

STUDENT REQUIREMENT SYSTEM
(RULES of ORGANISATION and
OPERATION(ROO) VOLUME III)
PART 3

Study and Examination Regulations

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Regulations under Resolution 31/2020 (18 August)

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SCOPE OF THE REGULATIONS	5
RELATED DOCUMENTS	6
DEFINITIONS	7
PRINCIPLES	11
DECISION-MAKING PROCEDURE IN MATTERS COVERED BY THE STUDY AND EXAM	
REGULATIONS PERSONS AND BODIES PROCEEDING IN STUDY AND EXAM MATTERS	12
STUDY COMMITTEE (ST)	12
CREDIT TRANSFER COMMITTEE (CTC)	13
COMMON RULES FOR THE FIRST INSTANCE PROCEEDINGS OF THE STUDY COMMITTEE AND	
THE CREDIT TRANSFER COMMITTEE.....	14
STUDENT APPEALS COMMITTEE.....	14
FURTHER COMMITTEES PROCEEDINGS IN MATTERS RELATING TO STUDENT STUDIES.....	14
UNIVERSITY TRAINING SYSTEM.....	14
TRAINING PERIOD, STUDY TERM, SUPPORT PERIOD	15
TERM SCHEDULE	17
TYPES OF STUDENT STATUS AND THEIR ESTABLISHMENT	18
ADMISSION TO THE UNIVERSITY	19
TRANSFER TO THE UNIVERSITY FROM ANOTHER HIGHER EDUCATIONAL INSTITUTION.....	19
Conditions of the transfer	19
Transfer application.....	20
Recognition of secondary education certificates/certificates for further education.....	20
Preliminary credit recognition procedure for transfer	21
Transfer decision	22
ENROLMENT	22
Enrolment based on an admission decision	22
Failure to enrol	24
Invalidation of enrolment	24
Special rules for enrolment based on a transfer decision.....	24
Training agreement.....	25
CHANGE OF TRAINING PROGRAMME WITHIN THE INSTITUTION	25
Conditions for a change of training programme within the institution	25
Change of training programme application.....	26
ESTABLISHMENT OF PARALLEL TRAINING	27
Registration	27
Invalidation of registration	28
Student card	28
SUSPENSION OF STUDENT STATUS	28
Suspension and legal consequences	28
Cases of suspension	29
Special cases of suspension	30
Withdrawal of registration (declaration of active semester as passive)	30
Declaring a passive semester active.....	31
CESSATION AND TERMINATION OF THE STUDENT STATUS	31
Legal consequences of the cessation and termination of the student status.....	31
Cases of cessation and termination of the student status.....	32
Termination of student status due to payment arrears	33
Termination of student status due to a disciplinary offence.....	33
Termination of student status as a consequence of failing to make progress in studies.....	33
Documentation relating to the termination of the student status	34
PROVISIONS CONCERNING STUDIES	35

The training programme	35
The curriculum	35
The student's individual curriculum, credit-based training, collection and registration of credits	36
Subject, subject requirements	36
Announcement of subjects	37
Taking up and dropping subjects	39
Taking up subjects beyond the deadline	40
Taking up subjects repeatedly	41
Announcement, registration for, exchanging of, majors and specialisations	41
Participation in study activities	43
Acceptance of subjects, credit recognition, General rules	44
Recognition of prior studies	45
The credit recognition procedure	46
Rules of recognition of subjects completed in partial training abroad and the evaluation of the performance of foreign guest students	46
Professional practical training, dual training	47
RULES ON OF STUDENTS' PERFORMANCE ASSESSMENT	49
General rules on of students' performance assessment.....	49
Offering a grade	51
The regime of student performance assessment, Organisation of examinations	51
Registration for examinations.....	52
Execution of examinations General rules	53
Written examination rules	54
Oral examination	55
Certificate of failure to pass the examination.....	56
Evaluation of students performance throughout the semester	56
Comprehensive examination, complex examination	58
Unsuccessful examination, mid-term grade improvement.....	58
Improvement of successful exams.....	59
Calculation and recording of average academic performance	59
PROVISIONS CONCERNING THE COMPLETION AND CONCLUSION OF STUDIES	61
Absolutorium (final certificate)	61
Purpose of the thesis and diploma work	62
Topic announcement, topic selection, thesis consultation.....	62
Publication of the thesis.....	63
Thesis writing.....	64
Changing the thesis topic	64
Thesis finalisation, submission	64
Assessment of the thesis	65
Improvement of thesis.....	67
Plagiarism.....	67
Final exam, conditions for the final examination	Hiba! A könyvjelző nem létezik.
Withdrawal of final examination application.....	69
The Final Examination Board.....	69
The final exam and the assessment	70
Repetition of the final examination.....	71
Diploma, annexes to the diploma	72
Conditions of preparing and issuance of the diploma	72
The diploma classification	73
Formal requirements of the diploma, diploma supplement	74

CASES REQUIRING INDIVIDUAL DISCRETION	75
Preferential study order.....	75
Dean's equity.....	76
Rector's equity	77
STUDENT GUIDANCE	77
Institutional Guide, Study Guide.....	77
DOCUMENTS RELATED TO THE STUDY AND EXAMINATION AFFAIRS.....	78
Registration book, diploma sheet, diploma sheet extract.....	78
Diploma, copy of the diploma supplement, corrections.....	80
Justification of studies, document handover	82
Privacy policy	84
Closing provisions.....	85

SCOPE OF THE REGULATIONS

Article 1

- (1) The personal scope of the Regulations (hereinafter: 'SER') extends to Hungarian and non-Hungarian citizens admitted to the Corvinus University of Budapest (hereinafter: 'University') having a student status with the University, who begin their studies or study on:
 - a) a bachelor programme,
 - b) a subdivided or single-cycle master programme;
 - c) a postgraduate specialisation programme, or
 - d) a university and college bachelor programme or supplementary bachelor programme as defined by Act LXXX of 1993 on Higher Education, regardless of whether they are studying on a full-time, correspondence or evening schedule, in Hungarian or in a foreign language, in which place of training and under which the form of financing (hereinafter: 'students').
- (2) The personal scope of the SER also covers:
 - a) students participating in partial knowledge training,
 - b) guest students pursuing part-time education,
 - c) students participating in training outside a foreign seat,
 - d) students in joint training, double or multiple degree programmes,
 - e) students participating in the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes, and
 - f) students participating in preparatory training.
- (3) The personal scope of the SER extends to the thesis, diploma work, final certificate and final examination matters of students previously having a student status with the university and its predecessor institutions or students who do not have a student status on the given training programme, as well as to the classification of the diploma, the issuance of the diploma and the issuance of the documents relating to their studies.
- (4) The personal scope of the SER extends to persons, organisational units and bodies involved in study and examination matters, as well as to all teachers, scientific researchers participating in educational activities, lecturers and associate lecturers, commissioned researchers participating in educational activities and other persons involved in education, with the proviso that the contract establishing the employment relationship must make appropriate reference to this (hereinafter jointly referred to as: 'teacher').
- (5) The personal scope of the SER extends to employees involved in administration related to study and examination matters.
- (6) With regard to students with disabilities, the Disability Committee may establish rules different from the SER, which are more favourable to students and support their preparation and the evaluation of their student work, on the basis of the regulation on equal opportunities for the continuation of studies of students with disabilities and within the framework specified therein.
- (7) In the double and multiple degree programmes, and in the joint training programmes leading to the issuance of a joint diploma, where the SER expressly allows, it is possible to deviate from the provisions of the SER. The deviating rules must be defined in the Cooperation Agreement for the programme and the students must be informed about them in the same way as the SER, i.e. by publishing them on the website of the University.
- (8) In the case of programmes implemented in the framework of the Stipendium Hungaricum programme, the Diaspora Programme or other interstate or state scholarship programmes, it is possible to deviate from the provisions of the SER. Within the framework of the operating rules and guidelines defined by the donor, the Vice-Rector for Education may establish different rules for these programmes.
- (9) The regulations for doctoral students are contained in the Doctoral Regulation, which stipulates that the SER must be properly applied in matters not regulated therein.

- (10) The material scope of the SER extends to all study and examination matters of students.
- (11) The territorial scope of the SER extends to student study and examination matters related to trainings provided at the University's seat, premises or elsewhere by the University.

RELATED DOCUMENTS

Article 2

- (1) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Nftv.'),
 - b) Government Decree 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr.'),
 - c) Act CXXXIX of 2005 on Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Ftv.'),
 - d) Act LXXX of 1993 on Higher Education (hereinafter: 'Old Ftv.'),
 - e) Act LXXXIX of 2018 on Educational Registration (hereinafter referred to under the Hungarian abbreviation: 'Onyvtv.'),
 - f) Decree of the Minister of Human Capacities 18/2016 (5 August) EMMI on the Learning Outcomes of Higher Educational Vocational Trainings, BA and MA Programmes and on the Modification of the Decree of the Ministry of Human Capacities 8/2013 (30 January) EMMI on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme (hereinafter referred to under the Hungarian abbreviation: 'KKK'),
 - g) Government Decree 230/2012 (28 August) on Higher Educational Vocational Programmes and Certain Issues of Vocational Practice Related to Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr3.'),
 - h) Government Decree 362/2011 (30 December) on Certificates Used in Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr4.'),
 - i) Government Decree 283/2012 (4 October) on Initial Teacher Education, Specialisation and the Register of Degree Courses in Teaching
 - j) Decree of the Minister of Human Capacities 8/2013 (30 January) EMMI on the Common Requirements of Initial Teacher Education and the Learning Outcomes of Each Initial Teacher Education Programme,
 - k) Act CL of 2016 on General Public Administration Procedures (hereinafter: 'General Public Administration Procedures Act').
 - l) Admission Regulations
 - m) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP')
 - n) Regulations on Student Fees and Benefits (hereinafter: 'RSFB')
 - o) Regulations on the Conditions Ensuring Equal Opportunity for Students with Disabilities
 - p) Student Disciplinary and Compensation Regulations (hereinafter: 'SDCR')
 - q) Code of Ethics
 - r) Anti-plagiarism Regulations
 - s) Training Regulations
 - t) Regulations on the Recognition of Foreign Certificates and Diplomas
 - u) Foreign Exchange Programme Regulations
 - v) Student Card Regulations
 - w) Document Management Regulations
- (2) Provisions related to SER:
 - a) Term schedule

- b) Procedural rules for the starting, process, completion and acceptance of the practical training and dual study programme
- c) Detailed rules for submitting a thesis or diploma work
- d) Rules for organising the final examination
- e) Management of diplomas and diploma supplement forms, application for individual diploma clauses
- f) Procedure for preparing an Institutional Guide
- g) Digital Education Handbook

DEFINITIONS

Article 3

(1) According to the SER:

- a) **active semester:** all semesters following the establishment of the student status (enrolment) and during the existence of the student status, in which the student's student status is not suspended and they take at least one subject;
- b) **enrolment procedure:** the procedure by which the person admitted establishes a student status at the University;
- c) **enrolment period:** the period, as defined in the term schedule, forming part of the registration phase, during which an applicant who has been admitted or granted a transfer may establish a student status;
- d) **registration procedure:** the procedure under which the student decides whether to pursue studies (activate the semester) or suspend their studies (passivates the semester) during the given training period;
- e) **registration period:** the period as defined in the term schedule, forming part of the registration phase, during which the University student, in any semester following first enrolment, registers whether they intend to study (activates the semester) or suspend their studies (passivates the semester) in the given training period.
- f) **Corvinus Scholarship:** from the spring semester of the 2019/2020 academic year, a cash benefit based on performance, provided by the University to the student admitted on the self-financed programme, the detailed rules of which are contained in the RSFB;
- g) **Corvinus Scholarship support period:** the period during which a student admitted and enrolled on a self-financed programme may continue their studies as a Corvinus (partial) scholarship holder;
- h) **individual curriculum:** an individual study plan compiled by the student for themselves, based on the sample curriculum and taking into account the preliminary study order and other rules concerning the structure of the training, within the possibilities provided by the University, and pursuant to rights recorded in the Nftv.;
- i) **preparatory training:** training in Hungarian, lasting for a maximum of two semesters, organised for foreign nationals - considering themselves to be Hungarian nationals, but without a Hungarian place of residence - prior to the commencement their higher education, and training in the framework of a student status lasting for a maximum of two semesters prior to the commencement of the higher education studies of non-Hungarian citizens;
- j) **preliminary requirement:** is a body of knowledge of a subject required for understanding the body of knowledge of another subject or group of subjects, or a criterion requirement;
- k) **preliminary study order:** the whole collection of the preliminary requirements of all subjects included in the training curriculum;
- l) **essay-type examination:** an examination in which at least 51% of the examination points obtained can be obtained from an essay;
- m) **executive trainings:** Master of Business Administration master's degree programme, as well as the executive MBA economics and executive MBA management postgraduate specialisation programmes;

- n) **year:** Grouping used for reclassifications between the forms of training financing of students. The years are counted from enrolment. Students enrolled at the same time should be considered as a group and compared to each other during their studies.
- In the case of 6 semester training, after the semesters determined according to the KKK, everyone until the end of their studies is defined as a 3rd year student, while in the case of a 7 and 8 semester training they are defined as a 4th year, and in the case of a 10 semester training as a 5th year student. In the case of a 4 semester training, after the semesters determined according to the KKK, everyone until the end of their studies is defined as a 2nd year student.
- o) **semester:** an education organisation period lasting for five months;
- p) **ascending system:** 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 - if permitted by the University's regulations - 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;
- q) **recovery week:** the period designated at the beginning of the first semester of the training period when it is possible to acquire the knowledge and skills necessary to replace the elements of the input competencies missing for the starting of the training;
- r) **practical grade:** a grade for expressing the student's mid-term performance based on the mid-term, continuous evaluation of the study requirements of the subject, which can be obtained during the study period and in the first week of the examination period within the evaluation procedure specified in the SER;
- s) **student training agreement:** the agreement concluded between the University and the person admitted or granted a transfer to a self-financed programme, or a student reclassified from a Hungarian state-financed (partial) scholarship to a self-financed form of the training programme pursuant to Article 39 (3) of the Nftv;
- t) **Institutional Guide:** a complex information document of the University, which contains general information about the University, as well as information on each training period and training, separately;
- u) **repeat corrective examination:** the repeat of an unsuccessful make-up examination in a given subject;
- v) **make-up examination:** the first attempt to improve an unsuccessful examination in a given subject;
- w) **training:** educational process comprising a single system of the professional content and circumstances of the studies in higher education (name of the training, place of the training, language of the training, training schedule), being an education organisational unit whose completion leads to obtaining certain qualification(s).
- x) **training and output requirements:** the knowledge required by law, skills, proficiency and abilities (competencies) whose acquisition is a precondition for acquiring a diploma in the given degree programme;
- y) **training period:** is the time necessary to acquire the prescribed credits, the qualification level, vocational qualification or certificate laid down by law;
- z) **term of study:** a period forming part of a semester, consisting of a study period and an examination period, and a final examination period;
- aa) **training programme:** a complex training document of the University, which contains the detailed training and study requirements of the bachelor, master's and single-cycle degree programmes, the postgraduate specialisation programmes, b) the doctoral training plan, with detailed training rules, together with the curriculum and subject requirements and the evaluation and assessment methods, procedures and rules;
- bb) **level of education:** a category determining the level of higher education;
- cc) **field of study:** all the degree programmes defined by law, whose training contents are similar or partly identical;
- dd) **consultation:** the opportunity for a personal discussion provided by a teacher to a

- student;
- ee) **credit:** A unit of students' work which represents in relation to the subject or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge 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.
 - ff) **criterion requirement:** the compulsory requirements defined in the qualification requirement, and the training and output requirements in relation to which credit is not granted, and which may only be performed in active semesters;
 - gg) **course:** the announcement of a given subject for one semester under conditions containing the announcement parameters of the given subject, in particular the form of teaching, the teacher and, if relevant, the timetable, date and language of the course;
 - hh) **maximum study term:** the period during which a student may pursue studies on a given training programme;
 - ii) **representative:** A representative or legal representative of a student or former student, acting under an authorisation by way of a private document or public document with full probative value as defined in Act CXXX of 2016 on Civil Procedure. The student may also provide a permanent authorisation or an authorisation which is valid until revoked, on the basis of which the representative may act on behalf of the student in any student administration during the existence of the student status. A legal representative may act on behalf of student not yet of adult age.
 - jj) **Neptun Single Study System:** a valid higher educational administration system used by the University to record data related to the students' student status, benefits, allowances, rights and obligations, and study and examination matters, as well as the data of teacher to be reported to the higher educational information system;
 - kk) **educational identification number:** a unique identification number assigned to students by the Education Office for the purpose of monitoring the exercise of rights and obligations related to the student's student status;
 - ll) **passive semester:** all semesters following the establishment of the student status (enrolment) and during the existence of the student status, in which the student's student status is suspended;
 - mm) **project week:** an educational week forming part of the study period, organised according to a special methodology, during which students pursue studies that are part of the training programme;
 - nn) **registration phase:** the period available for the performance of administrative tasks, including the enrolment period, the registration period, the subject registration period and the subject dropping period, as part of the semester, as specified in the term schedule, which may coincide with the study period;
 - oo) **partial training for the purpose of obtaining partial knowledge:** a form of training, in the case of which the University establishes a student status with a person with a higher education degree who does not have a student status with it, without a separate admission procedure in order to acquire partial knowledge in a self-financed form (hereinafter: 'partial training');
 - pp) **continuation of part-time education:** studies during which a student of another higher educational institution obtains credit(s) at the University in the framework of a guest student status;
 - qq) **specialisation:** training providing special expertise that does not result in an independent professional qualification that is part of the given degree programme;

- rr) **degree programme:** training containing a uniform system of training content (knowledge, skills, abilities) required for the acquisition of a professional qualification;
- ss) **academic specialisation:** training providing special expertise that results in an independent professional qualification that is part of the given degree programme;
- tt) **professional qualification:** specialised knowledge awarded simultaneously with a bachelor or master degree or acquired in specialist postgraduate programme or higher educational vocational training, such knowledge being determined by the content of the degree programme, academic specialisation or specialisation preparing the student for access to the profession and certified in the diploma or advanced-level vocational diploma;
- uu) **off-site training:** a type of higher educational training being performed in part or in whole at a location other than the operating site (registered seat, business site) of the University;
- vv) **study period:** the part of the training period during which the student is required to meet their study requirements and which may coincide in part with the registration phase;
- ww) **support period:** the period during which a student who has been admitted and enrolled under a (partial) state scholarship/as a state-funded student may continue their studies;
- xx) **academic year:** a ten-month education organisation period, divided into semesters;
- yy) **term schedule:** the regulatory document in which the University determines the internal schedule of the given academic year;
- zz) **lesson:** an activity requiring the personal involvement of the teacher to meet the study requirements set out in the curriculum, but not necessarily the joint personal presence of the student and the teacher, the duration of which is forty-five minutes;
- aaa) **subject:** a subject is a fundamental unit of the curriculum of the degree programme;
- bbb) **subject registration:** means the application for an announced course, courses or examination course in a subject or subject unit;
- ccc) **curriculum:** A training plan compiled in accordance with the training and output requirements of a degree programme, the elements of which are: a lesson and examination plan determined on the basis of subjects and curriculum units, a system for assessing and evaluating the fulfilment of requirements, and a syllabus of subjects and curriculum units. The curriculum consists of compulsory, compulsory optional and optional subjects, curriculum units, and criterion requirements. The curriculum contains all subjects, curriculum units, the rules of their announcement, the number of hours per week (or semester) of the subjects, broken down by educational period, and broken down by course and the credits assigned to them, the examination, the semesters for announcing the subject, the criterion requirements and the deadline for their fulfilment, the semesters of academic specialisation and specialisation, the conditions and rules of academic specialisation and specialisation selection, the preliminary study order, provisions for the selection and completion of the thesis, the conditions for admission to the final examination, and the subjects of the final examination. In the curriculum, lessons and credit values are assigned to each subject and curriculum unit. The curriculum serves as a model for the student in the given training, in which schedule the subjects required for the qualification or professional qualification can be completed during the training period specified in the training and output requirements/qualification requirements (hereinafter: 'curriculum').
- ddd) **study and examination requirements:** The set of knowledge, skills and abilities, as well as the examination requirements that a student must meet in order to successfully complete a subject, as defined in the subject requirements. New or modified study and examination requirements may be introduced in an ascending system. The Training Regulations specifies which parts of the curriculum can be modified in a non-ascending system.

- eee) **study term**: the period of study on a given training programme, which may differ from the credit-based training given that, within the framework of the credit-based training, the student may obtain the credits required to obtain a diploma in less than or more time than the training period;
- fff) **additional (parallel) student status**: when the student has a student status in another higher educational institution in addition to Corvinus;
- ggg) **additional (parallel) training**: when the student pursues several training programmes at Corvinus at the same time;
- hhh) **block lesson**: instead of a weekly lesson - depending on the number of hours of the subject - a lesson held one or more times over a period of several hours.
- iii) **guest student**: a student who has a student status with a domestic or foreign higher educational institution and is pursuing part-time education at the University;
- jjj) **examination course**: the second or third registration of a subject ending with the given examination without a lesson, for the purpose of passing an examination;
- kkk) **final examination**: the final examination is an assessment and evaluation of the knowledge, skills and abilities required to obtain the diploma, during which the student must also demonstrate that they can apply the knowledge learned.

PRINCIPLES

Article 4

- (1) In applying the SER, the University ensures that teachers and staff involved in study and examination matters maintain the requirement of equal treatment and equal access, and act in accordance with the requirements of good faith and fairness, in cooperation with students.
- (2) In exercising the rights and fulfilling the obligations provided in the SER, the student is obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the teachers and the staff involved in the administration related to study and examination matters. In exercising the rights and fulfilling the obligations provided for in the SER, the teacher and the staff member involved in the administration related to study and examination matters are obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the students. The student, the teacher and the staff member participating in the administration related to the study and examination matters may not exercise the rights provided in the SER in such a way that aims to circumvent the rules of the SER.
- (3) If the student violates their obligations under the SER or abuses their rights, they may be held liable in accordance with the relevant legal regulations or university regulations, in particular the Student Disciplinary and Compensation Regulations or the Code of Ethics.
- (4) If the teacher and the staff involved in the administration related to study and examination matters violate their obligations under the SER or abuse their rights, they may be held liable in accordance with the relevant legislation or university regulations, in particular the Employment Regulations or the Code of Ethics.
- (5) In the case of students participating in foreign exchange programmes, issues not settled by the SER or the Foreign Exchange Programme Regulations must be dealt with in accordance with the principles of the ECTS (European Credit Transfer System).
- (6) The University ensures that all students are able to account for their knowledge and repeat a successful or unsuccessful examination in such a way as to ensure the impartial conduct and evaluation of the repeated examination.
- (7) If the provisions of the SER contradict each other, or a provision can be interpreted in several ways, the more favourable interpretation must be applied to the student.

- (8) If the competent person is not specified in the SER for the adoption of a decision, the competent dean is entitled to adopt a first instance decision. The publication may be certified by the Student Services officer appointed by the Dean.

DECISION-MAKING PROCEDURE IN MATTERS COVERED BY THE STUDY AND EXAM REGULATIONS

PERSONS AND BODIES PROCEEDING IN STUDY AND EXAM MATTERS

Article 5

- (1) The person responsible for institutional study and examination matters is the Vice-Rector for Education.
- (2) Persons competent according to the provisions of the SER:
- Rector,
 - Vice-Rector for Education,
 - Vice-Rector for Faculty,
 - deans,
 - programme leaders,
 - heads of institutes,
 - teachers,
 - Head of Student Services (hereinafter: 'HSS'),
 - Student Services Head of Studies (hereinafter: 'SS Head of Student Affairs'),
 - SS administrator/coordinator,
 - Head of Higher Education Legal Services (hereinafter: 'HHELS'),
- (3) Organisations competent according to the provisions of the SER:
- Student Services (hereinafter: 'SS'),
 - Programme Management (hereinafter: 'PM'),
 - Higher Education Legal Services (hereinafter: 'HELS'),
 - institutes.
- (4) Bodies competent according to the provisions of the SER:
- the credit transfer committee of the given training portfolio (hereinafter: 'competent CTC'),
 - the study committee of the given training portfolio (hereinafter: 'competent SC'),
 - Ethical Committee,
 - Student Disciplinary Committee,
 - Secondary Student Disciplinary Committee,
 - Appeals Committee,
 - Disability Committee.
- (5) A list of competencies for study and examination matters should be prepared, the compilation and maintenance of which is the task and responsibility of Programme Management.

STUDY COMMITTEE (ST)

Article 6

- (1) The University has the following study committees:
- a study committee competent in terms of bachelor's degree programmes - including those on exchange programmes or partial educational programmes - and preparatory trainings,
 - a study committee competent in terms of subdivided and single-cycle master's degree programmes, including those on exchange programmes or partial educational programmes,
 - a study committee competent in terms of postgraduate specialisation programmes and executive trainings, including those on exchange programmes or partial educational

- programmes,
- (2) The study committees (hereinafter: 'SCs', separately: 'competent SC') consist of three (3) members, two (2) teachers and one (1) student. The teacher members are delegated by the competent dean, and the student member is delegated by the Student Union. The chairman is appointed by the competent dean. The competent dean may themselves be the chairman of the competent SC.
 - (3) The competent dean issues letters of authorisation to the teaching members of the SCs, and the chairman of the Student Union (hereinafter: 'SU') issues them to the student members. The administrative tasks of the SCs are performed by the secretary, who shall be appointed by the chairman. Student Services provide professional support to SCs in administrative matters. The membership is registered by Student Services.
 - (4) Competences of SCs:
 - a) granting a preferential study order;
 - b) allowing students participating in foreign exchange programmes to register a subject with a credit value exceeding 10% of the total credits of the preferential study order or a subject taught in a language other than Hungarian in addition to accounting for 10% of the total credits;
 - c) authorising extracurricular subject registration.

