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<sup>394</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- A good title concisely expresses the contents and message of the dissertation, referring of the key topic(s) of the dissertation.
- Where the title does not give clear guidance as to the subject, an explanatory subtitle should be added.

b) Introduction

Contents of the introduction:

- A definition of the theme of the dissertation, which is more detailed than the title of the dissertation;
- Reasons for the choice of topic;
- A short description of the process and logic of the reasoning;
- If necessary, it can also contain an acknowledgement;

The introduction should be short (up to 2-3 pages long).

c) Theoretical introduction

Content of the theoretical introduction:

- Presentation of the terms, models, methods of analysis and theories required for the discussion of the topic being in the focus of the thesis;
- A summary of the conclusions of research done in a similar area;
- Specification of the research methodology (if the author used a more substantial methodology apparatus in the course of the research);
- It marks and justifies the definitions of concepts and models preferred by the author;
- Experience of the empirical studies obtained in similar areas and the author's premisses and hypotheses phrased based on his intuitions.

d) Explanation of the main topic of the dissertation

Content:

- Relying on the concepts and definitions discussed in the introduction, description and evaluation of the selected issue and preferably a formulation of proposals for taking further measures (depending on the nature of the dissertation).
- Consistent use of the concepts and models introduced in the theoretical introduction of the dissertation;
- Well-founded findings and conclusions supported by arguments, facts and reasoning;
- The description of the analysed issue/situation is objective and its assessment is critical;
- It presents the author's personal opinion, which can be clearly separated from the position of other persons involved in the status assessment/search for solutions;
- Feeding the experience back to the models discussed in theoretical introduction, earlier empirical examinations and the described hypotheses;

Its length (if correctly constructed) makes up a significant part and at least half of the dissertation;

e) Summary

Content:

- Summary of the results of the dissertation and closing of the dissertation.
- Results achieved
- Other directions of examination that have not been discussed, but can be identified as being closely related topics.

f) Bibliography

- The bibliography is a summary that assists retrieving the references appearing in the dissertation. The bibliography must meet strict requirements that are detailed in the formal requirements section.

g) Annexes (optional)

Contents of the annexes:

- Introduction of the methodology documentation (disclosure of questionnaire used, interview outline, calculations made, etc.);
- Diagrams, tables, documents, etc., which are essential to understanding the dissertation but cannot be closely connected to a certain chapter/sub-chapter of the dissertation or are too detailed or would, due to their large number, make the relevant chapter difficult to read;
- Diagrams, tables, documents, etc., which can be closely connected to a given chapter/sub-chapter of the dissertation, but are preferred to be attached as annexes due to their form (e.g. A3) and/or length (2 or more pages).

The annexes should be numbered and titled, and included in the table of contents as well.

Annexes should not exceed 15% of the extent of the dissertation, except in well justified cases.

#### 4. Annotation

- A short summary of the purpose, methodology, structure and conclusions/results of the dissertation for those who will formally look at the dissertation, but have no opportunity to closely review the entire dissertation (e.g. certain members of the state examination committee) and those who might be interested in the dissertation, e.g. based on its title.
- It builds structure from the topics in the introduction and the summary, however, without overlapping to a great extent the mentioned parts of the dissertation;
- Its length should not exceed 2 pages.

*Warning!*

The annotation does not have to be edited into and bounded with the other parts of the dissertation.

### CONSULTANT DECLARATION/STATEMENT

The thesis must be submitted together with the consultant's declaration stating that the thesis may be submitted and it is suitable for defence. **The dissertation may not be accepted without this declaration.**

### GUARANTEE OF THE ORIGINALITY OF THE THESIS

On the page following the inside title page of the dissertation (before the table of contents) the following text must be inserted:

"I ..... (name of the student), being aware of my full liability, hereby declare that all the texts, diagrams and tables in this thesis, save for the parts referenced in accordance with the applicable requirements, are original and exclusively the product of my own work and do not originate from any other document or contributor."

A THESIS SUBMITTED WITHOUT THIS TEXT MUST NOT BE REVISED.

**Warning!**

The thesis may receive a fail grade in case any of the circumstances below exists:

- The main parts discussed above cannot be identified in the dissertation;
- The consistency between the main parts of the dissertation is seriously damaged (e.g. the applicant discusses the topic indicated in the title of the dissertation only in a very limited extent or the concepts and models described in the theoretical introduction are used only marginally in the discussion of the specific topics of the dissertation);
- The dissertation contains sections longer than 1 paragraph (approx. 3-4 sentences) copied verbatim or in a form closely resembling verbatim from a foreign work of another, without crediting (properly citing) the original source in the relevant text section and in the bibliography ("plagiarism");
- The dissertation is based only on one foreign source continually through several pages (even if the author of the dissertation properly cites the source at the relevant text section and in the bibliography as well);
- The dissertation contains a series of fundamental material errors in respect of either the theoretical or the empirical part;
- The dissertation does not contain a descriptive analysis;
- It discusses a topic that is not connected to the studies,
- The thesis does not go beyond processing the compulsory literature,
- The extent of the dissertation does not meet the requirements;
- The spelling, grammatical, stylistic and/or editing errors in the dissertation are disturbing and may even endanger comprehension.

## II. FORMAL REQUIREMENTS

### 1. Front page

Outside cover page: it should not contain anything other than the "Thesis" designation, the name of the author and the year. Please see Figure 1/A of this bulletin.

Inside cover page: it must contain the name of the university, the faculty and the department, the name and major of the author, the title of the dissertation, the name of the consultant and the year. Please see Figures 1/B of this bulletin. In case the dissertation is confidential, please indicate "Confidential!" under the title.

Figure 1/A

Thesis
Name of the author Year

Figure 1/B

Corvinus University of Budapest Corvinus Business School XXXXX Department
TITLE, which can be more than one line long SUBTITLE
Written by: Name of the author Programme Year
Name of head of special seminar:



## 2. Table of contents

- The inside cover page of the thesis is followed by the table of contents.
- In the table of contents, the title of each chapters must be linked to the page number, and the pages, excluding the inside cover page and he annexes, must be numbered.
- The chapters and sub-chapters must be numbered (using Arabic numerals). The depth thereof depends on the nature of the dissertation.

Subdividing a sub-chapter is permitted if the sub-chapter includes more than one subsection. It is a requirement relating to the table of contents that it should show the structure up to three levels only (e.g. subsection 2.3.1).

## 3. Formal requirements relating to the body text

- The thesis must be printed on one- or two-sided.
- A margin of 2-2.5 centimetre must be omitted on the pages (upper, lower, right and left), and an additional 1 centimetre for the gutter must be left on the left side of the sheet.
- The font type of the diploma work is not specified, any legible traditional type can be used. A required font size should correspond to Times New Roman 12.
- The thesis should be edited with 1.5 line spacing, which gives approximately 30 to 35 lines per page.
- To ensure clarity, the text should be divided into paragraphs.

## 4. Diagrams and tables

- The diagrams and tables must be numbered.
- Special attention should be paid to the exact references. (See later.)
- Although not a requirement, it is reasonable to prepare a list of diagrams on a case by case basis (if there are more than 5-6 diagrams).

## 5. References

- Clear reference must be made to the conclusions (sentences, paragraphs and data) of the thesis that are written by the author relying on the works of others.
- The reference must appear at the end of the relevant text in parentheses, including the last name of the author and the year (Author 1 Last name – Author 2 Last name, 2002). In the case of three or more authors, starting from the second mid-text reference, the reference can be abbreviated by putting the “et. al.” expression after the name of the first author (Author 1 Last name et. al., 2002). References to two publications of the same author published in the same year should be marked by “a” or “b” after the year (Author last name, 2002a). Optionally, the references can be placed in the footnote of the given page instead of the body text (using the same form).
- In the case of verbatim quotations, listing, translation, table or diagram, the exact page number must also be provided (Author last name, 2002, page 85).

## 6. Bibliography

- The bibliography is the detailed specification of the literature publications and studies that are referenced in the body text of the dissertation, including the mid-text diagrams and tables, as well as the statistical data and estimations shown and the contents of the annexes. (There is no need to indicate publications not referenced in the dissertation, that were used only for background reading. The bibliography should only contain works to which there main text refers!)
- The referenced works must be listed in the alphabetical order of the authors.
- When indicating the works, the name of the author must be indicated first (the full name of the Hungarian authors, respectively only the last name and the initial of the first name of the foreign authors), to be directly followed by the year of publication. The colon is followed by the title, the name of the publisher and the place of publication and, in case of journal articles, the year and the page number. (See the examples below.)

- In the case of works without an author, the term “Anonymous” can be used instead of the author’s name. However, the student shall endeavour to identify the author or editor of the text (in the latter case, the word “editor” or its English abbreviation (ed.) must be indicated after the name).
- The author and the title or, lacking this, the name of the website or portal, must be disclosed also in the case of Internet sources. The internet address (URL) and the date of downloading must also be indicated. The pages referenced from the Internet must be downloaded to enable the head of seminar or reviewer or retrieve it in relation to the author.
- Depending on the frequency of occurrence, it may be useful in certain cases to supplement the dissertation with a list (glossary) of the special technical terms and/or abbreviations. This should be placed before the bibliography.

Examples for proper references in the bibliography:

Bel Ferenc – Derek Janos – Ügyes Béla (1997): Good economic policy in the mirror of figures. Közgazdasági és Jogi Könyvkiadó, Budapest.

Buda Elemér (1999a): A madárvándorlás hatása a vállalatok versenyképességére. Műszaki-Ornitológiai tájékoztató, 12. évf. 3. sz. március, pp. 21-45.

Buda Elemér (1999b): A bird of its feather? (Role of parallel in economic analysis). Economic and Legal Publishing House, Budapest.

Gazda Marta (2007): Economic and psychological foundations of successful business decisions. Corvinus University of Budapest, Faculty of Applied Economics

Nagy Laura (2006): Data and information on the web – searching and art of choice. Presentation at the 10th annual congress of the Association of Hungarian Internet Friends, 12 September 2006

Rózsa Endre – Virág Edina (eds., 2005): Basic business concepts/definitions Fontos Publisher, Budapest.

Vetkatraman, N. (1991): IT-induced Business Reconfiguration. In: Scott Monton, M. S. (ed.): Corporation of the 1990s: Information Technology and Organizational Transformation. Oxford University Press, New York, pp. 231-258.

Weicher, M. – Chu, W. W. – Lin, W. Ch. – Le, V. – Yu, D. (1995): Business Process Re-engineering. Analysis and Recommendations. <http://www.netlib.com/bpr1.htm#isit>, Date of downloading: 23 February 2008

Wernerfelt, B. (1984): The Resource Based View of the Firm. Strategic Management Journal, Vol. 5. No. 2, pp. 171-180.

### III. OTHER REQUIREMENTS

The traditional thesis must be submitted in 1 copy bound in black hardback cover (classic thesis binder) and in electronic format (1 copy).

The executive summary of the diploma work comprising a case study and the printed version of the presentation part with 6 slides per page must be submitted together in 1 copy, bound or stitched, and both of them in electronic form (1 copy each).

Subject to the prior approval of the professionally responsible person and the consultant,

- the thesis may be submitted in a foreign language;
- two authors may submit a joint dissertation.

### IV. POSSIBILITY TO HANDLE COMPANY DATA CONFIDENTIALLY

There are several possibilities for treating certain company information included in the thesis as confidential:

- In simpler cases, the student or the heads of the organisation examined only have reservations regarding the broad access to certain economic indicators. In this case, we suggest changing or removing the data in question (e.g. by inserting “xxx” to indicate the order of magnitude), obviously only if this does not jeopardise the interpretation of the dissertation..
- As the next level, if so required by the author or the management of the company concerned, the name of the organisation may be changed or distorted.
- If the above described techniques are insufficient, the completed thesis may be classified. This means that, after the successful defence, the thesis will be stored in a locked container separated and marked CONFIDENTIAL/NOT TO BE LENT. The storage lasts for 5 years and, in this case, it serves only administrative purposes. After 5 years, the dissertation work will be destroyed. In the case of dissertations submitted with a request for classification, the reviewers and the members of the final examination committee must be selected by applying maximum discretion, excluding any conflicting business interest.

## **V. SPECIFIC REQUIREMENTS OF INDIVIDUAL PROGRAMMES**

The trainings covered by the regulation may impose requirements in addition to the above, of which they must inform the students.

**1/A.1.4. Annex No.<sup>395 396</sup>**  
**EVALUATION CRITERION OF THE THESIS**

**The selection and introduction (is maximum 8 points)**

- What is the extent of consistency between the topics introduced in the title of the thesis and the topics indicated in the introduction section and the actual content of the thesis?
- Is the selected topic connected to the student's major/specialization training profile and has the student selected to his her academic specialisation?
- How much can the selected topic be covered in the frame of an undergraduate thesis, is there an issue of too narrow or too wide topic selection problem?
- Does the student justify the selection of the topic?
- Is the logic applied to the explanation of the Thesis included in the Introduction section?

**Warning! It is not expected from the student, in frame of an undergraduate thesis, to**

- **process a complex, multi-disciplinary topic;**
- **discuss a current and critical topic, in several respects still unexplored;**

**On the other hand, it is expected that the student's topic selection has at least a local relevance and to have novelty value. (Thus, the selected practical problem should be real and similar analysis of the given topic should not yet exist.)**

**Introduction of Theory (is maximum 8 points)**

- What is the extent to which the student applies the knowledge obtained in the course of the training programme, how much does the student draw up on to compulsory literature process in relation to certain subjects?
- To what extent did the student complement the mandatory course content by relevant resources? (Required: 6-10 more related source, of course depending on the chosen theme literature context.)
- What is the proportion of foreign language sources and sources created in the past 3 years within the used literature for the Thesis?
- Does the literature research demonstrate the student's own work, or does it consist only of reference of 1-2 reference in featured resource?
- How much does the applied literature derive from peer-reviewed sources, professionally recognized or recognized authors?
- How accurate is the author's handling of sources? (Warning: the correct reference is not a formal rather a substantive aspect! If there are serious deficiencies, the thesis will receive a "fail" grade).

**Warning! It is not expected from the student, in frame of an undergraduate thesis, to**

- **deal with different schools and models of theme literature in a critical manner;**
- **reach new theoretical conclusions.**

**At the same time the student must discuss the common denominator and contradictions of various theoretical approaches and must identify accepted concepts and models and use same in the further sections of the thesis.**

**Introduction of Theory (is maximum 6 points)**

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<sup>395</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>396</sup> Numbering amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- Did the author connect adequate method(s) to the issue being discussed in the thesis?
- Are the material features/characteristics and the strong and weak points of the related methods included in the thesis? Were methods the student intended to apply selected in line with the above?
- Are the selected theoretical approaches and the selected methods consistent with each other?
- Are the data collection tools (e.g. questioners, interview outline) and the information (sample characteristics, and the time and method of filling out questioner(s) and the interview) relating to actual data collection methods included with the thesis in required detail?

**Warning! It is not expected from the student, in frame of an undergraduate thesis, to**

- **apply any type of methodological approach (i.e. quantitative or qualitative) in a compulsory manner;**
- **to develop a unique methodology relating to the issue / problem to be examined.**

**However, the student is required to make a selection from among the learned methods and in the course of this to consider reliability aspects as well.**

**Analysis of practical problem (maximum 10 points)**

- How much is the analysis applied to the problem built on earlier introduced and selected theories and methods?
- Did the data collection and procession occur according to the earlier planned approach?
- How much does the analysis conducted by the student mirror the student's individual work?
- How reliable is the analysis?
- How complete is the analysis, covering the task described in the title and the Introduction?

**Warning! It is not expected from the student, in frame of an undergraduate thesis, to**

- **prepare detailed suggestions / solutions after the analysis of the problem;**
- **to develop a cost-benefit analysis and/or to create an implementation design in relation thereto.**

**However, the student is required to draw conclusions form the result of the analysis, primarily in form of a summary assessment.**

**The Summary is worth (maximum 8 points)**

- Is the student capable of providing a good summary of the purpose and results in accordance with its genre?
- To what extent does the thesis further related topics and analysis?

**Structure and form (maximum 10 points)**

- Is the above structure recognizable and dominant in the thesis?
- How clear and understandable is the thesis for the reader?
- Is the grammar and style of the thesis appropriate?
- To what extent did the student comply with the formal requirements relating to the cover page, table of contents, body of the text etc.,?
- Is the author properly using the diagrams, tables and graphs? Are the text and attachments in adequate proportion to each other?
- Exceeding the length limit implies that the student's thinking is not precise, the student is not selective enough and it results in loss of points.