CREDIT TRANSFER COMMITTEE (CTC)

Article 7

- (1) The University has the following credit transfer committees:
 - a) a credit transfer committee competent in terms of bachelor's degree programmes, including those on exchange programmes or partial educational programmes,
 - b) a credit transfer committee competent in terms of master's degree programmes, including those on exchange programmes or partial educational programmes,
 - c) a credit transfer committee competent in terms of postgraduate specialisation programmes and executive trainings, including those on exchange programmes or partial educational programmes,
- (2) The credit transfer committee (hereinafter: 'CTCs', separately: 'competent CTC') consists of three (3) teacher members. The members are delegated by the competent dean. The chairman is appointed by the competent dean. The competent dean may themselves be the chairman of the competent CTC.
- (3) The competent dean issues letters of authorisation to the teacher members of the CTCs. The administrative tasks of the CTCs are performed by the secretary, who shall be appointed by the chairman. The SU delegates one member with consultation rights to the CTCs. Student Services provide professional support to CTCs in administrative matters. The membership is registered by Student Services.
- (4) Competences of the CTC:
 - a) comparison and assessment of the knowledge serving as the basis for determining the credit;
 - b) recognition of previously acquired non-formal, informal learning competencies, previous work experience as a study requirement, or recognition with credit, including work experience that can be recognised in the context of an internship;
 - c) recognition of a course or module completed within the framework of a partial educational programme;
 - d) preliminary credit recognition for master's degree applicants;
 - e) in connection with the transfer procedure, assessing whether the studies conducted in the transferring foreign higher educational institution meet the input requirements, i.e. whether it

can be established that the training in question belongs to the same field of study based on Hungarian legislation;

- f) credit recognition related to the transfer procedure;
- g) recognition of credits obtained during foreign exchange programmes or the ERASMUS programme.

COMMON RULES FOR THE FIRST INSTANCE PROCEEDINGS OF THE STUDY COMMITTEE AND THE CREDIT TRANSFER COMMITTEE

Article 8

- (1) The general rules for first instance proceedings, as well as the rules on the form and content of decisions, and the rules on correction, supplementation, amendment or revocation of decisions on request or ex officio, are contained in the SSP.
- (2) The SER may contain provisions concerning the first instance proceedings and the form and content of decisions, as well as special provisions for the correction, supplementation, amendment or revocation of decisions on request or ex officio. In this case, the provisions of the SER shall apply and the SSP shall apply as underlying provisions.

STUDENT APPEALS COMMITTEE

Article 9

- (1) The Student Appeals Committee (hereinafter: 'SAC') is the appeals board acting in the second instance in matters falling within the scope of the SER.
- (2) The composition and detailed rules of operation of the SAC are contained in the SSP.

FURTHER COMMITTEES PROCEEDINGS IN MATTERS RELATING TO STUDENT STUDIES

Article 10

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

UNIVERSITY TRAINING SYSTEM

Article 11

- (1) Training is provided at the University in the following training cycles, providing a higher level of education:

- a) bachelor programme,
 - b) subdivided and single-cycle master programme (hereinafter jointly referred to as: 'master programme'),
 - c) doctoral training.
- (2) In addition to those specified in paragraph (1), the University may organise postgraduate specialisation programmes that do not provide a higher level of education.
 - (3) The training at the University is carried out according to the following schedules:
 - a) full-time,
 - b) correspondence,
 - c) evening.
 - (4) The training at the University is provided in the following languages:
 - a) Hungarian,
 - b) English,
 - c) German.
 - (5) Training at the University takes the under the following forms of funding:
 - a) Hungarian state-financed (partial) scholarship, or state-funded in the system that is being phased out,
 - b) self-financed, or fee-paying in the system that is being phased out.
 - (6) The fee-paying training can also take place in the framework of the Stipendium Hungaricum Programme, the Diaspora Programme or other interstate or state scholarship programmes.
 - (7) According to the rules of the RSFB, the University announces a Corvinus (partial) scholarship for students participating in self-financed trainings.
 - (8) The rules for reclassification between the Hungarian state-financed (partial) scholarship and the self-financed form of training, as well as the procedure for entering and leaving the Corvinus Scholarship programme are contained in the RSFB.
 - (9) The University runs some training in the form of dual study programmes.
 - (10) In cooperation with domestic or foreign higher education institutions, the University also participates in a double and multiple degree programme, and a joint training leading to the issuance of a joint diploma.
 - (11) The University also provides education in the framework of a state-financed (partial) scholarship training programme student status, and the University also organises partial educational programmes in the form of a self-financed training programme for persons with a higher educational degree, who do not have a student status with it.
 - (12) The University also conducts preparatory training.
 - (13) The trainings of the University are summarised in the List of Trainings.
 - (14) Academic specialisations and specialisations can be launched on the trainings programmes. The academic specialisation and specialisation modules are equivalent units of the training curriculum containing several subjects.

TRAINING PERIOD, STUDY TERM, SUPPORT PERIOD

Article 12

- (1) Based on the credit-based training, the student can obtain the final certificate (absolutorium) in a period shorter or longer than the training period, therefore the training period and the study term may differ from each other. However, the training period and the number of semesters spent studying on one training programme, i.e. the duration of the study term, is maximised.
- (2) The training period is the time required by law to obtain the required credits, qualification level and professional qualification. The training period of each degree programme is determined by the training and output requirements of the given degree programme.
- (3) The study term is the period during which the student obtains the final certificate (absolutorium). Both

- active and passive semesters are included in the study term, except for the semester in which the student's student status is suspended due to childbirth, accident, illness or other unexpected reasons beyond the student's control.
- (4) The study term for a self-financed student is as follows:
 - a) In the case of 2 semesters, a maximum of 8 semesters, with the number of active semesters not exceeding a total of 4 semesters;
 - b) In the case of 4 semesters, a maximum of 12 semesters, with the number of active semesters not exceeding a total of 8 semesters;
 - c) In the case of 6 semesters, a maximum of 14 semesters, with the number of active semesters not exceeding a total of 10 semesters;
 - d) In the case of 7 and 8 semesters, a maximum of 16 semesters, with the number of active semesters not exceeding a total of 12 semesters (hereinafter: 'maximum study term').
 - (5) In the event that the student's study term exceeds the maximum study term, the student's student status must be terminated according to the SER.
 - (6) If the student establishes a student status at the University based on a transfer, the training period and the study term shall be calculated as follows:
 - a) the training period is the same as the training period of the given degree programme, because the training period starts again with the transfer,
 - b) the maximum study term is the same as the maximum study term of the given course, because the maximum study term starts again with the transfer.
 - (7) The support period is the part of the study term during which the student pursues studies under a state-financed (partial) scholarship. The support period is maximised. In the case of a state-financed (partial) scholarship training programme, the rules on the support period are set out in the Nftv.
 - (8) The support period supported by a Corvinus Scholarship is the part of the study term during which the student pursues studies supported by a Corvinus (partial) Scholarship. The support period is maximised. In the case of a training supported by the Corvinus Scholarship, the rules on support and eligibility periods are set out in the RSFB.
 - (9) All semesters for which the student has registered with a state-financed (partial) scholarship (active semester) are considered to be the support period used by the student. The semester for which the student has registered (active semester) but later requested the suspension of the student status is also considered a support period, provided that their request is submitted after 15 October for the autumn semester and 15 March for the spring semester. A semester in which the student submits their request for a suspension before 15 October in the case of the autumn semester or 15 March in the case of the spring semester, citing any reason, and if they submit the request after these dates due to childbirth, accident, illness or other unexpected reasons, making them unable to complete the semester through no fault of their own, shall not be considered a supported semester.
 - (10) In the framework of studies carried out under a guest student status or a partial educational programme, the training period is included in the admission decision.
 - (11) In joint training, double or multiple training, as well as in the Stipendium Hungaricum Scholarship Programme, Diaspora Higher Educational Scholarship Programme, and in other interstate or state scholarship programmes, the training period may not differ from the training period of the degree programme included in the programme, but the study term may be longer or shorter than specified in the SER. This should be provided for in the agreement on the programme.
 - (12) The training period for studies carried out in the framework of preparatory training is included in the admission decision. In a preparatory training, the training period may not exceed two semesters.

TERM SCHEDULE**Article 13**

- (1) Education at the University is organised according to academic years and semesters. An academic year (term) is a 'calendar year denoting the start of an academic year/calendar year denoting the end of an academic year'; a semester is further divided into an 'autumn semester' and a 'spring semester'. The semesters are independent of each other. The term schedule should cover all trainings, with the proviso that it is possible to deviate from the term schedule in
 - a) postgraduate specialisation programmes;
 - b) double or multiple degree programmes and joint trainings leading to the issuance of a joint diploma;
 - c) Stipendium Hungaricum programmes, Diaspora programmes or other programmes implemented within the framework of an interstate or state scholarship programme;
 - d) preparatory trainingsby stipulating that in case of deviation a separate term schedule must be prepared for these trainings.
- (2) Within the semesters, the registration phase and the training period shall be determined taking into account the specifics of the training.
- (3) The first day of the semester is the first day of the registration phase relating to the given semester, the last day of the semester is the last day of the examination period related to the given semester.
- (4) The specific term, and within that the semester, schedule shall be established taking into account the following principles:
 - a) the registration phase is 2 weeks, the second week of the registration phase is the study period,
 - b) a special study period (e.g.: recovery week, project week, research methodology week) can be organised, which can be up to 2 weeks and can extend to the registration phase and the study period, or both,
 - c) the study period is 14-16 weeks per semester (the period indicated in paragraph b) must be included, and the study period and the examination period in postgraduate specialisation programmes may coincide),
 - d) the examination period is 4 weeks per semester, and the break is a maximum of 1 week;
 - e) the final examination period is part of the semester and lasts for 2 weeks, of which 1 week is the last week of the examination period and 1 week is the week following the examination period, with the possibility of organising an advanced final examination for the cross-semester admission procedure, which lasts for 1 week.
- (5) The term schedule can also be prepared by dividing the semester into quarterly blocks. In this case:
 - first semester
 - a) the registration phase is 2 weeks, the second week of the registration phase is the study period,
 - b) a special study period (e.g.: recovery week, project week, research methodology week) can be organised, which can be up to 2 weeks and can extend to the registration phase and the study period, or both,
 - g) the first quarter study period lasts for 8-9 weeks (including the period indicated in paragraph b),
 - c) the first quarter examination period lasts for 1 week,
 - d) the second quarter study period lasts for 6-7 weeks,
 - e) the second quarter examination period lasts for 1 week, plus 2 weeks examination resit
 - period second semester
 - f) the registration phase is 2 weeks, the second week of the registration phase is the study

- period,
- g) a special study period (e.g.: recovery week, project week, research methodology week) can be organised, which can be up to 2 weeks and can extend to the registration phase and the study period, or both,
 - h) the third quarter study period lasts for 8-9 weeks (including the period indicated in paragraph g)),
 - i) the third quarter examination period lasts for 1 week,
 - j) the spring break lasts for up to 1 week,
 - k) the fourth quarter study period lasts for 6-7 weeks,
 - l) the fourth quarter examination period lasts for 1 week, plus 2 weeks examination resit period
 - m) the final examination period is part of the semester and lasts for 2 weeks, of which 1 week is the last week of the examination period and 1 week is the week following the examination period, with the possibility of organising an advanced final examination for the cross-semester admission procedure, which lasts for 1 week.
- (6) Teaching breaks in the training period are the public holiday days and - if included in the accepted term schedule - the spring break. In addition, the Vice-Rector for Education may grant an additional 5 teaching break days per academic year.

TYPES OF STUDENT STATUS AND THEIR ESTABLISHMENT

Article 14

- (1) Those who establish a student status can start their studies at the University.
- (2) At the University,
 - a) a student status may be established after admission or transfer,
 - b) a parallel student status may be established in addition to an existing student status in another higher educational institution, after admission;
 - c) a guest student status may be established in addition to an existing student status in another higher educational institution for the purpose of part-time studies, after admission,
 - d) a student status for a partial educational programme may be established in the case of persons with a higher educational degree who do not have a student status, after admission, and
 - e) a student status for preparatory training may be established after admission.
- (3) A student status must be established with the participant in a double or multiple training programme, as well as in the Stipendium Hungaricum Scholarship Programme, Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes, after admission to the University.
- (4) In a joint training conducted with a foreign higher educational institution, a student status must be established after admission to the University, while in a joint training conducted with a domestic higher educational institution, a guest student status must be established after admission to the University.
- (5) The basis for establishing a student status is the University's positive decision on admission, i.e. the admission decision.
- (6) By way of derogation from paragraph (5), if a student participates in an exchange programme under a scholarship at the University with a guest student status, no admission decision is required because the basis for establishing the guest student status is the learning agreement.
- (7) The student status is established with enrolment at the University.

ADMISSION TO THE UNIVERSITY

Article 15

- (1) The rules of admission are included in the Admission Regulations.
- (2) The applicant who has been admitted may establish a student status in the semester for which they have been admitted to the University during the admission procedure, after the decision on admission has become final.

TRANSFER TO THE UNIVERSITY FROM ANOTHER HIGHER EDUCATIONAL INSTITUTION

Conditions of the transfer

Article 16

- (1) If a student of another higher educational institution wishes to continue their studies at the University, they may submit a transfer application.
- (2) The application can be submitted if the student:
 - a) has a continuous student status at the transferring higher educational institution until enrolment at the University, and
 - b) in the case of admission to a bachelor or full-time master programme, 60 credits, while in the case of admission to a subdivided master programme, 30 credits have already been completed at the transferring higher educational institution, and
 - c) in the context of the admission procedure to the training of the transferring higher educational institution where they are studying at the time of the transfer application, they obtained an admission score equal to at least 90% of the admission point limit of the degree programme to which they wish to transfer, and
 - d) in the case of a transfer to a foreign language training programme, also meet the admission requirements and language exam criteria set during the admission procedure for the given degree programme, provided that
 - e) there are places available on the given training programme.
- (3) Transfer can only be requested between trainings belonging to the same fields of study.
- (4) Transfer can only be requested between trainings of the same level, except in the following cases:
 - a) pursuant to Article 8 of Government Decree 283/2012 (4 October) on Initial Teacher Education, Specialisation and the Register of Degree Courses in Teaching,
 - b) transfer from a single-cycle programme to a bachelor programme,
 - c) transfer from a bachelor programme or single-cycle programme to higher educational vocational programme.
- (5) A transfer can only be requested for self-financed trainings.
- (6) A transfer cannot be requested for postgraduate specialisation programmes.
- (7) A transfer cannot be requested for dual study programmes.
- (8) A transfer cannot be requested for double or multiple degree programmes in cooperation with domestic or foreign higher educational institutions, or for joint trainings leading to the issuance of a joint diploma.
- (9) A transfer cannot be requested under a guest student status, for partial educational programmes or for preparatory trainings.

Transfer application

Article 17

- (1) A transfer application can be submitted by any student.
- (2) The transfer application must be submitted to the SS administrator/coordinator on a form issued by the University, in a paper-based document via the postal services or in person, or it may be submitted via the official online application interface of the University or through the customer portal.
- (3) The application may be submitted:
 - a) for the autumn semester by 15 July at the latest,
 - b) for the spring semester by 10 January at the latest.
- (4) The deadline for submitting the application in the framework of the Stipendium Hungaricum Scholarship Programme, Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes may differ from the provisions of paragraph (3).
- (5) The application must be accompanied by:
 - a) the proof of the existing student status,
 - b) a statement by the applicant student or the transferring institution that the student is not subject to dismissal or exclusion as a disciplinary sanction,
 - c) a copy of the registration book or extract from the master sheet statement or credit certificate certified by the transferring higher educational institution,
 - d) the syllabus of subjects certified by the transferring higher educational institution,
 - e) in the case of a transfer application to a master programme, a certified copy of the credit recognition statement made by the transferring higher educational institution at the time of admission if the diploma obtained on the bachelor programme does not meet the input requirements specified in the training and output requirements of the given training.
- (6) In the event of transfer from a foreign higher educational institution licensed to operate abroad or in Hungary, in addition to the provisions of paragraph (5), the application must be accompanied by a certificate of secondary education in the case of transfer to a bachelor programme, a certificate of higher education in the case of transfer to a master programme, and a certified copy of a document issued by the transferring higher educational institution, from which the field of study and the training programme (curriculum) of the given training can be determined.

Recognition of secondary education certificates/certificates for further education

Article 18

- (1) If the applicant student has obtained their secondary education certificate/higher educational diploma abroad or in a foreign educational institution licensed to operate in Hungary, an application for the recognition of the secondary education certificate/higher educational diploma for further study must also be submitted (hereinafter: 'recognition procedure'), because in this case, according to the Recognition Act, a recognition procedure must also be conducted. The recognition procedure is not part of the transfer procedure, however, no one can be admitted to the University without a recognition procedure and a positive recognition decision.
- (2) The application for a recognition procedure must be submitted by the student requesting the transfer. The rules for submitting the application and the procedure for the recognition procedure are contained in the Regulations on the Recognitions of Foreign Certificates and Diplomas.
- (3) Student Services notifies the dean ex officio of the outcome of the decision in the recognition procedure, so the student does not have to submit the decision separately with their transfer application.

Preliminary credit recognition procedure for transfer

Article 19

- (1) In the case of a transfer application to a master programme, a preliminary credit recognition procedure must be carried out simultaneously with the transfer procedure, as follows:
 - a) in the case of a transfer application to a master programme from a Hungarian higher educational institution, if the diploma obtained on the bachelor programme does not meet the input requirements specified in the training and output requirements of the given training;
 - b) in the case of a transfer application to a master programme from a foreign higher educational institution or a foreign educational institution licensed to operate in Hungary, in all cases for the purpose of examining whether the foreign diploma obtained meets the input requirements for the master's degree programme indicated in the transfer application;
 - c) if the applicant has not or only partially completed the credits (subjects) prescribed in the credit recognition statement of the transferring higher educational institution during their studies, for the purpose of the competent credit transfer committee to determine - by setting a deadline - the completion of the credits (subjects) required to meet the input requirements, for the purpose of credit recognition of previously completed studies.
- (2) The preliminary credit recognition procedure must be carried out within the framework of the transfer procedure, no separate application and documents need to be submitted, because the procedure is initiated ex officio by Student Services with the competent credit transfer committee.
- (3) The fee specified in the RSFB must be paid for the preliminary credit recognition procedure.
- (4) Transfer from a foreign higher educational institution is only possible, even if the general conditions set out in Article 16 are met, if:
 - a) a certificate of secondary education/bachelor's degree or master's degree diploma is equivalent to a Hungarian matriculation certificate/bachelor's degree or master's degree diploma, with regard to which a decision was adopted pursuant to the Regulations on the Recognition of Foreign Certificates and Diplomas, and
 - b) the studies carried out in the transferring higher educational institution meet the input requirements, i.e. it can be stated that the relevant training can be classified as belonging to the same field of study according to Hungarian legislation.
- (5) From previous studies, regardless of progress, the University may accept:
 - a) in the case of a 180-credit bachelor programme, a maximum of 60 credits,
 - b) in the case of 210-credit bachelor programme, a maximum of 70 credits,
 - c) in the case of a single-cycle programme, a maximum of 100 credits,
 - d) in the case of a master programme, a maximum of 40 credits.
- (6) In the preliminary credit recognition procedure, the decision is adopted by the competent credit transfer committee.
- (7) The decision shall be included in a resolution issued in the form of an other electronic document.
- (8) There is no appeal against the decision adopted in the preliminary credit recognition procedure, it can be challenged in the appeal procedure against the transfer decision.
- (9) Student Services notifies the dean ex officio of the outcome of the decision made in the preliminary credit recognition procedure, so the student does not have to submit the decision separately with their transfer application.

Transfer decision

Article 20

- (1) In the case of a transfer application to a master's degree programme under the general conditions set out in Article 16, the outcome of the recognition procedure shall also be taken into account in the case of an application for preliminary credit recognition with a secondary education certificate/higher educational diploma obtained abroad or from a foreign educational institution licensed to operate in Hungary.
- (2) The decision on the transfer is made by the competent dean.
- (3) The decision must be made:
 - a) for the autumn semester, by 1 September,
 - b) for the spring semester, by 1 February.
- (4) The deadline for making a decision on trainings within the framework of the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes may differ from the provisions of paragraph (3).
- (5) The decision shall be included in a resolution issued in the form of an other electronic document. The publication can be certified by the SS Head of Student Affairs or an officer appointed by them.
- (6) The decision must stipulate the fact and conditions of the transfer, the semester for which the student has been granted the transfer, the deadline for enrolment and the credits recognised, as well as the training period of the training and the study term available to the student.
- (7) The applicant may appeal against the transfer decision pursuant to the SSP.
- (8) If the transfer is granted, the SS administrator/coordinator sends the resolution on the transfer and the date of enrolment to the transferring higher educational institution by e-mail, after the enrolment of the student granted the transfer.
- (9) The student must have a continuous student status during the transfer procedure and after the transfer decision has been made until enrolment, otherwise the transfer decision will be revoked by a decision of the competent dean.
- (10) The student who has been granted a transfer is entitled to enrol.

ENROLMENT

Enrolment based on an admission decision

Article 21

- (1) The admitted applicant can initiate the enrolment procedure by completing and signing the enrolment form. A representative may act on behalf of the admitted applicant.
- (2) The enrolment form is a document created by the University in Neptun that must be submitted in a paper-based form to Student Services.¹
- (3) Enrolment is possible during the enrolment period. The enrolment period is determined by the term schedule of the given academic year.
- (4) The enrolment period may differ in the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Educational Scholarship Programme or the other interstate or state scholarship programmes, as well as in the double and multiple degree programmes and the joint trainings leading to the issuance of a joint diploma.
- (5) Prior to the enrolment period, the SS Head of Student Affairs or their designated employee notifies the

¹ During the 2020/2021 cross-semester procedure, the University introduces the enrolment form in the form of an electronic document produced from data registered in Neptun, based on the authorisation contained in Article 38 (2) b) of Government Decree 87/2015 (9 April).

- student in a general message sent via Neptun about the conditions of enrolment, the exclusionary circumstances and the legal consequences of non-enrolment.
- (6) The student is obliged to check their personal data as well as the training data on the enrolment form printed by the SS administrator/coordinator. It is obligatory to provide all data on the enrolment form, with the proviso that the admitted applicant has the right to decide on the provision of data included in the scope of voluntary data provision.
 - (7) In addition to checking the enrolment form, the student is obliged to register the subject(s) for the given semester during the subject registration period. The subject registration is a condition for the validity of the enrolment. If the student does not register the subjects during the subject registration period, the enrolment shall be cancelled.
 - (8) In order for the enrolment form of the admitted applicant to be certified by the SS administrator/coordinator, the applicant admitted to the self-financed training must pay the self-financing contribution in the manner specified in the RSFB and by the date specified by the University.
 - (9) The following cases are exceptions to paragraph (8):
 - a) if the admitted applicant, who is obliged to pay the full self-financing contribution or a part thereof after enrolment, but as specified in the preferential payment, was granted an instalment payment or deferred payment option in accordance with the rules of the RSFB, or if they were granted an exemption, and
 - b) the applicant has been admitted to a postgraduate specialisation programme or an executive training, who are obliged to pay the self-financing contribution after enrolment, but by the date specified by the University.
 - (10) In the case of a foreign language training, the admitted applicant must also pay the foreign language training contribution specified in the RSFB in accordance with paragraphs (8)-(9).
 - (11) If the admitted applicant has not paid the required self-financing contribution and, if applicable, the foreign language training contribution and has not been granted a preferential payment option, they enrol, i.e. their enrolment form cannot be certified by the SS administrator/coordinator.
 - (12) If the student has an overdue debt to the University during their parallel or previous studies, they can only enrol in the new training programme after the payment of the debt.
 - (13) A training agreement must be concluded with the student participating in the self-financed programme prior to the certification of the enrolment form.
 - (14) Within 5 working days after the submission of the enrolment form, the SS administrator/coordinator checks whether the person admitted has fulfilled all the conditions for enrolment, i.e.:
 - a) submitted the enrolment form in the appropriate form and with the appropriate content, completing all the required data and signing it, and
 - b) registered the subjects for the first semester, and
 - c) if applicable, fulfilled the obligation to pay the relevant self-financing contribution or foreign language training contribution or has received an appropriate preferential payment option, and finally
 - d) signed the training agreement.
 - (15) The SS administrator/coordinator compares the copy of the document(s) submitted as a condition of the admission during the admission procedure with the original document at the time of enrolment and, if they match, certifies the copy(ies).
 - (16) If all the conditions for enrolment are met, the SS administrator/coordinator certifies the enrolment form. The day of enrolment and thus the establishment of the student status, is the day of certification of the enrolment form.
 - (17) If one of the conditions for enrolment is not met and the deficiency cannot be remedied immediately upon delivery of the enrolment form, the person admitted may not enrol. Within five (5) days after the failure of the enrolment, the SS Head of Student Affairs or their designated employee notifies the admitted applicant in a message in Neptun about the reason for the refusal of enrolment, as well as the

- necessary action to be taken and the legal consequences of the omission thereof. The message should state that late enrolment is only possible on the basis of an equity decision.
- (18) The applicant may appeal against the refusal to certify the enrolment form in accordance with the SSP.
 - (19) If additional information is required, the admitted applicant is obliged to provide the missing information. If they do not provide the missing information, they can only register on the basis of an equity decision.
 - (20) If the SS administrator/coordinator does not certify the enrolment form by the deadline specified in the SER, the enrolment will not be realised. In this case, the admitted applicant may appeal against the failure of the University in accordance with the SSP.
 - (21) In the case of guest students, as well as in the partial educational programmes, the SS Head of Student Affairs or the employee designated by them notifies the admitted applicant of the enrolment period in the admission decision or through Neptun.
 - (22) In the case of preparatory trainings, the SS Head of Student Affairs or the employee designated by them notifies the admitted person of the enrolment period in the admission decision, through Neptun.