**The grade on the thesis are based on the following point limits:**

- 43,5 - 50 points                      excellent (5)
- 37,5 - 43 points                      good (4)
- 31,5 - 37 points                      average (3)
- 25,5 - 31 points                      pass (2)
- 0 - 25 points                      fail (1)

**1/A.1.5. Annex No.<sup>397 398</sup>****Evaluation form in business information technology (BSc) undergraduate major<sup>399</sup>**

The title of the thesis:

Author(s):

Training, year, academic specialization:

The name of the reviewer, position:

The employer of the reviewer:

Evaluation criterion	Satisfactory	In part	Unsatisfactory
<b>CRITERION OF ACCEPTANCE</b>			
Does the thesis contain any text from other author(s) without properly crediting the author by indicating the source?	x		
Is there any part in the text of the thesis which is based only on one source for several pages?	x		
<b>THE TOPIC AND PURPOSE OF THE THESIS</b>			
Was the thesis prepared in accordance with the selected topic (evaluation of the consistency/harmony between the topic selection, title and content)?	x		
Is the purpose and topic description in the introduction appropriate and accurate?	x		
Is the implementation of the purpose of the thesis require the complex application of the knowledge obtained in the course of the training	x		
Does the thesis achieve its intended purpose?		x	
<b>APPLICATION OF KNOWLEDGE OF THEORY AND LITERATURE</b>			
Is the introduction of theory section of the thesis built on an adequate number of sources?		x	
Did the student present the theoretical background of the thesis in a logical manner?	x		
Does the thesis review the basis and primary concepts, methodology components and the most important theoretical questions of the given topic?		x	
Is the author's analysis, suggestions built on the introduced theoretical foundation?	x		
Are there any topical or content related misinterpretations relating to the literature in the thesis?	x		

<sup>397</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>398</sup> Numbering amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>399</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

Does the student's work demonstrate his / her critical thinking relating to the theme literature?			x
<b>DATA COLLECTION, ANALYSIS, CONCLUSIONS, SUGGESTIONS</b>			
Does the thesis contain analysis and suggestion parts in an adequate proportion?	x		
Is the analysis model and frame of the thesis adequately described?	x		
Did the author perform independent data collection, empirical research, secondary analysis?	x		
Is the performance of the analysis and its thoroughness adequate?	x		

Evaluation criterion	Satisfactory	In part	Unsatisfactory
Is the author capable of exploring relevant problems and describing conclusions?	x		
Does the thesis only contain correct conclusions relating to task resolutions or are there are errors / mistakes in it?	x		
Does the author describe independent suggestions appropriately connected to raised problems and tasks?	x		
Did the author of the thesis successfully solve the raised problem / issue?		x	
<b>Comment:</b>			
<b>STRUCTURE AND FORM</b>			
Does the thesis comply with the basic formal requirements?	x		
Are the exhibition and wrapping of the thesis and the highlighting of material and important aspects of the thesis done well?	x		
The grammar and wording of the thesis are appropriate, there are no drafting of composition issues?	x		
Do diagrams and tables assist in the understanding of the thesis?	x		
Is the thesis correct, clear from a structural aspect, are the internap proportions appropriate?	x		
Are references handled in an accurate manner? Does the author clearly cite all the references and indicates same in the source directory ?	x		
Are the used sources and conclusions well distinguished from the student's own thoughts?		x	
Does the thesis provide the references in the required Harvard citation system?		x	
<b>Comment:</b> The thesis is an easy read, with a smooth style and has a pleasant appearance.			

### The textual evaluation of the thesis summary

**Grade (number/letter): 4 (good)** <sup>400</sup>

<sup>400</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

**Suggested question(s) posed to the applicant****Annex No 1.2.:<sup>401</sup>****1/A.2. Annex:<sup>402</sup>****Separate provisions applicable to the Corvinus School of Economics****Business, teacher of economics with a business major, international relations, finance and mathematical economics analyst economist speciality / major <sup>403</sup>**

1. § Mandatory comprehensive examination<sup>404</sup>
2. § Specialisation<sup>405</sup>
3. § Complex examination<sup>406</sup>
4. § Conditions of the absolutory<sup>407</sup>
5. § The substantive and formal requirements of the thesis<sup>408</sup>
6. § Final examination<sup>409</sup>
7. § The diploma<sup>410</sup>

**I. <sup>411</sup>****Special provisions applicable to Corvinus School of Economics connected to certain sections of this Regulation<sup>412</sup>**

- (1) According to (6) § 23 of this Regulation in justified cases the student may apply to take or drop a subject in writing after the registration period is closed until the 10 (tenth) business days, from the date the registration period is closed (delayed registration of a subject) providing that the student pays the applicable procedural fee.
- (2) According to (5) § 41 of this Regulation, the thesis/diploma work must be submitted together with the consultant's declaration stating that the thesis may be submitted and it is suitable for defence. The thesis/diploma work may not be accepted without this declaration. Student who fail to submit their thesis/diploma work in the semester in which the subject Seminar II is taken, shall be able to submit their work in line with the authorization provided by educator assigned by the person responsible for the given major.
- (3) According to (7) § 41 of this Regulation, the student must be informed relating to the evaluation of the thesis/diploma work at least 3 days before the date of the final examination.

<sup>401</sup> Senate resolution number SZ-163/2015/2016. (2016. VI. 20.) amended and repealed the separate provisions and its annexes relating to the Faculty of Horticulture. Effective: from 21 June 2016

<sup>402</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>403</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>404</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>405</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>406</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>407</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>408</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>409</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>410</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>411</sup> Implemented by: Senate SZ-163/2015/2016, decision number (2016. VI. 20.) Effective: from 21 June 2016

<sup>412</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



- (4) According to (11) § 46 of this Regulation in relation to the handover and receipt of the diploma/certificate the Faculty must use a diploma handover book in undergraduate, master's, traditional university and continuing post-graduate education programmes.

## II.

### **Training and outcome requirements for students who started their undergraduate studies before 1 September 2014**<sup>413</sup>

#### **Applied economics (BA), Economic Analysis (BSc), human resources (BA), public service (BA), Bachelor's degree undergraduate programmes**<sup>414</sup>

##### **1. § Mandatory comprehensive examination,**

- (1) Students in the Economic Analysis undergraduate major shall take a mathematics foundation comprehensive examination at the earliest at the end of the third semester and at the latest at the end of the 6th semester. The subjects of the mathematics comprehensive examination: Algebra I-II I-II Analysis, Probability Theory.
- (2) Students in the Economic Analysis undergraduate major shall take a economics foundation comprehensive examination at the earliest at the end of the third semester and at the latest at the end of the 6th semester. The subjects of the economics comprehensive examination: I-II Microeconomics, Macroeconomics, International Economics, Market Structure.

##### **2. § Specialization/module change**<sup>415</sup>

- (1) <sup>416</sup>The student after fulfilling the study requirements of the first three semesters shall select module in human resources (BS) undergraduate programme and specialization in the public service (BA) undergraduate.
- (2) <sup>417</sup>Those student can be accepted to specializations / modules, who,
- successfully completed the mandatory subjects of the first three semesters;
  - has a cumulated average of at least 2.50.
- (3) <sup>418</sup>In case of over application to a specialization / module, then it is in the competence of the educator responsible for the given specialization to provide the ranking criterion /conditions.
- (4) <sup>419</sup>37. § of this Regulation contain the general terms and conditions and available options relating to the changing of specializations / majors.

##### **3. § Complex examination**

- (1) The complex examination in applied economics (BA) undergraduate training contains the following subjects: Microeconomics, Macroeconomics, macroeconomic modelling, Econometrics I-II.<sup>420</sup>

<sup>413</sup> The title was amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>414</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>415</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>416</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>417</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>418</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>419</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>420</sup> This must be applied to students starting their studies in September 2009 and in the following upstream system. The complex examination consists of the mandatory specialization subjects in case of students starting their studies on or before September 2008.

- (2) The complex examination in human recourse (BA) <sup>421</sup>and economic analysis (BSc) undergraduate programmes consists of the mandatory specialization subjects. Only those students are entitled to take a complex examination on Economics (BA), Economic Analysis (BSc), Human Resources undergraduate programmes, who completed all mandatory specialization subjects and 2 semesters of seminars.
- (3) The complex examination in public service (BA) undergraduate programme consists of the mandatory subjects of the selected specialization. Only those students are entitled to take a complex examination in public service (BA) undergraduate programmes, who completed all mandatory specialization subjects and 2 semesters of seminars.
- (4) The complex examination may be oral and/or written.
- (5) The faculty responsible for the given major, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the examination (in case of oral examination the list of questions, in case of a written examination the possible types of problems and topics).<sup>422</sup>
- (6) <sup>423</sup>§ 38 of this Regulation provides the rules relating to the re-taking of the complex examination
- (7) <sup>424</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.<sup>425</sup>

#### **4. § The condition of the final certificate (absolatory)**

- (1) The conditions of obtaining the final certificate (absolatory)) are the following:
  - Pursuant to Annex 1/B of this Regulation, the fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 12 semesters), 120 credits as prescribed under the relevant training and outcome requirements is consistent with the structure prescribed under the operative curriculum (including the two semesters of physical education, and in case of economic analysis undergraduates majors the economic and mathematics comprehensive examination, as well). At least 2/3 of the required credits must be earned at the parent university. In case of training providing a dual diploma, the latter condition is regulated in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>426 427</sup>
  - The successful completion of the complex examination.

#### **5. § The substantive and formal requirements of the thesis**

- (1) The length of the thesis (without attachments) is between 25-35<sup>428</sup> pages.
- (2) <sup>429</sup>The substantive and formal requirements of the thesis are covered in Annex 1/A.2.1.

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<sup>421</sup> Amended by resolution No. KT3-4/2007/08 (08.01.25.) of the Faculty Council on 25 January 2008. The amendment must be also be applied retroactively to students who started their studies on 1 September 2006.

<sup>422</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>423</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>424</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>425</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 25 May 2009.

<sup>426</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 25 May 2009.

<sup>427</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>428</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>429</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (3) <sup>430</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the thesis.<sup>431</sup>

## 6. § Final examination

- (1) The student may only be authorized to take the final examination, if
- He/she had already obtained the final certificate (absolatory),
  - the thesis is submitted and accepted by the reviewer.<sup>432</sup>
- (2) The final examination consists of the defence of the thesis
- (3) The grade received on the final examination<sup>433</sup> is the average of the grade given by the two reviewer and the grade received on the oral defence of the thesis, to two decimal places.

## 7. § The diploma

- (1) Conditions of preparing the diploma
- the data of the final certificate (absolatory)
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain undergraduate degree must have at least one intermediate "B2" complex type state-recognized foreign language examination, professional foreign language examination recognized in the relevant field of study or state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.<sup>434</sup>
- (2) The classification of the diploma is based on the weighted average of the below items:
- The average of the mandatory specialization/major subjects,
  - the result of the complex examination,
  - the grades received on final examinations with doubled value,
- (3) <sup>435</sup>Based on the average received according to paragraph (2), the classification of diplomas in the meaning of 46. § of this Regulation is assessed based on the following limits<sup>436</sup>:
- excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51<sup>437</sup>-3.50
  - pass, if the average is between 2.00-2.50<sup>438</sup>

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<sup>430</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>431</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 25 May 2009.

<sup>432</sup> Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>433</sup> Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>434</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 5 July 2009.

<sup>435</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>436</sup> Incorporated by resolution No. KT1 - 7/2006/07 (07.04.23.) of the Faculty Council.

<sup>437</sup> Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009 in line with the relevant provisions of the Study and Exam Regulation (framework regulation).

<sup>438</sup> Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009 in line with the relevant provisions of the Study and Exam Regulation (framework regulation).

- (4) <sup>439</sup>An honours diploma is awarded to those students<sup>440</sup> who completed their studies with honours by receiving an excellent grade on the complex examination <sup>441</sup> and on the final examination, his or her foundation comprehensive examinations (if there were any) were completed with an excellent (5) grade, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform” , except the physical education subject. <sup>442</sup>

### III.

#### master's programmes<sup>443</sup>

##### 1. § Change of specialisation<sup>444, 445</sup>

##### 1. Insurance and financial mathematics (MSc) master's programme<sup>446</sup>

##### 1. § Selection of Specialization<sup>447</sup>

- (1) Students in the Insurance and financial mathematics master's programme shall select a specialization after the completion of their first semester of studies.
- (2) The specializations which may be selected at the master's level in Hungarian and English languages are Actuarial Science .and Quantitative Finance.
- (3) In the given academic year acceptance of application to certain specializations is performed via a rankings system. The automatically prepared ranking takes into consideration the students achievements received in the course of the student's studies, where results achieved in certain subject, depending on the specialization, may be given more weight. List of subjects to be considered, must be published by the end of the 4th week of the given semester along with the applicable weights, complying with the valid provision of information practices and requirements of universities participating in joint training programme.
- (4) The number of student accepted to either one of the specializations may not be lower than 35% of the total number of applicants applying to both specializations together.
- (5) <sup>448</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.

##### 2. § The condition of the final certificate (absolutory)<sup>449</sup>

- (1) The conditions of obtaining the final certificate (absolutory)) are the following:
  - Obtaining the the number of credits prescribed in the training and outcome requirements. <sup>450</sup>

<sup>439</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>440</sup>Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>441</sup> Incorporated by No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>442</sup>Incorporated by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>443</sup> In the meaning of the 1 June 2014 amendment of Ministry of Education (ME) Decree 15/2006 the title/ name of all academic specializations shall be modified to “specialization” by resolution No. KT6 – 4/2014/2015 of the Faculty Council on 15 December 2014.

<sup>444</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>445</sup> Repealed by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 5 July 2009.

<sup>446</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>447</sup> Incorporated by resolution No. KT17B - 7/2008/09 of the Faculty Council on 3 July 2009.

<sup>448</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>449</sup> Incorporated by resolution No. KT17B - 7/2008/09 of the Faculty Council on 3 July 2009.

<sup>450</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- The total number of credits earned at universities participating in joint training programmes is not lower than two thirds of the number of credits required in the specialization training plan.
  - In case of joint training closing with a joint diploma, the student in order to obtain the final certificate (absolatory), even in case of recognition of credit value of studies at the University and prior studies and previously obtained knowledge, must still obtain at least one thirds of the credit value of the particular training at the University.<sup>451</sup>
- (2) The final certificate (absolatory) is signed by the Dean of the competent Faculty of the parent university, or the Deputy Dean entrusted by the Dean.

### 3. § Final examination<sup>452</sup>

- (1) The student may only be authorized to take the final examination, if
- He/she had already obtained the final certificate (absolatory),
  - Had submitted the diploma work within the prescribed deadline.
- (2) The final examination consists of an oral examination and the defence of the diploma work.
- (3) The oral examination parts of the final examination: the core subjects and the learning materials of the specialization subjects.
- (4) The grade on the final examination consists of the average of the grade received relating to the diploma work from the final examination committee (A) and the grade received relating to the defence of the diploma work (B) and the grade received on the oral examination that is the mathematical average of these grades (the grade on list of major topics/questions (C) and the grade of the list of specialization topics/questions (D))<sup>453</sup>.

### 4. § The diploma<sup>454</sup>

- (1) Conditions of preparing the diploma
- successfully taking the final examination
  - the fulfilment of the language requirements (to obtain a master's degree must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another living foreign language accepted by the relevant field of stud, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required).<sup>455</sup>
- (2) The classification of the diploma is based on the average of the below items<sup>456</sup>:
- the grade received relating to the diploma work (A)
  - the grade received relating to the defence of the diploma work (B)
  - the weighted average of **other** grades in subjects determined by the training plan (E),  
(List of other subjects to be considered, must be published by the end of the 4th week of the given semester according to the valid provision of information practices and requirements of universities participating in joint training programme).
  - the grades received on the oral part of the final examination must be double weighted (2C+2D).

<sup>451</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>452</sup> Incorporated by resolution No. KT17B - 7/2008/09 of the Faculty Council on 3 July 2009.

<sup>453</sup> Result of the final examination =  $\{(A+B)/2+C+D\}/3$

<sup>454</sup> Incorporated by resolution No. KT17B - 7/2008/09 of the Faculty Council on 3 July 2009.

<sup>455</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 5 July 2009.

<sup>456</sup> Classification of the diploma =  $(A+B+E+2C+2D)/7$

The classification of the diploma, based on the average achieved in paragraph (2), is covered under (8) § 42 of the Study and Exam Regulation.

- (3) The Hungarian title of the Qualification indicated in the diploma is "okleveles biztosítási és pénzügyi matematikus–közgazdász"
- (4) The English title of the Qualification indicated in the diploma is Actuarial and Financial Mathematician-Economist.<sup>457</sup>
- (5) An honours diploma is awarded to those students <sup>458</sup> who completed their studies with honours by receiving an excellent grade on the final examination, and do not have any grades under good (4) and the mathematical average of these grades is at least a 4.51. Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of "did not take the exam" or "did not perform" . When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.<sup>459 460</sup>
- (6) The diploma is signed by the Rectors of the two universities participating in the joint training programme.

## 2. Mathematical economics analyst (MSc) master's training programme<sup>461</sup>

### 1. § Selection of Specialization

- (1) Students in the mathematical economics analyst (MSc) master's programme shall select a specialization after the completion of their first two semesters of studies.
- (2) <sup>462</sup>The specializations which may be selected at the master's level in Hungarian and English languages are Economic Modelling, Operations Research.
- (3) The number of specializations per academic year are determined by the number of students in the given academic year, the preference of the students, and the framework numbers determined by the curriculum committee of the given faculty.
- (4) If the number of applicants to a certain specialization in a given year exceeds the predetermined framework number of students, then the students are selected based on the ranking order determined by the curriculum committee of the given faculty.
- (5) <sup>463</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.

### 2. § Complex examination

- (1) Only those students are entitled to take a complex examination in mathematical economics analyst (MSc) master's programmes, who completed all mandatory specialization subjects and two semesters of specialization seminars<sup>464</sup>.
- (2) The complex examination may be oral and/or written.
- (3) The faculty responsible for the given specialization, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the

<sup>457</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 5 July 2009.

<sup>458</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>459</sup> Incorporated by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>460</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>461</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>462</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>463</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>464</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

examination (in case of oral examination the list of questions, in case of a written examination the covered topics).

- (4) <sup>465</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination  
 (5) <sup>466</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.<sup>467</sup>

### 3. § The conditions of the final certificate (absolatory)<sup>468</sup>

(1) The conditions of obtaining the final certificate (absolatory)) are the following:

- The successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.
- the fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 8 semesters), (in case of students starting their studies in September 2014 need 122 credits<sup>469</sup> and students starting thereafter need 120 credits) consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university.  
 In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>470 471</sup>
- The successful completion of the complex examination.

### 4. § The substantive and formal requirements of the thesis

- (1) The length of the thesis (without attachments) is between 50 and 70 pages.  
 (2) <sup>472</sup>The substantive and formal requirements of the diploma work are covered in Annex 1/A.2.1.  
 (3) <sup>473</sup>In case of training resulting in a joint diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the diploma work.<sup>474</sup>

### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
- He/she had already obtained the final certificate (absolatory),
  - the diploma work is submitted and accepted by the reviewer.
- (2) The final examination consists of the defence of the diploma work  
 (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence of the diploma work.

### 6. § The diploma

<sup>465</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>466</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>467</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>468</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>469</sup>Incorporated by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>470</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>471</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>472</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>473</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>474</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

- (1) Conditions of preparing the diploma
- the data of the final certificate (absolutory)
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain a master's degree must have at least one intermediate "B2" complex type state-recognized English language professional language examination, or or a state recognized upper level (C1) complex type general foreign language examination and an intermediate "B2" complex type professional language examination in another living foreign language accepted by the relevant field of stud, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.<sup>475</sup>
- (2) The classification of the diploma is based on the weighted average of the below items:
- The credit weighted average of the grades received in the mandatory undergraduate subjects and mandatory specialization subject .
  - the result of the complex examination,
  - the grades received on final examinations with doubled value,
- (3) <sup>476</sup>The classification of the diploma, based on the average achieved in paragraph (2), is covered under § 46 of this Regulation.
- (4) The Hungarian title of the Qualification indicated in the diploma is "okleveles közgazdász gazdaságmatematikai elemző"
- (5) The English title of the Qualification indicated in the diploma is Economist in Quantitative Economic Analysis.<sup>477</sup>
- (6) <sup>478</sup>An honours diploma is awarded to those students<sup>479</sup> who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the complex examination closing his or her specialization, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of "did not take the exam" or "did not perform". When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.<sup>480</sup>

### 3. Economic analyst (MA) master's programme (Hungarian and English programme)<sup>481 482</sup>

#### 1. § Selection of Specialization

- (1) Students in the economic analyst (MA) master's programme shall select two specializations after the completion of their <sup>483</sup> first semester of studies.

<sup>475</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 5 July 2009.

<sup>476</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>477</sup> Amended by resolution No. KT17-9 - 6/2009/10 of the Faculty Council on 5 July 2009.

<sup>478</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>479</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>480</sup> Incorporated by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>481</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>482</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>483</sup> Its amended version, as amended by by resolution No. KT17-9/2009/10 of the Faculty Council, must be applied to students starting their studies in September of 2010. Students who started their studies in September of 2009 must select one module.



- (2) The following specializations may be selected on the master's level: macroeconomic analysis and forecaster, labour market analysis and market analysis.
- (3) <sup>484</sup> The completed specializations may be included in the Diploma supplement, if the student completed all the mandatory subjects of the specialization and had successfully passed the complex examination.
- (4) The number of specializations per academic year are determined by the number of students in the given academic year and the preference of the students.
- (5) If the number of applicants to a specialization in a given year exceeds the predetermined framework number, then the students ranking criterion is approved by the person responsible for the given major and also by the person responsible for the given specialization.
- (6) <sup>485</sup> § 37 of this Regulation must be applied to the changing of specializations.

### **1/A. § Selection of specialization<sup>486487</sup>**

- (1) <sup>488</sup>(1) Students in the economic analyst (MA) master's programme in Hungarian shall select a specializations after the completion of their first semester of studies.
- (2) <sup>489</sup>The specializations which may be selected in the Hungarian master's programme in Hungarian and English languages are Bank and Public Finance, Macroeconomic Analyst, Labour Market Economics, Industrial Organizations.
- (2A) <sup>490</sup>Students starting their studies in September 2015 at the master's level may select the following specializations in Hungarian and English languages: Bank and Public Finance, Macroeconomic Analyst and Industrial Organization.<sup>491</sup>
- (2B) <sup>492</sup> <sup>493</sup>(Students starting their studies from September 2016 at the master's level may select the following specializations in Hungarian and English languages: Bank and Public Finance, Macroeconomic Analyst and Industrial Organization and Central Bank Analyst.
- (2C) <sup>494</sup>In the English language training of the economic analyst master's programme, the students shall select a specialisations after completing the academic requirements of the first two semesters. Specialisations in the English and Hungarian languages that may be chosen in the English language master's programme: Comparative Economics, Health Economics, Labour Studies.
- (3) The number of specializations per academic year are determined by the number of students in the given academic year and the preference of the students.
- (4) If the number of applicants to a specialization in a given year exceeds the predetermined framework number, then the students ranking criterion is approved by the person responsible for the given major and also by the person responsible for the given specialization.
- (5) <sup>495</sup>§ 37. § of this Regulation contains the general terms and conditions and available options relating to the changing of specializations / majors.

<sup>484</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>485</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>486</sup> This must be applied to students starting their studies in September 2011 and in the following upstream system.

<sup>487</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>488</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>489</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>490</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>491</sup> Amended by resolution(s) of the Faculty Council under resolution Numbers: KT2 – 9/2014/2015, KT4A – 9/2014/2015 and KT4C – 9/2014/2015 on 29 April 2015. The specifications which may be selected by students starting their studies in or after September 2015.

<sup>492</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>493</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>494</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>495</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

## 2. § Complex examination

- (1) <sup>496 497</sup>In the economic analyst master's training programme the complex examination consists of the mandatory subjects <sup>498</sup> of the selected modules.
- (2) The complex examination may be oral and/or written.
- (3) The faculty <sup>499</sup> responsible for modules<sup>500</sup>, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the examination (in case of oral examination the list of questions, in case of a written examination the possible types of problems and topics).
- (4) <sup>501</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination
- (5) <sup>502</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.<sup>503</sup>

### 2/A. § Complex examination<sup>504505</sup>

- (1) <sup>506 507</sup>In the economic analyst master's training programme the complex examination consists of the specialization subjects. Only those students are entitled to take a complex examination who completed all mandatory specialization subjects and two semesters of seminars.
- (2) The complex examination may be oral and/or written.
- (3) The faculty responsible for the given specialization, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the examination (in case of oral examination the list of questions, in case of a written examination the possible types of problems and topics).
- (4) <sup>508</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination.
- (5) <sup>509</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.

## 3. § The condition of the final certificate (absolatory)<sup>510</sup>

- (1) The conditions of obtaining the final certificate (absolatory)) are the following:
  - The successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.
  - The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 8 semesters), (120 credits) consistent with

<sup>496</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>497</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>498</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>499</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>500</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>501</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>502</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>503</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>504</sup> This must be applied to students starting their studies in September 2011 and in the following upstream system.

<sup>505</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>506</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>507</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>508</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>509</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>510</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university.

In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>511 512</sup>

- The successful completion of the complex examination.

#### 4. § The substantive and formal requirements of the thesis

- (1) The length of the thesis (without attachments) is between 50 and 70 pages.
- (2) <sup>513</sup>The substantive and formal requirements of the diploma work are covered in Annex 1/A.2.1.
- (3) <sup>514</sup>In case of training resulting in a joint diploma the agreement concluded with the parent institution must cover the formal and substantive content of the diploma work.<sup>515</sup>

#### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),
  - the diploma work is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the diploma work
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence of the diploma work.

#### 6. § The diploma

- (1) Conditions of preparing the diploma
  - to obtain the final certificate (absolatory)
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain a master's degree the student must have an intermediate "B2" complex type state-recognized English and another language examination, or an equivalent graduation certificate or diploma). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.<sup>516</sup>
- (2) The classification of the diploma is based on the weighted average of the below items:
  - the credit weighted average of the grades received in the mandatory undergraduate subjects and mandatory specialization subject and specialization subjects.<sup>517</sup>

<sup>511</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>512</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>513</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>514</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>515</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>516</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>517</sup> This must be applied to students starting their studies in September 2011 and in the following upstream system. The credit weighted average of students who started their studies in September 2009 is calculated by taking into consideration the grades received in basic subjects, the mandatory subjects and the module subjects. The credit weighted average of

- the result of the complex examination,
  - the grades received on final examinations with doubled value,
- (3) <sup>518</sup>The classification of the diploma, based on the average achieved in paragraph (2), is covered under § 46 of this Regulation.
- (4) The Hungarian title of the Qualification indicated in the diploma is “okleveles<sup>519</sup> közgazdasági elemző”.
- (5) The English title of the Qualification indicated in the diploma is Economic Analyst.<sup>520</sup>
- (6) <sup>521</sup>An honours diploma is awarded to those students<sup>522</sup> who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the complex examination, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform” . When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.<sup>523</sup>

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students who started their studies in September 2010 is calculated by taking into consideration the grades received in mandatory basic subjects, the mandatory specialization/major subjects and the module subjects.

<sup>518</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>519</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>520</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>521</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>522</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>523</sup> Incorporated by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

#### 4. Public Management and Public Policy (MSc) master's programme (Hungarian and English programme)<sup>524</sup>

##### 1. § Selection of Specialization

- (1) Students in the Public Management and Public Policy (MSc) master's programme shall select a specialization after the completion of their first two semesters of studies.
- (2) The specializations which may be selected at the master's level in Hungarian and English languages are Public Policy Analysis and Public Management.
- (3) Students in correspondence training schedules may not select a specialization, but may apply to the modules.
- (4) The fact of the performance of the modules may only be entered into the diploma, if the student successfully performs all subjects of the given module.<sup>525</sup>
- (5) The number of specializations and modules commencing in each academic year are determined by the number of students in the given academic year and the preference of the students.
- (6) If the number of applicants to a specialization or a module in a given year exceeds the predetermined framework number, then the students ranking criterion is approved by the person responsible for the given major and also by the person responsible for the given specialization and module.<sup>526</sup>
- (7) <sup>527</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.

##### 1/A. § Module selection<sup>528529</sup>

- (1) There is no specialization in the Public Management and Public Policy (MSc) master's programme.
- (2) <sup>530</sup>The students on the master's level may perform the following modules: Public Policy Analysis, Public Management, Health Economics<sup>531</sup>, Competition Policy and Market Regulation, Policies for Human Development<sup>532</sup>.
- (3) <sup>533</sup>If the student performs the requirements of either module listed in paragraph (2), then the fact of the completion of the module shall be indicated in the diploma supplement.
- (4) The general rules relating to the minimum number of participants in elective subjects at the Faculty are controlling relating to the publication of the module subject of the given semester.

##### 2. § Complex examination

<sup>524</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>525</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>526</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>527</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>528</sup> Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014. This must be applied to students starting their studies in September 2012 and in the following upstream system.

<sup>529</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>530</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>531</sup> Students who started their studies in September 2015 may be the last ones who are eligible to perform the modules.

<sup>532</sup> For students who started their studies in or after September 2015. Students who started their studies in or before September 2015, who already fulfilled the requirements of the Health Economics Module before the academic year 2016/2017 and successfully completed the Pharmacoeconomics and Health Technology Assessment subject (and the other two subjects as well) shall receive a certificate verifying the performance of the Health Economics Module. Those students who completed the above subjects and complete the new subject (Public Policies for Human Development) of the Human Policy module (in addition to the other two subjects) shall be able to choose which module should be indicated in his or her diploma supplement as completed.

<sup>533</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (1) In the Public Management and Public Policy (MSc) master's training programme the complex examination consists of the following mandatory subjects. Only those students are entitled to take a complex examination who completed all mandatory subjects and two semesters of seminars.
- (2) The complex examination may be oral and/or written.
- (3) The faculty responsible for the given major, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the examination (in case of oral examination the list of questions, in case of a written examination the possible types of problems and topics).<sup>534</sup>
- (4) <sup>535</sup>§ 38 of this Regulation provides the rules relating to the re-taking of the complex examination.
- (5) In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.<sup>536</sup>

### **2/A § Complex examination<sup>537</sup>**

- (1) Student who started their studies in September 2014 or thereafter in Public Management and Public Policy (MSc) master's programme do not have a complex examination.

### **3. § The condition of the final certificate (absolutory)<sup>538</sup>**

- (1) The conditions of obtaining the final certificate (absolutory) are the following:
  - The successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.
  - The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 8 semesters), (120 credits) consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university.  
In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>539 540</sup>
  - In case of students who started their studies before September 2014<sup>541</sup> the successful performance of the complex examination.

### **4. § The substantive and formal requirements of the thesis**

- (1) The length of the thesis (without attachments) is between 50 and 70 pages.
- (2) <sup>542</sup>The substantive and formal requirements of the diploma work are covered in Annex 1/A.2.1.
- (3) <sup>543</sup>In case of training resulting in a joint diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the diploma work.<sup>544</sup>

<sup>534</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>535</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>536</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>537</sup> Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>538</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>539</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>540</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>541</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>542</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>543</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>544</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

## 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),
  - the diploma work is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the diploma work
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence of the diploma work.

### 5/A. § The final examination<sup>545546</sup>

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),
  - the diploma work is submitted and accepted by both reviewer.
- (2) The final examination consists of two parts:
  - the defense of the diploma work and
  - the oral part which relates to the topic, covering the the materials of several subjects, of the diploma work.
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence of the diploma work and the grade recived on the oral examination.

## 6. § The diploma

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolatory) <sup>547</sup>
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain a master's degree must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another living foreign language accepted by the relevant field of stud, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required).<sup>548</sup> Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.<sup>549</sup>
- (2) The classification of the diploma is based on the weighted average of the below items:
  - the credit weighted <sup>550</sup>average <sup>551</sup>of the grades received in the mandatory subjects.
  - the result of the complex examination,
  - the grades received on final examinations with doubled value,

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<sup>545</sup>Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014. This must be applied to students starting their studies in September 2014 and in the following upstream system.

<sup>546</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>547</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>548</sup>Applicable to students who started their studies in or after September 2008.

<sup>549</sup>Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>550</sup>Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>551</sup>The credit weighted average in case of students who started their studies in September 2008 consist of the grades received in the mandatory subjects and seminars.

(2/A)<sup>552 553</sup> The classification of the diploma of students who started their studies in September 2014 or September 2015 consists of the average of the following items:

- the credit weighted average of the grades received in the mandatory subjects.
- the results of the final examination.

(2/A)<sup>554</sup> The classification of the diploma of students who started their studies in September 2016 or thereafter consists of the average of the following items:

- The credit weighted average of the grades of all subjects performed by the student, the successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.
- the results of the final examination.

(3)<sup>555</sup> The classification of the diploma, based on the average achieved in paragraph (2), (2/A) and (2/B) is covered under § 46 of this Regulation.

(4) The Hungarian title of the Qualification indicated in the diploma is “okleveles közgazdász közgazdálkodás és közpolitika szakon”

(5) The English title of the Qualification indicated in the diploma is Economist<sup>556</sup> in <sup>557</sup>Public Policy and Management.