Failure to enrol

Article 22

- (1) If the admitted applicant has not fulfilled their enrolment obligation within the enrolment deadline, the SS administrator/coordinator deletes the applicant from Neptun, placing the admitted applicant under a deleted status. The SS administrator/coordinator notifies the student of the deletion in a message through Neptun and informs them that they can establish a student status within the framework of a repeated admission procedure.
- (2) The applicant may appeal against the decision in accordance with the SSP.

Invalidation of enrolment

Article 23

- (1) If the enrolment violates the law or the rules of the SER, and this is determined by the SS administrator/coordinator, the enrolment is invalidated by the dean.
- (2) If the student does not register any subject after enrolment and this is determined by the SS administrator/coordinator, the student's enrolment is invalidated by the dean.
- (3) The competent dean decides on the invalidation of the enrolment in a resolution issued in the form of a paper-based document. The resolution shall provide for the reimbursement of the paid self-financing contribution. The publication can be certified by the SS Head of Student Affairs or an officer appointed by them.
- (4) The applicant may appeal against the invalidation decision in accordance with the SSP.

Special rules for enrolment based on a transfer decision

Article 24

- (1) The provisions of Articles 21-23 shall apply to enrolment on the basis of the transfer decision, provided that the enrolment deadline is included in the transfer decision.

Training agreement

Article 25

- (1) With the exception of paragraph (3), a student training agreement shall be concluded with an applicant who has been admitted to a self-financed programme or granted a transfer.
- (2) The training agreement is a paper-based agreement that can be printed from Neptun, and is generated from data registered in Neptun². The University is also entitled to establish the training agreement as General Terms and Conditions.
- (3) There is no need to enter into a training agreement if the student is studying as a guest student or on a partial educational programme at the University and under the agreement between the University and the partner university the student does not pay a self-financing contribution at the University.
- (4) A training agreement must also be concluded if the student withdraws their statement on the undertaking of the conditions of the state (partial) scholarship training. In this case, the training agreement must be concluded within 15 days of receipt of the withdrawal statement.
- (5) As a general rule, a student training agreement must be concluded with a student reclassified from a state (partial) scholarship training to a self-financed programme until the end of the registration period. If the reclassification takes place outside the annual academic year reclassification, the training agreement must be concluded by the date specified in the reclassification decision. If the student does not undertake the conclusion of the training agreement, the SS administrator/coordinator calls on the student to remedy the deficiency.
If the student does not conclude the training agreement upon request, the student cannot register, and if they have already registered and the conditions for terminating the student status are not met, the SS administrator/coordinator passives the current semester.
- (6) In the event of a training change within an institution, the training agreement must be amended accordingly by the end of the registration deadline for the new training.
- (7) During the conclusion of the student training agreement, the competent dean acts as the representative of the University, together with the SS Head of Student Affairs or the employee designated by them.
- (8) The training agreement shall be drawn up in two (2) original copies, of which one (1) copy is given to the admitted person and one (1) copy is attached to the enrolment form.
If the training agreement is concluded/modified due to reclassification or an internal training change, the training agreement must be attached to the master file.
- (9) A third party may assume the payment of the self-financing contribution instead of the student. The assuming of the contribution shall be initiated as specified in the RSFB. In this case, too, a training agreement must be concluded with the student.
- (10) In cooperation with domestic or foreign higher educational institutions, for double or multiple degree programmes and for joint trainings leading to the issuance of a joint diploma, an agreement different from the training agreement template issued by the University may be concluded by agreement of the parties.

CHANGE OF TRAINING PROGRAMME WITHIN THE INSTITUTION

Conditions for a change of training programme within the institution

Article 26

- (1) Within the University, the transfer between different degree programmes, schedules, training languages, training locations can be requested between trainings giving the same level of education and belonging to the same field of study, with the possibility to transfer from an single-cycle master

² If the University introduces an enrolment form in the form of an electronic record generated from the data registered in Neptun during the 2020/2021 cross-semester procedure, the paragraph shall be amended accordingly.

programme to a bachelor programme.

In the case of bachelor programmes and single-cycle master programmes, a transfer may be requested only if the student has actually obtained at least 30 credits on the previous training programme.

- (2) A change of schedule, training language and training location may already be requested in the first semester following enrolment.
- (3) Transfer to a dual study programme can only be requested for the second semester of the training programme.
- (4) In cooperation with domestic or foreign higher education institutions, a change of training may not be requested for double or multiple degree programmes or for joint trainings leading to the issuance of a joint diploma.
- (5) A training change within the institution cannot be executed in the case of guest students, or for partial educational programmes or preparatory trainings.
- (6) Otherwise, the provisions of Article 27 shall apply mutatis mutandis to training changes within the institution.

Change of training programme application

Article 27

- (1) An application for a training change within the institution must be submitted via Neptun on a form issued by the University.
- (2) The application may be submitted:
 - a) for the autumn semester, by 31 July at the latest,
 - b) for the spring semester, by 31 December at the latest.
- (3) In the application, the student must justify why they wish to transfer to the particular training programme.
- (4) The competent dean decides on the training change within the institution after hearing the opinion of the accepting department's programme officer.
- (5) The decision must be made:
 - a) until 10 September for the autumn semester,
 - b) until 10 February for the spring semester.
- (6) The decision shall be included in a resolution issued in the form of an electronic document prepared in Neptun. The publication can be certified by the SS Head of Student Affairs or an officer appointed by them.
- (7) The resolution provide for the amount of the self-financing contribution of the training and the foreign language training contribution, as well as the payment deadline. In the event of a training change, the taking of differential examinations or the registration of certain subjects may be required, which shall be provided for in the resolution.
- (8) A student who has been granted a change of training within an institution may apply for acceptance of the subjects to be credited by submitting an application to the competent credit transfer committee.
- (9) The applicant may appeal against the training change resolution in accordance with the SSP.
- (10) The training agreement for the new training programme must be amended with the self-financed student accordingly.
- (11) After the change of training within the institution, the student is obliged to register, to register the subject(s), and to pay the self-financing contribution by the date prescribed in the resolution, and in the case of foreign language training, the foreign language training contribution.
- (12) The student must have a continuous student status during the training change procedure and after the transfer resolution is issued, until registration, otherwise the competent dean will revoke the training change resolution.
- (13) If the student does not fulfil the provisions of paragraphs (11) and the conditions for the termination of

the student's student status are not met, their student status shall be suspended in the given semester.

ESTABLISHMENT OF PARALLEL TRAINING

Article 28

- (1) A student of the University is entitled to pursue their studies at the University or another higher educational institution in parallel training in order to obtain an additional diploma.
- (2) The consent of the University is not required for the establishment of a student status of the University's own student in another higher educational institution.
- (3) The condition for starting parallel training at the University is the successful fulfilment of the admission requirements specified in the given higher educational admission procedure for the given degree programme and the given academic year.
- (4) The provisions of the SER shall apply to the registration for parallel training at the University, as well as to matters related to study and examination matters.

Registration

Article 29

- (1) Upon enrolment, students must announce at the beginning of each semester whether they wish to continue their studies or suspend their studies during the given training period. In the prior case, the student's semester will be active, in the latter case, it will be passive.
- (2) During the registration period, the student can initiate the registration in Neptun, thereby activating the given semester.
- (3) Registration is possible during the registration period.
- (4) The registration period is determined by the schedule of the given term.
- (5) Prior to the enrolment period, the SS Head of Student Affairs or their designated employee notifies the student in a general message sent via Neptun about the conditions of enrolment, the exclusionary circumstances and the legal consequences of non-enrolment.
- (6) The registration period may differ in the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Educational Scholarship Programme or the other interstate or state scholarship programmes, as well as in the double and multiple degree programmes and the joint trainings leading to the issuance of a joint diploma.
- (7) If no reason for exclusion is determined in relation to the student, the University accepts the student's application with an automatic decision, it will not issue a separate resolution with regard thereto, but will notify the student in a Neptun system message.
- (8) The following students may not register:
 - a) who have an overdue debt, or
 - b) who have not complied with their data supply obligation.
- (9) If a student with an overdue debt does not pay their debt by the registration deadline and is therefore unable to register, provided that the conditions for terminating the student status are not met, their student status will be suspended in the given semester. The University does not issue a separate resolution on the passive semester instruction, but notifies the student in a Neptun system message.
- (10) After registration, the student is obliged to register the subject(s) for the given semester. The subject registration is a condition for the validity of the registration. If the student does not register the subjects during the subject registration period, the registration shall be cancelled. In this case, provided that the conditions for the termination of the student's student status are not met, their student status is suspended in the given semester. The University does not issue a separate resolution on the passive semester instruction, but notifies the student in a Neptun system message.

- (11) The applicant may appeal against the passive semester instruction in accordance with the SSP.
- (12) A student participating in a foreign exchange programme must register for the given semester (active semester) by the deadline specified in this Article, have an active student status throughout the entire foreign exchange programme and must register a foreign subject.
- (13) The rules contained in this Article shall apply mutatis mutandis to a student in a guest student relationship as well as to a student on a partial educational programme, with the fact that there is no possibility to suspend the student status.
- (14) The rules contained in this Article shall be applied mutatis mutandis to a student on a preparatory training programme, with the fact that there is no possibility to suspend the student status.

Invalidation of registration

Article 30

- (1) If the registration violates the law or the rules of the SER, and this is determined by the SS administrator/coordinator, the registration is invalidated by the dean.
- (2) If the student does not register any subject after registration and this is determined by the SS administrator/coordinator, the student's registration is invalidated by the dean.
- (3) The competent dean decides on the invalidation of the registration in a resolution issued in the form of an electronic document prepared in Neptun. The resolution shall provide for the reimbursement of the paid self-financing contribution. The publication can be certified by the SS Head of Student Affairs or an officer appointed by them.
- (4) The applicant may appeal against the invalidation decision in accordance with the SSP.

Student card

Article 31

- (1) The enrolled student is entitled to a permanent student card upon request.
- (2) Registration for the active semester is a condition for the validation of the permanent student card.
- (3) The request for this must be initiated by the student through Neptun.
- (4) A student applying for a permanent student card is entitled to a temporary student card until the card arrives. A temporary student card, without a request for a permanent student card, may be given to non-Hungarian citizen students who are studying at the University with a scholarship for a period of less than twelve (12) months.
- (5) The rules of a student's right to a student card who has their student status suspended are contained in the Student Card Regulations.
- (6) The detailed rules of the student card application process and procedure are contained in the Student Card Regulations.

SUSPENSION OF STUDENT STATUS

Suspension and legal consequences

Article 32

- (1) The student's student status is suspended with restrictions within the framework of the SER at the student's announcement or request, and based on the decision of the University.
- (2) During the suspension period the student's semester will be passive, they may exercise the rights arising from their student status, with the proviso that they are not entitled to fulfil any study and

- examination requirements.
- (3) The rules for crediting the passive semester to the study term and the rules for calculating the support period are contained in Article 12.
 - (4) The rules on the payment and possible repayment of the self-financing contribution and the foreign language training contribution for the passive semester are contained in the RSFB.
 - (5) The rules for the passive semester concerning certain university and state scholarships and other benefits are contained in the RSFB, the given scholarship or benefit notice and the scholarship contract concluded with the student.
 - (6) During the passive semester, the student is entitled to use the library.

Cases of suspension

Article 33

- (1) The student status is suspended:
 - a) if the student declares that they do not wish to fulfil their student obligation in the next training period (i.e. initiates the suspension of the given semester), without further investigation and action on the basis of notification through Neptun, unless the student's student status is terminated;
 - b) if the student fails to register for the following semester, without further investigation and action, unless the student's student status is to be terminated;
 - c) if the student fails to pay the self-financing contribution or foreign language training contribution for the next semester, does not settle their overdue debt or does not meet their reporting obligation, and remedy it despite the warning of the SS administrator/coordinator in the form of a Neptun message, without further investigation and action on the basis of failure to meet the deadline, unless the student's student status is to be terminated;
 - d) if the student registers for the given semester, but they fail to fulfil their subject registration obligation by the deadline, without further investigation on the basis of failure to meet the deadline, unless the student's student status is to be terminated;
 - e) if the student withdraws their registration in the form of a message through the Neptun, based on the withdrawal;
 - f) if the student is banned from continuing their studies as a disciplinary sanction by the Student Disciplinary Committee, the Secondary Student Disciplinary Committee or a court for a definite period of time, on the basis of the final disciplinary decision or court decision containing the ban pursuant to the Nftv;
 - g) if the student declares that they are performing actual voluntary reserve military service for the period during which the student is exempt from the obligations specified in the SER, on the basis of the notification pursuant to the Nftv.
- (2) With the exception specified in Article 34, the student may suspend their student status on the condition that:
 - a) their study term may not exceed (the total number of active and passive semesters may not exceed) the maximum study term;
 - b) the period of continuous suspension of the student status may not exceed two semesters;
 - c) the student status cannot be suspended before the completion of the first semester.
- (3) The student may utilise the suspension of their student status several times with the restrictions specified in paragraph (2).
- (4) If no reason for exclusion is determined in relation to the student, the University accepts the student's notification with an automatic decision, it will not issue a separate resolution with regard thereto. The SS administrator/coordinator notifies the student about the suspension in a message sent via Neptun.

- (5) The applicant may appeal against the decision in accordance with the SSP.
- (6) If, pursuant to paragraph (1), a student's student status is suspended, their previous registration for the given training period shall be deemed withdrawn, with the legal consequences of registration applying to the training period already started but affected by the suspension. The rules for bearing the self-financing contribution are contained in the RSFB.
- (7) A student participating in the Stipendium Hungaricum Scholarship Programme, the Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes may, in justified cases, suspend their student status before completing the first semester.
- (8) In cooperation with domestic or foreign higher educational institutions, in double or multiple degree programmes and in joint trainings leading to the issuance of a joint diploma, it may be stipulated that if the student suspends their student status, then:
 - a) they must suspend it at both universities, or
 - b) they may not suspend it for a single semester, only for two consecutive semesters;
 - c) they may no longer participate in double or multiple degree programmes and joint trainings leading to the issuance of a joint diploma, but if the University can provide it, they may continue their training on a training programme of the University identical or closely resembling their previous training programme.

Special cases of suspension

Article 34

- (1) The suspension of the student's student status may be granted at the request of the student:
 - a) for a period exceeding two consecutive semesters, or
 - b) before the completion of the first semester, or
 - c) beyond the deadline at any time until the end of the training period already started, for that training periodprovided that the student is unable to fulfil their obligations arising from the student status due to childbirth, accident, illness or other unexpected reasons, through no fault of their own.
- (2) An request for a suspension under paragraph (1) shall be made through Neptun on a form issued by the University.
- (3) The decision regarding the request is made by the competent dean.
- (4) The decision must be made within eight (8) days of receiving the request.
- (5) The decision must be indicated in an electronic resolution produced in Neptun. The resolution can be certified by the SS Head of Student Affairs or an officer appointed by them.
- (6) If, pursuant to paragraph (1), the suspension of the student's student status is authorised by the competent dean, the registration for the given training period shall be deemed withdrawn, provided that the legal consequences of registration for the training period that has already begun but is affected by the suspension cannot be established, therefore the student's semester is considered a passive semester. The rules concerning the bearing and repayment of the paid self-financing contribution and foreign language training contribution are contained in the RSFB.

Withdrawal of registration (declaration of active semester as passive)

Article 35

- (1) After registering for the given training period, the student may declare their active semester as passive:
 - a) for the autumn semester, no later than by 14 October,
 - b) for the spring semester, no later than by 14 March.
- (2) If no reason for exclusion is determined in relation to the student, the University accepts the student's notification with an automatic decision, it will not issue a separate resolution with regard thereto. The

- student must be notified of the suspension in a Neptun system message.
- (3) The applicant may appeal against the decision in accordance with the SSP.
 - (4) If, pursuant to paragraph (1), a student's student status is suspended, their previous registration for the given training period shall be deemed withdrawn, with the legal consequences of registration applying to the training period already started but affected by the suspension. The rules for bearing the self-financing contribution are contained in the RSFB.
 - (5) If, after registration, the student does not withdraw their registration by the date indicated in paragraph (1) and does not request the suspension of their studies or does not terminate their student status, the semester is considered an active semester and creates obligations for the student under law, the SRS, and the training agreement, regardless of the fulfilment of their study obligations.

Declaring a passive semester active

Article 36

- (1) Following the announcement of the suspension of their student status, the student may request the activation of their passive semester only through an equity application. In this case, the student shall also request the opportunity of late subject registration in the activation application, and shall pay the fees specified in the RSFB.
- (2) If a student requests to the declaration of their passive semester as active after the registration period, they are only entitled to their financial benefits from the month following the registration and may suffer possible adverse consequences (e.g.: arising from a failure to attend lessons, presentations and examinations taking place prior to their registration). In case of a self-financing contribution payment obligation, they must also pay the self-financing contribution for the full semester and other fees pursuant to the RSFB.

CESSATION AND TERMINATION OF THE STUDENT STATUS

Legal consequences of the cessation and termination of the student status

Article 37

- (1) The student's student status ceases in the cases specified in the SER through the notification of the student or for other reasons specified in the Nftv., and the University may terminate the student's student status in the cases specified in the Nftv. or the SER.
- (2) In the event of the cessation or termination of the student's student status, from the day following the date of cessation, the student's rights may be exercised only in the cases specified in the Student Requirement System.
- (3) The effect of the cessation of the student's student status on certain scholarships and other benefits is included in the RSFB and the scholarship contract concluded with the student.
- (4) In the event of cessation of the student's student status, the rules for the reimbursement of the self-financing contribution paid for the given semester and the foreign language training contribution are contained in the RSFB.
- (5) The rules for entitlement to a student card are contained in the Student Card Regulations.
- (6) If, within the framework of the student status, the student is studying on multiple training programmes at the University, this rule shall apply with the exception that instead of the cessation of the student status, the studies on the given training programme may not be continued.

Cases of cessation and termination of the student status**Article 38**

- (1) The student status ceases:
- a) if the student transferred to another higher educational institution, on the day of transfer (the day of transfer is the day before enrolment at the receiving institution),
 - b) if the student notifies through Neptun that they are terminating their student status, on the day the request is submitted,
 - c) if the student cannot continue their studies under a Hungarian state-financed (partial) scholarship training programme and does not wish to continue it under a self-financed training programme (the student declares whether they will continue their studies under a self-financed training programme when signing the training agreement);
 - d) on the last day of the semester in which the student obtained the final certificate (absolutorium) (the last day of the semester is included in the term schedule);
 - e) if the student status of the student is terminated - due to payment arrears - by the competent dean, within the powers delegated to them by the rector, after the unsuccessful warning of the student and examination and opinion of the student's social situation by the Student Social Committee, on the date on which the decision on termination becomes final;
 - f) on the day that the disciplinary decision on expulsion becomes final,
 - g) when the condition specified in the Nftv. prescribed for the establishment of the student status no longer exists, on the date on which the termination decision on the matter becomes final;
 - h) if the student participating in the training supported by the Hungarian state-financed (partial) scholarship withdraws their declaration according to Article 48/D (2) of the Nftv. and does not undertake to participate in the self-financed training programme, on the day of receipt of the withdrawal declaration;
 - i) if the student does not progress in their studies in accordance with the provisions of Article 41 of the SER;
 - j) in the Stipendium Hungaricum Scholarship Programme, Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes, if the supported student status of the student ceases and they do not wish to bear the cost of the self-financing contribution (the student declares whether they will bear the cost of the self-financing contribution themselves with the signing of the training agreement);
 - k) in the framework of the guest student status, on the last day of the semester;
 - l) in the case of studies for the purpose of obtaining partial knowledge, on the last day of the semester;
 - m) in the framework of preparatory training, on the last day of the semester;
 - n) with the death of the student, the date of which shall be determined by the competent dean on the basis of a copy of the death certificate.
- (2) In the cases specified in subparagraphs a)-d) and j)-l) of paragraph (1), where the student status ceases by force of law, no separate decision shall be made on the cessation of the student status, the SS Head of Student Affairs or the employee designated by them shall notify the student in a message sent through Neptun.
- (3) In the cases referred to in subparagraphs e), g), h) and i) of paragraph (1) the decision on the cessation of the student status shall be made by the competent dean, while in the case referred to in subparagraph f), it shall be made by the Student Disciplinary Committee or the Secondary Student Disciplinary Committee.
- (4) The competent dean decides on the termination of the student status in a resolution issued in the form of a paper-based document. The resolution shall lay down the rules for bearing the self-financing contribution. With the exception of subparagraph f), the resolution may be certified by the SS Head of

- Student Affairs or the employee designated by them.
- (5) The resolution must be delivered to the student as an official registered mail item with acknowledgement of receipt.
 - (6) The applicant may appeal against the decision in accordance with the SSP.

Termination of student status due to payment arrears

Article 39

- (1) With regard to the provisions of Article 38 (1) e), payment arrears shall mean the overdue payment obligation specified in the RSFB.
- (2) If the student fails to meet their payment obligation by the deadline, a procedure shall be carried out according to the provisions of the RSFB and, depending on the outcome of this procedure, a decision shall be made on whether or not to terminate the student status.

Termination of student status due to a disciplinary offence

Article 40

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

Termination of student status as a consequence of failing to make progress in studies

Article 41

- (1) The student status of a student shall be terminated if they fail to fulfil their academic progress requirements prescribed in the Study and Exam Regulations, as detailed below:
 - a) the student registers for a given subject three times in a given training programme and still fails to complete the subject;
 - b) the student, starting his or her first year at the university in the academic year of 2016/2017 or later, fails to take at least 50% of the credits specified as a mandatory requirement for a diploma as prescribed in the training and outcome requirements during the appropriate number of active semesters of the given major.
 - c) the student's minimum (cumulated) credit-weighted study performance in the academic year 2020/2021, or thereafter, with the exception of the first active semester – is below 2.5 per semester;
 - d) the student, starting his or her first year studies in the academic year 2020/2021 or later, fails to earn 15 credits in his or her first two successive active semesters, providing that in the case of a student with fewer than 15 credits if the reason the student cannot pick up a sufficient number of study units (subjects) because the University does not start the given study unit (subject) in the given year, this rule shall not be applied;
 - e) the student fails to earn the missing credits that are prescribed on a mandatory basis in credit recognition in the procedure of admission to the master training specialisations, in parallel with the training aimed at obtaining the master's degree within two active semesters following admission to the training;
 - f) the student has failed two corrective comprehensive exams;
 - g) the student takes three attempts at passing the complex examination closing the given specialisation/major in the given training programme;
 - h) the student fails to fulfil his or her obligation to register for subjects after registration, and it is not possible to suspend the his or her student status;

- i) the student exceeds the maximum training period available for completing his or her studies,
 - j) the student fails to register for the next semester for three times in a row,
 - k) the student does not start his/her studies after the interruption of his/her student status and the conditions of continued suspension are not met.
- (2) When it is still possible to avoid termination of the student status as per paragraph (1) above, the Student Services (SS) administrator/coordinator shall advise the student as to what they need to do to avoid termination of their student status. The student status may be terminated if the SS administrator/coordinator has called on the student first in a message transmitted through the Neptun system to fulfil his or her obligation concerned by a specific deadline and informed them of the legal consequences of their omission. The SS administrator/coordinator shall, upon the commencement of each semester, call on students to fulfil their obligations and warn them of the legal consequences of failing to fulfil them.
- (3) In the case of students admitted or taken over via the new admission procedure the credits obtained during prior studies and accepted by the competent credit transfer committee shall also be taken into account in establishing whether the conditions specified in paragraph (1) b) are met.
- (4) The competent Dean shall make a decision on the termination of the student status in a paper-based form. Such decision shall specify the rules on the self-financing arrangement. The resolution may be authenticated by the head of SS Student Affairs or the employee designated by him or her.
- (5) The applicant may seek legal remedy against decision on the basis of the SSP.
- (6) The decision shall be delivered to the student concerned in the form of an official letter with acknowledgement of receipt.
- (7) In the case of studies conducted by students in guest student status, in the contest of preparatory studies or to acquire partial knowledge the provisions on the termination of the student status shall be applied as appropriate.

Documentation relating to the termination of the student status

Article 42

- (1) The competent SS administrator/coordinator shall issue an authenticated paper-based master file extract for the student:
 - a) *ex officio* if the student's status was discontinued without obtaining final certificate (absolatory) and the student has completed at least one active semester;
 - b) at request if the student's status as such is brought to an end upon receipt of the final certificate but without the issuance of a diploma;
 - c) at request, if the student has obtained a diploma in continuing post-graduate programme.
- (2) The University is not required to give a certified extract of the student's master file to those students with terminated student status 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.
- (3) Requests for master folder extracts shall be submitted via Neptun, using the form issued by the University.
- (4) If the master file extract is issued *ex officio*, it shall be issued within three (3) months of the termination of the student status. At request the same shall be issued within eight (8) days. The master file extract shall be authenticated by the head of SS Student Affairs or the employee designated by him or her.
- (5) In case the University fails to act as specified in paragraphs (1)-(2), the former student may submit a request to the SS_staff member designated by the head of the unit, for the omission to be made up for. At request the head of SS Student Affairs or the employee designated by him or her shall take action within eight (8) days. Upon failing to do so the student concerned may seek legal remedy as specified

- in the SSP.
- (6) The data of the termination of student relationship shall be notified to FIR by the head of SS Student Affairs or the employee designated by him or her within fifteen days of the date of termination.
 - (7) The data of the person whose student status has been terminated, processed as specified in the NHEA shall be processed in accordance with the Act LXXXIX of 2018 on Educational Registry (hereinafter: ORA) and the University's Data Protection Policy.

PROVISIONS CONCERNING STUDIES

The training programme

Article 43

- (1) Training shall take place on the basis of the training programme adopted by the University.
- (2) The content of the training programme is specified in Article 3.
- (3) The rules on the adoption and modification of the training programme are laid down in the Organisation and Operational Manual ((hereinafter: 'OOM') and the Training Policy.
- (4) The training programme shall be posted on the University's website, as part of Programme Management's responsibilities.
- (5) In case any responsible person on the part of the University breaches any rule on the publication of the subject requirements and study materials resulting in any disadvantage for the student, the student shall have the right to seek legal remedy as per the SSP.
- (6) If any violation of rights is established, decision on remedying the student's legitimate interest shall be made by the competent Dean in view of the resolution adopted by the Students' Revision Committee.

The curriculum

Article 44

- (1) The curriculum is a sample in the given training programme for the student regarding the time schedule under which the subjects necessary for obtaining the given qualification and specialisation during the training period specified in the training and outcome requirements/qualification requirements can be completed.
- (2) The content of the curriculum is specified in Article 3.
- (3) The rules on the adoption and modification of the curriculum are laid down in the OOM and the Training Policy.
- (4) The curriculum shall be posted on the University's website, as part of Programme Management's responsibilities.
- (5) The part of the Institution's Study Guide in which information on training programmes is provided shall be put together in such a way as to make sure that students can see the curriculum applying to students who have established student status for the given training period even before the end of the study period preceding the period of registration for subjects for the given semester.
- (6) The syllabus specifies the subjects that need to be completed before by a student before registration for the various subjects. 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.
- (7) Up to a maximum of 3 other subjects, or a group of different subjects (module) worth up to 15 credits may be prescribed as prerequisites for any given subject in terms of its subject matter and/or the object of training in the given faculty. Simultaneous registration for various other subjects may also be prescribed as a prerequisite for taking various subjects stipulated in the curriculum.

- (8) With the exception of a continuing post-graduate programmes and individual school-practice in undivided teacher training the credit value of any given semester shall, in the curriculum, not deviate by more than three credits from thirty credits, taking into account the training period stipulated by the University.
- (9) In the case of training for a joint, double or multiple diploma in a cooperative effort the curriculum is stipulated in the cooperation agreement, in observance of the applicable statutory regulations and the provisions laid down in the SER.
- (10) In case any responsible person on the part of the University breaches any rule on the publication of the subject requirements and study materials resulting in any disadvantage for the student, the student shall have the right to seek legal remedy as per the SSP.
- (11) If any violation of rights is established, decision on remedying the student's legitimate interest shall be made by the competent Dean in view of the resolution adopted by the Students' Revision Committee.

The student's individual curriculum, credit-based training, collection and registration of credits

Article 45

- (1) In the framework of credit-based training a student shall develop his or her own schedule of studies, and curriculum, based on the curriculum.
- (2) The meaning of individual curriculum is defined in Article 3.
- (3) The student shall have the right to put together the individual curriculum for himself or herself alone in the framework of the SER, without any approval being necessary.
- (4) Credits can be obtained by fulfilling the study requirements laid down in the curriculum, in the way prescribed in the SER.
- (5) Credits are assigned only to subjects where performance is evaluated in terms of grades. The value of a credit shall be established in view of all the study hours, in-class hours and individual student learning hours of each student.
- (6) 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.
- (7) 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.
- (8) Credits acquired by students shall be registered and updated in the Neptun system, by Student Services. Responsibility for keeping the data in the registry authentic and up-to-date shall lie with the head of SS.

Subject, subject requirements

Article 46

- (1) The subject requirements define the knowledge to be acquired, and the way the requirements are to be met, in the framework of a single subject.
- (2) The rules on the adoption and modification of the subject requirements are laid down in the SZMR and the Training Policy.
- (3) The subject requirements shall be posted on the website, not later than on the first day of the week preceding the start of the first registration period. This shall be part of the duties of the person responsible for the subject concerned.³
- (4) The teacher of the subject shall be responsible for making the written study material specified in the

³ from September 2021 also in Neptun

- subject requirements available for all students concerned. The study material shall be made available for students at least 4 weeks before the start of the examination period or the day of student performance evaluation scheduled for the study period, as stipulated in the subject requirements.
- (5) Students' knowledge and performance may only be assessed on the basis of the approved and published subject requirements.
 - (6) In case any responsible person on the part of the University breaches any rule on the publication of the subject requirements and study materials resulting in any disadvantage for the student, the student shall have the right to seek legal remedy as per the SSP.
 - (7) If any violation of rights is established, decision on remedying the student's legitimate interest shall be made by the competent Dean in view of the resolution adopted by the Students' Revision Committee.

Announcement of subjects

Article 47

- (1) The training programme's preliminary studies regime includes the system whereby the given subject can be registered for.
- (2) The head of the subject owner institution shall be responsible for the announcement of the given subject and for informing students, by the deadline determined by the given academic year's schedule. Subjects shall be announced, and information shall be made available, through Neptun.
- (3) The part of the Institution's Study Guide in which information on training programmes is provided shall be put together in such a way as to make sure that students can see, even before the end of the study period preceding the period of registration for subjects for the given semester:
 - a) regarding each subject
 - b) the titles of the subjects, number of lessons, the credit value and code of the subject, the number of semesters according to the recommended curriculum and the frequency of its announcement,
 - c) the language in which the subject is taught (if not Hungarian),
 - d) the prior study requirements,
 - e) the classification of subjects as mandatory or elective or freely electable subjects,
 - f) the subject within the schedule,
 - g) course leader, and the course lecturer,
 - h) the purpose of acquiring the professional content of the subject,
 - i) description of the subject such that it enables decision making as specified in Article 49 (5) of the NHEA, with the necessary details on the knowledge, the (partial) skills and (partial) competences to be acquired and mastered,
 - j) study requirements to be met during the semester,
 - k) the ways the knowledge, (partial) skills and (partial) competences acquired and mastered are to be evaluated, and the schedule of such evaluations,
 - l) subject material available for obtaining knowledge, skills and competences, and
 - m) the recommended reads.
- (4) The number of classes as per the curriculum shall be completed for learning the subjects and fulfilling the study requirements specified in the curriculum.
- (5) The curriculum specifies the forms of training, or combinations of forms of training, in which the classes, and the numbers of classes, of the various subjects in the given academic year are to be delivered.
- (6) Subjects can be announced in the form of one or more different courses. Courses shall be announced together with the maximum possible numbers of participants, simultaneously with the subjects themselves.

- (7) The following types of courses may be applied:
- a) lecture: The type of training where a 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 in most cases. Lectures are a form of teaching that needs the teacher to be actively present in person and may take place in the following forms of educational activities:
 - a lecture taking place with the personal participation of both teacher and student in the same place, during the same period of time,
 - on-line synchronous lecture with the personal participation of the teacher and the student during the same period of time but at different places where the teacher delivers the lecture interactively, through a video conference,
 - on-line asynchronous lecture where the teacher delivers the content of a pre-recorded lecture to the students from through a given access path, during a given period of time.
 - c) practical course: 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. A practical course may take the following forms:
 - practical training taking place with the personal participation of both teacher and student in the same place, during the same period of time,
 - on-line synchronous practical training with the personal participation of the teacher and the student during the same period of time but at different places where the teacher delivers practical training interactively, through a video conference,
 - on-line asynchronous practical training where the teacher delivers the content of a pre-recorded practical training activity to the students from through a given access path, during a given period of time.
 - practical training courses of special requirements: professional practical training, field practice, project practice, dual practice, aggregated practice, training.
 - d) consultation: An opportunity for students, provided by the educator of the University, to personally consult with educators or researchers relating to the student's studies in a location determined by the University, including communication via electronic channels.
 - e) exam course: The taking up of a subject for the second or third time without course attendance, with the purpose of fulfilling the exam requirements.
- (8) An electable subject may be started by the subject owner institution if fewer students register for the subject than the minimum number specified in the curriculum or the applicable regulations, with the permission of the Vice-Rector for Faculty. Exceptions to the above are seminar activities. In case a given course needs to be cancelled because fewer than the minimum necessary students take up the programme, students who have already registered for the course are deleted from the course in Neptun by the subject owner institution, simultaneously notifying this to the students concerned. In case the number of participants of a course falls below the required minimum after the registration period, the course concerned may no longer be cancelled at that time.
- (9) Unless otherwise provided by in the SER, the schedule of the course, as announced for the given semester cannot, while the place and teacher of the course can (only in justified cases), be modified during or after the registration period.
- (10) A student may take up subjects comprised in their studies in other training programmes of the University, or at other higher education institutions, as guest students. Subjects so taken up and completed shall be taken into account in accordance with the rules of credit recognition.

Taking up and dropping subjects

Article 48

- (1) Students can take up (and drop) subjects – from the subjects announced in view of the rules applying to the preliminary study order and to participation in study activities – they wish to complete in the semester, during the periods of preliminary and final registration for subjects.
- (2) The periods of preliminary and final registration for subjects are identified in the academic year's timetable.
- (3) Students shall be informed about the period of preliminary registration for subjects via the Neptun system by the head of SS Student Affairs or the employee designated by him or her.
- (4) Students take up subjects they wish to complete by registration in the Neptun system during the preliminary subject uptake period. The list of subjects taken up may be modified by students during the final subject uptake period.
- (5) Students are advised to take up the compulsory subjects during the semesters specified in the curriculum. In case of compulsory 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) As to freely electable subjects the student can decide which of the subjects announced by the University he or she chooses and takes up. Freely electable subjects shall be announced in such a way as to enable students during their studies on the whole:
 - a) to take up freely electable subjects worth up to 5% of the total number of credits required for obtaining the diploma,
 - b) to participate in voluntary activity that may substitute freely electable subjects referred to in subparagraph a) regarding which the University announces specific modules for students,
 - c) choose from subjects with credits equalling 20% of the total number of credits required for obtaining the diploma.
- (7) In observance of the curriculum regulations students have the right to choose subjects, courses and teachers and choose from classes announced in parallel.
- (8) Students can add only one course in any 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, when two lectures or a lecture and a practice activity are scheduled with an overlap. As a general rule, a schedule of practice class cannot be in conflict with that of another one. Where such conflict is possible, it shall be enabled in the Neptun system.
- (9) A student shall earn missing credits that are prescribed on a mandatory basis in credit recognition in the procedure of admission to the master training specialisations, in parallel with the training aimed at obtaining the master's degree within 2 active semesters following admission to the training; The student's individual time schedule shall be structured in the first two active semesters of master training with priority attached to meeting these criterion requirements. The student's student status shall be terminated in accordance with Article 41 (1) e) if these requirements are not met.
- (10) Since a student who has not fulfilled his or her outstanding payment obligation cannot enrol, they cannot register and thus they cannot take up/drop subjects. If a student cannot enrol or register because of an overdue debt, the competent SS administrator/coordinator shall delete any subject he or she may have taken up during the period of preliminary registration for subjects.
- (11) Students who failed to take up subjects during the period of final registration for subjects and also failed to take the option of registration for subjects beyond the deadline (delayed registration), shall be called on by the competent SS administrator/coordinator in messages via Neptun (in which they shall be informed of the legal consequences of omission) to fulfil their obligation to take up subjects by way of delayed registration. The student status of a student who fails to fulfil his or her obligation to take up

- subjects in spite of having called on to do so shall be suspended for the semester concerned, or if such suspension is no longer possible and therefore the conditions for the termination of his or her student status are met, the student status of the student concerned shall be terminated.
- (12) A student may take up additional subjects in any semester during the training period in addition to the ones specified for the given semester in the curriculum. If however, a subject chosen by a student cannot be taken up by that student owing to shortage of capacity, the student's request for registration for that subject shall be turned down by the head of SS Student Affairs or the employee designated by him or her. Such decision shall be communicated to the student concerned via the Neptun system. No legal remedy shall be sought for against such decision.
- (13) A student may take up to 50 credits per semester. This rule may be deviated from in the case of a double or multiple degree programme, in joint training leading to the issuance of a joint diploma. Another 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 curriculum during the summer after the closure of the 6th semester and shall not conflict with the study period of the directly following fall semester.
- (14) The number of subjects/credits taken up with the aim of credit recognition shall not be included in the number of subjects/credits that can be taken up.
- (15) In the case of a student participating in partial training abroad the credit(s) obtained abroad shall not be included in the number of subjects/credits that can be taken up.
- (16) A student participating in partial training abroad shall register for the "partial training abroad" course for the given semester during the period of final registration for subjects.
- (17) The following students may take up subjects exceeding the total prescribed number of credits by not more than 10% or subjects taught in languages other than Hungarian accounting for credits not exceeding 10% of the total prescribed number of credits:
- those whose studies are fully or partially financed through a state scholarship/grant and those starting their studies in self financed education programmes in or after September 2014, free of charge,
 - those who started their studies before September 2014, for the fee specified in the RSFB.
- (18) Students shall find information on the subjects they have taken up and those that have been cancelled in the Neptun system. Moreover, they shall be notified by system messages via Neptun concerning subjects they have taken up or dropped as well as the subjects cancelled.
- (19) In the case of studies conducted by students in guest student status, in the contest of preparatory studies or to acquire partial knowledge no conflict between classes shall be possible.
- (20) Any subject not dropped during the period of final registration for subjects shall be closed during the semester.

Taking up subjects beyond the deadline

Article 49

- (1) A student may, in a justified case, ask for permission to register for a subject beyond the closure of the period of final registration for subjects.
- (2) Such request shall be submitted via Neptun, using the form issued by the University,
- (3) by the end of the 2nd week of the study period in the case of full time students, or by the end of the 3rd week of the study period in the case of part time students (in correspondence or evening schedules).
- (4) The fee specified in the RSFB shall be paid for such registration beyond the relevant deadline.
- (5) Decisions on such requests shall be made by the person responsible for the subject concerned with the approval of the competent Dean,
- (6) in a resolution issued in the form of an electronic record generated in the Neptun system.

- (7) The applicant may seek legal remedy against resolution on the basis of the SSP.
- (8) Disadvantages resulting from the delayed registration of a subject have to be borne by the student, therefore the student shall make no claim whatsoever – including claim for reducing the self-financed amount or any other cost reduction – against the University.

Taking up subjects repeatedly

Article 50

- (1) A student who failed, during the semester concerned, to complete a subject taken up, may repeatedly register for the same subject in a subsequent semester.
- (2) A student shall not register for a given subject more than three times. The student status of a student who fails to complete a subject for the third time shall be terminated as specified in Article 41 (1) a).
- (3) The fee specified in the RSFB shall be paid for the repeated registration for a given subject.
- (4) Language subjects and physical education may be taken up in excess of the curriculum requirements, they may be repeatedly taken up or they may be taken up in any semester other than that recommended in the curriculum, only upon payment of the fee specified in the RSFB.
- (5) Students can register to retake subjects only during the semester in which it is offered by the University in the curriculum. No exception to this rule is possible even for equitability considerations.
- (6) Subjects impeding the progress of students in their studies or ones required as prior studies may be started in semesters other than the ones specified in the curriculum, but only for students who closed the given subject with a fail grade or with the note “exam not taken”, “not present” or “not completed”. Such a the subject may also be announced in the form of an exam course. The subject owner institution shall, however, 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. Decisions on the announcement of an exam course shall be made by the head of the subject owner institution, at the request of the competent Dean. The method of delivering an exam course shall be different from the method applied in teaching a subject in a regular semester. Decision on the way an exam course is to be delivered shall be made by the Head of Institute concerned. No exam course shall be announced for a subject which is closed with a practical grade.
- (7) A student may re-take a subject he or she has successfully completed, with the aim of improving his or her grade.
- (8) The fee specified in the RSFB shall be paid for the repeated registration for a subject that has already been completed successfully.

Announcement, registration for, exchanging of, majors and specialisations

Article 51

- (1) Students shall have the right, and be obliged, to choose between majors and specialisations announced in parallel.
- (2) Decision on the launching of majors and specialisations and the maximum possible numbers of students registering for them shall be made by the competent Dean – based on the proposal made by the person responsible for the major/specialisation – by the last working day of the study period.
- (3) The minimum number of students required for the starting of specific majors and specialisations shall – without those choosing the given major or specialisation as second or third etc. one – be 15 in master training and 20 in undergraduate training programmes. This rule may only be deviated from in specifically justified cases, with the Dean's permission, based on the proposal of the person responsible for the major or specialisation concerned.

- (4) Students shall submit applications for choosing majors/specialisations.
- (5) Such applications shall be submitted via Neptun, using the form issued by the University,
- (6) not later than on the last day of the study period in the semester preceding the major or specialisation concerned.
- (7) If the number of registrants does not exceed the maximum permitted number each student wishing to shall be entitled to take up the major or specialisation of his or her choice. If the number of registrants exceeds the limit, the rules of ranking are determined by the curriculum. Ranking shall be carried out by Student Services.
- (8) The decision concerned shall be taken within 15 working days of receipt of the application.
- (9) Decisions on students' application shall be made by the University's automated mechanism; no specific resolutions shall be made in this regard. The decisions shall be communicated by the SS administrator/coordinator through Neptun.
- (10) The applicant may seek legal remedy against decision on the basis of the SSP.

Article 52

- (1) In the semester in which he or she chooses a major or specialisation the student may ask to take up a second, third etc. major or specialisation from those that may be started during the same semester; the student may also ask to change, or to drop the second or other major or specialisation he/she has taken up.
- (2) Majors/specialisations may be changed, at the latest, from the end of the study period of the first active semester after taking up.
- (3) Such applications shall be submitted via Neptun, using the form issued by the University,
- (4) from the end of the study period of the semester concerned:
 - a) until 31 August if the autumn semester is to be started,
 - b) until 31 January if the spring semester is to be started.
- (5) The fee specified in the RSFB shall be paid for changing a major or specialisation taken up or for the dropping of a second or other major or specialisation.
- (6) Changing a major or specialisation, shall necessitate the consent of the person responsible for the major or specialisation to be dropped and as well as that of the one responsible for the major or specialisation to be taken up instead; such consent shall be asked for by Student Services *ex officio* from the responsible persons concerned, via Neptun.
- (7) Decisions on such requests shall be made by the persons responsible for the relevant majors/specialisations,
- (8) by 15 September or 15 February, for the autumn or for the spring semester, respectively,
- (9) in a resolution issued in the form of an electronic record generated in the Neptun system. The resolution may be authenticated by the head of SS Student Affairs or the employee designated by him or her.
- (10) The resolution shall also provide for the way of and deadline for the supplementary exams, if necessary.
- (11) Students shall take any necessary supplementary exams as may be required by changing majors or specialisations, in the way and at the time coordinated with the person(s) responsible for the major(s) / specialisation(s) concerned.
- (12) The applicant may seek legal remedy against resolution on the basis of the SSP.

Participation in study activities

Article 53

- (1) Attending lectures is an inseparable part of the study process; the assessment of the student's knowledge relating to a given subject may cover elements discussed in lectures. The educator may maintain a so-called 'positive attendance sheet' at the lectures. The educator may, based on the 'positive attendance sheet', give an additional 10% of extra points in excess of the points obtainable for the final grade. Based on the decision of the person responsible for the subject the 'positive attendance' sheet may also cover professional events open to everyone.
- (2) Attendance of practical sessions shall be a mandatory requirement for students.
- (3) Students' may be required to meet conditions prescribed by teachers as a prerequisite for participating in practical training sessions (e.g. learning the content of the lecture preceding the practice class). The results of prior checks of the fulfilment of such prerequisites may be taken into account in students' end-of-term evaluation or used for the purposes of organising the practical training class activities (e.g. in forming groups, differentiation), or even justify refusal of permission for a student to participate in practical training. The ways and consequences of such assessments shall be set out in the subject requirements. The literature sources and their relevant sections shall be prescribed in the subject requirements in a weekly breakdown.
- (4) Students' participation in course work shall be checked by the teachers of the subjects concerned. The ways and frequency of checks shall be determined by the teachers themselves. The documents to be used for certifying participation shall be kept by the teacher until the end of the given semester's examination period.
- (5) The signature acknowledging the student's attendance shall not be refused if the number of the classes/sessions missed does not exceed 25% of the semester's number of classes/sessions in the subject concerned.
- (6) The teacher concerned may offer opportunities for making up for missed activities for a student who has missed more than 25% but not more than 50% of the class activities for some appreciable and certified reason. If such permission is given a possibility for making up for missed activities is provided, the student may, depending on the nature of the subject, attempt to complete the subject during the study period or the examination period.
- (7) If the number of classes missed with certified reasons exceeds 50% in a given subject, the subject concerned may only be completed by re-taking. No student may be relieved from this requirement even for equitability considerations.
- (8) If the ratio of classes missed without certified reason exceeds 25%, the subject closed with a practical grade only by a repeated examination, or by re-taking the subject, otherwise the consequences of missing classes shall be specified in the subject requirements.
- (9) If the total number of classes missed without certified reasons exceeds 50% in a given subject, the subject concerned may only be completed by re-taking.
- (10) The ratio of classes missed with or without certified reasons shall not exceed 50% of the total number of classes of the given subject in the case of a student participating in part time programmes, otherwise the subject concerned may only be completed by re-taking.
- (11) Students shall provide certified reasons for missing course activities. The relevant certificate shall be submitted in the Neptun system during the first class following the student's absence – recovery, after an illness – or within not more than 7 days of resuming study activities.
- (12) Decision on accepting a certificate shall be made by the teacher concerned,
- (13) and communicated to the student in a Neptun message.
- (14) No legal remedy shall be sought for against such decision.
- (15) Missing of classes – whether certified or not – shall not relieve a student from to obligation to meet the subject requirements. In the case of an absence the missed activities shall be made up for in the way

prescribed in the SER and the subject requirements. The student concerned alone shall be responsible for any disadvantages regarding studies, stemming from missing classes, and the way the missed requirements are met.

Acceptance of subjects, credit recognition, General rules

Article 54

- (1) The requirements of the curriculum do not have to be performed, if the student had already fulfilled (learned) and verifies same in a credible manner, and requests its recognition in the credit recognition procedure, provided the request is granted by the competent credit transfer committee.
- (2) A student may submit a request for credit recognition, and the credit(s) concerned may be recognised for him or her only if:
 - a) he or she has not completed – or attempted to complete – the subject concerned as part of the given training programme, and has taken up the subject for the given semester,
 - b) in the case of a subject completed in another higher education institution the student has taken it up at the University for the first time.
- (3) As regards subjects completed in partial training abroad the competent credit transfer committee may make decisions other than as stipulated in paragraph (2).
- (4) Knowledge shall be compared in the context of the credit recognition procedure.
- (5) Credit may only be granted once for the acquiring of knowledge in a given training programme.
- (6) As a general rule, the competent credit transfer committee may recognise up to 1/3 of the credits that can be acquired in the given training programme, as specified in the outcome requirements; the other two thirds of the credits shall be earned by at the University. Exceptions to this rule may be granted by this Article.
- (7) To obtain the final certificate (absolatory) the student shall earn at least 1/3 of the credits associated with the training programme at the relevant training courses of the University, in the case of studies conducted earlier on at the University as well as in the case of a training closed by a diploma issued jointly with another higher education institution.
- (8) The rule set forth in paragraph (7) needs not be applied:
 - a) in the case of joint training under the Erasmus+ and its successor programmes,
 - b) if upon the closure of the higher education institution the University takes over students as legal successor to the institution closed down, provided such take-over is to major(s) belonging to the corresponding field of training,
 - c) in the case of former students admitted to the same major.
- (9) Based on certificates obtained in higher vocational training started on the basis of the Adult Training Act at least 30 and not more than 60 credits may be taken into account in undergraduate training in the corresponding training area. The competent credit transfer committee shall determine the conditions under which and the number of credits with which it takes into account in training started on the basis of the NHEA, the certificates that have been issued. From credits obtained in higher vocational training started on the basis of the NHEA at least 30 and not more than 90 may be taken into account in undergraduate training in the corresponding training area. Decisions on the number of credits that can be taken into account shall be made by the competent credit transfer committee.
- (10) The credit value of the recognised academic achievements shall correspond to the credit value of the curriculum requirement that has been recognised as completed, however, the grades received shall not be modified upon the recognition of the subject concerned.
- (11) 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 on the basis of

- Annex 4 to the SER. In case Annex 4 to the SER contains no provision in this regard, decision on the applicable conversion shall be made by the competent credit transfer committee. No separate decision needs to be taken in the first case, while in the second case Article 58 shall be complied with.
- (12) If the student does not request establishment of equivalence and wishes to have the subject accepted as an optional or freely electable one, the competent credit transfer committee shall evaluate the subject concerned, if it has ECTS credit value, with a credit value equal to that, otherwise it shall evaluate it on the basis of the subject's content and thus determine the credit value. In the case of multiple substitute subjects the grade shall be established on the basis of their plain arithmetic average (rounded up).
 - (13) A completed subject to which a credit value is assigned but no grade (only a signature), shall be recognised as one with a grade of 5 (excellent).
 - (14) In case a subject with credit is closed with a three-grade rating, it shall be given a grade of medium (3) if rated pass or a grade of excellent (5) if rated pass with distinction/excellent distinction.

Recognition of prior studies

Article 55

- (1) Credits shall be recognised – on the basis of the given subject's outcome requirements and the subject requirements – exclusively by comparing the underlying knowledge and competences (knowledge elements, application (partial) skills and other (partial) competences). A credit shall 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.
- (2) Credits obtained in prior training 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.
- (3) Knowledge elements shall be compared regardless of whether the student participated in credit-based training or other types of training programmes before obtaining the earlier diploma.

Recognition of informal knowledge and work experience

Article 56

- (1) In the case of a major involving extensive practical training recognition of extra-institutional professional practical training prescribed in the training requirements and the outcome requirements may only be requested in the case of training in correspondence or evening programmes.
- (2) In the case of a major that does not involve extensive practical training the recognition of extra-institutional professional practical training prescribed in the training requirements and the outcome requirements may be requested.
- (3) Knowledge and work experience acquired in advance through non-formal or informal learning may also be recognised as fulfilment of study requirements.
- (4) Recognition of competence acquired previously through non-formal learning (through training outside the school system but in an organised form), or informal learning (outside the school system, from practical experience) and experience built up in the course of work, may take the form of granting credits for some competence (knowledge, performance, result, skill, other competences) in a given major or of release from the obligation to fulfil certain requirements.
- (5) The competent credit transfer committee shall review the student's documents in the recognition procedure and then determine whether the previously acquired knowledge is sufficient for being taken into account. In case the whole or any part acquired knowledge is not sufficiently certified, additional tasks may be prescribed for the student upon the successful completion of which the competent credit transfer committee shall recognise the study achievement so accomplished.