(6)<sup>558</sup> An honours diploma shall be issued to<sup>559</sup> students who achieve a excellent grade, on their final examination, all other last valid grades are at least a good (4) in all other subjects at least (3) and if the student started his/her studies before September 2014 then the complex examination is excellent (5).. Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform” . When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.<sup>560</sup>

## **5. International economy and management (MA) master's programme (Hungarian and English programme)<sup>561</sup>**

### **1. § Selection of Specialization**

(1) Students, in the International economy and management (MA) master's programme, thought in the English language, select specialization after the completion of <sup>562</sup> the study requirements of the first two semester.

(2) Students, in the International economy and management (MA) master's programme, thought in the English language, select specialization after the completion of the study requirements of the first two semester.

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<sup>552</sup>Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014. This must be applied to students starting their studies in September 2014 and in the following upstream system.

<sup>553</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>554</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>555</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>556</sup>Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>557</sup>Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>558</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>559</sup>Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>560</sup>Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>561</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>562</sup> This must be applied to students starting their studies in September 2011 and in the following upstream system. Students starting their studies in September 2010 or before may select a specialization after fulfilling the study requirements of the first semester.



- (3) <sup>563</sup>The specializations which may be selected at the master's level in Hungarian and English languages are: International Economic Analysis, International Development<sup>564</sup>, International Financial Management<sup>565</sup>, European Union Economic Policy Analyst<sup>566</sup>, Economy and Business in Central and Eastern Europe<sup>567</sup>.
- (4) The number of specializations per academic year are determined by the number of students in the given academic year and the preference of the students.
- (5) If the number of applicants to a specialization in a given year exceeds the predetermined framework number, then the students ranking criterion is approved by the person responsible for the given major and also by the person responsible for the given specialization. <sup>568</sup>
- (6) <sup>569</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.

## **2. § Complex examination**

- (1) In the International economy and management (MA) master's training programme the complex examination consists of the specialization subjects. Only those students are entitled to take a complex examination who completed all mandatory specialization subjects and two semesters of seminars.
- (2) The complex examination may be oral and/or written.
- (3) The faculty responsible for the given major, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the examination (in case of oral examination the list of questions, in case of a written examination the possible types of problems and topics).<sup>570</sup>
- (4) <sup>571</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination
- (5) <sup>572</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.<sup>573</sup>

## **§ Complex examination<sup>574</sup>**

- (1) Student who started their studies in September 2015 or thereafter in International economy and management (MA) master's programme are not required to take a complex examination.

## **3. § The condition of the final certificate (absolutory)**

- (1) The conditions of obtaining the final certificate (absolutory)) are the following:
  - The successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.

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<sup>563</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>564</sup>Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>565</sup> Only for student participating in the Hungarian language training.

<sup>566</sup> In case of students who started their studies before September 2014 the name of the specialization: Comparative European Economic and Business Studies.

<sup>567</sup> Only for student participating in the English language training.

<sup>568</sup>Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>569</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>570</sup>Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>571</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>572</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>573</sup>Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>574</sup> Implemented by resolution No. KT4C - 9/2014/2015 of the Faculty Council on 29 April 2015.

- The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 8 semesters), (120 credits) consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university.  
In case of training providing a dual diploma, in relation to the latter condition the co-operation agreement concluded with the partner institution may provided otherwise pursuant to (3) § 40 of this Regulation.<sup>575 576</sup>
- In case of students who started their studies before September 2015<sup>577</sup> the successful performance of the complex examination.

#### 4. § The substantive and formal requirements of the thesis

- (1) The length of the thesis (without attachments) is between 50 and 70 pages.
- (2) <sup>578</sup>The substantive and formal requirements of the diploma work are covered in Annex 1/A.2.1.
- (3) <sup>579</sup>In case of training resulting in a joint diploma the agreement concluded with the parent institution must cover the formal and substantive content of the diploma work.<sup>580</sup>

#### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),
  - the diploma work is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the diploma work
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence of the diploma work.

#### 6. § The diploma

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolatory)
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain a master's degree must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another living foreign language accepted by the relevant field of stud, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required).<sup>581</sup> Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.
- (2) The classification of the diploma is based on the weighted average of the below items:
  - he credit weighted average<sup>582</sup> of the grades received in the mandatory subjects.

<sup>575</sup>Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>576</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>577</sup> Amended by resolution No. KT4C - 9/2014/2015 of the Faculty Council on 29 June 2015.

<sup>578</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>579</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>580</sup>Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>581</sup>The foreign language requirement applies to persons in having a student status at the University on 31 May 2010 and there after it must be applied in a ascending system.

<sup>582</sup> Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

- the result of the complex examination,
  - the grades received on final examinations with doubled value,
- The classification of the diploma is based on the average of the below items<sup>583</sup>:
- the credit weighted average of the grades received in the mandatory subjects and specialization subject.<sup>584</sup>
  - the results of the final examination.
- (3) <sup>585</sup>The classification of the diploma, based on the average achieved in paragraph (2) and (2/A) is covered under § 46 of this Regulation.
- (4) The Hungarian title of the Qualification indicated in the diploma is “okleveles közgazdász nemzetközi gazdaság és gazdálkodás szakon”.
- (5) The English title of the Qualification indicated in the diploma is Economist in<sup>586</sup> International Economy and Business.
- (6) <sup>587</sup>An honours diploma is awarded to those students<sup>588</sup> who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the complex examination closing his or her specialization, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform”. When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.<sup>589</sup>

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<sup>583</sup> Implemented by resolution No. KT4C - 9/2014/2015 of the Faculty Council on 29 April 2015. This must be applied to students starting their studies in September 2015 and in the following upstream system.

<sup>584</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>585</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>586</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>587</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>588</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>589</sup> Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

## 6. Finance (MSc) master's programme<sup>590591</sup>

### 1. § Selection of Specialization

- (1) Students in the Finance (MSc) master's programme shall select a specialization after the completion of their first two semesters of studies.
- (2) The specializations which may be selected at the master's level in Hungarian and English languages are: Corporate Finance, Investments, Monetary Policy and Public Finance.
- (3) The number of specializations per academic year are determined by the number of students in the given academic year and the preference of the students.
- (4) If the number of applicants to a specialization in a given year exceeds the predetermined framework number, then the students ranking criterion is approved by the person responsible for the given major and also by the person responsible for the given specialization.
- (5) <sup>592</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.
- (6) <sup>593</sup>In Finance (MSc) master's training programmes there are no accredited specializations in evening and correspondent work schedule.

### 2. § Complex examination

- (1) <sup>594</sup>In Finance (MSc) master's training programmes in the day work schedules the complex examination consists of the mandatory subjects and the specialization subjects. Only those students are entitled to take a complex examination, in day schedules, who completed all mandatory subjects and specialization subjects and two semesters of seminars.
- (2) <sup>595</sup>In Finance (MSc) master's training programmes, in evening and correspondent work schedule, the complex examination consists of the mandatory subjects. Only those students, in evening and correspondent work schedule, are entitled to take a complex examination who completed all mandatory subjects and two semesters of seminars.
- (3) The complex examination may be oral and/or written.
- (4) The faculty responsible for the complex examination, in the semester when the complex examination is scheduled and particularly by the end of the first week of the study period of that semester, shall publish the the form of the complex examination a (written or oral) and the information relevant to the examination (in case of oral examination the list of topics/questions, in case of a written examination the possible types of problems and topics).
- (5) <sup>596</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination.
- (6) <sup>597</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the complex examination.<sup>598</sup>

### 3. § The condition of the final certificate (absolutory)<sup>599</sup>

- (1) The conditions of obtaining the final certificate (absolutory)) are the following:

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<sup>590</sup> Incorporated by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>591</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>592</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>593</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>594</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>595</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>596</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>597</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>598</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>599</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- The successful completion of the subjects required in the credit recognition statement, over the 120 credits needed to obtain a diploma.
- The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 8 semesters), (120 credits) consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university.  
In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>600 601</sup>
- The successful completion of the complex examination.

#### 4. § The substantive and formal requirements of the thesis

- (1) The length of the thesis (without attachments) is between 50 and 70 pages.
- (2) <sup>602</sup>The substantive and formal requirements of the diploma work are covered in Annex 1/A.2.1.
- (3) <sup>603</sup>In case of training resulting in a joint diploma the agreement concluded with the parent institution must cover the formal and substantive content of the diploma work.<sup>604</sup>

#### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),
  - the diploma work is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the diploma work
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence of the diploma work.

#### 6. § The diploma

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolatory)
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain a master's degree must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another living foreign language accepted by the relevant field of study, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.<sup>605</sup>
- (2) The classification of the diploma is based on the weighted average of the below items:
  - the weighted average of grades earned in the mandatory subjects and in case of students in the day work schedule the grades earned in specialization subject.
  - the result of the complex examination,

<sup>600</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>601</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>602</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>603</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>604</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>605</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

- the grades received on final examinations with doubled value,
- (3) <sup>606</sup>The classification of the diploma, based on the average achieved in paragraph (2), is covered under § 46 of this Regulation.
  - (4) The Hungarian title of the Qualification indicated in the diploma is “okleveles közgazdász pénzügy szakon”
  - (5) The English title of the Qualification indicated in the diploma is Economist<sup>607</sup> in Finance.
  - (6) <sup>608</sup>An honours diploma is awarded to those students<sup>609</sup> who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the complex examination closing his or her specialization, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). Students starting their studies in or after September 2013, may not receive an honours diploma if he or she has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform” . When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.<sup>610</sup>

## 7. Student advisers<sup>611</sup>

### 1. §

- (1) Student advisers are available in case of training programmes in foreign languages.
- (2) The tasks of the student advisers is to assist citizens of countries other than Hungary participating in foreign language training programmes to understand the rules and policies of the University, to assist foreign students in solving administrative issues, to assist in course / subject selection and to to advise and support the development of their academic progress.
- (3) Student advisers are selected from among the teachers of foreign language training courses.
- (4) The student advisers, discuss the student issues/problems at periodically held meetings and assist the decision making process of the Faculty Study Committee and the Credit transfer committee to make decisions relating to non-Hungarian citizen students.
- (5) Student advisers, if necessary, may involve in the handling of the relevant problems, the dean, deputy dean, the person responsible for the competent faculty, or the person responsible for the concerned subject ; may initiate the commencement of ethical and disciplinary procedures.
- (6) The foreign affairs officer of the Student Government must be invited to the periodically held meetings of the student advisers.
- (7) The person responsible for the given faculty nominates at the most two student advisers per each foreign language major/specialization and the student advisers are invited by the dean to perform the function.

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<sup>606</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>607</sup> Amended by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

<sup>608</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>609</sup> Amended by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>610</sup> Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>611</sup> Implemented by resolution No. KT17-9/2009/10 of the Faculty Council on 5 July 2010.

**IV.****Training and outcome requirements for students who started their undergraduate studies before 1 September 2014<sup>612</sup>****IV/1.****Applied economics (BA) undergraduate programme (Hungarian and English programme)****1. § Mandatory comprehensive examination,**

- (1) Students in the applied economics (BA) undergraduate programme, shall take a foundation comprehensive examination the earliest at the end of the third (3) semester. The subjects of the foundation comprehensive examination in case of students who started their studies in September 2014 are: Microeconomics I-II , Macroeconomics, Statistics I-II The subjects of the foundation comprehensive examination in case of students who started their studies in or after September 2015 are: I-II Microeconomics, Macroeconomics, International Economics.
- (1/A)<sup>613</sup>Students participating in special business mathematics undergraduate training programme, may choose to take their foundation comprehensive examination pursuant to the rules described in paragraph (1) or pursuant to the rules relating to the economic comprehensive examination relevant to students studying in the mathematical economics analyst undergraduate training programme.<sup>614</sup>
- (2)<sup>615</sup>Students in the applied economics (BA) undergraduate programme, shall take a foundation comprehensive examination the earliest at the end of the third (5) semester. The subjects of the foundation comprehensive examination in case of students who started their studies in September 2014 are: Market structures , macroeconomic modelling , Econometrics I-II. The subjects of the foundation comprehensive examination in case of students who started their studies in or after September 2015 are: Statistics , Econometrics I-II.
- (3)<sup>616</sup>Students who started their studies in the English language training of applied economics in September 2014, will complete their studies and obtain a diploma according to the provisions on students who commenced their studies before September 2014. Their complex examination involves the following subjects: Microeconomics, Macroeconomics, Statistics I-II.

**2. § Selection of Specialization**

- (1) There are no specializations in Applied economics (BA) undergraduate study programmes.

**3. § The condition of the final certificate (absolatory)<sup>617</sup>**

- (1) The conditions of obtaining the final certificate (absolatory)) are the following:
  - Pursuant to Annex 1/B of this Regulation, the fulfilment of the credit requirements within the maximum available training period (the number of active and passive semesters together may not exceed 12 semesters), 180 credits as prescribed under the relevant training and outcome requirements is consistent with the structure prescribed under the operative curriculum (including the two semesters of physical education, and in case of students starting their studies in or before September 2014 the performance of subjects aimed at the development of presentation and communication skills, as well). At least 2/3 of the required credits must be earned at the parent university.

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<sup>612</sup>Implemented by resolution No. KT10 - 10/2013/14 of the Faculty Council on 30 June 2014.

<sup>613</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>614</sup> Amended by resolution No. KT4C - 9/2014/2015 of the Faculty Council on 29 June 2015.

<sup>615</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>616</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>617</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>618</sup>

- Successful completion of mandatory comprehensive examination.

#### 4. § The substantive and formal requirements of the thesis

- (1) The length of the thesis (without attachments) is between 25 to 35pages.
- (2) <sup>619</sup>The substantive and formal requirements of the thesis are covered in Annex 1/A.2.1 and the informative materials issued by the Faculty before the commencement of the fifth (5th) semester. The informative materials issued by the faculty covers the rules relating to the preparation of the thesis, the process and evaluation of the seminars.
- (3) <sup>620</sup>In case of training resulting in a dual/double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the thesis.

#### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),<sup>621</sup>
  - the thesis is submitted and accepted by the reviewer.
- (2) The final examination consists of the defence of the diploma work
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade earned on the oral defence of the thesis.

#### 6. § The diploma

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolatory)<sup>622</sup>
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain undergraduate degree must have at least one intermediate "B2" complex type state-recognized foreign language examination, professional foreign language examination recognized in the relevant field of study or state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.
- (2) The classification of the diploma is based on the weighted average of the below items:
  - the credit weighted average of the mandatory undergraduate subjects and mandatory subjects of the given major, with the exception of the grades earned in Seminars I-II, twofold, in case of students starting their studies in or after September 2015 the credit weighted average of the grades earned in the mandatory subjects and the subjects in economic applications subject group, with the exception of the grades earned in Seminars I-II, twofold (if the student earns more credits from the economic applications subject group

<sup>618</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>619</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>620</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>621</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>622</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



then the number of mandatory credits prescribed by the sample curriculum, then the average only has to be calculated from the grades issued in subjects providing the mandatory number of credits, in favour of the student.<sup>623</sup>

- the average of the grades earned on the comprehensive examination,,
  - the average of the grade earned in the seminars and on the final examination.
- (3) <sup>624</sup>The classification of the diploma, based on the average achieved in paragraph (2), is covered under § 46 of this Regulation.
- (4) The Hungarian title of the Qualification indicated in the diploma is “közgazdász alkalmazott közgazdaságtan alapképzési szakon”.
- (5) The English title of the Qualification indicated in the diploma is Economist in Applied Economics.
- (6) <sup>625</sup>An honours diploma is awarded to those students who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the mandatory comprehensive examination, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). An honours degree cannot be issued if the student has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform”,

## IV/2.

### Human resources (BA) undergraduate programme

#### 1. § Mandatory comprehensive examination,

- (1) There are no mandatory comprehensive examination in the human resources undergraduate training programme.

#### 2. § Module selection<sup>626</sup>

- (1) <sup>627</sup>Students select a module after completing the study requirements of the first four semesters.
- (2) <sup>628</sup>A student may only be accepted to the module if he or she has at least a 2.5 credit weighted average.
- (3) <sup>629</sup>In case of over application to a module, then it is in the competence of the educator responsible for the given major to provide the relevant ranking criterion. The concerned students must be informed relating to the ranking criterion at the beginning of the semester in which modules are selected.
- (4) <sup>630</sup>

#### 3. § The condition of the final certificate (absolatory)

- (1) The conditions of obtaining the final certificate (absolatory)) are the following:
- Pursuant to Annex 1/B of this Regulation, the fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 12 semesters) , 120 credits is consistent with the structure prescribed under the operative curriculum (including the two semesters of physical education, and in case of students starting their studies in or before September 2014 the performance of subjects aimed at the

<sup>623</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>624</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>625</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>626</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>627</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>628</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>629</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>630</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

development of presentation and communication skills, as well). At least 2/3 of the required credits must be earned at the parent university.