- (6) In the case of the procedure described in paragraph (3) the competent credit transfer committee shall ascertain that the student has the required knowledge, in the form of an oral, written or practical assessment. The type of assessment shall be determined by the credit transfer committee on the basis of the proposal made by the person responsible for the subject. In addition to the credit transfer committee the person responsible for the subject shall also participate in the assessment process.
- (7) The evaluation received shall also be recorded in the credit recognition decision.
- (8) The maximum number of credits which may be recognized through this process is limited to thirty.

The credit recognition procedure

Article 57

- (1) The credit recognition procedure shall be started at the student's request.
- (2) Such request shall be submitted via Neptun, using the form issued by the University.
- (3) The deadline for the submission of the request:
 - a) 20 September in the case of the autumn semester,
 - b) 20 February in the case of the spring semester.
- (4) In the case of a subject or subjects completed in another higher education institution the programme of the subject completed earlier, a copy of the student's registration book and master file extract authenticated by the issuing institution shall be attached to the request, together with the attachment to the diploma or the credit certificate. For the recognition of extra-institutional professional practical training the employer's certificate and the student's job description shall be submitted.
- (5) The fee specified in the RSFB shall be paid for the credit recognition procedure.
- (6) Decision on the request shall be made by the competent credit transfer committee,
- (7) in a resolution issued in the form of an electronic record generated in the Neptun system.
- (8) The student shall fulfil all of his or her study obligations before the communication of the decision.
- (9) The competent credit transfer committee's decision can no longer be withdrawn after the student's take-over.
- (10) The applicant may seek legal remedy against resolution on the basis of the SSP.

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

Article 58

- (1) A student taking part in a partial training programme organised by the University (e.g. Erasmus+, CEEPUS, student exchange based on other bilateral agreements), may have his or her studies completed at the host university recognised by the University.
- (2) Subjects completed at the host institution under a partial training programme shall be automatically recognised on the basis of the Learning Agreement. In case this is, for any reason, not possible, decision on the conversion calculation shall be made by the competent credit transfer committee on the basis of paragraphs (3)-(7).
- (3) The competent credit transfer committee shall make its decision on credit recognition after the completion of the partial training concerned. Its decision shall not deviate from the Learning Agreement and the subjects specified therein shall be taken into account on a mandatory basis.
- (4) Any subject with identical or similar training goals can be taken into account in the fulfilment of the compulsory or elective subjects. The credits of all subjects matching the training and outcome requirements of the major concerned may be recognised towards freely electable subjects.
- (5) Students participating in partial training abroad may only complete subjects at the university abroad

- which they have not yet completed in Hungary or at which they have not yet made a failed attempt.
- (6) The certificates of completed courses shall be submitted through the Neptun system immediately upon, or within a maximum of 8 days of, receipt. Automatic decision on recognition shall be made within 15 days, while the decision of the competent credit transfer committee shall be taken within 30 days.
 - (7) The completion of a course shall be recognised in the semester in which the student concerned participated in partial training abroad.
 - (8) Subjects that have been completed by students of the University in partial training abroad, and that have been recognised by the University, shall be regarded as though they were completed by the student concerned at the University.
 - (9) Subjects completed by examination in partial training abroad, shall be entered in the Neptun system as so-called accredited subjects, by the SS administrator/coordinator.

Professional practical training, dual training

Article 59

- (1) Professional practice is a student activity carried out in undergraduate training and in master training, at an external practising place or at that of the University, partly autonomously (as determined by the University and the place where practice is to be completed together), planned, organised and assessed in accordance with the curriculum of the major, as specified in the training and outcome requirements.
- (2) A major comprising practical training of at least six weeks on the basis of its training and outcome requirements prescribed by law, shall qualify as a major involving extensive practical training. Practical training is provided not only for majors involving extensive practical training, however, in the case of such majors it is not as long as six weeks. The duration of the professional practical training is determined by the curriculum.
- (3) Professional practical training is completed by the student at the host economic organisation (hereinafter: professional practical training place) in undergraduate training or in the dual training form organised in master training.
- (4) Dual training, is 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 organisation, the 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;
- (5) A student participating in dual training may take part in partial training abroad with the consent of the professional practical training place. In this case the student shall suspend his or her employment relationship.
- (6) Students participating in dual training shall complete the study period together with students of the 'normal' courses under the 'normal' schedule at the University (institutional phase). Thereafter they take part in training and in the process of acquiring practical skills and knowledge, at the professional practical training place in the company phase. The time spent by a student in dual training at the professional practical training place shall equal at least 80% of the number of days of the study period as specified in the academic year's schedule. This ratio shall be achieved for the entire training period, providing that every theoretical training phase (in justified cases two theoretical phases) must be followed by a practical training phase.
- (7) The professional practical training period associated with the training shall also be completed at the company concerned.

- (8) During the period of the student status the student may initiate exiting and entering the dual training programme on the basis of his or her request submitted in the Neptun system
 - a) by the end of the exam period of the prior spring semester in the case of those wishing to enter dual training in the autumn semester or to exit dual training from the autumn semester,
 - b) by the end of the exam period of the prior autumn semester in the case of those wishing to enter dual training in the spring semester or to exit dual training from the spring semester, which the competent Dean may permit, subject to the capacity of the professional practical training place.
- (9) Entering dual training shall require, besides the permission of the competent Dean, that the student successfully closes the selection process of the professional practical training place and is notified of the relevant positive decision. If the professional practical training place refuses to admit the student in the course of its selection process, the Dean's decision on the student's entry of the dual training programme shall be invalid. No legal remedy shall be available against the decision made by the professional practical training place.
- (10) Upon receipt of a decision allowing the student to quit the dual training programme the student shall contact the professional training place and terminate his or her employment contract.
- (11) A student may, under a student employment contract, perform work at an external place of practical training during the term of dual training, at the University or a business entity or an external practical training place established by the University, in the course of professional practical training or practical training organised as part of the training. The employment contract shall be established between the professional practical training place and the student. No student employment contract needs to be concluded for professional practical training carried out at an employer with which the student has a relationship aimed at employment.
- (12) The rules on the conclusion of the employment contract of a student working under a student employment contract and on the employment on such a student are set out in Vhr3.
- (13) A student may be entitled to remuneration in the way specified in the employment contract, in the cases specified in paragraph (11), during his or her unbroken practical training period of at least 6 weeks, and during the period of dual training, as specified in Vhr3. The remuneration shall be paid by the professional practical training place.
- (14) Professional practical training may take place in the framework of the training programme or as part of training as specified in paragraph (12) – not including dual training – at a budgetary institution even without the conclusion of an employment contract and without the payment of remuneration. The student shall even in such cases have the rights stipulated for employees in the Labour Code. Agreements shall be concluded regarding such activity with students participating in practical training under the terms and conditions prescribed by the Government.
- (15) The University and the professional practical training place may sign a cooperation agreement regarding the provision of professional practical training for the University's students. Such cooperation agreement shall be concluded if the major's training and outcome requirements prescribe professional practical training of at least 6 weeks. Such cooperation agreement shall be signed on the part of the University by the competent Dean and the SS administrator/coordinator designated by him or her.
- (16) The professional practical training and participation in dual training shall not be commenced without a valid cooperation agreement and a valid student employment contract concluded in accordance with Vhr3.
- (17) The professional practical training shall be completed as a prerequisite for obtaining the absolatory, as part of the curriculum, as a curriculum requirement.
- (18) In the case of any suspicion of an irregularity committed during practical training at the professional practical training place by breaching the rules of the professional practical training place or the University the procedures laid down in the University's Code of Ethics or its Student Disciplinary and

- Compensation Regulations.
- (19) The rules on the commencement, conduct, completion and acceptance of professional practical training and dual training are laid down in a regulations.

RULES ON OF STUDENTS' PERFORMANCE ASSESSMENT

General rules on of students' performance assessment

Article 60

- (1) The ways students' knowledge is assessed during training are specified in the curriculum.
- (2) The criteria for the recognition of the completion of an academic semester and those applying to eligibility to participating in examinations, the examination requirements and the ways students' performance is to be assessed, along with the way students' knowledge is to be assessed and evaluated, are laid down in the subject requirements for each subject.
- (3) The assessment of the student's knowledge may be performed via various methods such as diagnostic, support (formative) or summary (summative). The methods of assessment and the frequency of the assessment may be utilized together.
- (4) The performance of the students may be assessed and tested throughout the entire training period. Assessment may take place on a continuous basis or on a single occasion.
- (5) At the beginning of each semester students shall be informed about the subjects in which students may take examinations during the study period, once they have met the relevant requirements. Its date and time shall specified in the subject requirements by the person responsible for the subject and be published by the subject owner institution in the Neptun system.
- (6) Once the subject requirements are met regarding the study period are met, or in the case of subjects taken up only with the aim of taking examinations (exam courses) examinations may take place even during the study period, from the first working day of the 6th week of the given semester.
- (7) Where this is prescribed by the applicable subject requirements the teacher's signature may be a prerequisite for eligibility to taking an examination. In case the student fails to obtain such signature he or she may complete the subject only after re-taking it. If the student obtains the signature but fails to pass the examination or obtain a practical grade, the subject may be completed through an exam course.
- (8) The key forms of assessment of the performance of subjects are as follows:
 - a) The curriculum may prescribe a practical grade if practical application of the subject's theoretical content, and the assessment of the skill of applying such knowledge, is necessary and possible from the aspect of the objective of training. The requirements applying to a subject that is to be assessed in the form of a practical grade shall be met by the student during the study period and in the first week of the exam period. Assessment takes place on the basis of a five-grade scale, and it has a credit value.
 - b) Examination is the assessment of the student's knowledge of given semester's material of the given subject. The level of the student's knowledge of the study material and whether he or she will be capable of acquiring additional knowledge on the basis of the knowledge acquired so far shall be assessed in an examination. An examination may take place in several distinct parts spread over time as specified in the subject requirements (e.g. quarterly exams), the results of which shall be aggregated to form a single grade. The examination's result is evaluated on the basis of a five-grade scale, and it has a credit value.
 - c) A signature is given in proof of the student's meeting the applicable criteria and it has no credit value.
 - d) A comprehensive examination is an integrated assessment of knowledge acquired in several subjects. Students can take a comprehensive examination at the earliest after successfully completing the last subject being part of the material of the comprehensive exam. A comprehensive exam is graded based on the five-level scale; however, such examinations do not

- have a credit value.
- e) The complex examination is an exam closing the given major or specialisation depending on the sample curriculum applying to the major concerned, to be taken right before obtaining the final certificate.
 - f) The final examination may be made up of multiple parts depending on the curriculum, such as defending the thesis, along with additional oral, written and/or practical examination elements (the complex examination is not the same as the complex examination subparagraph e) but is an assessment method comprising part of the final examination). The purpose of the final examination is to assess and evaluate the knowledge, skills and capabilities required for obtaining the diploma, and to ascertain that the student is able to apply in practice the material/knowledge obtained in the course of his or her studies.
- (9) Only one form of assessment of the many that may be applied to subjects may be prescribed for a given subject.
- (10) A subject may be closed with a practical grade or an exam grade:
- a) a practical grade is based on the continuous assessment during the semester of the student's satisfaction of the study requirements, it is established on the basis of written and oral tests and examinations, written exams and the evaluation of home assignments, or their combinations, during the study period and the first week of the examination period.
 - b) the examination grade is determined by oral or written or combined examinations; moreover, an examination grade must be given if the subject's assessment
 - a) takes place by a combination of the elements listed in a) and b), that is, by combined application of continuous assessment during the semester and oral and/or written examination at the end of the semester.
- (11) Assessment and evaluation of the student's performance:
- a) in the case of a five-level scale: by an excellent (5), good (4), average (3), pass (2) or fail (1) grade, or
 - b) in the case of a three-level scale: pass with distinction (5), pass (3) or fail (1).
 - c) by attaching a signature to the relevant document.
- (12) A student's compulsory practical training performance shall be assessed in accordance with the curriculum's requirements and rewarded with the credits as per the relevant curriculum.
- (13) The rating of the performance of a student shall, in the case of assessment regarding a given subject, shall not be affected by the given form of financing, the work schedule under which, the language in which, the training place at which he or she studies, and whether he/she is a guest student at the University.
- (14) If during a given semester, multiple courses are announced in relation to the same subject, the person responsible for the given subject shall ensure, in relation to all concerned students, uniform class attendance and mid-term assessment requirements.
- (15) A student shall make sure not to breach the rules on scientific references in any work covered by copyright. In the case of breaching the rules on specifying scientific references or in the case of plagiarism an ethics procedure may be instituted against the student concerned in accordance with the rules laid down in the Anti-plagiarism Regulations and the Code of Ethics. If the Ethical Committee establishes that that the rules of ethics have been violated and finds the act, conduct or omission in its scope of judgement to be of such gravity, it may institute a disciplinary procedure against the student on the basis of the Student Disciplinary and Compensation Regulations.
- (16) For the purposes of Articles 61-71 examination shall mean ways of student performance assessment closed by practical grade or examination grade.

Offering a grade

Article 61

- (1) The teacher may offer a student a practical grade or an examination grade on the basis of his or her performance during the study period.
- (2) The possibility of grade offering shall be specified in the subject requirements.
- (3) The teacher is required to enter the offered practical or examination grade in the Neptun system not later than the first working day of the second week of the examination period. The practical grade or the examination grade so offered and given cannot be withdrawn thereafter.
- (4) The student may accept the offered practical or examination grade in the Neptun system not later than on the last day of the second week of the examination period. The grade concerned cannot be accepted and its acceptance cannot be withdrawn thereafter.
- (5) The offered practical or examination grade cannot be revised (improved) during the academic year in which it was offered; however, the student concerned may re-take the same subject and thus improve the offered grade.
- (6) If the student fails to declare whether he/she accepts the offered grade, or if he/she does not accept it, the given subject is not completed with the offered grade and it can be completed only by way of a practical grade or an examination.
- (7) An examination form shall be issued with the practical grade or examination grade obtained as an offered grade, in line with the generally applicable rules.

The regime of student performance assessment, Organisation of examinations

Article 62

- (1) The academic year's schedule specifies the starting and closing dates of the given study period's examination period.
- (2) The designation of the examination dates and the publication of the time for registration and the way of registration for examinations, as well as the coordination of examination dates shall be part of the responsibilities of the head of the subject owner institution.
- (3) Saturdays shall be regarded as working days for the purposes of organising examinations. Examinations may be scheduled on Saturdays as well.
- (4) Examinations may be scheduled outside the examination period as well in subjects of special study periods, once all of the classes and activities prescribed have been completed.
- (5) If 3 dates are scheduled for examinations in a given subject, at least 5 days shall pass between such dates. In case more than 3 dates are scheduled for examinations in a given subject, there shall be at least 3 exam dates at least 5 working days apart.
- (6) The subject owner institution shall post the following in the Neptun system:
 - a) the examination dates,
 - b) the names of the teachers conducting the examination,
 - c) the date and method of registration for exams,
 - d) in the case of online exams the relevant IT requirements,
 - e) the dates, times and places of the disclosure of the exam results, and
 - f) where and when examinations may be re-taken.
- (7) Examinations may be taken outside the examination period of the given semester in the following cases:
 - a) the examinations in aggregated subjects and the subjects of the part-time trainings,
 - b) examinations in project subjects,
 - c) examinations in subjects of dual training,

- d) in specialised continuing post-graduate programmes,
 - e) examinations outside the examination period as permitted in the framework of preferential study programmes,
 - f) in the case of a double or multiple degree programme, in joint training leading to the issuance of a joint diploma,
 - g) or with permission from the competent study committee if the student cannot take the examination during the examination period, for reasons not attributable to him or her, such as giving birth, accident, illness or other.
- (8) The information specified in paragraph (3) shall be disclosed at least 3 weeks before the end of the study period. This rule shall not apply to the case specified in paragraph (4).
- (9) The teacher responsible for the subject, or the examiner, shall specify examination dates sufficient for 125% of the total number of students concerned, but at least 3 different dates. The examination date shall be so scheduled that students can take their examinations in a sufficiently distributed pattern and still have dates left for re-taking any failed examination. Examination dates shall be scheduled such that each student has at least three days for getting prepared for a re-taken examination after a failed one.
- (10) If a complex exhibition closing a specialisation/major is a prerequisite for the issuance of the final certificate (absolatory), re-taken exam dates of a sufficient number for all students plus one shall be provided for.
- (11) 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.
- (12) If student activities – as part of the subject's requirements – are organised and performed outside the duration of the academic year, it shall be taken into consideration in the first subsequent semester; if it relates to a subject, that subject has to be taken up by the student in that semester.
- (13) Conducting examinations and assessments between semesters shall be taken care of by the subject owner institution. Assistance shall be provided for students with disabilities in the organisation of the examination by the Student Services Student Consultancy unit in accordance with the Policy on the conditions ensuring equality of opportunities in studies for students with disabilities.

Registration for examinations

Article 63

- (1) Students shall register for examinations in the Neptun system by the deadlines specified in the Neptun system.
- (2) A student may register for an examination if he/she has fully met and completed all of the prior study requirements and the subject's requirements prescribed for the study period concerned.
- (3) A student may register for an examination if he/she has no outstanding debt for the given semester in terms of self-financing or other charges.
- (4) A student may change his or her registration for an examination not later than 24 hours before the exam date and time. 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. In the case of student performance assessment closed with a practice grade the teacher reveals the date of the assessments during the class of the given subject, at least 3 working days in advance. This rule shall not apply to continuing post-graduate programmes or executive training programmes.
- (5) A student shall arrive for and take the examination at the date/time and place specified in the registration order adopted by the institution, in a condition and clothing as befits the dignity of the examination, otherwise the examiner may refuse to permit the student to take the examination and record the case

- as unexcused absence.
- (6) If a student fails to appear at the examination, the student shall bear all the negative consequences thereof (such, in particular, as the fewer opportunities to take the examination, finding no more available slots on examination dates, and possible change in conditions, etc.).

Execution of examinations General rules

Article 64

- (1) As a general rule, the University organises the examination itself. In the case of training programmes organised in cooperation with other higher educational institutions, the University may decide to organise the examinations jointly with the cooperating higher educational institution. In this case, if the University and the cooperating higher educational institution wish to deviate from the rules contained in this section, it shall provide for this in a separate agreement. The deviating rules shall be published for the student in accordance with the rules applicable to the publication of examination schedules.
- (2) If the student wishes to also take an examination at another higher educational institution, they must organise their own examination schedule, and in the event of a conflict, the University will not provide any other date in addition to the dates set for the examinations, not even upon request.
- (3) The examination can be a written or oral examination, which can be organised in an in person or online format. The method of the examination is determined by the subject requirements.
- (4) An in person examination can only be organised at the place of training. An online examination can only be held by using the application used by the University.
- (5) In the case of an in person examination, students taking the exam must appear at the designated location at least 30 minutes before the start of the examination. In the case of an online examination, the date of attendance is included in the guide.
- (6) Identity verification is mandatory on examinations.
- (7) After the identity verification, the rules of the examination must be provided, in the case of a written examination the way of accessing examination papers, as well as the options for appeal, and the consequences of non-compliance. In the case of a minor irregularity that does not reach the level of a disciplinary offence, the teacher may warn the student to cease the irregular behaviour or may interrupt the examination. If the instructor interrupts the examination, the student is obliged to stop the exam, leave the examination location, and it shall be considered as if the student had not appeared for the examination. In this case, the student loses an examination opportunity, but no grade may be awarded to the student. If a disciplinary offence is suspected, the teacher may initiate disciplinary proceedings.
- (8) An objection to the examination schedule may be challenged only in an appeal against the decision on the evaluation.
- (9) The student taking the exam has the time indicated in the subject requirements for the completion of the examination.
- (10) During the examination, only instruments authorised by the teacher or supervisor may be placed on the desk.
- (11) During the examination, the students taking the exam may not seek help from anyone, communicate with other persons in any way during the exam, substitute for another person during the exam, or be replaced by anyone else, or use unauthorised instruments of aid.
- (12) The student taking the exam may only leave the room where they are taking the exam in extremely justified cases, but the time available for the completion of the exam will not be extended by the lost time.
- (13) Leaving the examination location of their own free will, will not result in an extension of the available time.
- (14) If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the University, the examination shall be suspended and the time available shall be

increased by the lost time or the examination shall be repeated.

If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the student, the University is not obliged to repeat the examination.

- (15) The teacher or supervisor is responsible for the smooth running of the examinations and a peaceful atmosphere.

Written examination rules

Article 65

- (1) In the case of in person written examinations, it is the responsibility of the University to provide the examination location, which is organised by the institute responsible for the subject.
- (2) The location and IT conditions required for the completion of an in person computer-based examination are organised by the institute responsible for the subject. It is the task of the institute responsible for the subject to provide the examination questions.
- (3) In the case of an online written exam, the IT conditions required for the completion of the examination are determined in advance by the University and communicated to the student. The necessary personal support is provided by the Teacher Training and Digital Learning Centre (hereinafter: 'TDLC').
- (4) The applicant is responsible for the technical conditions at their own risk and expense.
- (5) In the case of an in person examination, the student must wait at the designated location before the examination and may enter the room at the request of the teacher or supervisor in order to establish the seating arrangements and begin the examination.
- (6) In the case of an in person examination the seating arrangements must be such that the students taking the exam cannot assist or disturb each other. The seating arrangement is determined by the institute responsible for the subject, which the student is obliged to acknowledge.
- (7) In the case of an online written exam, the student must be available at the time specified by the institute responsible for the subject and register for the exam in the manner and at the time specified by the University.
- (8) In the case of an in person examination, the student is obliged to prove their identity by presenting an identity card, driving licence or passport at the request of the teacher or supervisor.
- (9) The University requires you to enter the cusman code to begin the online examination, in order to establish your identity. The exam can only be started after successful identification.
- (10) In the case of in person written examinations, no one other than the students taking the exam and the teacher or the supervisor may be present in the room when the worksheets are distributed and during the examination. If necessary for the safe conducting of the exam, a person responsible for the continuous provision of the technical conditions may also be present.
- (11) In the case of an online examination, no person other than the person taking the exam may be in the room where the student writes the examination.
- (12) In the case of an in person examination, the completion of the examination questions can be started upon the instruction of the teacher or supervisor. The starting time of the examination is recorded on the attendance sheet by the teacher or supervisor. The time available for the elaboration of the questions shall be calculated from this time. In the case of an online exam, the exam can be started at a time specified by the system.
- (13) In an in person written examination, the teacher or supervisor may stipulate that it is possible to work on the worksheet printed by the University and on the supplementary sheets with the imprint of the University's stamp, or to make a draft or notes only on these sheets. In the case of an in person computer-based examination, the examination must be completed in the manner specified in the guide.

- (14) During the online examination, the student can only work on the examination paper provided through the application used by the University.
- (15) It is forbidden for the student to save the examination worksheet or examination task, or to forward it or store the saved document.
- (16) In an in person written examination the written work must be done with a pen. You cannot work with a red pen. Writing instruments and aids shall be provided by the students taking the exam, they may not be exchanged between each other, they may be handed over to each other only with the permission of the teacher or supervisor.
- (17) In an in person examination, the students taking the exam may not be left unattended, and a student may leave the room during the examination only in justified cases, and only one at a time. The student leaving the room must provide their examination paper to the teacher or supervisor, who records the exact time of leaving and re-entering on the attendance sheet.
- (18) In the case of an in person examination, the teacher or supervisor indicates the expiry of the available time for completing the examination form, at which point the work must stop.
- (19) In an in person written examination, the student submits the examination paper to the teacher or supervisor upon completion of the exam.
- (20) In the case of an in person computer-based examination, it must be saved and forwarded to the place and in the manner specified in the guide.
- (21) In the case of an online exam, the examination must be closed by submitting the examination paper through the application.
- (22) In the case of an in person written examination, the teacher or supervisor signs the attendance sheet.
- (23) In the case of an in person written examination, the examination papers to be corrected are sent by the institute responsible for the subject, to the correcting teachers.

Oral examination

Article 66

- (1) In the case of in person oral examinations, it is the responsibility of the University to provide the examination location, which is organised by the institute responsible for the subject.
- (2) In the case of an online oral examination, the IT conditions required for the completion of the examination are determined in advance by the University and communicated to the student. The necessary personal support is provided by the Teacher Training and Digital Learning Centre (hereinafter: 'TDLC').
- (3) The applicant is responsible for the technical conditions at their own risk and expense.
- (4) Prior to the commencement of the examinations, the student must accept the statement on the examination schedule issued by Student Services.
- (5) In the case of an in person oral examination, the student taking the exam must wait at the designated location before the examination and may enter the examination room at the request of the teacher or the Chair of the Examination Board in order to begin the examination.
- (6) In the case of an in person examination, the student is obliged to prove their identity by presenting an identity card, driving licence or passport at the request of the teacher or supervisor.
- (7) Prior to the commencement of the online oral examination, in order to verify the student's identity, the student taking the exam must present to the camera a valid, identifiable ID card in such a way that it is suitable for identification. The exam can only be started after successful login to the application, and following personal identification.
- (8) In the case of an online oral exam, the examiner may at any time ask the student taking the exam to scan their surroundings with the camera of the device they are using or to show the objects there up close. The student taking the exam is obliged to comply with the request without delay.
- (9) In the case of in person oral examinations, the teacher or examination board will hear the students

one by one in the designated room.

- (10) If the online oral examination is interrupted due to a technical problem with either party, the teacher or examination board shall attempt to call the student back on a maximum of two consecutive occasions.
- (11) Oral examinations are not public, audio or video recordings can only be made with the consent of the participants.
- (12) During the oral examination, the student must print a certificate of completion sheet Neptun, which is used for the subsequent verification of the grade obtained in the exam. The content of the completion sheet is provided for in the Vhr. The completion sheet must be handed over to the student at the end of the oral examination, after its signature by the teacher. In the absence of a completion sheet, the student may be examined only at their express request, in which case the student irrevocably waives their right to receive a paper-based individual certificate of the grade awarded for that particular examination.

Certificate of failure to pass the examination

Article 67

- (1) If the student did not attend the examination due to childbirth, accident, illness or an other unexpected reason beyond the student's control, they may provide a certificate.
- (2) The certificate and request must be submitted via Neptun on a form issued by the University.
- (3) The request shall be submitted within 5 working days after the day of the examination.
- (4) The subject of the certificate is decided by the examining teacher or examination board.
- (5) The decision must be made within 3 working days.
- (6) The decision shall be included in a resolution issued in the form of an electronic document prepared in Neptun.
- (7) There is no appeal against the rejection of the request for certification.

Evaluation of students performance throughout the semester

Article 68

- (1) The student, after an examination is started, must receive a grade. The exam evaluation must be recorded in Neptun. An exception to this is if the teacher or supervisor interrupts the examination due to an irregularity. In this case, Article 64 (7) shall apply.
 - (2) The grade cannot be reduced to a fail grade at the request of the student.
 - (3) For a subject in which the student has not attempted a single examination, an entry of 'no exam taken' must be entered into Neptun.
 - (4) For a subject in which the student registered for the examination but did not attend, an entry of 'not present/absent' must be entered into Neptun. In the case of a verified absence, the entry in Neptun must be marked as 'verified absence'. The 'not present/absent' and the 'verified absence' entries do not reduce the number of exams available in a particular subject, but the other provisions of the SER are applicable in relation thereto.
 - (5) In the case of a subject ending with a practical grade - if the signature is not a condition for admission to the examination - an entry of 'not taken' can be indicated only if the student did not attempt to complete the interim tasks of the semester.
 - (6) If the signature is a condition for admission to the exam, but the student has not met the required requirements, in addition to the entry of 'signature rejected', the entry of 'missed exam' must also be indicated.
- If the student has not met the prescribed requirements for a subject ending with a practical grade, an

- entry of 'failed to perform' must be entered in Neptun.
- (7) If, according to the subject requirements, a combination of the interim tasks of the semester and the examination of the examination period must be applied - if the signature is not a condition for admission to the examination - an entry of 'failed to perform' can only be entered in the student's registration book and Neptun if the student did not even attempt the interim tasks of the semester.
 - (8) If, according to the subject requirement, a combination of the interim tasks of the semester and the examination of the examination period must be applied, - if the signature is not a condition for admission to the examination - and the student has completed the interim tasks of the semester 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 in a satisfactory manner, or fails to register for the examination, then the particular subject must be closed with a fail grade.
 - (9) If a disciplinary offence is established, the result of the examination affected by the offence must be marked 'ungradeable' and the entry must state that the reason for the classification is a final disciplinary offence. Due to a disciplinary offence, the examination paper cannot be assessed as a fail grade.
 - (10) For the written and oral examinations, the examination sheet must be printed from Neptun on each occasion and for the offered grades by the last working day of the first week of the examination period, on which the examiner records the exam grade and practical grade. After that, the teacher immediately validates the examination sheet by signing it. The content of the examination sheet is provided for in the Vhr. In the case of a written examination, the attendance sheet and the examination sheet are valid only together, they constitute inseparable parts of each other.
 - (11) The result of the written examination must be recorded in Neptun no later than within 3 working days after the examination. In the case of an essay-type examination, the result of the examination must be recorded within 5 working days. The student can view the examination paper within 2 working days after the announcement of the results and at the latest at the pre-announced time and place indicated by the institute responsible for the subject, and can make observations with regard thereto. Viewing is only possible in the University building or in the building used by the University. Only the student who took the exam is entitled to view it, representation has no place in this case. The student may submit their observations to the institute responsible for the subject by the end of the first working day following the viewing. The examination paper cannot be handed over to a third party, no copy can be made, the student can make a note while viewing the examination paper. Observations may only be made in the event of an evaluation that differs from the unclear correction or correction and evaluation guide, and may also relate to the investigation of the detected correction or scoring error. The observation is decided on by the examiner by the end of the 2nd working day following its receipt. The final result of the examination, taking into account the observations, must be communicated to the student so that the student can prepare for a possible make-up examination. The institute responsible for the subject notifies the student electronically about the decision. The decision is indicated on the examination paper by a designated employee of the institute responsible for the subject. The decision made based on the observation may not be challenged separately, only in an appeal against the grade. Once the deadline for making observations passes, the student taking the exam may not submit a request for certification. In the event of a breach of the deadlines specified in this section, the institution concerned shall provide another examination opportunity.
 - (12) In the case of an online written examination or an in person computer-based examination, the examiner determines the procedure for making observations in accordance with paragraph (11), which they communicate to the students at the latest during the examination.
 - (13) In the case of a written examination, if the evaluation in Neptun differs from the evaluation on the examination paper or examination sheet, the evaluation of the examination paper shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation of the examination sheet shall prevail.
 - (14) The result of the oral examination must be recorded in Neptun no later than within 3 working days after

the examination. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation of the examination sheet shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation on the completion sheet, the evaluation of the completion sheet shall prevail.

- (15) The practical grade must be recorded in Neptun no later than the first working day of the second week of the examination period. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation of the examination sheet shall prevail.

Comprehensive examination, complex examination

Article 69

- (1) In the case of double and multiple degree programmes, and in the joint training programmes leading to the issuance of a joint diploma, the provisions of the SER may be deviated from in the case of comprehensive examinations and complex examinations. The deviating rules must be defined in the cooperation agreement for the programme and the students must be informed about them in the same way as the SER, i.e. by publishing them on the website of the University.

Unsuccessful examination, mid-term grade improvement

Article 70

- (1) A make-up examination may be taken in the same subject no more than twice (hereinafter: 'make-up examination' and 'repeat corrective examination') in the given examination period.
- (2) The dates of the make-up examinations shall be determined in such a way that at least 3 working days must elapse between two examination dates.
- (3) The student is not obliged to correct the 'insufficient' or 'failed' grade of a compulsory optional subject or an optional subject.
- (4) The first make-up examination is free of charge. During the repeat corrective examination (second or additional make-up examinations), the student must pay the fee specified in the RSFB, regardless of the entry received on the first two occasions.
- (5) The student may take an examination in a given subject a total of 3 times in the given semester, and may take a total of 6 examinations together with the repeated subject registrations, however, the number of subject registrations in a given subject may not exceed three. This cannot be waived on the grounds of equity.
- (6) If the student has not fulfilled the required internship through a fault of their own or has not obtained a classification, the internship must be repeated.
- (7) If the student does not receive a valid grade from the subject in the given examination period, they can obtain a valid grade from the given subject only in the framework of repeated subject registration.
- (8) If a student has failed the examination twice in a given subject and the same examiner conducted both the examination and the make-up examination, then, upon the request of the student, the head of the institute organising the examination must ensure that the repeat corrective examination can be taken in front of a different teacher or examination board. This right also applies to the student if the exam is taken in a new semester.
- (9) In case of unsuccessful completion of the practical grade during the study period, the method and time of its replacement are determined by the subject requirements. The subject requirements may also provide that a practical grade may not or may only partially be replaced.
- (10) An unsuccessful complex examination, on the degree programmes for which the complex examination concluding the specialisation/academic specialisation/degree programme is a condition for the

- issuance of the final certificate (absolutorium), can be repeated once in the given examination period.
- (11) The student may try to pass the complex examination concluding the specialisation/academic specialisation/degree programme three times in total. If they do not pass the complex examination on the 3rd occasion, the student's student status shall be terminated.
 - (12) For degree programmes where the complex examination is part of the final examination, the final examination may be repeated in the following final examination period in accordance with the provisions applicable to the final examination.

Improvement of successful exams

Article 71

- (1) The student has the opportunity to improve their successful exam in the framework of a make-up examination (hereinafter: 'improvement of a successful exam'). No request is required for the improvement of a successful exam, it can be indicated by the student by applying for the examination.
- (2) Improvement of a successful exam:
 - a) free of charge, if the make-up examination of the student is their second examination taken in the subject (considering all the subject registrations),
 - b) is possible with the payment of the fee specified in the RSFB, if the make-up examination is the student's third or an additional examination (considering all subject registrations).
- (3) There is option for improving a successful comprehensive examination.
- (4) There is no option for improving a successful complex examination that concludes a specialisation/academic specialisation/degree programme.
- (5) For degree programmes where the complex examination is part of the final examination, the complex examination cannot be improved.
- (6) There is no option for improving a successful practical grade.
- (7) If the student completes a group of subjects with a comprehensive examination, it is not possible to improve the grades of the subjects belonging to the comprehensive examination after taking the comprehensive examination.
- (8) If the student registers for the exam and attends it, then the grade obtained for the given subject will be their final grade, i.e. the result of the make-up examination will be considered as the completion of the subject, even if it is less favourable for the student.
- (9) If the student registers for the exam but does not attend it, the entry of 'not present/absent' for the given subject will be entered into Neptun, and the last grade obtained for the subject will be considered valid.
- (10) The improvement of a successful examination reduces the number of remaining examination opportunities.

Calculation and recording of average academic performance

Article 72

- (1) The amount of the student's academic work is shown by the number of credit points obtained in the given semester or obtained since the beginning of their studies.
- (2) The student's performance is monitored by a (cumulative) weighted grade average of the studies for a training period in the given training programme and for the studies as a whole. For the calculation of the weighted grade average of the studies, the amount of credits and grades of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.

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

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

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

- (5) The adjusted credit index can be calculated from the credit index by a multiplication factor that corresponds to the ratio of credits earned during the semester and undertaken in the individual study schedule. The cumulative adjusted credit index serves to evaluate the student's quantitative and qualitative performance over multiple semesters. The calculation of the cumulative adjusted credit index is the same as the calculation of the adjusted credit index, although thirty credits for every semester and credits undertaken and completed during the whole period must be taken into account.

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

- (6) The scholarship average is the credit value of the subjects completed in the semester multiplied by the grades and divided by the number of the taken credits. The scholarship average must be calculated with the grades achieved in the compulsory and compulsory optional subjects and their credit values, applying a weight of 1.2.

Scholarship average=

$$\frac{\sum 1,2 \times \text{credits}^C \times \text{grade}^C + \sum \text{credits}^O \times \text{grade}^O}{\sum 1,2 \times \text{credits}^C + \sum \text{credits}^O}$$

where

C: is all compulsory and compulsory optional subjects, as well as the compulsory subjects on specialisations/academic specialisations stated in the curriculum

O: is the optional subject taken according to the curriculum

- (7) The subjects closed with a fail grade or with a 'no exam taken', 'failed to perform', 'not present/absent' or 'ungradeable' entry are included in the numerator of the formula with zero grade, an exception to this is, if the student does not attend the examination during the improvement of the successful exam of a given subject and receives a 'not present/absent' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.
- (8) The adjusted credit index and the credit-weighted study average must be kept semi-annually and for the entire duration of the studies (cumulative adjusted credit index, credit-weighted cumulative study average). The scholarship average must be recorded for every semester. These indicators, as well as the credit points taken and completed, are recorded per semester and cumulatively by the SS administrator/coordinator for the student's semester results in Neptun.
- (9) When calculating the credit-weighted study average and the credit-weighted cumulative study average, the grades obtained in another higher educational institution under an additional (parallel) student status, during internal parallel training or by crediting previous studies, do not have to be taken into

- account.
- (10) When calculating the adjusted credit index and the cumulative adjusted credit index, the grades of subjects completed in another higher educational institution under an additional (parallel) student status or during internal parallel training shall be taken into account only if the student completed them in the semester for which the indicators are calculated, and if they are accredited by the relevant credit transfer committee for that semester.
 - (11) The grades obtained in another higher educational institution within the framework of an additional (parallel) student status, during internal parallel training or by taking into account previous studies cannot be included in the scholarship average.
 - (12) Subjects completed in the framework of a guest student status, regardless of whether the student completed them in the framework of a guest student status with a domestic or foreign higher educational institution, shall be considered as having been completed by the student at the University and shall be included in the calculation of all indicators referred to above (credit-weighted study average, credit-weighted cumulative study average, adjusted credit index, cumulative adjusted credit index, scholarship average) with the credit values and grades approved by the credit transfer committee.
 - (13) For students on a subdivided master's degree programme - during the higher education admission procedure in the framework of the preliminary credit recognition procedure, after crediting the credits completed during previous studies -, the subjects to be completed in parallel to the training aimed at obtaining a master's degree, in addition to the credits required to obtain the diploma, mandatory as a condition of admission, cannot be included in the credit-weighted study average, the credit-weighted cumulative study average, the adjusted credit index, the cumulative adjusted credit index and the scholarship average.
 - (14) In the event of the improvement of a successful examination or practical grade, the new grade obtained with the make-up examination does not retroactively affect the scholarship and other university benefits already awarded.

PROVISIONS CONCERNING THE COMPLETION AND CONCLUSION OF STUDIES

Absolutorium (final certificate)

Article 73

- (1) The University issues a final certificate to the student who has fulfilled the study and examination requirements defined in the curriculum and the prescribed internship, in the case of dual training, the required work obligations at the place of internship - passing the language exam, with the exception of the preparation of a thesis on a bachelor programme or diploma work on a master programme or postgraduate specialisation programme -, and obtained the required credits.
- (2) The final certificate with the content according to the Vhr. is issued by Student Services within 20 days after the day of completion and the student is notified of this fact in the form of a message sent via Neptun.
- (3) The final certificate is a form issued by Neptun with a unique serial number, which must be issued as a certified document. The final certificate is signed by the competent dean, the publication can be certified by the SS Head of Student Affairs or an employee designated by them. The generation of the unique numbering of the final certificates is included in the Document Management Regulations. The final certificate is attached to the master file.
- (4) The final certificate only certifies that the student has fulfilled their study and examination obligations defined in the curriculum, it does not entitle them to fill a diploma-dependent position.
- (5) In the case of a student pursuing studies in several degree programmes, a separate final certificate must be issued for each degree programme.
- (6) If the student fulfils the conditions of the final certificate by the last day of the semester, as specified in the term schedule for the given semester, then the University:

- a) sets the date of the successful completion of the last subject as the date of the final certificate,
 - b) sets the last day of the given semester as the end date of the student's training. In the case of these students - with the exception of those participating in parallel training - the end date of the training is the same as the date of termination of the student status pursuant to Article 38 (1) d).
- (7) In the case of double degree training or a training leading to the issuance of a joint certificate, the cooperation agreement concluded with the foreign partner institution may stipulate that a student participating in these training programmes must complete at least 30 credits within the University on the given degree programme in order to obtain a final certificate (absolutorium).
 - (8) At the request of the student, the SS administrator/coordinator issues a certificate regarding the issuance of the final certificate (absolutorium).
 - (9) For a student of another higher educational institution at the University, the final certificate is not applicable for studies on a guest student training programme, or an exchange programme, partial educational programme or preparatory training.

Purpose of the thesis and diploma work

Article 74

- (1) In order to obtain a diploma, students must prepare a thesis on a bachelor programme, diploma work on a master programme, and a thesis or diploma work on a postgraduate specialisation programme (hereinafter jointly referred to as: "thesis").
- (2) The aim of the thesis is to prove the student's knowledge and expertise in a chosen topic, their scientific data collection, systematisation, analysis and processing related to the chosen topic, their discussion of the chosen phenomenon or problem, their hypothesis creation, their problem solving, their analysis of alternative hypotheses, their reasoning and refutation of counter-arguments, and the coherent, consistent and written expression of their thoughts, views, positions and statements in terms of language use.
- (3) In a teacher training master programme or single-cycle teacher training, the aim of the diploma work is to prove that the student is able to integrate the knowledge acquired in different areas of training and apply it in their teaching work. They are able to collect scientific-literature results relevant to the profession, to plan their work independently and to evaluate the effectiveness of the teaching or pedagogical task. They are able to systematically gather practical experience and analyse factual data about students' achievements and development, as well as the learning and teaching process, to draw conclusions, and to apply the results in their own teaching.
- (4) The provisions of paragraphs (2) and (3) must be proved by the student during the elaboration of the chosen topic and during the defending of their work at the final examination.

Topic announcement, topic selection, thesis consultation

Article 75

- (1) The topic of the thesis must be chosen within the framework of the training and output requirements.
- (2) It is the responsibility of the programme officer or the specialisation officer, on the degree programmes where there is a specialisation, to publish the proposed topics in Neptun by the date they specify.
- (3) Students can choose from the topics specified by the programme officer in the degree programmes where there is a specialisation. The topic is selected through Neptun by a date specified by the programme officer. The choice of topic is approved by the programme officer, or the specialisation officer on degree programmes where there is a specialisation. The programme officer or specialisation

- officer, on degree programmes where there is a specialisation, makes a decision within 15 days from the submission of the application, and then communicates the decision to the student in Neptun.
- (4) Students can also choose their own individual topic with the permission of the programme officer in the degree programmes where there is a specialisation.
 - (5) A subject is assigned to each training programme for the preparation of the thesis. The subject assigned to the preparation of the thesis is a compulsory optional subject evaluated with a mid-term grade. The grade assigned to the subject is determined by the supervisor on the basis of the student's work during the semester and the subject requirements. It is not a condition for the awarding of a grade to have a finished and submitted thesis by the end of the semester.
 - (6) The language of the dissertation is the language of the training programme, with the exception that if the language of the thesis is Hungarian, it can also be prepared in a foreign language.
 - (7) The decision regarding the application is adopted by the programme officer.
 - (8) The decision shall be made within 15 days of the submission of the application.
 - (9) The decision must be communicated to the student in the form of a Neptun message.
 - (10) For the submission of the application, the student is obliged to pay the fee according to the RSFB.
 - (11) There is no appeal against the decision.
 - (12) The provisions of paragraph (6) may be deviated from in the case of double or multiple degree programmes and joint trainings leading to the issuance of a joint diploma. This should be provided for in the cooperation agreement.

Publication of the thesis

Article 76

- (1) It is possible to keep certain company information appearing in the thesis confidential. Methods of indicating such information:
 - a) If the student or the heads of the examined organisation have reservations about the wide availability of certain economic indicators, they indicate this by changing or scoring out the data in question (possibly with a sequence of 'xxx', indicating the order of magnitude), provided that this does not jeopardise the interpretation of the thesis.
 - b) If the student or the heads of the organisation in question so require, it is possible to change or distort the name of the organisation in the thesis.
- (2) During or prior to the 2019/2020 academic year, it was possible to submit a request of confidentiality if the above method was not sufficient to keep company information confidential. In this case, the basic requirement for the selection of reviewers and members of the final examination board for the theses submitted with a request of confidentiality is to ensure maximum discretion and to exclude any business interest, as well as the obligation of confidentiality for reviewers and members of the Final Examination Board.
- (3) Since the end of the 2019/2020 academic year, a thesis may no longer be declared a confidential document. However, the student may request restricted access to the thesis. In this case, the thesis is available on the library website in the Theses/Scientific Student Conference (SSC) database, and is only available from the University library and within its online network. If the student does not request restricted access, the thesis is available through the library website in the Theses/SSC database and can be accessed from anywhere on the world wide web.
- (4) On postgraduate specialisation programmes, executive training programmes and part-time training programmes, it is possible to request that the thesis be available only to the participants of the final examination for 3 years from the date of submission, provided that the plagiarism control is performed in the official plagiarism control program of the University. After 3 years, the thesis is restricted in accordance with paragraph (3).
- (5) With respect to paragraph (4), an application must be submitted to the programme officer in Neptun

- simultaneously with the topic selection, on the form issued by the University.
- (6) The decision regarding the application is adopted by the programme officer.
 - (7) The decision shall be made within 15 days of the submission of the application.
 - (8) The decision must be communicated to the student in the form of a Neptun message.
 - (9) There is no appeal against the decision.

Thesis writing

Article 77

- (1) The students can start elaborating their topic once it has been approved by the programme officer/specialisation officer.
- (2) The content and form requirements of the thesis are contained in Annex 3 of the SER.
- (3) The preparation of the thesis is supervised by a supervisor. The supervisor is assigned and published by the programme officer/specialisation officer in Neptun simultaneously with the approval of the topic selection. It is the responsibility of the programme officer/specialisation officer to assign a teacher as a supervisor, who is familiar with the field of study chosen by the student.
- (4) During the existence of the student status, until the submission of the thesis, the supervisor's task is to provide professional and methodological guidance, encouragement and assistance to the students in the independent processing of the topic, as well as to establish the topicality of the thesis, and the defensibility of the data and findings. The schedule for the preparation of the thesis is determined by the supervisor in consultation with the student.
- (5) In the case of thesis writing, thesis updating and thesis correction following the cessation of the student status, the thesis consultation according to the general rules is still required. However, the student must pay a fee according to the RSFB for the thesis consultation.
- (6) On double or multiple degree programmes and joint trainings leading to the issuance of a joint diploma, it is possible to write a joint thesis/diploma work and to assign a supervisor jointly with the partner university, with deviation from the provisions of paragraph (2) permitted. This should be provided for in the cooperation agreement.

Changing the thesis topic

Article 78

- (1) The student may request to change the topic of the thesis or their assigned supervisor.
- (2) The application may be submitted no later than in the 2nd semester of registration to the Seminar or equivalent subject, by the end of the fifth week of the semester.
- (3) The application must be submitted via Neptun on a form issued by the University.
- (4) The decision regarding the application is adopted by the programme officer.
- (5) The decision shall be made within 15 days of the submission of the application.
- (6) They adopt the decision in the form of a Neptun message.
- (7) For the submission of the application, the student is obliged to pay the fee according to the RSFB.
- (8) There is no appeal against the decision.

Thesis finalisation, submission

Article 79

- (1) The student is obliged to present their thesis to the supervisor for approval by the deadline set by the supervisor, but no later than 10 working days before the submission deadline.

- (2) The supervisor approves the submission of the thesis by signing the supervisor's declaration. The approval process takes place in Neptun.
- (3) It is possible to submit the thesis in a given semester within the deadline specified in the term schedule.
- (4) The thesis must be submitted in 1 electronic copy on the electronic interface created for this purpose. The submission is also a text match examination submission. The detailed rules for submitting the thesis are contained in a provision.
- (5) The submission of the thesis does not constitute an application for the final examination.
- (6) The thesis can be validly submitted with the approval of the supervisor.
- (7) The student has the opportunity to submit the thesis after the deadline.
- (8) The application must be submitted via Neptun on a form issued by the University.
- (9) The application can be submitted by the student within 5 working days after the submission deadline.
- (10) For the submission of the application, the student is obliged to pay the fee according to the RSFB.
- (11) The decision regarding the application is adopted by the programme officer.
- (12) The decision shall be made within 2 working days of the submission of the application.
- (13) The student is notified of the decision in a Neptun message.
- (14) There is no appeal against the decision.
- (15) Following the expiry of the additional deadline available for submission, the thesis may only be submitted during the thesis submission period announced in the following academic year (semester).
- (16) The submitted thesis cannot be withdrawn.
- (17) The provisions of paragraphs (1) and (3)-(4) may be deviated from in the case of the writing of a joint thesis in double and multiple degree programmes and joint trainings leading to the issuance of a joint diploma. This should be provided for in the cooperation agreement.

Assessment of the thesis

Article 80

- (1) The assessment of the thesis is carried out by the reviewer requested by the person responsible for the major, or responsible for the specialization where there is specialisation. The thesis may be assessed by a single reviewer in bachelor programs. The reviewer may also be an external professional, and in the case of two reviewers, one of them may be the student's consultant.
- (2) The thesis is considered according to a five-grade scale system of assessment.
- (3) The assessment of the thesis and the grade must be presented to the student at least 5 working days before the final examination via Neptun.
- (4) If the reviewer evaluated the thesis as fail, the student may submit a new, revised thesis only in the next thesis submission period according to the academic year's schedule.
- (5) If the thesis has been reviewed by two reviewers, the evaluation shall be as follows:
 - a) If both reviewers evaluate the thesis as fail the candidate cannot be released to the final examination, and the student may submit a new, revised thesis only in the next thesis submission period according to the academic year's schedule.
 - b) One reviewer evaluates the thesis/diploma work as fail, so the competent person responsible for the major, or responsible for the specialization where there is specialisation transfers it to a third reviewer. If:
 - ba) the thesis/diploma work was also assessed as fail by the third reviewer the candidate cannot be released to the final examination, and the student may submit a new, revised thesis only in the next thesis submission period according to the academic year's schedule.