In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation.<sup>631</sup>

#### 4. § The substantive and formal requirements of the thesis<sup>632</sup>

- (1) <sup>633</sup>The length of the idea thesis (without attachments) is between 25 to 35 pages.
- (2) <sup>634</sup>The substantive and formal requirements of the thesis are covered in Annex 1/A.2.1 and the informative materials issued by the Faculty before the commencement of the fifth (5th) semester.
- (3) <sup>635</sup>In case of training resulting in a double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the thesis.

#### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),<sup>636</sup>
  - the thesis is submitted and accepted by the reviewer.
- (2) The final examination consists of two parts:
  - the defence of the diploma work and
  - the oral part which relates to the topic, covering the the materials of several subjects.
- (3) <sup>637</sup>The grade received on the final examination is the mathematical average of the grade given by the reviewer and the grade received on the oral defence of the thesis and the grade received on the oral part of the exam.

#### 6. § The diploma

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolatory)<sup>638</sup>
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain undergraduate degree must have at least one intermediate "B2" complex type state-recognized foreign language examination, professional foreign language examination recognized in the relevant field of study or state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.
- (2) The classification of the diploma is based on the average of the below items:

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<sup>631</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>632</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>633</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>634</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>635</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>636</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>637</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>638</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- the credit weighted average of the grades earned in the mandatory subjects and in the subjects of the module, with the exception of the grades earned in Seminar I -II. <sup>639</sup>
  - the average of the grade earned in the seminars and on the final examination.
- (3) <sup>640</sup>Based on the average received according to paragraph (2), the classification of diplomas in the meaning of 46. § of this Regulation is assessed based on the following limits:
- excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51-3.50
  - pass, if the average is between 2.00-2.50
- (4) The Hungarian title of the Qualification indicated in the diploma is “közgazdász emberi erőforrások alapképzési szakon”
- (5) The English title of the Qualification indicated in the diploma is Economist in Human Resource Management.
- (6) <sup>641</sup>An honours diploma is awarded to those students who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the foundation comprehensive examination, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). An honours degree cannot be issued if the student has at least one subject, which was closed with an entry of “did not take the exam” or “did not perform”,

### IV/3.

#### Mathematical economics and finance analysis (BSc) undergraduate training

##### 1. § Mandatory comprehensive examination,

- (1) Students in the Mathematical economics and finance analysis (BSc) undergraduate programme, shall take a mathematics foundation comprehensive examination the earliest at the end of the third (3) semester. The subjects of the mathematics comprehensive examination: Algebra I-II I-II Analysis, Probability Theory.
- (2) Students in the Mathematical economics and finance analysis (BSc) undergraduate programme, shall take a mathematics foundation comprehensive examination the earliest at the end of the third (3) semester. The subjects of the economics comprehensive examination: I-II Microeconomics, Macroeconomics, International Economics, Market Structure.
- (3) Students in the Mathematical economics and finance analysis (BSc) undergraduate programme, shall take a finance foundation comprehensive examination the earliest at the end of the third (4) semester. The subjects of the finance foundation comprehensive examination Finance, Enterprise Business Finance, Financial Calculations.

##### 2. § Selection of Specialization

- (1) Students select a specialization after completing the study requirements of the first four semesters.
- (2) A student may only be accepted to the specialization if he or she has at least a 2.5 cumulative credit weighted average.
- (3) In case of over application to a specialization, it is in the competence of the educator responsible for the given specialization to provide the relevant ranking criterion. The concerned students must be

<sup>639</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>640</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>641</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

informed relating to the ranking criterion at the beginning of the semester in which modules are selected.

- (4) <sup>642</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.

### 3. § The condition of the final certificate (absolatory)

- (1) The conditions of obtaining the final certificate (absolatory) are the following:

- Pursuant to Annex 1/B of this Regulation, the fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 12 semesters) , 120 credits is consistent with the structure prescribed under the operative curriculum (including the two semesters of physical education, and in case of students starting their studies in or before September 2014 the performance of subjects aimed at the development of presentation and communication skills, as well). At least 2/3 of the required credits must be earned at the parent university.  
In case of training providing a dual diploma, the latter condition may provide otherwise in the co-operation agreement with the partner institution with the condition provided under (3) § 40 of this Regulation. <sup>643</sup>
- The successful completion of the methodology, economics and finance comprehensive examinations.

### 4. § The substantive and formal requirements of the thesis<sup>644</sup>

- (1) <sup>645</sup>The idea length of the thesis (without attachments) is between 25 to 35 pages
- (2) <sup>646</sup>The substantive and formal requirements of the thesis are covered in Annex 1/A.2.1 and the informative materials issued by the Faculty before the commencement of the fifth (5th) semester.
- (3) <sup>647</sup>In case of training resulting in a double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the thesis.

### 5. § Final examination

- (1) The student may only be authorized to take the final examination, if
- he/she had already obtained the final certificate (absolatory), <sup>648</sup>
  - the thesis is submitted and accepted by the reviewer.
- (2) <sup>649</sup>The final examination consists of the defence of the thesis.
- (3) The mathematical average of the grade received on the final examination and the grade given by the reviewer and the grade received on the oral defence of the thesis.

### 6. § The diploma

- (1) Conditions of preparing the diploma

<sup>642</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>643</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>644</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>645</sup> Amended by: SZ-163/2015/2016. resolution number (2016. VI. 20.) from 21 June 2016

<sup>646</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>647</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>648</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>649</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- the data of the final certificate (absolatory) <sup>650</sup>
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain undergraduate degree must have at least one intermediate "B2" complex type state-recognized foreign language examination, professional foreign language examination recognized in the relevant field of study or state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.
- (2) The classification of the diploma is based on the mathematical average of the below items:
- The credit weighted average of the grades received in the subjects not covered on the comprehensive examination. <sup>651</sup>
  - Average of the grades earned on the mathematics, economics and finance comprehensive examinations,
  - the results of the final examination.
- (3) <sup>652</sup>Based on the average received according to paragraph (2), the classification of diplomas in the meaning of 46. § of this Regulation is assessed based on the following limits:
- excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51-3.50
  - pass, if the average is between 2.00-2.50
- (4) The Hungarian title of the Qualification indicated in the diploma is "közgazdász gazdaság- és pénzügy-matematikai elemzés alapképzési szakon."
- (5) The English title of the Qualification indicated in the diploma is Economist in Economic and Financial Mathematical Analysis.
- (6) <sup>653</sup>An honours diploma is awarded to those students who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the foundation comprehensive examination, all other last valid grades are at least a good (4) and all of his or her grades are at least an average (3). An honours degree cannot be issued if the student has at least one subject, which was closed with an entry of "did not take the exam" or "did not perform",

#### IV/4.

### Civil Service (BA ) undergraduate programme

#### 1. § Mandatory comprehensive examination,

- (1) There are no mandatory comprehensive examination in the Civil Service (BA ) undergraduate programme.

#### 2. § Selection of Specialization

- (1) Students select a specialization after completing the study requirements of the first four semesters.

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<sup>650</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>651</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>652</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>653</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (2) A student may only be accepted to the specialization if he or she has at least a 2.5 cumulative credit weighted average.
- (3) In case of over application to a specialization, it is in the competence of the educator responsible for the given specialization to provide the relevant ranking criterion. The concerned students must be informed relating to the ranking criterion at the beginning of the semester in which modules are selected.
- (4) <sup>654</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of specializations.

### **3. § The condition of the final certificate (absolatory)**

- (1) The conditions of obtaining the final certificate (absolatory) are the following:
  - Pursuant to Annex 1/B of this Regulation, the fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 12 semesters) , 180 credits as prescribed under the relevant training and outcome requirements is consistent with the structure prescribed under the operative curriculum (including the two semesters of physical education, and the performance of subjects aimed at the development of presentation and communication skills, as well). At least 2/3 of the required credits must be earned at the parent university. <sup>655</sup>  
In case training providing a dual diploma, the latter condition may be regulated differently in the co-operation agreement with the partner institution with the limitation that the student taking part in the training or joint training providing the dual diploma must achieve at least 30 credits in the specific specialisation programme at the University in order to acquire a final certificate (absolatory).

### **4. § The substantive and formal requirements of the thesis**

- (1) The length of the thesis (without attachments) is between 25 to 35pages.
- (2) The substantive and formal requirements of the thesis are covered in Annex 1/A.2.1 and the informative materials issued by the Faculty before the commencement of the fifth (5th) semester. <sup>656</sup>
- (3) In case of training resulting in a double diploma the agreement concluded with the the parent institution must cover the formal and substantive content of the thesis.

### **5. § Final examination**

- (1) The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory), <sup>657</sup>
  - the thesis is submitted and accepted by the reviewer.
- (2) The final examination consists of two parts:
  - the defense of the diploma work and
  - the oral part which relates to the topic, covering the the materials of several subjects.
- (3) The mathematical average of the grade received on the final examination and the grade given by the reviewer and the grade received on the oral defence of the thesis.

### **6. § The diploma**

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<sup>654</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>655</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>656</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>657</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolatory) <sup>658</sup>
  - successfully taking the final examination
  - the fulfilment of the language requirements (to obtain undergraduate degree must have at least one intermediate "B2" complex type state-recognized foreign language examination, professional foreign language examination recognized in the relevant field of study or state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required). Students participating in training in a foreign language are released from the obligation to fulfil the foreign language examination requirement.
- (2) The classification of the diploma is based on the average of the below items:
  - the credit weighted average of the grades earned in the mandatory subjects and in the specialization subjects, with the exception of the grades earned in Seminar I -II.
  - the average of the grade earned in the seminars and on the final examination.
- (3) <sup>659</sup>Based on the average received according to paragraph (2), the classification of diplomas in the meaning of 46. § of this Regulation is assessed based on the following limits:
  - excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51-3.50
  - pass, if the average is between 2.00-2.50
- (4) The Hungarian title of the Qualification indicated in the diploma is "közgazdász közszolgálati alapképzési szakon".
- (5) The English title of the Qualification indicated in the diploma is Economist in Public Services.
- (6) An honours diploma is awarded to those students who completed their studies with honours by receiving an excellent (5) grade on the final examination and on the all foundation comprehensive examinations, all other last valid grades are at least a good (4) and all of his or her grades in the index are at least an average (3). An honours degree cannot be issued if the student has at least one subject, which was closed with an entry of "did not take the exam" or "did not perform".

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<sup>658</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>659</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

**V.****Training and outcome requirements for students in continuing post-graduate programmes.****V/1.<sup>660</sup>****The continuing post-graduate programme of the specializations of health economics and health insurance specialist in economics and health economics and health insurance.****1. § Mandatory comprehensive examination,**

- (1) <sup>661</sup>Students participating in the continuing post-graduate programme of the specializations of health economics and health insurance specialist in economics and health economics and health insurance, shall take a comprehensive examination, at the end of the second (2) semester. The subjects of the comprehensive examination: Health policy and finance, Health economics and pharmacoeconomic value-based shopping services and insurance, Medical Marketing and Management, Business and social insurance, Health care and improve quality of excellence, Decision support modeling, statistics.

**2. § The condition of the final certificate (absolatory)<sup>662</sup>**

- (1) The conditions of obtaining the final certificate (absolatory) are the following:
- Earning the required credit points (60 credits) during the maximum available training period (the number of active and passive semesters together may not exceed 4 semesters) consistent with the structure prescribed under the operative curricula. At least 2/3 of the required credits must be earned at the parent university.<sup>663</sup>
  - Successful completion of the comprehensive examination

**3. § The substantive and formal requirements of the thesis<sup>664</sup>**

- (1) <sup>665</sup>The length of the thesis (without attachments) is between 30 and 40 pages.  
(2) <sup>666</sup>The substantive and formal requirements of the thesis (diploma work) are covered in Annex 1/A.2.1.

**4. § Final examination**

- (1) <sup>667</sup>The student may only be authorized to take the final examination, if
- he/she had already obtained the final certificate (absolatory),
  - the thesis (diploma work) is submitted and accepted by both reviewer.
- (2) <sup>668</sup>The final examination consists of the defence of the thesis.  
(3) <sup>669</sup>The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade earned on the oral defence of the thesis (diploma work).

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<sup>660</sup>Implemented by resolution No. KT2 - 3/2014/15 of the Faculty Council on 30 June 2014.

<sup>661</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>662</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>663</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>664</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>665</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>666</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>667</sup> Amended by: SZ-163/2015/2016. resolution number (2016. VI. 20.) from 21 June 2016

<sup>668</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>669</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



## 5. § The diploma

- (1) Conditions of preparing the diploma
  - the data of the final certificate (absolutory)
  - successfully taking the final examination
- (2) The classification of the diploma is based on the average of the below items:
  - the credit weighted average of the grades received in mandatory subjects,
  - the results of the comprehensive examination,
  - the results of the final examination.
- (3) <sup>670</sup>Based on the average received according to paragraph (2), the classification of diplomas in the meaning of 46. § of this Regulation is assessed based on the following limits:
  - excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51-3.50
  - pass, if the average is between 2.00-2.50
- (4) <sup>671</sup>The Hungarian title of the Qualification indicated in the diploma is in case of health economics and health insurance specialist in economics, special postgraduate programme: "Egészség-gazdaságtani és egészségbiztosítási szakközgazdász", in case of health economics and health insurance specialist, special postgraduate programme: "Egészség-gazdaságtani és egészségbiztosítási specialista."
- (5) <sup>672</sup> <sup>673</sup>The English title of the Qualification indicated in the diploma is in case of health economics and health insurance specialist in economics, special postgraduate programme: "Economist specialized in Health Economics and Health Insurance" in case of health economics and health insurance specialist, special postgraduate programme: "Specialist in Health Economics and Health Insurance".

V/2.<sup>674</sup>

### Economist with a Specialization in Actuarial Science and Expert in Actuarial Consulting special postgraduate programmes

#### 1. § Mandatory comprehensive examinations

- (1) In the Economist with a Specialization in Actuarial Science and the Expert in Actuarial Consulting special postgraduate programmes, the students take 1 comprehensive examination at the end of each semester. Subjects of the comprehensive examinations: At the end of semester 1: Life insurance; at the end of semester 2: General insurance studies. Legal basics. Insurance and fund law. At the end of semester 3: Probability theory, Mathematical statistics. At the end of semester 4: Non-life insurance. Actuarial model exercises.

#### 2. § Conditions of the pre-degree certificate

<sup>670</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>671</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>672</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>673</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>674</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (2) The conditions of obtaining the pre-degree certificate are the following:
- Earning the required credit points (120 credits) during the maximum available training period (the number of active and passive semesters together may not exceed 8 semesters) consistent with the structure prescribed under the operative curricula. At least 2/3 of the required credits must be earned at the parent university.
  - Successful completion of the comprehensive examinations.

### **3. § Content and form requirements of the thesis (diploma work)**

- (3) The length of an optimum thesis (diploma work), excluding the annexes, is between 30 and 40 pages.  
 (4) The content and form requirements of the thesis (diploma work) are set out in Annex 1/A.2.1.

### **4. § Final examination**

- (1) A student may only be permitted to take the final examination if:
- he/she had already obtained the pre-degree certificate,
  - he/she submitted his/her thesis (diploma work) and it was accepted by two reviewers.
- (2) The final examination consists of the defence of the thesis (diploma work).  
 (3) The grade received on the final examination is the mathematical average of the grade given by the reviewers on the thesis (diploma work) and the grade earned on the oral defence thereof.

### **5. § Diploma**

- (1) Conditions for issuing the diploma:
- earning the pre-degree certificate,
  - successfully passing the final examination,
- (2) The grade of the diploma is based on the average of the below items:
- average of the grades earned on the comprehensive examinations,
  - grade earned on the final examination.
- (3) Based on the average received under Subsection (2), the grade of the diploma is the following, taking into account the thresholds under Section 46:
- |                                        |               |
|----------------------------------------|---------------|
| - excellent, if the average is between | 4.81 and 5.00 |
| - very good, if the average is between | 4.51 and 4.80 |
| - good, if the average is between      | 3.51 and 4.50 |
| - average, if the average is between   | 2,51-3,50     |
| - pass, if the average is between      | 2,00-2,50.    |
- (4) Hungarian name of the qualification appearing in the diploma: in the case of the Economist with a Specialization in Actuarial Science special postgraduate programme: Aktuárius szakközgazdász; in the case of the Actuary expert special postgraduate programme: Aktuárius szakértő.  
 (5) English name of the qualification appearing in the diploma: in the case of the Economist with a Specialization in Actuarial Science special postgraduate programme: Economist with a Specialization in Actuarial Science; in the case the Expert in Actuarial Consulting special postgraduate programme: Expert in Actuarial Consulting.