- bb) the third reviewer did not evaluate the thesis as fail, then the thesis shall be considered as accepted and the two grades which are not fail grades are calculated into the student's examination.
 - c) If two reviewer reviewed and the grades given by the reviewers (of which none is fail) differ from each other by three levels, the person responsible for the major, or responsible for the specialization where there is specialisation, shall assign the thesis to a third reviewer. Thereafter, the two grades which are not fail grades and are closest to each other are considered. If the thesis is also assessed as fail by the third reviewer, then the candidate cannot be released to take the final examination; a new, revised thesis can be submitted only in the next thesis submission period.
- (6) If in an undergraduate program the thesis is reviewed by one reviewer and
- a) the reviewer has assessed it as fail, the competent person responsible for the major, or responsible for the specialization where there is specialisation, assigns as additional two reviewers to perform a re-review. If:
 - a)a) at least one of the two reviewers evaluate the thesis as fail, the student may submit another revised thesis only in the next period of submission of the thesis/diploma work according to the schedule of the academic year;
 - a)b) the two reviewers did not assess the thesis as fail, then the two grades which are not fail grades are calculated into the student's examination.
- (7) A thesis of Scientific Student Association (hereinafter referred to as "SSA") dissertation, if accepted by the person responsible for the major, may also be submitted as thesis, and may qualify as defence of the thesis, having an excellent (5) grade, if the following cumulative conditions are met:
- a) the thesis complies with the formal requirements of Annex 3 of the Study and Exam Regulations,
 - b) the committee reviewing the SSA dissertation rated both the written work and the oral defence as excellent (5),
 - c) the SSA dissertation is proposed by the committee to be presented at the National SSA.
- (8) Students who have obtained exemption from the defence of their thesis via the SSA may enforce the exemption, only once in the course of the final exam, for the same semester or the following semester as the call for the SSA.
- (9) If the student does not attend the first final exam after the evaluation of the thesis, the grade given for the evaluated thesis is valid for 2 calendar years, i.e. it can be calculated in the grade of the final exam during this period.
- (10) The thesis may be submitted until the former student can complete the final examination by the deadline specified in Article 83 of the Study and Exam Regulations. In the case of a thesis that can be submitted after 2 calendar years, a new thesis must be prepared, or the existing thesis must be updated and resubmitted according to the general rules and based on the decision of the consultant.
- (11) In this case, the student must submit a request form to update the thesis topic or to select a new topic.
- (12) The application shall be submitted via Neptun on a form issued by the University.
- (13) The request form may be submitted until the end of the registration period of the semester in which the thesis was submitted.
- (14) The decision on the application shall be taken by the person responsible for the major.
- (15) The decision shall be taken within 15 working days of the submission of such request. The decision to confirm the former consultant or to appoint a new consultant shall be taken by the person responsible for the major and shall be ordered in the decision. The person responsible for the major also provides for the pre-study conditions and requirements for the former student to take the final exam.
- (16) The decision shall be laid in the electronic document issued via Neptune. The decision may be certified by the head of student affairs at the Student Services (SS) or the staff member appointed by the SS.
- (17) Should the former student fail to submit their thesis for such a period, in order to complete the final examination by the deadline specified in Section 83 of the Study and Exam Regulations, the thesis cannot be updated.

- (18) If the former student does not update or rewrite their thesis within the deadline specified by the Study and Exam Regulations, they may obtain a diploma at the given training only in the framework of a new student status established on the basis of a new admission procedure.
- (19) The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (20) In the case of joint training leading to the issuance of a joint diploma in a double or multiple degree programme (double degree, multiple degree), derogations from the provisions of this Article may be made in the case of writing a joint thesis, except for the provisions in Subsections (3), (5) - (6) and (12) - (17). This must be provided for in the Cooperation Agreement.
- (21) In the case of writing a joint thesis in the joint training resulting the issue of a double or multiple degree, it is possible to classify the test defense before the absolutorium as a thesis defense if the thesis defense can take place in the partner institution before the absolutorium. In this case, the rules of credit transfer must be followed.

Improvement of thesis

Article 81

- (1) It is not possible to improve the thesis that passed (other than fail).
- (2) The student may attempt to improve the unsuccessful (fail) thesis twice.
- (3) Should the thesis be improved, a fee is payable in accordance with the RSFB.
- (4) The student may correct the failed thesis within the deadlines specified in Subsections (9) - (11) of Article 83.
- (5) In a joint program resulting the issuance of a joint diploma in a double or multiple degree programme (double degree, multiple degree), derogations from the provisions in Subsections (1) - (3) may be made in the case of writing a joint thesis. This must be provided for in the Cooperation Agreement.

Plagiarism

Article 82

- (1) The text of the thesis must be checked using the university software examining the text concordance. Without examining the concordance of the text, the thesis cannot be evaluated and given a grade. The order of the students' self-examination of the thesis is set out in the Anti-plagiarism Regulations.
- (2) If an ethical proceeding is initiated against the student due to suspected plagiarism, the thesis must be considered temporarily inevitable until the completion of the ethical proceeding, and this must be recorded in Neptun.
- (3) The conduct of the ethical procedure shall be the competence of the Ethical Committee. The Ethical Committee shall consider the suspected plagiarism in accordance with the provisions of the Code of Ethics and the Anti-plagiarism Regulations.
- (4) If the Ethical Committee establishes an ethical offence, the thesis shall be declared non-valuable in its resolution and shall provide for the legal consequences (e.g. improvement, rewriting the thesis, appointment of a new consultant).
- (5) If the Ethical Committee declares that an ethical offence was committed and, in its scope of judgement, considers the act, behaviour, or omission severe enough for taking further action, it will initiate a disciplinary procedure against the student, based on the Student Disciplinary and Compensation Regulations.
- (6) The detailed regulations on plagiarism are contained in the Anti-plagiarism Regulations.
- (7) If the Ethical Committee declares that the student committed plagiarism while writing the thesis and declares in its resolution that the ethical offence was committed, the student may not be released to the final examination based on the thesis affected by the ethical offence. The student may only be released to the final examination if they correct or rewrite and finalize their thesis in accordance with the resolution of

the Ethical Committee and the consultant qualifies it as submittable according to the Study and Exam Regulations (the consultant statement must be re-issued), and if the evaluation of the thesis is completed successfully.

Final exam, conditions for the final examination

Article 83

- (1) 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.
- (2) In a joint program resulting the issuance of a joint diploma in a double or multiple degree programme (double degree, multiple degree), shared final examination may be organized.
- (3) The student closes his/her studies in undergraduate, divided and undivided training courses and in master's programme as well as in college and university graduate education and supplementary undergraduate courses by taking a final examination.
- (4) If the student submits his/her thesis, the reviewers assess it as successful, but the student does not meet the requirements of the absolutorium, then he/she cannot be released to the final exam.
- (5) The student takes the final exam for each training.
- (6) The conditions of releasing a student to take the final examination:
 - a) obtaining the final certificate,
 - b) submission of the thesis by the deadline and evaluation of the thesis with a grade other than fail according to Study and Exam Regulations, which also includes the application for the final examination,
 - c) the student does not have any payment obligation towards the University at his/her given program,
 - d) the property of the University has been returned (books borrowed, sports equipment, etc.).
- (7) Students who have not fulfilled any one of the provisions of Subsection (6) may not be released to the final examination.
- (8) Students must apply for the final exam by the deadline provided for the given academic year. Application for the final exam is via Neptun.
- (9) 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 (absolutory), in the frame of the student status and after the termination of the student status, without a deadline, in any examination period may take 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 absolutory beyond those defined for the individual faculties. The conditions of admission to the final examination shall be decided by the person responsible for the major. If the student has already submitted his/her thesis, the person responsible for the major shall lay the decision on the conditions of admission to the final examination in the electronic decision created in Neptun. The decision may be certified by the head of student affairs at the Student Services (SS) or the staff member appointed by the SS.
- (10) In the case of students starting their studies in the 2012/2013 academic year or later, during the final examination period following receipt of the final certificate (absolutory), in the frame of the student status and after the termination of the student status in any examination period within 2 years may take an examination in accordance with the effective training requirements. The University sets conditions for taking the final exam after two years from the issue of the absolutory beyond those defined for the individual faculties. The conditions of admission to the final examination shall be decided by the person responsible for the major. If the student has already submitted his/her thesis, the person responsible for the major shall lay the decision on the conditions of admission to the final examination in the electronic decision created

in Neptun. The decision may be certified by the head of student affairs at the Student Services (SS) or the staff member appointed by the SS.

- (11) The student may be submitted to the final examination upon request after the expiry of 7 years in the case referred to in Subsection (9), and after the expiry of 2 years in the case referred to in Subsection (10).
- (12) In the cases referred to in Subsections (9) - (10), the former student shall notify the Student Services in writing by the deadline for submitting the thesis included in the curriculum of the academic year and apply for the final examination. If the former student fails to comply with this obligation, - if the deadlines under this Section have not yet expired, he/she may apply for the next final examination period.
- (13) The application shall be submitted via Neptun on a form issued by the University.
- (14) The decision on the application shall be taken by the person responsible for the major.
- (15) The decision shall be taken within 15 working days of the submission of such request.
- (16) The student must be notified about such decision via a Neptun message.

Withdrawal of final examination application

Article 84

- (1) The student may withdraw the application for the final exam.
- (2) However, the thesis submitted cannot be withdrawn in this case either.
- (3) The application shall be submitted by no later than 3 days before the start of the final examination.
- (4) The application shall be submitted via Neptun on a form issued by the University.
- (5) If the student has no grounds for exclusion, the University shall accept the student's application by automatic decision and shall not take a separate decision or other decision on this. In this case, the provisions on the repetition of the final examination shall not apply.
- (6) In a joint program resulting the issuance of a joint diploma in a double or multiple degree programme (double degree, multiple degree), derogations from the provisions in Subsections (1) - (3) may be made in the case of writing a joint thesis. This must be provided for in the Cooperation Agreement.

The Final Examination Board

Article 85

- (1) The final examination must be taken in front of the Final Examination Board that has a president and at least two more members.
- (2) The Final Examination Board must be structured in a manner that ensures that at least one member is a university/college professor or a university/college 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.
- (3) The administrative tasks related to the work of the Final Examination Board shall be carried out by the member appointed by the chairman as keeper of the minutes.
- (4) The members of the Final Examination Board shall be requested in writing by the person responsible for the major, or responsible for the given specialisation where there is specialisation, at the latest two weeks before the date of the final examination. The person responsible for the major/specialisation shall appoint the chairman and the chairman shall appoint the member keeping the minutes.
- (5) The request shall take place in Neptun by recording the final examination committees, which shall be provided by the head of the institute at the request of the person responsible for the major or responsible for the given specialisation where there is specialisation. If no objection is raised by the appointed chairman or member, he shall be deemed to have accepted the request and to undertake to comply with the relevant rules.

- (6) If, for any reason, a member of the Final Examination Board is unable to participate in the work of the Final Examination Board, the person responsible for the major, or responsible for the given specialisation where there is specialisation, shall appoint a new member.
- (7) The task of the Final Examination Board is to assess the student's knowledge and to decide on the evaluation of the student.
- (8) Tasks of the chairman of the Final Examination Board:
 - a) ensuring the orderly conduct of the final examination (e.g. establishment of conflict of interest, suspension of the final examination in extraordinary circumstances),
 - b) ordering the closed session after finishing the final exam,
 - c) announcement of the result,
 - d) establishing the result/assessment of the final examination, establishing the entitlement for honours diploma,
 - e) certification of the minutes of the final examination.
- (9) Tasks of the members of the Final Examination Board
 - a) assessment of the student's knowledge and making proposal for the result/assessment of the final examination,
 - b) certification of the minutes of the final examination.
- (10) Tasks of the minutes' keeper:
 - a) administration support to the Board,
 - b) preparing the questions in the final examination room, if needed
 - c) filling and having the chairman of the Board sign the assessment document,
 - d) having the chairman of the Board sign the registration books, if needed,
 - e) keeping the minutes of the final examination and having the chairman and the members of the Board sign it,
 - f) handover of the thesis / diploma works to the students in the end of the final examination,
 - g) forwarding the minutes of the final examination and the related documents to the Student Services.
- (11) In double degree or multiple degree programmes, conditions laid in Subsections (3) – (10) may be derogated in the case of a shared final examination for the issuance of a joint diploma. This must be provided for in the Cooperation Agreement.

The final exam and the assessment

Article 86

- (1) The final exam may be organised at the Dean's discretion either in person or in the form of an online exam.
- (2) The rules on online exams shall apply to the online final exam.
- (3) The language of the final examination shall be the same as the programme language.
- (4) The final exam is organised by and under the responsibility of the person responsible for the major, or responsible for the specialization where there is specialisation, who carries out the final exam with the cooperation of the requested institute and the Student Services. The Institute is responsible for notifying the members of the Final Examination Board, as well as informing the students and ensuring the technical conditions of the final examination. The administrative tasks are carried out by the Student Services.
- (5) The student who has applied for the final examination and can be released to the final examination shall be informed by the institute requested by the person responsible for the major, or responsible for the specialization where there is specialisation, via Neptun, two weeks at the latest before the date of the final examination. Such notification shall specify the classification of the Final Examination Board, the date and place of the final examination.
- (6) The student applying for the final examination must appear half an hour before the specified time and place before the final examination.

- (7) If the examiner is unable to attend the final examination due to childbirth, accident, illness or any other unexpected reason, he or she may submit an application for certification at the final examination. Such application must be submitted within 5 days of the final examination.
- (8) The application shall be submitted via Neptun on a form issued by the University.
- (9) The decision on the application shall be taken by the person responsible for the major.
- (10) The decision shall be taken within 3 working days of the submission of such request.
- (11) In the event of a justified absence, the number of final examination opportunities available for repeating the final examination shall not be reduced and the consequences of the repeated final examination shall not apply.
- (12) The decision shall be laid in the electronic document issued via Neptun. The decision may be certified by the head of student affairs at the Student Services (SS) or the staff member appointed by the SS.
- (13) In case of any unjustified absence the numbers of repetition of the final examination shall be reduced by one and the rules of repeated final exam shall apply. In case the student did not attend the final exam, his/her knowledge may not be evaluated.
- (14) Students assigned to the Final Examination Boards shall be called and invited into the examination room by the keeper of the minutes in alphabetical order. The first five students in the alphabet are invited into the room and then continuously examiners in replacement of those who finish the final exam.
- (15) In the final examination room, in addition to the chairman of the Final Examination Board, its members, the examiner and the student already called for the examination, only the person holding the permission of the competent Dean may stay in the room, and with respect to the last examiner the previous student shall also stay in the room until the last examiner finishes.
- (16) At the final examination, the student must certify his/her identity to the keeper of the minutes by presenting their identification card or passport.
- (17) The chairman and any member of the Final Examination Board shall have the right to pose questions to the examiner.
- (18) 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.
- (19) Minutes have to be taken at the final examination, this is a form created by and printed from Neptun and contains the basic data recorded in Neptun. The content of such minutes is governed by the Government Decree on the Execution of the NHAA. A sample minutes is provided by the Student Services to each Institute.
- (20) Having the chairman's and the members' signature, the keeper of the minutes shall handover the minutes of the final examination to the Student Services.
- (21) In case of students starting their studies in or after the autumn semester of the academic year 2020/2020 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, applying the rules of rounding.
- (22) The Final Examination Board shall assess the student's knowledge, and state the result at a closed session, if there is dispute the Board votes.
- (23) Appendix 5 of the Study and Exam Regulations provides details on requirements of the final examination per each specialization, the manner how the result may be established and the execution.
- (24) If any part of the final examination is a fail, the result of the final examination is fail.
- (25) Repeating an unsuccessful final examination is governed by Article 87 of the Regulations.

Repetition of the final examination

Article 87

- (1) A successful (other than fail) final examination may not be improved.
- (2) An unsuccessful (other than fail) final examination may be repeated in the next final exam period.

- (3) In case of a repeated final examination a fee stipulated in the RSFB is required to be paid.
- (4) 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.
- (5) 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, in which respect the Study and Exam Regulations provide the conditions and the deadline.
- (6) In case of a successful defence, the grade received on the defence counts in the result of the final examination for 2 years, if the other parts of the final examination were unsuccessful. After 2 calendar year Subsections (9) – (10) of Article 80 shall apply accordingly.
- (7) In case of Subsection (5) the student has two chances to prepare a new thesis.
- (8) Unsuccessful (failed) final examinations may be repeated two times.
- (9) One further option is available to repeat the final examination requesting the Rector's permit (not Rector's equity).
- (10) Such request may be submitted by not later than the final deadline provided for submitting the thesis/ diploma work in the given academic year. The application shall be submitted via Neptun on a form issued by the University.
- (11) The Rector shall decide about such request.
- (12) The decision shall be taken within 3 working days of the submission of such request.
- (13) The decision shall be laid in the electronic document issued via Neptun. The decision may be certified by the head of student affairs at the Student Services (SS) or the staff member appointed by the SS.
- (14) The student is obliged to pay a fee according to the RSFB for the submission of such request.
- (15) The student may improve the failed (inadequate) final exam within the deadlines specified by the SER.
- (16) Should the former student not pass the final examination by the deadline provided in Subsection (15), a diploma for the given programme may only be achieved under a new student status acquired by a new admission procedure.
- (17) In the case of writing a joint thesis/ diploma work in the joint training resulting the issue of a double or multiple degree, diversion from Subsections (1)-(8) is allowed. This must be provided for in the Cooperation Agreement.

Diploma, annexes to the diploma

Conditions of preparing and issuance of the diploma

Article 88

- (1) 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 prescribed by the requirements of the practical/professional training, and the presentation of the relevant language exam certificate before the competent administrator/ coordinator of the Student Services.
- (2) Students having a successful final examination before August 31 2020 may be exempt from the language requirements prescribed as a prerequisite to the issuance of the diploma. In case by August 31, 2020 the student takes the final examination successfully but does not meet the language requirements as prescribed in the training and outcome requirements or does not own the required language exam, the diploma may still be issued.
- (3) Former students with disability may be exempt from the language requirements or part of it or from the prescribed level described in Subsection (1), according to the Conditions ensuring equal opportunity to students with disability to continue their education, who have a successful final examination and their student status also expired but does not meet the language requirements as prescribed in the training and outcome requirements.

- (4) In case the student, by the time of the final examination, has already presented the language exam certificate as prescribed in the training and outcome requirements, the diploma will be issued and handed over to the student within 30 days of the date of the final examination by the Student Services. No specific request is required for this as the Student Services starts such proceeding, after the presentation of the language exam certificate, officially.
- (5) In case the student cannot present the language certificate as prescribed in the training and outcome requirements at the time of the final examination, the diploma may be issued and handed over to students having a successful final examination within 30 days after the presentation of the language exam certificate as prescribed in the training and outcome requirements. In this case the student must declare that he or she is willing to receive the diploma.
- (6) Such declaration may be submitted without a time limit, unless otherwise prescribed by law. The request is preferred to be submitted via Neptun, on a University form.
- (7) In case no reason for exclusion applies for the former student the University accepts the student's declaration automatically and no specific decision is made in any form.
- (8) In case the former student does not meet the legal requirements for issuing the diploma the Dean rejects such request.
- (9) Such decision must be made within 10 work days from the date of request.
- (10) The decision must be put into an official electronic resolution created in Neptun or into other official resolution in electronic means. The decision can be certified by the head of the student affairs at the Student Services or a colleague appointed by them.
- (11) The student is entitled to seek legal remedy against such decision based on the SSP.

The diploma classification

Article 89

- (1) The result of the diploma must be given rounded for two decimals. Partial results counted in the final result of the diploma may not be rounded.
 - a) *excellent*, if the diploma result is between 4,81-5,00
 - b) *class*, if the diploma result is between 4,51-4,80
 - c) *good*, if the diploma result is between 3,51-4,50
 - d) *average*, if the diploma result is between 2,51-3,50
 - e) *pass*, if the diploma result is between 2,00-2,50.
- (2) In case of undergraduates starting their studies before 1 September 2006, as well as in case of former students studying in supplementary undergraduate programmes the limits laid down in Annex 6 of the Study and Exam Regulations must be applied.
- (3) An honours diploma shall be issued to students starting their studies before September 2013, who achieve an 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.
- (4) 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.

- (5) The honours diploma classification appears in a special close on the diploma.
- (6) The consistence and calculation of the partial results that count in the result and the classification of the diploma is laid down in appendix 6 of the Study and Exam Regulations.

Formal requirements of the diploma, diploma supplement

Article 90

- (1) The diploma form is a printed paper-based security and public document with the Hungarian coat of arms and a unique serial number issued by the Education Office, whose content prescribed by the NHAA and the Government Decree on the Execution of the NHAA.
- (2) The diploma form at the University consists of two A4 pages, in in Hungarian and one in English language, with the Hungarian coat of arms printed on each.
- (3) The diploma must be provided with a clause as prescribed in appendix 9 of the Execution of the NHAA. In case a clause that is not listed in appendix 9 of the Government Decree on the Execution of the NHAA is required, the University may apply a special clause, having the prior authorization of the Education Office. The Program Management shall adjust the text of such clause.
- (4) For students in dual training and became entitled to get the diploma after the Government Decree on the Execution of the NHAA entering into force, the diploma must contain the clause as in Subsection 6.6 of Section 6 of appendix 9 of the Government Decree on the Execution of the NHAA. The clause forms an integral part of the diploma/certificate.
- (5) 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.
- (6) The text, the clause, 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, the Program management must send to the Education Office for approval.
- (7) The diploma/certificate must be printed out from Neptun based on the master file by the competent administrator/ coordinator at the Student Services.
- (8) The Student Services must give a serial number to the diploma/certificate and the data is registered in Neptun. The rules for creating serial numbers are laid in the Document Management Regulations.
- (9) The diploma/certificate is signed by the competent Dean or in case of constant hindrance by the Vice-Rector, provided that it is signed by the Vice-Rector for students in traditional university/college training.
- (10) The diploma/certificate is handed out in hard covered folders.
- (11) The University does not issue diploma supplement for students who earned a certificate before July 1, 2003.
- (12) In the case of students who earned a certificate after July 1, 2003 but before March 1, 2006, the diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and delivered free of charge at the request of the former student. At the request and expense of the former student, the diploma supplement must be issued also in English. Unless otherwise provided by law, the application may be submitted without a time limit. The application must be submitted to the competent organizational unit electronically or via Neptun on a form issued by the University. If the former student has no grounds for exclusion, the University shall accept the student's application by automatic decision and shall not take a separate decision or other decision on this. In case the former student does not meet the legal requirements for issuing the diploma supplement, the Vice-Rector rejects such request. Such decision must be made within 10 workdays from the date of request.
- (13) The decision must be put into an official electronic resolution created in Neptun or into other official resolution in electronic means. The decision can be certified by the head of the Higher Education Law Services. The applicant is entitled to seek legal remedy against such decision based on the SSP.

- (14) After March 1, 2006, in addition to the diploma earned in undergraduate, divided and undivided training courses, a diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and English. The first diploma supplement is free of charge.
- (15) The diploma supplement is a public document.
- (16) The diploma supplement form is a printed paper-based security document with a unique serial number issued by the Education Office, consisting of sheets of A4 size that can be printed on both sides and a folder suitable for uniform filing, the content of which is prescribed by the Government Decree on the Execution of the NHAA.
- (17) The diploma supplement shall be printed out from the Neptun by the administrator/coordinator at the Student Services.
- (18) The diploma supplement shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (19) To certify the diploma and the diploma supplement, a blue pen and a numbered round stamp with the coat of arms and the words 'Corvinus University of Budapest', issued to the Student Services, must be used for the signature, on the understanding that the Hungarian language round stamp shall be used to certify the diplomas/diploma supplements issued in Hungarian, while the English language round stamp shall be used to certify the diplomas/diploma supplements issued in English.
- (20) The order of the documentation management proceeding on the diploma/ certificate and the supplement is laid in the internal ruling called "Management of diploma and diploma supplement forms, applications for individual diploma clauses".

CASES REQUIRING INDIVIDUAL DISCRETION

Preferential study order

Article 91

- (1) The subject data sheet contains whether or not a subject can be completed in a preferential study order. The subject data sheet also contains if a student may be fully or partially relieved from the obligation to participate, if the submission deadline of the projects may be modified, if the examinations may be taken outside the examination period but in case of Fall subjects by the end of the registration period for the Spring semester at the latest and in case of subjects taken in the Spring semester by June 30th at the latest, if the teaching period may be closed sooner, or if the student is entitled to receive other preferential treatment. The study committee may, with the consent of the person responsible for the subject, assess the submitted application by applying conditions other than those specified on the subject data sheet.
- (2) A preferential study schedule may be authorized in full-time bachelor programs if the student:
 - a) performs scientific works at a national or international level, or
 - b) is an outstanding national or international level athlete, or
 - c) has an invitation to a term abroad or fellowship, performs practical/professional training abroad, or
 - d) has a social or medical/health issue related reason requiring special equity, or
 - e) parliamentary and local government representative, senior/high ranked civil servant, member of the board of the University Student Union and is a member of the board of the National Union of Students in Hungary, or
 - f) would like to study simultaneously in other higher educational institute or faculty or within a faculty.
- (3) 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.
- (4) The student must submit the apply for preferential study order per subject and together with the documentation.

- (5) The application shall be submitted via Neptun on a form issued by the University.
- (6) Their application may be submitted from the course enrolment period to the end of the first week of the study period.
- (7) The application for a preferential study order for subjects not taken shall be automatically rejected by the competent study committee in the form of a message sent via Neptune. If the subject program allows the application of the preferential study order and the application meets the requirements of the Study and Exam Regulations, the student's application shall be accepted by the competent study committee, if the student's application cannot be fulfilled, the application shall be rejected by the competent study committee.
- (8) The decision must be made in 10 days from the submission of the application.
- (9) The decision shall be laid in the electronic document issued via Neptun.
- (10) The applicant may appeal against the decision on the basis of the SSP.
- (11) On the basis of the decision the student may be granted the preferential study order indicated in the subject programme by the competent study committee.
- (12) After the approval the tasks must be completed according to the personal schedule. The student cannot be relieved from the obligation to fulfil the requirements provided in the relevant curriculum for the given period.
- (13) The authorisation is valid for the given period and must be submitted in each semester repeatedly.
- (14) The maximum number of subjects that can be completed in a given semester in frame of the preferential study order may not exceed 6 subjects. In the case of a part-time study or scholarship abroad, or in the case of an internship abroad, the amount of this is 2 subjects per semester, and it is also possible to authorize the completion of a seminar / dissertation consultation with a reduced study schedule. In case of partial training abroad or grant/scholarship, or practical/professional training abroad, the extent of this is 2 subjects per each semester and authorization to complete the specialised (tutorial) practice/diploma consultation in the preferential study order is also possible.
- (15) A student pursuing studies in the frame of a preferential study order undertakes to prepare individually for the completion of all his or her educational obligations and does not require the teacher to assist in the preparation in any way.