**V/3.**<sup>675</sup>**Specialised Master's in Bank Management and Expert in Bank Management special postgraduate programmes****1. § Mandatory comprehensive examinations**

- (1) The students do not enter comprehensive examinations in the Specialised Master's in Bank Management and the Expert in Bank Management special postgraduate programmes.

**2. § Conditions of the pre-degree certificate**

- (1) The conditions of earning the pre-degree certificate are the following: Earning the required credit points (90 credits) during the maximum available training period (the number of active and passive semesters together may not exceed 6 semesters) consistent with the structure prescribed under the operative curricula. At least 2/3 of the required credits must be earned at the parent university.

**3. § Content and form requirements of the thesis (diploma work)**

- (1) The length of an optimum thesis (diploma work), excluding the annexes, is between 50 and 60 pages.  
(2) The content and form requirements of the thesis (diploma work) are set out in Annex 1/A.2.1.

**4. § Final examination**

- (1) A student may only be permitted to take the final examination if:
- he/she had already obtained the pre-degree certificate,
  - he/she submitted his/her thesis (diploma work) and it was accepted by two reviewers.
- (2) The final examination consists of two parts:
- the defence of the diploma work, and
  - written and oral examinations from the subjects ending with an examination grade during the studies in the training.
- (3) The grade received on the final examination is the mathematical average of the grade of the written and oral examinations, the grades given by the reviewers on the thesis (diploma work) and the grade earned on the oral defence.

**5. § Diploma**

- (1) Conditions for issuing the diploma:
- earning the pre-degree certificate,
  - successfully passing the final examination.
- (2) The grade of the diploma is based on the grade received on the final examination. Based on the grade received on the final examination, the grade of the diploma is the following, taking into account the thresholds under Section 46:
- |                                        |               |
|----------------------------------------|---------------|
| - excellent, if the average is between | 4.81 and 5.00 |
| - very good, if the average is between | 4.51 and 4.80 |
| - good, if the average is between      | 3.51 and 4.50 |
| - average, if the average is between   | 2,51-3,50     |
| - pass, if the average is between      | 2,00-2,50.    |

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<sup>675</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (3) Hungarian name of the qualification appearing in the diploma: in the case of the Specialised Master's in Bank Management special postgraduate programme: bankmenedzsment szakközgazdász; in the case of the Expert in Bank Management special postgraduate programme: Expert in Bank Management.
- (4) English name of the qualification appearing in the diploma: in the case of the Specialised Master's in Bank Management special postgraduate programme: Specialised Master's in Bank Management; in the case of the Expert in Bank Management special postgraduate programme: Expert in Bank Management.

#### **V/4.**<sup>676</sup>

### **Nursing manager special postgraduate programme**

#### **1. § Mandatory comprehensive examinations**

- I. The students in the Nursing manager special postgraduate programme do not enter comprehensive examinations.

#### **2. § Conditions of the pre-degree certificate**

- (1) Conditions of the pre-degree certificate: earning the required credit points (90 credits) during the maximum available training period (the number of active and passive semesters together may not exceed 6 semesters) consistent with the structure prescribed under the operative curricula. At least 2/3 of the required credits must be earned at the parent university.

#### **3. § Content and form requirements of the thesis (diploma work)**

- (1) The length of an optimum thesis (diploma work), excluding the annexes, is between 25 and 35 pages.
- (2) The content and form requirements of the thesis (diploma work) are set out in Annex 1/A.2.1.

#### **4. § Final examination**

- (1) A student may only be permitted to take the final examination if:
  - he/she had already obtained the pre-degree certificate,
  - he/she submitted his/her thesis (diploma work) and it was accepted by two reviewers.
- (2) The final examination consists of the defence of the thesis (diploma work).
- (3) The grade received on the final examination is the mathematical average of the grade given by the reviewers on the thesis (diploma work) and the grade earned on the oral defence thereof.

#### **5. § Diploma**

- (1) Conditions for issuing the diploma:
  - earning the pre-degree certificate,
  - successfully passing the final examination.
- (2) The grade of the diploma is based on the average of the below items:
  - average of the grades received during the training, weighted with the credits.
  - grade earned on the final examination.

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<sup>676</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (3) Based on the average received under Subsection (2), the grade of the diploma is the following, taking into account the thresholds under Section 46:
- |                                        |               |
|----------------------------------------|---------------|
| - excellent, if the average is between | 4.81 and 5.00 |
| - very good, if the average is between | 4.51 and 4.80 |
| - good, if the average is between      | 3.51 and 4.50 |
| - average, if the average is between   | 2,51-3,50     |
| - pass, if the average is between      | 2,00-2,50.    |
- (4) Hungarian name of the qualification indicated in the diploma: Ápolási menedzser.  
(5) English name of the qualification indicated in the diploma: Nursing manager.

V/5.<sup>677</sup>

### **Family policy analyst special postgraduate programme**

#### **6. § Mandatory comprehensive examinations**

- (2) The students in the Family policy analyst special postgraduate programme do not enter comprehensive examinations.

#### **7. § Conditions of the pre-degree certificate**

- (3) The conditions of obtaining the pre-degree certificate are the following: Earning the required credit points (60 credits) during the maximum available training period (the number of active and passive semesters together may not exceed 4 semesters) consistent with the structure prescribed under the operative curricula. At least 2/3 of the required credits must be earned at the parent university.

#### **8. § Content and form requirements of the thesis (diploma work)**

- (5) The length of an optimum thesis (diploma work), excluding the annexes, is between 30 and 40 pages.  
(6) The content and form requirements of the thesis (diploma work) are set out in Annex 1/A.2.1.

#### **9. § Final examination**

- (4) A student may only be permitted to take the final examination if:
- he/she had already obtained the pre-degree certificate,
  - he/she submitted his/her thesis (diploma work) and it was accepted by two reviewers.
- (5) The final examination consists of the defence of the thesis (diploma work).  
(6) The grade received on the final examination is the mathematical average of the grade given by the reviewers on the thesis (diploma work) and the grade earned on the oral defence thereof.

#### **10. § Diploma**

- (6) Conditions for issuing the diploma:
- earning the pre-degree certificate,
  - successfully passing the final examination,

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<sup>677</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (7) The grade of the diploma is based on the average of the below items:
- average of the compulsory grades, weighted with the credits,
  - grade earned on the final examination.
- (8) Based on the average received under Subsection (2), the grade of the diploma is the following, taking into account the thresholds under Section 46:
- |                                        |               |
|----------------------------------------|---------------|
| - excellent, if the average is between | 4.81 and 5.00 |
| - very good, if the average is between | 4.51 and 4.80 |
| - good, if the average is between      | 3.51 and 4.50 |
| - average, if the average is between   | 2,51-3,50     |
| - pass, if the average is between      | 2,00-2,50.    |
- (9) Hungarian name of the qualification indicated in the diploma: Családpolitikai elemző.  
 (10) English name of the qualification indicated in the diploma: Family Policy Analyst.

## VI. <sup>678</sup>

### Training and output requirements of students in the undivided training

#### VI/1.

#### Mathematical economics and finance analysis (MSc) single programme

##### 1. § Mandatory comprehensive examinations

- (1) Students in the Mathematical economics and finance analysis (MSc) single programme enter the basic mathematics comprehensive examination at the end of the 3rd semester at the earliest. Subjects of the mathematics comprehensive examination: Algebra I-II, Analysis I-II, Probability theory.
- (2) Students in the Mathematical economics and finance analysis single programme enter the basic economics comprehensive examination at the end of the 3rd semester at the earliest. Subjects of the economics comprehensive examination: Microeconomics I-II, Macroeconomics, International Economics, Market Structure.
- (3) Students in the Mathematical economics and finance analysis (MSc) single programme enter the basic finances comprehensive examination at the end of the 4th semester at the earliest. Subjects of the basic finances comprehensive examination: Finance, Enterprise Business Finance, Financial Calculations.

##### 2. § Selection of Specialisation

- (1) The students chose a specialisation after completing the academic requirements of the first four semesters.
- (2) A student may only be accepted to the specialisation if he/she has a cumulative credit-weighted average of at least a 2.5.
- (3) In the case of oversubscription, the educator responsible for the given specialisation has competence for determining the ranking criteria. The students concerned must be informed of the ranking criteria at the beginning of the semester in which the specialisation is chosen.
- (4) Section 37 of the Regulation sets out the conditions and the options of changing of specialisations.

##### 3. § Conditions of the pre-degree certificate

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<sup>678</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- (1) The conditions of obtaining the pre-degree certificate are the following:
  - Earning the required credit points (300 credits) during the maximum available training period (the number of active and passive semesters together may not exceed 20 semesters) consistent with the structure prescribed under the operative curricula (including the two semesters of physical education). At least 2/3 of the required credits must be earned at the parent university.
  - Successful passing of the basic mathematics comprehensive examination, the basic economics comprehensive examination and the basic finances comprehensive examination.

#### **4. § Content and form requirements of the thesis**

- (1) The length of an ideal thesis, excluding the annexes, is between 50 and 70 pages.
- (2) The content and form requirements of the thesis are set out in Annex 1/A.2.1 and the informative material issued by the Faculty before the start of the 9th semester.

#### **5. § Final examination**

- (1) A student may only be permitted to take the final examination if:
  - he/she had already obtained the pre-degree certificate,
  - he/she thesis his/her submitted and it was accepted by the reviewers.
- (2) The final examination consists of the defence of the thesis.
- (3) The grade received on the final examination is the mathematical average of the grades given by the reviewers and the grade earned on the oral defence.

#### **6. § Diploma**

- (1) Conditions for issuing the diploma:
  - earning the pre-degree certificate,
  - successfully passing the final examination,
  - fulfilment of the language requirements (obtaining an intermediate (B2) complex state-recognized English professional language examination, or a state-recognized upper level (C1) complex general foreign language examination or an equivalent high school graduation certificate or diploma and a state-recognized intermediate (B2) complex professional language examination in another living foreign language corresponding to the relevant field of study, or a state-recognized upper level (C1) complex general foreign language examination or an equivalent high school graduation certificate or diploma).
- (2) The grade of the diploma is based on the mathematical average of the below items:
  - credit-weighted average of the grades received in the special subjects not covered by comprehensive examinations,
  - average of the grade of the basic mathematics comprehensive examination, the basic economics comprehensive examination and the basic finances comprehensive examination,
  - grade earned on the final examination.
- (3) Based on the average received under Subsection (2), the grade of the diploma is the following, taking into account the thresholds under Section 46:
  - excellent, if the average is between 4.81 and 5.00
  - very good, if the average is between 4.51 and 4.80

- good, if the average is between 3.51 and 4.50
- average, if the average is between 2,51-3,50
- pass, if the average is between 2,00-2,50.

- (4) Hungarian name of the qualification indicated in the diploma: okleveles közgazdász gazdaság- és pénzügy-matematikai elemzés szakon.
- (5) English name of the qualification indicated in the diploma: Economist in Economic and Financial Mathematical Analysis.

A diploma with honours is awarded to a student who received an excellent (5) grade in the final examination and whose basic comprehensive examinations are graded excellent (5) and all other last valid grades are at least good (4) and all of his or her grades are at least average (3). A student may not be awarded a diploma with honours if he/she has at least one subject closed with the "did not take the exam" or "did not complete" entry.



**VII. 679 680**  
**Temporary provision<sup>681</sup>**

**1. Temporary provisions relating to students who completed their studies in the traditional undergraduate training and the supplemental training (Business, teacher of economics with a business major, international relations, finance and mathematical economics analyst economist speciality / majors).**

**1. § Mandatory comprehensive examination,**

- (1) In Business, teacher of economics with a business major, international relations, finance majors at the latest by the end of the sixth semester (before the IV. academic year and before a specialization is selected), students are required to take two foundation comprehensive examinations (business and methodology ) must be successfully completed. Students studying in the teacher of economics major, by the above mentioned deadline, must also take a foundation comprehensive examination in psychology-pedagogical.
- (2) The methodology comprehensive examination, consists of the following subjects: Analysis, Linear Algebra and Programming, Probability, Statistics I, Statistics II.
- (3) The subjects falling under the methodology examination within the frame of the intensive methodology programme: Analysis (IMP), Linear Algebra (IMP), Probability (IMP), Optimization (IMP), Statistics I. (IMP), Statistics II. (IMP)
- (4) The subjects of the economics comprehensive examination: Microeconomics I/1, Microeconomics I / 2, Macroeconomics I/1 Macroeconomics I / 2.second.
- (5) The subjects falling under the economics comprehensive examination within the frame of the intensive methodology programme: Microeconomics I / 1 (IMP), Microeconomics I / 2 (IMP) Market Structures (IMP), Macroeconomics I / 1 (IMP), Macroeconomics I / 2 (IMP).
- (6) The psychological - subjects of the pedagogical comprehensive examination: History of Education , Educational Theory , School of Education , Educational Theory , Introduction to Psychology , Personality Psychology , Developmental Psychology , Educational Psychology and Education.
- (7) Student pursuing their education in the mathematical economics analyst economist major shall take the methodology comprehensive examination the earliest at the end of the 3rd semester and an economics comprehensive examination, the earliest at the end of the 4th semester.
- (8) The methodology comprehensive examination to be taken by students pursuing their education in the mathematical economics analyst economist major, consists of the following mandatory subjects: Algebra I- II I- II Analysis , Probability , Statistics I-II.
- (9) The economics comprehensive examination to be taken by students pursuing their education in the mathematical economics analyst economist major, consists of the following mandatory subjects: Microeconomics I/1, Microeconomics I / 2, Macroeconomics I/1 Macroeconomics I / 2 and Market structure.
- (10)<sup>34</sup> § of this Regulation covers other regulations (evaluation, correction, options) relating to comprehensive examination.

**2. § Specialisation**

<sup>679</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>680</sup> Numbering amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>681</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- (1) Students in the following majors/specialization Business, teacher of economics with a business major, international relations and finance, shall select an academic specialisation after the performance of requirements of three academic years.
- (2) Those students who meet the below conditions may be accepted into Business, business major, teacher of economics and international relations and finance, particularly those, who
  - had taken the mandatory subjects of the first three years and the mandatory specialization subjects of the third year (in business major four elective block subjects, in international relation the world economy course, in teacher of economics with business specialization the mandatory subjects of teaching major),
  - the number of earned credits is 180
  - completed both foundation comprehensive examination (in the teaching major all three comprehensive examination)
  - has at least at least one intermediate technically advanced, "C" type state-recognized language examination or one general "C" type upper level language examination.

The deputy dean responsible for educational affairs, in case one of conditions are not met, may decide at his/her own discretion.
- (3) In case there is an over application to the given academic specialisation the person responsible for the given major / specialization has competence to provide the ranking criterion. These conditions may change annually. The principles relating to the given academic year must be published at the latest in the informative materials prepared in relation to the topic.
- (4) Student pursuing their education in the mathematical economics analyst economist major may select a specialization after fulfilling the study requirements of the first four semesters. Relating to the selection of a specialization the basis of the rankings is based on the following:
  - credits weighted cumulative grade point average,
  - The performance of at least one of the comprehensive examinations.
- (5) 37. § of this Regulation contains the terms and conditions and available options relating to the changing of majors.

### **3. § Complex examination**

- (1) The students after performing the requirements of their main specialisations (major) shall take a complex examination. The complex examination is a part of the final certificate (absolutive).
- (2) The students after meeting the subject requirements of their auxiliary specialisation (minor), shall have an opportunity to take a complex examination in the auxiliary specialisation. In case of students studying in the teachers of economics specialization must close the auxiliary specialisation by the taking of a complex examination. The auxiliary specialisation complex examination may only be taken by active students before obtaining the final certificate (absolutive).
- (3) Students studying in teachers of economics specializations must also take a teacher certification examination.
- (4) The complex examination in case of students pursuing their education in the mathematical economics analyst economist major, it consists of six semesters mandatory vocational subjects; its form may be written and/or oral.
- (5) 38 § of this Regulation provides the rules relating to the re-taking of the complex examination.

### **4. § Conditions of the absolutive**

- (1) The conditions of obtaining the final certificate (absolutive) are the following:
  - The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 16 semesters), (340 credits)

consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university.

- The successful completion of the complex examination(s) in the student's major/main specialization and (auxiliary specialisation).

### 5. § The substantive and formal requirements of the thesis

- (1) The length of the idea thesis (without attachments) is between 60 and 80 pages.
- (2) The substantive and formal requirements of the thesis are covered in Annex 1/A.2.1.

### 6. § Final examination

- (1) The student may only be authorized to take the final examination, if
  - after obtaining the absolatory
  - the thesis is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the thesis
- (3) The grade received on the final examination is the mathematical average of the grade given by the two reviewer and the grade received on the oral defence.

### 7. § The diploma

- (1) Conditions of preparing the diploma
  - obtaining the absolatory,
  - successfully taking the final examination
  - The fulfilment of the language requirements (has at least two intermediate technically advanced, "C" type state-recognized language examination one of which may be substituted by a general "C" type upper level language examination),
  - In case of students studying in the teachers of economics specialization the successful completion of the teacher certificate examination.
- (2) The classification of the diploma is based on the weighted average of the below items:
  - the current average of the mandatory subjects (in economics manor including four elective vocational subjects to be taken in the the fourth and fifth years, in the economics teacher major also taking into consideration the five-year mandatory teacher training courses),
  - the grade received on the complex examination in the student's major, or if the student took the auxiliary specialisation in the student's minor then the mathematical average of the grades received by the student on complex examinations of the major and the minor subjects,
  - the grades received on final examinations with doubled value,
  - students studying in the teachers of economics specialization the grade received on the teacher certificate examination.
- (3) In case of students who started their studies before 1 September 2006 the classification of the diploma shall be as follows<sup>682</sup>:
  - excellent, if the average is between 4.51 and 5.00
  - good, if the average is between 3.76 and 4.50
  - average, if the average is between 3,00-3,75
  - pass, if the average is under 3.00

<sup>682</sup> Incorporated by resolution No. KT1 - 7/2006/07 (07.04.23.) of the Faculty Council.

An honours diploma shall be issued to students who achieve a an excellent 5 on their foundation comprehensive examinations and on his/her complex examination(s) closing the specializations the student must have archived an "excellent" grade all other last valid grades are at least a good (4) and all the grades indicated in the registration book/master file are at least an average (3).

## **2. Other transitional provisions**

### **1. § Students changing sample curriculum**

- (1) Those undergraduate students whose student status was established on 1 September 2014 or thereafter, but the Faculty Study Committee gave them authorization to change sample curriculum, and consequently are continuing their education pursuant to the sample curriculum applicable to students whose student status was established before 1 September 2014, shall be able to earn a diploma in accordance with the training and outcome requirements applicable to students whose student status was established before 1 September 2014.
- (2) Those students whose student status was established on 1 September 2014 or thereafter and are pursuing their education in Public Management and Public Policy master's training programmes but the Faculty Study Committee gave them authorization to change sample curriculum, and consequently are continuing their education pursuant to the sample curriculum applicable to students whose student status was established before 1 September 2014, must take a complex examination and in respect of the final examination and the classification of their diploma the rules applicable to students whose student status was established before 1 September 2014 is also controlling in in relation to them.
- (3) Those students whose student status was established on 1 September 2015 or thereafter and are pursuing their education in International economy and management master's training programmes but the Faculty Study Committee gave them authorization to change sample curriculum, and consequently are continuing their education pursuant to the sample curriculum applicable to students whose student status was established before 1 September 2015, must take a complex examination and in respect of the final certificate (absolatory) and the classification of their diploma the rules applicable to students whose student status was established before 1 September 2015 is also controlling in in relation to them.
- (4) <sup>683</sup>Undergraduate students whose student status was established before 1 September 2014, but were allowed by the Faculty Study Committee to change the model curriculum and, consequently, are continuing their studies pursuant to the model curriculum applicable to students whose student status was established on or after 1 September 2014, may obtain a diploma in accordance with the training and output requirements applicable to students whose student status was established on or after 1 September 2014.

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<sup>683</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

**1/A.2.1. ANNEX<sup>684</sup>****THE SUBSTANTIVE AND FORMAL REQUIREMENTS OF THE THESIS / DIPLOMA WORK<sup>685686</sup>****I. CONTENT REQUIREMENT****1. The title of the dissertation**

- A concise expression of the content and message of the dissertation,
- if the title is not clear in relation to the subject, then a explanatory or alternative subtitle is required;
- implies the central topic(s) of the dissertation.

**2. Introduction and motivation**

- more detailed description of the topic of the dissertation than given in the title;
- justification of the topic selection;
- short description of the process and logic of the reasoning;
- short (maximum 2 to 5 pages long).

**3. Review of literature**

- The definitions, concepts, models, methods of analysis and theories required for the discussion of the topic being the subject of the thesis/diploma work;<sup>687</sup>
- summary of the conclusions of research prepared in similar area;
- the specification of the research methodology (if the author in the course of the research used a more substantial methodology apparatus);

**4. The explanation of the main topic of the dissertation**

- the description and evaluation of the problem selected with the assistance of the concepts and models introduced in the introduction of theory section
- consistent use of the concepts and models introduced in the theory section of the dissertation;
- contains conclusions supported by well founded arguments, facts and reasoning;
- objectivity in the description of the issue/situation of the examination / research is critical;
- the author's personal opinion is included and it can be clearly differentiated from the position evaluation and solutions and opinions of other co-operating persons;
- combines the experience with the models discussed in theory introduction section with the earlier empirical examinations, and the described hypotheses;
- its length (if correctly constructed) is at least half the length of the dissertation;

**5. Summary**

- the summary of the results/conclusions of the dissertation,
- defines direction for further examination based on the achieved results and topics which were not discussed but are closely connected.

**6. References**

- summary which assists in the checking of the references / citations in the dissertation;

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<sup>684</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>685</sup> Amended by resolution No. KT15 - 6/2008/09 of the Faculty Council on 25 May 2009.

<sup>686</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>687</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- the bibliography must meet strict requirements, these are detailed in the formal requirement section of this Regulation.

#### 7. Annexes (not mandatory)

- with emphasis: introduction of the methodology documentation (questioner, interview outline, calculations etc., disclosure of);
- the display of diagrams, tables, documents etc., which are necessary to understand the dissertation but, at the same time, they do not have a close connection to any of the chapters or sub chapters of the dissertation; or there are too many or too many details and would make the relevant chapter difficult to read;
- the display of diagrams, tables, documents etc., which may have a close connection to one given chapter/sub-chapter of the dissertation, their form (e.g. A3) and or due to their length (2 or more pages) they are to be attached as annexes;
- its function is clear and unquestionable; the accusation of deliberately enclosing it to increase the number of pages can not be raised at all;
- numbered, titled, and it is also included in the table of contents;
- it may only be more than 15% of the actual dissertation, only if well justified.

#### **Warning! The thesis/diploma work may receive a fail grade in case the below circumstances exist<sup>688</sup>:**

- the above discussed main parts are unidentifiable in the dissertation;
- the consistency and harmony between the main sections of the dissertation is seriously damaged (e.g. the applicant only discusses the topic indicated in the title of the dissertation to a very insignificant extent or the concepts and models described in the Introduction of Theory section of the dissertation are only used marginally in the discussion aimed at the specific subject of the dissertation);
- the dissertation contains sections longer than 1 paragraph (3 to 4 sentences) copied verbatim or in a form closely resembling verbatim from a foreign source/work of another, without crediting (properly citing) the source in the body of the text where appropriate and in the bibliography (hereinafter “Plagiarism”).
- the dissertation, continually through several pages, is based only on one foreign source (even if the source is properly cited / credited to the actual author in the body of the text where appropriate and in the bibliography);
- the basic topics of the dissertation contains a series of errors either in the theoretical or empirical part;
- the length of the dissertation considerably differs from the expectations;
- the spelling, grammatical, stylistic and/or editing errors in the dissertation are disturbing and may even endanger the comprehension of the dissertation.

## II. FORMAL REQUIREMENTS

### 1. Cover page

- The cover page may not contain anything other than the title of the thesis/diploma work the name of the author and the year, please see information in Annex 1/A.2.1/A.<sup>689</sup>
- Internal cover page: shall contain the name of the university, the faculty and the department, the name of the author, the author’s major and academic specialization or qualification, the title of the dissertation, and the counsels name and year, please see information in Annex 1/A.2.1/B.<sup>690</sup>

<sup>688</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>689</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>690</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

## 2. Table of Contents , List of Diagrams , List of Tables

- The internal section of the cover page of the thesis/diploma work is followed by the table of contents.<sup>691</sup>
- If the thesis contains diagrams and tables, the author must number these diagrams and tables, then they must be presented after the table of contents as list of diagrams, list of tables.
- In the table of contents the titles of the chapters must also indicate the pages where the chapters are located in the text, the pages in the body of the dissertation must be consecutively numbered; an exception to this is the title page and the attachments.
- The chapters and sub-chapters must be numbered (with Arabic numerals) the depth of this depends on the nature of the dissertation. Condition of separation within the sub-chapters, is that it must contain several subsections. It is a requirement relating to the table of contents that it must be laid out / outlined only up to three different levels (for example 2.3.1. subsection).

## 3. The formal requirement relating to the body of the text

- The thesis/diploma work must be printed on one side of the paper.<sup>692</sup>
- The pages must have a 2-2.5 centimetre margin on all sides (upper, lower right and left), furthermore on the left side there must be 1 centimetre gutter margin.
- The letter type of the thesis/diploma work is not specified, any legible traditional type may be used. The idea font size is Times New Roman 12.<sup>693</sup>
- The thesis / diploma work is prepared with a 1.5 line spacing, which is approximately 30 to 35 lines per page.<sup>694</sup>
- To ensure clarity, the text should be divided into paragraphs.

## 4. References

- The source of those conclusions (sentences, paragraphs and data) of the thesis/diploma work which are used by the author and are based on the works of others must be clearly referenced / indicated.<sup>695</sup>
- The reference /citation of the other source must appear at the end of the relevant text in parentheses including the last name of the author and the date of the publication (Author 1, Last name - Author 2, Last name, 2002). In case of reference to the works of three or more authors, starting from the second reference in the text, after the naming of the first author the reference may be abbreviated by the use of "et. Al." abbreviation (Author 1, Last name et. al., 2002). In case of two publication of the same author in the same year after the year the letter "a" or "b" must be written to differentiate between the publications. (Author, last name, (2002a)). Optionally the reference / citation may, instead of the body of the text (in the same form), be indicated on the bottom of the given page in footnotes.
- In case of verbatim quotations, listing, translation, tables or diagrams the exact page number must also be provided (Author's Last name, 2002, page 85).

## 5. Bibliography

- The bibliography is the detailed specification of those professional academic publications and studies, which are referenced in the body of the text of the dissertation, including here the diagrams and tables included in the body of the text as well as statistical data and estimations / forecasts and the content of the attachments as well. (There is no need to indicate publications not referenced in the dissertation

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<sup>691</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>692</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>693</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>694</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>695</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

and used only for background reading) The bibliography may only contain works to which there is actual reference in the main text of the dissertation.

- The authors of the referenced works must be listed in alphabetical order in the bibliography.
- When indicating the works the name of the author must indicated first (in case of a Hungarian author, the full name of the author, in case of a foreign author only the last name, and the first letter of the first name), directly thereafter the year of the publication must be indicated. The address comes after the colon, the name and location of the publication, in case of academic/professional publications the year and the page number. (Samples can be found in Annex 1/A.2.1/C.)<sup>696</sup>
- In case of works whose authors are unknown the “anonymous” must be indicated in the place where the author’s name should be. However, the student shall pursue to identify that is to learn the name of the author or editor of the publication (in the latter case the the editor (ed.) abbreviation must be indicated after the name).
- Th author and address are necessary even in case of internet sources, in lack of this the web page or he name of the portal can be indicated. The URL internet address and the date of download must also be indicated. In case of reference to internet sources the referred pages must be downloaded to ensure that the person heading up the seminars or the reviewers can find the referenced information.
- In certain cases it might be useful, depending on the frequency of use of such words, to supplement the dissertation and prepare a glossary/definitions of words consisting of the special technical expressions and or abbreviation. This should be placed before the bibliography.

## 6. Other requirements

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*In justified cases the dissertation may be submitted in a foreign language and two authors may submit one dissertation. We hereby request the concerned student to submit these types of requests directly to the seminar leader.*

### 1/A.2.1/A Annex: Exterior cover page<sup>698</sup>

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<sup>696</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>697</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>698</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



# Szakdolgozat

Kiss János  
2010

1/A.2.1/B. Annex: Internal cover page<sup>699</sup>

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<sup>699</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

Budapesti Corvinus Egyetem  
Közgazdaságtudományi Kar

## A szakdolgozat címe esetleg alcíme egy új sorban

Készítette: Kiss János  
Közgazdasági elemző szak  
2010

Szakszemináriumvezető: Dr Misz József

### 1/A.2.1/C. Annex: Examples of the proper references of the bibliography <sup>700</sup>

Ferenc Bel - János Derek - Béla Ügyes (1997): *The good economic policy in light of the figures* Economics and Law Publishing House, Budapest.

Elemér Buda (1999a): The effect bird migration on the competitiveness of companies. Technical information ornithological-12, Vol. 3rd issue March

Elemér Buda (1999a): *Birds of a feather? The role of parallels in economic analysis* Economics and Law Publishing House, Budapest.

Vetkatraman, N. (1991): *IT-induced Business Reconfiguration*. In: Scott Monton, M. S. (ed.): *Corporation of the 1990s: Information Technology and Organizational Transformation*. Oxford University Press, New York.

Weicher, M. - Chu, W. W. - Lin, W. Ch. – Le, V. - Yu, D. (1995): *Business Process Re-engineering. Analysis and Recommendations*. <http://www.netlib.com/bpr1.htm#isit>, 1996. február 23-án.

Wernerfelt, B. (1984): *The Resource Based View of the Firm*. Strategic Management Journal, Vol. 5. No. 2, pp. 171-180.

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<sup>700</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

**1/D Annex:<sup>701</sup>****Annex No 1.3.:<sup>702</sup>****1/A.3. Annex:<sup>703</sup>****Special provisions for the Faculty of Social Sciences and International Relations<sup>704</sup>****I. For students in social science and economics undergraduate programmes (BA) and Master's programmes (MA/MSC) <sup>705 706</sup>****1. Applying to specializations<sup>707</sup>**

- (1) <sup>708</sup>If more than one specialization is commences on the undergraduate or master's level, then the Students shall select a specialization at the end of the last semester before the students start their specialization.
- (2) <sup>709</sup>In case there is an over application to the given academic specialisation the person responsible for the given specialization has competence the provide the ranking criterion. These conditions may changed annually. The principles relating to the given academic year must be published on the web page of the institute, at the begining of the academic year in which the specializations are selected.
- (3) <sup>710</sup>The announced specialization shall only commence if the number of applicants for the given specialization reaches the minimum number specified by the responsible institute.

**2. The condition of the final certificate (absolutory)<sup>711</sup>**

The conditions of obtaining the final certificate (absolutory)) are the following: <sup>712</sup>

- (1) <sup>713</sup>The fulfilment of the credit requirements within the maximum available time (in case of undergraduate programmes 180 credits, in case of master's programmes 120 credits). At least 2/3 of the required credits must be earned at the parent university. The maximum training period is calculated based on the following:
  - In case of students who started their studies before the academic year 2012/2013, the total number of active and passive semesters together may not exceed 12 in undergraduate programs and may not exceed 8 in master's programmes.

<sup>701</sup> Repealed by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>702</sup> Senate resolution number SZ-163/2015/2016. (2016. VI. 20.) amended and repealed the separate provisions and its annexes relating to the Faculty of Landscape Architecture. Effective: from 21 June 2016

<sup>703</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>704</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>705</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>706</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>707</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>708</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>709</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>710</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>711</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>712</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>713</sup> Amended by: SZ-163/2015/2016. resolution number (2016. VI. 20.) from 21 June 2016

- In case of students who started their state financed or self financed studies in or after the academic year 2012/2013, the total number of active and passive semesters together may not exceed 12 in undergraduate programs and may not exceed 8 in master's programmes.
- (2) The performance of the study/academic obligations described in the operative curriculum.
  - (3) Students, in a master's training programmes, who were accepted without the recognition of the total credit value previously achieved, the performance of the number of credits prescribed in the credit recognition statement is above 120 credits.

#### 4. The requirements of the thesis/diploma work<sup>714</sup>

- (1) <sup>715</sup>the substantive and formal requirements of the thesis and diploma work is regulated by and in the competence of the institute responsible for the given specialization. Related written information must be published in the web site of the institute when the students commence their seminar work.