Dean's equity

Article 92

- (1) The student, in justified cases at his or her own request, in the given bachelor's, divided master's and post graduate programmes may get a Dean's equity only one time during the student's entire study period from the Dean concerned. In undivided master's programme the student may get the Dean's equity one time during semesters 1-6, and one time during semesters 7-10. An application for Dean's equity may be submitted in any case under the Study and Exam Regulations except for the cases listed in Subsection (2).
- (2) Request for Dean's equity may not be submitted in the following cases:
 - a) rejected request for transfer,
 - b) the granting a signature at the end of a semester,
 - c) appeal the evaluation of studies,
 - d) the granting of an exemption from obligations provided in the training and outcome requirements and qualification requirements,
 - e) the cancellation of the consequences of ethical or disciplinary sanctions,
 - f) appeal the content of an appeal resolution,
 - g) the granting of a right to file an application, if the unfavourable university decision was a result of any reason attributable to the student's own behaviour,
 - h) the extension of the maximum study period,
 - i) against a resolution cancelling student status,

- j) in case the extent of the certified absence exceeds 50% of the classes in a subject, equity shall not exempt from the consequences laid in the Regulations, and
 - k) each case where the Regulations specifically prohibits to submit an application for Dean's equity.
- (3) Transfer from state supported programmes to self-financed education does not qualify under the Study and Exam Regulations.
 - (4) Request for the Dean's equity may be submitted at any time.
 - (5) The request must be submitted on a University form via Neptun.
 - (6) The request may cover one request/ subject. The request must contain the reason(s) for the equity and the documents that give found to such reason(s) must be attached to it.
 - (7) The student is obliged to pay a fee according to the RSFB for the submission of such request.
 - (8) The decision on the application shall be taken by the Dean.
 - (9) The decision shall be taken within 15 working days of the submission of such request.
 - (10) The application for equity cannot be based solely on academic reasons. An equity decision is not always unique the content of such decision may not be referred to in other cases.
 - (11) The decision shall be laid in the electronic document issued via Neptun. A decision taken in the exercise of equity shall not be justified and shall not be subject to appeal.

Rector's equity

Article 93

- (1) The student, in justified cases at his or her own request, in the given bachelor's, divided master's and post graduate programmes may get a Rector's equity only one time during the student's entire study period. In undivided master's programme the student may get the Rector's equity one time during semesters 1-6, and one time during semesters 7-10. An application for Rector's equity may be submitted in any case under the Study and Exam Regulations except for the cases listed in Subsection (2).
- (2) Request for Rector's equity may not be submitted in the following cases:
 - a) if a Dean's equity may not be applied in the same case, and
 - b) if the Dean has already made a decision under the Dean's equity,
 - c) if the student, during the student's entire study period, has not previously submitted a Dean's equity application in the given major.
- (3) Provisions on the Dean's equity shall apply accordingly for the Rector's equity in all other matters.

STUDENT GUIDANCE

Institutional Guide, Study Guide

Article 94

- (1) The Institutional Guide (hereinafter in this Section referred to as Guide) must be prepared in Hungarian and English languages.
- (2) The content of the Guide must be as set in the Government Decree on the Execution of the NHAA
 - a) general information on the University must be available before beginning the semester (during the registration period),
 - b) information about the faculties must be available for the student, with respect to their own recommended curriculum, before finishing the study period prior to adding subjects for the given semester.
- (3) The Program Management is responsible for the preparation of the part prescribed in Subsection a) of Section (2) of the Guide and the Dean of the given faculty is responsible for the preparation of the part

- prescribed in Subsection b) of Section (2) of the Guide, based on the subject programmes prepared by the educators responsible for the subject and sent one month before the first day of the study period.
- (4) The competent Dean must send the parts of the Guide prepared as prescribed in Subsection b) of Section (2) to the Program Management by no later than two weeks before the first day of the study period.
 - (5) 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.
 - (6) The Guide must be updated annually and the coordination of that is the Program Management's task.
 - (7) A separate Guide may be prepared for foreign guest students.
 - (8) The Administrative and Regulatory Services ensures that, by the beginning of the study period, the teachers and students shall have access to all regulations, instructions, provisions and circulars relating to the given semester, which must be published on the University's website. The Head of the Administrative and Regulatory Services shall be responsible for such publishing.
 - (9) Information relating to curriculum requirements of subjects, forms of evaluation, textbooks, and notes must be provided to students according to Article 44 (5) paragraph and Article 47 of the Regulations.
 - (10) The Student Services provides information to the students in an electronic format relating to content and administrative requirements of comprehensive examinations, complex examinations, final examinations (via its webpage and Neptun and via electronic mail, email).
 - (11) Conditions on obtaining the leaving certificate shall be published in the Study Guide.

DOCUMENTS RELATED TO THE STUDY AND EXAMINATION AFFAIRS

Registration book, diploma sheet, diploma sheet extract

Article 95

- (1) For the student, the University shall
 - a) for students who have started the academic year of 2009/2010, keep a printed paper-based Registration Book with an individual serial number, the pages of which are numbered and which is subject to strict accountability, the content of which is prescribed by the Government Decree on the Execution of the NHAA,
 - b) for students who have started their studies in the academic year of 2009/2010 or later, not keep a Registration Book.
- (2) For students who are issued a certified master file extract by the University, a Registration Book need not be issued. For students with a Registration Book pursuant to Subsection (1) a), the data printed on the label shall be affixed to the Registration Book by the competent administrator/coordinator at the Student Services, which shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (3) The competent administrator/coordinator at the Student Services shall be entitled to fill in the Registration Book and to delete and correct the data already entered, which shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her, on the understanding that the parts of the Registration Book concerning legal relations and diplomas are certified by the competent Dean, or, in traditional training, by the Vice-Rector.
- (4) While the student status exists, the Student Services shall issue a new Registration Book to replace the lost or destroyed Registration Book on the basis of the master file, which shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (5) The Registration Book must be handed over to the student upon the termination of his or her student status. The fact and time of handing over the Registration Book must be recorded on the master file. Subsections (17) to (21) of Article 97 shall apply to the handover of the Registration Book.

- (6) The student shall be entitled to request an extract of the Registration Book free of charge. The extract of the Registration Book shall be printed out from the Neptun by the administrator/coordinator at the Student Services, and then it shall be certified by his or her signature and the University's stamp.
- (7) The purpose of the master file is to record and store the personal data and study data of the student in relation to the student status indicated in the master file. The content of the master file is prescribed by the Government Decree on the Execution of the NHAA.
- (8) At the University, while the student status of the given student exists, in case of every type of legal status, one master file shall be created in relation to the same student. After the termination of the student status, when a new legal status is established a new master file must be created.
- (9) Each master file has an individual serial number. The rules for creating serial numbers are laid in the Document Management Regulations.
- (10) The student master file created in paper-based format from Neptun, signed by the head of the student affairs at the Student Services or a colleague appointed by him or her, dated and certified by the University's stamp consists of the data recorded in Neptun and specified in the Government Decree on the Execution of the NHAA.
- (11) The name and identification number of the University as well as the name and the educational 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 Annexes of the master file:
 - a) enrolment form;
 - b) minutes of the final examination;
 - c) doctoral examination protocol, minutes of complex exam and the doctoral defense protocol;
 - d) leaving certificate;
 - e) certified copy of the diploma issued before the handover;
 - f) certified copy of the diploma supplement issued before the handover
 - g) certified copy of the copy of the diploma
- (12) The master file, after the termination of the student status, must be certified within three months by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (13) After certification, the master file must be placed in the Central Archives of the University, and, after the expiration of the time specified in the Document Management Regulations, in the Central Records of the University. In the case of documents placed in the Central Archives/Records of the University, the keeper of the records/archivist shall be entitled to access them, and such documents may be borrowed by the Student Services for the purpose of providing data or data processing and by the Higher Education Law Services for the purpose of delivering the documents of former students in accordance with the provisions of the Document Management Regulations.
- (14) The closed and certified master file must be supplemented and certified again, if
 - a) the thesis, the diploma work, the final examination, the language requirements, or the issue of the diploma or the diploma supplement is completed after the termination of the student status,
 - b) the data contained in the master file must be amended due to an error correction or a change in data,
 - c) the diploma is corrected, a copy is issued, or the diploma is declared invalid.
- (15) The appendices of the certified master file shall be stored by the Student Services in the student's personal file. The location of the appendices must be indicated in the master file.
- (16) The Student Services shall replace a destroyed or lost master file, in accordance with the available records, documents and data, with a substitute master file. The substitute master file shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (17) At the time of the termination of the student status, the Student Services shall issue a paper-based certified master file extract
 - a) ex-officio to a student who concluded his/her studies without earning a leaving certificate (absolutorium),

- b) to the student, at the request of the student, who obtained a leaving 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 special postgraduate programme.
- (18) The content of the document specified in Section (17) is prescribed by the Government Decree on the Execution of the NHAA, and the document issued shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (19) The handover of the master file extract issued in accordance with Section 17 (a) shall be recorded in the master file. The handover of the document must be confirmed by a handover-takeover document, the content of which is prescribed by the Government Decree on the Execution of the NHAA.
- (20) The certified master file extract relating to the given semester shall be issued at the request of the student free of charge by the Student Services once a semester. The fee for a further extract is specified in Appendix 4 of the RSFB.
- (21) Each master file extract has an individual serial number. The rules for creating serial numbers are laid in the Document Management Regulations.
- (22) If the University fails to comply with the provisions of Section (17), the former student may submit a request to the head of the Student Services asking for the remedy of the deficiency. Upon the request, the head of the Student Services shall take measures within thirty (30) days. Failure to do so will entitle the former student to pursue legal remedies under the SSP.

Diploma, copy of the diploma supplement, corrections

Article 96

- (1) The provisions of 90. § shall apply to the issuance and registration of a diploma, a copy of a diploma supplement, a corrected diploma or diploma supplement subject to the derogations contained in this §.
- (2) In accordance with the provisions of the NHAA and the Government Decree on the Execution of the NHAA, the Higher Education Law Services shall, upon request, issue a copy of the diploma printed from Neptun on the form specified in 90. § (1) within 60 workdays of the receipt of request the diploma lost, stolen or destroyed after the handover relating to diplomas lost, stolen or destroyed after the handover. The applicant shall pay the fee and charges for the issuance of the copy in the amount specified in Appendix 5 of the RSFB. Following the certification specified in Section (19), the procedure specified in Section (19) of 90. § shall be followed.
- (3) The content of the copy of the diploma is consistent with the appendix of the master file specified in Subsection e) of Section (12) of 95. § and it also contains the copy clause and certification described in the Government Decree on the Execution of the NHAA.
- (4) The same procedure is applicable to making more than one copy of a diploma as the procedure followed relating to the first copy.
- (5) The order of keeping records of the copies is consistent with the order of keeping records of the diplomas specified in Section (20) of 90. §.
- (6) The copy of a diploma awarded before August 15, 2015 issued in accordance with Section (2) shall be issued with the same content as the original diploma, on the understanding that if the diploma was originally issued only in Hungarian, in the case of the issuance of a copy, the foreign language page of the form specified in Sections (1) and (2) of 90. § shall not be issued. The page not issued shall be entered in the register of the Programme Management, destroyed with the drawing up of minutes, and notified to the Education Office by providing the information contained in Section (11).
- (7) The Student Services shall, ex officio or upon request, revoke and destroy the incorrectly issued diploma, enters the correction of the error in the master file, and certify the closed and certified master file again. On the basis of the corrected master file, the diploma is issued again from Neptun on the form specified in Section (1) of 90. §. The diploma contains the correction clause and certification specified in Appendix 9

- of the Government Decree on the Execution of the NHAA. Following the certification specified in Section (20), the procedure specified in Section (19) of 90. § shall be followed.
- (8) If the Student Services issues a new diploma in accordance with Section (7) and the change affects the content of the diploma supplement, it shall issue the diploma supplement from Neptun again, by revoking and destroying the former diploma supplement. Following the certification specified in Section (21), the procedure specified in Section (19) of 90. § shall be followed.
 - (9) When issuing a copy of a diploma supplement or a new diploma supplement, the copy must contain the text COPY, but neither the copy nor the new diploma supplement has to be provided with a clause. The Student Services shall issue the copy of the diploma supplement within 60 workdays of receiving the application, which can be issued if the applicant has paid a fee for the issuance of the copy in the amount specified in the RSFB.
 - (10) The Programme Management shall prepare minutes without delay on the lost, stolen or destroyed blank diploma or diploma supplement forms, and it shall record this in the register as specified in the provision of Section (20) of 90. §.
 - (11) The Programme Management, within 15 days after the issuance of the new diploma and diploma supplement, shall report the data of the diplomas and diploma supplements destroyed, lost, stolen, or otherwise destroyed pursuant to Sections (2) and (7) to (9) (hereinafter together: destroyed) (such as the name of the institute, the name of the organizational unit, the title of the form, document number and serial number of the form, the serial number of the diploma and the diploma supplement) to the Education Office. The Education Office, 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 webpage and the publication thereof in the official gazette of the Ministry of Education.
 - (12) The Student Services shall revoke a diploma issued by the University or its predecessor within five years of the issuance of the diploma if the diploma was obtained unlawfully. Otherwise, the provisions of the General Public Administration Procedures Act shall apply *mutatis mutandis* to the revocation.
 - (13) By way of derogation from Section (12), if the issuance of the diploma was influenced by a criminal offense, and it has been established by a final decision of the court that the criminal offense was committed, or the public prosecutor's office has terminated the criminal proceedings because the period of conditional suspension by the prosecutor has successfully expired, the University shall destroy the diploma without any time limit, if it does not affect a right acquired and exercised in good faith. Otherwise, the provisions of the General Public Administration Procedures Act shall apply *mutatis mutandis* to the destruction.
 - (14) The Student Services shall revoke the revoked, destroyed diploma, it shall draw up minutes and forward it to the Programme Management. The data provision specified in the previous Section shall be carried out by the Programme Management on the interface of the Education Office created for this purpose. The decision shall be published in the official gazette of the Ministry and on the website of the Education Office without giving reasons.
 - (15) A remedy shall be available against the decision specified in Sections (12) and (13).
 - (16) The court or the public prosecutor's office bringing a final decision specified in Section (13) or a decision against which there is no right of appeal shall immediately notify the issuer of the diploma and the Education Office of the decision.
 - (17) The provisions of Sections (12) to (15) shall apply *mutatis mutandis* also to the diploma supplement.
 - (18) The Student Services shall issue a master file extract, as specified in Sections (17) and (18) of 95. §, on the studies serving as the basis of the diploma revoked or annulled in accordance with the provisions of Sections (11) to (14) once the decision on the revocation or destruction becomes final.
 - (19) The copy of the diploma shall be certified by the Rector and, if he or she is prevented from acting, by the Vice-Rector.
 - (20) The corrected diploma shall be certified by the competent Dean and, if he or she is prevented from acting, by the Vice-Rector.

- (21) The copy of a diploma supplement and the corrected diploma supplement shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.

Justification of studies, document handover

Article 97

- (1) At the request of the student or the former student or ex officio, the University shall issue the following certificates in relation to the studies of the student or the former student, with the content specified in the Government Decree on the Execution of the NHAA, on a paper-based document produced from Neptun:
- leaving/student certificate,
 - credit certificate,
 - certificate on the issuance of a leaving certificate (absolutorium),
 - certificate of successful completion of final exams (on the diploma which cannot be issued due to the failure to meet the language requirements)
 - Certificate of the issuance of the diploma.
- (2) A student or a former student shall be entitled to request, in relation to his or her studies, also certificate(s) with an individually defined content upon request.
- (3) The certificates specified in Sections (1) and (2) shall be issued, upon request,
- in the case of students with student status, by the administrator/coordinator of the Student Services, within 20 days of the date of request received by the Student Services,
 - in the case of former students who no longer have a student status or, in the case of several training programmes, who no longer have a student status in respect of the given training programme, by the competent colleague of the Higher Education Law Services, within 30 days of the date of request received by the Higher Education Law Services.
- (4) In the case set out in Section (3) a), the certificates specified in Section (1) a) to d) shall be certified by the administrator/coordinator of the Student Services, the certificates specified in Section (2) shall be certified by the head of the student affairs at the Student Services or a colleague appointed by him or her.
- (5) In the case set out in Section (3) b), the certificates specified in Sections (1) and (2) shall be certified by the head of the Higher Education Law Services.
- (6) The applications must be submitted in person to the competent organizational unit or they must be sent to the e-mail or postal address thereof.
- (7) The leaving/student certificate specified in Section (1) a)
- certifies the existence or previous existence of the student status of a student/former student,
 - must be given a unique identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The unique identifier contains the institutional identification number of the University, an eight-digit serial number starting with 1 per each year, increasing one by one, and the year of issuance,
 - shall be issued free of charge, this rule applying to each leaving/student certificate, during the existence of the student status, and in the case of several training programmes, during the existence of the student status in respect of the given training programme,
 - shall be issued for a fee to former students, in the case of several training programmes, in respect of the training programme where there is no student status. The amount of such fee is specified in the RSFB.
- (8) The credit certificate specified in Section (1) b)
- is a paper-based document produced by the University from Neptun, containing such a description of the subject-matter of the subject (curriculum requirement) completed by the student/former student, which allows, in order to make a decision on the credit recognition procedure, the examination and assessment of how the knowledge obtained by the students

- and certified and other competencies correspond to the specific competencies of the substituted subject (curriculum requirement),
- b) in the case of such credit certificate, the student/former student must indicate in the application the requirements the completion of which he/she requests to certify,
 - c) must be given a unique identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The rules for creating unique identifiers are laid in the Document Management Regulations.
 - d) shall be issued against the payment of a fee by the student/former student which is specified in the RSFB.
- (9) For the certificate on the issuance of the leaving certificate (absolutorium), the former student is obliged to pay the fee specified in the RSFB.
 - (10) The Higher Education Law Services shall issue the certificate of successful completion of final exams (on the diploma which cannot be issued due to the failure to meet the language requirements) specified in Section (1) d) at the request of the former student from Neptun. For the issuance of such a certificate, the former student is obliged to pay the fee specified in the RSFB.
 - (11) Until the diploma is issued, at the request of the former student, the Higher Education Law Services shall issue a certificate of the issuance of the diploma specified in Section (1) e) on a paper-based form produced from Neptun from the 10th workday following the last day of the final examination period or the confirmation of the completion of language requirements. For the issuance of such a certificate, the former student is obliged to pay the fee specified in Appendix 5.
 - (12) The certificate on the issuance of a leaving certificate, the certificate of successful completion of final exams and the certificate of the issuance of the diploma must be given a unique identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The unique identifier is a serial number generated by Neptun, the creation of which is specified in the Document Management Regulations.
 - (13) The certificate on the issuance of a leaving certificate, the certificate of successful completion of final exams and the certificate of the issuance of the diploma shall be issued at the student's request, on the basis of the master file.
 - (14) The certificate specified in Section (2)
 - a) the content of such a certificate shall be determined, based on the subject-matter of the application, by the head of the student affairs at the Student Services or a colleague appointed by him or her in the case of students, and by the head of the Higher Education Law Services in the case of former students.
 - b) for the issuance of such a certificate, the student is obliged to pay the fee specified in Appendix 4 of the RSFB and the former student is obliged to pay the fee specified in Appendix 5 of the RSFB.
 - c) must be given a reference number and must be registered in accordance with the procedure specified in the Document Management Regulations.
 - (15) A request for the disclosure of data or for certificates relating to studies from a third party other than the University and a student/former student can only be fulfilled if the student/former student agrees to this in writing, except for the cases specified in Section 3 of Chapter IV of Appendix 3 of the NHAA, and if the parent is entitled to initiate an official procedure and he or she requests the issuance of the leaving/student certificate within the framework of this procedure. In this case, the certificate issued shall be sent by the competent organizational unit to the e-mail or postal address indicated on the application.
 - (16) The certificate issued at the request of the student/former student may be handed over by the student in person or by proxy, and the student/former student shall be entitled to request that the certificate be sent to an e-mail address or by post.
 - (17) The handover of the below documents, specified in the Government Decree on the Execution of the NHAA, must be verified on a handover-takeover document:
 - a) master file extract,

- b) registration book,
 - c) diploma, corrected diploma, copy of a diploma,
 - d) diploma supplement, corrected diploma supplement, copy of a diploma supplement.
- (18) The content of the handover-takeover document is prescribed by the Government Decree on the Execution of the NHAA.
- (19) If the person taking over the diploma is an authorized representative as specified in Section (4), then the authorization document must be attached to the handover-takeover documentation.
- (20) The handover-takeover documentation may cover the handover of several documents. If the handover of the documentation is not performed in person, then the relevant documents shall be mailed in a verifiable manner, with an acknowledgement of receipt (in the case of foreign students, with an acknowledgement of receipt or by FedEx), to the person entitled to receive the same, to his or her permanent address registered in the Neptun, or to his or her postal address, if any. In this case the document verifying receipt of the consignment/relevant documents must be attached to the document verifying the handover. In this case, the document certifying the receipt of the consignment must be attached to the handover-takeover documentation.
- (21) The handover-takeover documentation shall be kept by the University in accordance with the provisions of the Document Management Regulations, in the manner specified therein.

Privacy policy

Article 98

- (1) NHAA and Onytv determine the data to be recorded about the students. Any further personal or sensitive data may be recorded having the consent of the concerned person in writing.
- (2) Rules on recording, registration, management and forwarding of data described in Section (1) are laid in the Privacy Policy Rules.

Transitional provisions for the 2020/21 academic year

Article 98/A ⁴

- (1) Article 75 (2) of the Study and Exam Regulations (hereinafter SER) shall apply with the adaptation that proposed topics should be published in a document issued by the programme officer or by the specialisation officer for degree programmes where there is a specialisation.
- (2) Article 75(2) of SER shall apply with the adaptation that students may choose from the topics published in a document issued by the programme officer or by the specialisation officer for degree programmes where there is a specialisation. The programme officer or the specialisation officer for degree programmes where there is a specialisation shall communicate the decision on the application in the manner specified in the same document.
- (3) Annex 3 of SER referred to in Article 77 (2) of SER shall be understood as the annex of the University's Study and Exam Regulations in force on 31 August 2020 applicable to the given faculty.
- (4) Article 77(3) of SER shall apply with the adaptation that the supervisor shall be assigned and published in a document issued by the programme officer or by the specialisation officer for degree programmes where there is a specialisation.
- (5) Article 77(3) of SER shall apply with the adaptation that the approval process shall be published in a document issued by the programme officer or by the specialisation officer for degree programmes where there is a specialisation.
- (6) Article 83 (8) of SER shall apply with the adaptation that application for the final exam should take place in Moodle.

⁴ Filed by: Resolution of the 50/2020. (17 November) Board of Trustees

- (7) Paragraphs (1)-(6) shall not apply to programmes that are designated as experimental programmes by the Vice-Rector for Education. These programmes shall be governed by the general rules.
- (8) Paragraphs (8)-(14) of Article 79 of SER shall not be applied. Instead, the rule shall be that the student may submit any late thesis by the additional deadline defined in the term schedule. The student shall be required to pay a fee for late submission in accordance with the Regulation on Student Fees and Benefits (RSFB).

Article 98/B⁵

- (1) Annex 5 of SER referred to in Article 86(23) of SER shall be understood as the annex of the University's Study and Exam Regulations in force on 31 August 2020 applicable to the given faculty. The requirements with regard to the final exam are set out in paragraphs (2)-(3).
- (2) In the case of the Research and Innovation Manager/Specialised Economist as well as the Corporate Internal and Executive Coach postgraduate specialist programmes during the final exam the students shall defend their thesis as well as give account of their knowledge in a topic associated with the thesis, specified as a requirement of the final exam.
- (3) In the case of the Research and Innovation Manager/Specialised Economist as well as the Corporate Internal and Executive Coach postgraduate specialist programmes the grade awarded for the final exam shall constitute the arithmetic average of the review grade(s) and the grades received for the oral defence, rounded to two decimal places, applying the rules of rounding.

Article 98/C⁶

- (1) Annex 6 of SER referred to in paragraphs (2) and (6) of Article 89 of SER shall be understood as the annex of the University's Study and Exam Regulations in force on 31 August 2020 applicable to the given faculty. For newly launched programmes, the composition and the calculation method of the partial results included in the result, grade of the diploma are set out in paragraph (2).
- (2) In the case of the Research and Innovation Manager/Specialised Economist as well as the Corporate Internal and Executive Coach postgraduate specialist programmes, the composition and the calculation method of the partial results included in the result, grade of the diploma shall be as follows:
 - a) The average of the grades of compulsory subjects rounded to two decimal places,
 - b) The grade awarded for the final exam with double weighting.

Closing provisions

Article 99

- (1) The Regulations was passed by the Board of Trustees on 18 August 2020.
- (2) The Regulation shall enter into force on 1 September 2020, at the same time the Study and Exam Regulations passed by the Senate on 13 July 2015 by resolution number SZ-121.b/2014/2015. (2015. VII. 13.) is revoked.
- (3) The rules on the schedule of the academic year must be applied from year 2021/2022, except for the Economic analyst (MA) master's programme to which it must be applied from the academic year 2020/2021.
- (4) This Regulations constitutes Chapter III of the Student Requirement System.
- (5) Annexes of the Study and Exam Regulations:

⁵ Filed by: Resolution of the 50/2020. (17 November) Board of Trustees

⁶ Filed by: Resolution of the 50/2020. (17 November) Board of Trustees

annex 1: special rules on comprehensive and complex examinations

annex 2: special rules on the professional training

annex 3: the substantive and formal requirements of the thesis

4. The evaluation of the performance of foreign guest students studying at the University

5. Requirements of the final examination and the order of arranging the final examination broken down by programme

6. Diploma classification broken down by programme, composition of the partial results that count in the diploma result and classification and their calculation

- (6) This Regulations was modified by the Board of Trustees on 17 November 2020. Modifications shall enter into force on 1 December 2020.