#### 5. Final examination

- (1) <sup>716</sup>The student may only be authorized to take the final examination, if
  - he/she had already obtained the final certificate (absolatory),
  - the thesis has been submitted, and in the BA and MA training programmes two reviewers had accepted it.
- (2) <sup>717</sup>The final examination consists of the defence of the thesis, and the oral examination in the subjects of the final examination.
- (3) <sup>718</sup>The grade received on the final examination is the mathematical average of the grades given on the thesis/diploma work by the two reviewers and the grade earned on the oral defence of the thesis, and the grade earned on the oral examination covering the subjects of the final examination (the latter is calculated twofold).
- (4) If the result of any part of the final exam is "fail", the result of the final exam is also "fail".
- (5) The requirements of the final examination per each specialization / major must be published by the institutes responsible for the given specialization / major on their own web page.
- (6) <sup>719</sup> The students starting their studies in academic year of 2012/13 or thereafter, during the final examination period following receipt of the final certificate (absolatory), in the frame of the student status and after the termination of the student status, within two years, in any examination period may be taken in line with the training / programme and outcome requirements. After the expiry of the second year following the issuance of the final certificate, the final examination may only be taken with the dean's consent; however, after the expiry of the fifth year following the termination of the student status a final examination may not be taken.

#### 6. The diploma

- (1) Conditions of preparing the diploma:
  - earning the final certificate (absolatory) <sup>720</sup>
  - successfully taking the final examination <sup>721</sup>

<sup>714</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>715</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>716</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>717</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>718</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>719</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>720</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>721</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

- The fulfilment of the language requirements
  - **Communication and Media Studies, Political Science/Politology, Sociology and Social studies on the undergraduate level** earning an undergraduate degree require at least an intermediate "B2" complex type state-recognized language examination in a modern foreign language or an equivalent high school graduation certificate or diploma is required;<sup>722</sup>
  - **International studies undergraduate program:** equivalent high school graduation certificate or diploma, for obtaining the bachelor's degree, state-recognized intermediate "B2" complex language examination from at least two living foreign languages is required, of which at least one is a language examination in the technical language of social sciences, law, economics or political sciences field of study (international relations, diplomatic, economic management, economic, tourism, tourism-hospitality, legal and administrative, military, trading, economic, finance, business) and the other is a general examination or equivalent high school graduation certificate or diploma.<sup>724 725</sup>
  - Students who completed their studies in the **International studies undergraduate program** by the end of the 2014/2015 academic year, the language examination requirements is state-recognized intermediate "B2" complex language examinations in at least two foreign languages or an equivalent high school graduation certificate or diploma;<sup>726</sup> **International studies on the undergraduate level** in case of students with student status in the spring semester of 2015, and those who do not have a student status, who have already received a final certificate (absolatory) or completed a final examination, but have not earned a diploma, that is in case of ex-students the language requirements which must be fulfilled are those in force when student status of the student was established.<sup>727</sup>
  - **Communication and Media Studies Master's degree programmes** earning a master's graduate degree require at least one foreign language upper level state recognized (C1) complex type examination or a state recognized (C1) complex type foreign language examination in a language other than the language used to obtain the undergraduate degree or an equivalent high school graduation certificate or diploma is required;<sup>728</sup>
  - **International economy and management (MA) master's programme** the fulfilment of the language requirements: to obtain a master's degree in the above mentioned programme, a student must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another modern foreign language accepted by the relevant professional area, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required).<sup>729</sup>
  - **International studies on master's training level** the fulfilment of the language requirements: to obtain a master's degree in the above mentioned programme, a student must have at least two state recognized (C1) complex type foreign language examinations, of which at least one must be in the relevant professional language, or a state recognized upper level (C1) complex type general foreign language examination and two intermediate "B2" complex type language examination in 2 more foreign language, and from among these two either the upper level (C1) complex type or the

<sup>722</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>724</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>725</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>726</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>727</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>728</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>729</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

intermediate "B2" complex type must be in the relevant professional language<sup>730</sup>, the other is at least a general language, an equivalent high school graduation certificate or diploma.

- In the case of students who completed their studies in the **International studies master's program** by the end of the 2014/2015 academic year, earning the master's degree requires state-recognized advanced (C1) complex language examination in two foreign languages or one state-recognized advanced (C1) complex language examination in one foreign language and two intermediate "B2" complex language examinations in to other foreign languages or equivalent high school graduation certificates or diplomas.<sup>731</sup> **International studies on the master's level** in case of students with student status in the spring semester of 2015, and those who do not have a student status, who have already received a final certificate (absolatory) or completed a final examination, but have not earned a diploma, that is in case of ex-students the language requirements which must be fulfilled are those in force when student status of the student was established.<sup>732</sup>
- As regards students starting their studies in the **International studies master's program** in September 2017, earning the master's degree requires at least one state-recognized advanced (C1) complex language examination in one living foreign language and one intermediate "B2" complex language examination, of which at least one should be a language examination in the technical language of social sciences, law, economics or political sciences field of study (international relations, diplomatic, economic management, economic, tourism, tourism-hospitality, legal and administrative, military, trading, economic, finance, business) or an equivalent high school graduation certificate or diploma.<sup>733</sup>
- **Political Science on the Master's degree level** earning a master's graduate degree in the above specialization requires at least one state recognized intermediate (B2) complex type foreign language examination and another state recognized intermediate (B2) complex type foreign language examination in one of the other official languages of the members of the European Union or one in Russian or an equivalent high school graduation certificate or diploma;<sup>734</sup>
- **Regional and environmental economics master's level** the fulfilment of the language requirements: to obtain a master's degree in the above mentioned programme, a student must have at least one intermediate "B2" complex type state-recognized English language examination, or a intermediate "B2" complex type language examination in another modern foreign language accepted by the relevant professional area, or a state recognized upper level (C1) complex type general foreign language examination or an equivalent high school graduation certificate or diploma is required).<sup>735</sup>
- In the case of students starting their studies in the **Regional and environmental economics master's program** in September 2017, earning the master's degree requires a state-recognized intermediate "B2" complex language examination in English or another living foreign language, or an equivalent high school graduation certificate or diploma.<sup>736</sup>

<sup>730</sup> A specialized language exam which complies with the requirements of the social sciences, legal, economic sciences or equivalent administrative, military and law enforcement training areas: international relations, diplomacy, management management, economic, tourist, tourism, hospitality, legal and administrative, military, commercial, economic, financial, business

<sup>731</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>732</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>733</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>734</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>735</sup> Implemented by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>736</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

- **Social policy master's level** the fulfilment of the language requirements to obtain a master's degree in the above indicated speciality the student must have a state recognized intermediate (B2) complex type foreign language examination in one of the other official languages of the members of the European Union or an equivalent high school graduation certificate or diploma;<sup>737</sup>
  - **Sociology master's level** the fulfilment of the language requirements to obtain a master's degree in the above indicated speciality the student must have a state recognized intermediate (B2) complex type language examination in English, French or German and one more in another modern language or an equivalent high school graduation certificate or diploma;<sup>738</sup>
  - In the case of students starting their studies in the **Sociology master's program** in September 2017, earning the master's degree requires at least one state-recognized intermediate (B2) complex language examination in English, French or German and one state-recognized intermediate (B2) complex language examination in another living foreign language.<sup>739</sup>
  - Students participating in training in the English language are released from the foreign language requirements.<sup>740</sup>
  - Pursuant to Section 9(2) of EMMI Decree 18/2016. (VIII. 5.), the foreign language requirement specified with respect to studies in higher education vocational training, bachelor' programs or master's programs commenced before the effective date of the Decree but not closed with the issue of a diploma, may be fulfilled also in accordance with the Decree, provided that it is more advantageous to the (former) student.<sup>741</sup>
- (2) <sup>742</sup>The classification of the diploma is based on the weighted average of the below items:
- the credit weighted average of the grades received in the professional core module,
  - the grades received on final examinations with doubled value,
- The determination of the diploma classification of students participating in BA and MA training is assessed based on the following limits
- excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51 and 3.50
  - pass, if the average is between 2.50 and 2.00
- (3) <sup>743</sup>An honours diploma shall be issued to students who achieve a excellent grade on their final examination, all other last valid grades are at least a good (4) and all the grades indicated in the registration book/master file are at least an average (3). An honours degree cannot be issued if the student has at least one subject, which was closed with an entry of "did not take the exam" or "did not perform", When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.

<sup>737</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>738</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>739</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>740</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>741</sup> Implemented by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>742</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>743</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

## II. For students studying in teacher training area

### Teacher and economist teacher (sales and marketing) and Economist teacher (entrepreneurship) master's degree programmes<sup>744 745</sup>

#### 1. The condition of the final certificate (absolatory)

The conditions of obtaining the final certificate (absolatory) are the following:

- (1) <sup>746 747</sup>The fulfilment of the credit requirements of the given modules within the maximum training period. At least 2/3 of the required credits must be earned at the parent university. The credits assigned to certain modules, the training period and the maximum training period of the Economist teacher training master's programme are indicted <sup>748</sup> in the below table:

Module	Required number of credits	Training period (semester)	Maximum training period
A module	120	4	8
B module	90	3	6
C module	90	3	6
E module	120	4	8
F module	120	4	8
G module	60	2	4
H module	60	2	4

- (2) The performance of the academic obligations described in the operative curriculum.  
 (3) The recognition of unearned credits, for students that have been accepted in the course of the application procedure the performance of the credits indicated in the credit recognition statement.

#### 4. The requirements of the thesis/diploma work<sup>749</sup>

the substantive and formal requirements of the thesis and diploma work is regulated by the Teacher Training and Digital Learning Centre at its own discretion.

Related written information must be published in the web site of the institute when the students commence their seminar work. <sup>750</sup>

#### 5. Final examination

- (1) The student may only be authorized to take the final examination, if

<sup>744</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>745</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>746</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>747</sup> Amended by: SZ-137.b/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017

<sup>748</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>749</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>750</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016



- he/she had already obtained the final certificate (absolatory),<sup>751</sup>
  - the thesis is submitted and accepted by the reviewer.<sup>752</sup>
  - prepared the portfolio connected to the student's individual teaching experience and it was accepted by two reviewers.
- (2) <sup>753</sup>The final examination consists of the defence of the thesis/diploma work and the portfolio and the oral examination in the subjects of the final examination.
- (3) <sup>754</sup>The grade received on the final examination is the mathematical average of the grades given on the thesis/diploma work by the two reviewers and the grade earned on the oral defence of the thesis, and the grade earned on the oral examination covering the subjects of the final examination (the latter is calculated twofold).
- (4) If the result of any part of the final exam is "fail", the result of the final exam is also "fail".
- (5) <sup>755</sup> The students starting their studies in academic year of 2012/2013 or thereafter, during the final examination period following receipt of the final certificate (absolatory), in the frame of the student status and after the termination of the student status, within two years, in any examination period may be taken in line with the training requirements. After the expiry of the second year following the issuance of the final certificate, the final examination may only be taken with the dean's consent; however, after the expiry of the fifth year following the termination of the student status a final examination may not be taken.

## 6. The diploma

- (1) <sup>756</sup> Conditions of preparing the diploma:
- earning the final certificate (absolatory)
  - successfully taking the final examination
  - the fulfilment of the language requirements
- Teacher and economist teacher (sales and marketing) and teacher and economist teacher (entrepreneurship) master's degree programmes require the passing on one state recognized, intermediate (B2) complex type foreign language examination or an equivalent high school graduation certificate or diploma.
- (2) <sup>757</sup>he classification of the diploma is based on the weighted average of the below items:
- the credit weighted average of the grades received in the mandatory subjects.
  - the grades received on final examinations with doubled value,
- (3) The determination of the classification of the diploma is assessed based on the following limits:
- excellent, if the average is between 4.81 and 5.00
  - class if the average is between 4.51 and 4.80
  - good, if the average is between 3.51 and 4.50
  - average, if the average is between 2.51 and 3.50
  - pass, if the average is between 2.50 and 2.00
- (4) <sup>758</sup>An honours diploma shall be issued to students who achieve a excellent grade on their final examination, all other last valid grades are at least a good (4) and all the grades indicated in the registration book/master file are at least a an average (3). An honours degree cannot be issued if the student has at least one subject, which was closed with an entry of "did not take the exam" or "did not

<sup>751</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>752</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>753</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>754</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>755</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

<sup>756</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

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<sup>758</sup> Amended by: SZ-163/2015/2016. (2016. VI. 20.) resolution number. Effective: from 21 June 2016

perform”, When determining entitlement to an honours diploma in case of students in master's programs the grades received in compulsory subjects over 120 credits are not taken into consideration.

**III. For students studying international relations in economics, political scientists, economists, sociologists, economists, social policy, economics, international studies, sociology and sociology communication at the in university level and supplemental undergraduate training level<sup>759</sup>**

**1. § Mandatory comprehensive examination**

- (11)<sup>760</sup>Students studying in international relations in economics, political scientists, economists, sociologists, economists, social policy economists specialities at the latest by the end of the sixth semester (before the IV. academic year and before a specialization is selected), students are required to take two foundation comprehensive examinations (business and methodology); students studying in the international studies communication-sociology are required to take comprehensive examinations in methodology and social sciences.
- (12)Students studying in the communication - sociology must take the communication comprehensive examination, at the latest by the time the student registers for the 5th year of studies.
- (13)<sup>761</sup>38 § of this Regulation covers other regulations relating to comprehensive examination.

**2. § Specialisation**

- (1) The above students select a specialization after completing the study requirements of the first three years.
- (2) Those student can be accepted to specializations, who
- completed the mandatory subjects of the first three years and the mandatory specialization subjects of the third year, <sup>762</sup>
  - passed both foundation comprehensive examination, has at least at least one intermediate technically advanced, "C" type state-recognized language examination or one general "C" type upper level language examination,

The deputy dean responsible for educational affairs, in case one of the conditions is not met, may make a decision at his/her own discretion.

- (3) In case there is an over application to the given academic specialisation the person responsible for the given major / specialization has competence to provide the ranking criterion. These conditions may changed annually. The principles relating to the given academic year must be published at the latest in the informative materials prepared in relation to the topic.
- (4) <sup>763</sup>37. § of this Regulation contain the terms and conditions and available options relating to the changing of majors.

**3. § Complex examination**

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- (1) The students after performing the requirements of their main specialisations (major) shall take a complex examination. The complex examination is a part of the final certificate (absolatory)
- (2) The students after meeting the subject requirements of their auxiliary specialisation (minor), shall have an opportunity to take a complex examination in the auxiliary specialisation. The auxiliary specialisation complex examination may only be taken by active students before obtaining the final certificate (absolatory)
- (3) <sup>764</sup>38 § of this Regulation provides the rules relating to the re-taking of the complex examination.

#### **4. § Conditions of the absolatory<sup>765</sup>**

The conditions of obtaining the final certificate (absolatory) are the following:

- The fulfilment of the credit requirements within the maximum available training period (active and passive semesters together may not exceed 16 semesters), (340 credits) consistent with the structure prescribed under the operative curriculum. At least 2/3 of the required credits must be earned at the parent university. <sup>766</sup>
- The successful completion of the complex examination(s) in the student's major/main specialization and (auxiliary specialisation).

#### **5. § The substantive and formal requirements of the thesis**

The substantive and formal requirements of the thesis are regulated by the person in charge of the specialization. <sup>767</sup>

#### **6. § Final examination**

- (1) The student may only be authorized to take the final examination, if
  - after obtaining the absolatory
  - the thesis is submitted and accepted by both reviewer.
- (2) The final examination consists of the defence of the thesis
- (3) <sup>768</sup>The grade received on the final examination is the mathematical average of the grade given by the two reviewer on the thesis and the grade earned on the oral defence of the thesis..

#### **7. § The diploma**

- (1) Conditions of preparing the diploma

- obtaining the absolatory,
- successfully taking the final examination
- the fulfilment of the language requirements

Student in the international studies faculty: an English and another foreign language upper level C type, state recognized examination (from among which at least one is in the relevant professional language *or* one foreign language general upper level type C and in two other languages an upper level type C state recognized examination, from among which one is in the English language.

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- in all other majors/specializations:the performance of the language requirements at least two intermediate technically advanced, "C" type state-recognized language examination one of which may be substituted by a general "C" type upper level language examination),
- (2) The classification of the diploma is based on the weighted average of the below items:
- the average of the grades in mandatory subjects, <sup>769</sup>
  - the grade received on the complex examination in the student's major, or if the student took the auxiliary specialisation in the student's minor then the mathematical average of the grades received by the student on complex examinations of the major and the minor subjects,
  - the grades received on final examinations with doubled value,
  - the results of the foundation comprehensive examination, if this is advantageous to the classification of the student's diploma.
- (3) The diploma is classified in line with the following:
- 4,51 - 5,00 excellent
  - 3,76 - 4,50 good
  - 3,00 - 3,75 average
  - 3,00 - pass
- (4) <sup>770</sup>An honours diploma shall be issued to students who achieve a excellent grade,on their final examination, mandatory comprehensive examinations and complex examinations closing specialization(s) and qualification(s),all other last valid grades are at least a good (4) and all the grades indicated in the registration book are at least an average (3).

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