 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 3	Version No: 00. Effective date: As of 01.09.2021 Reference number: JISZ-SZ/6/2021
Study and Examination Regulations		

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SCOPE OF THE REGULATIONS

Article 1

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

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- the SER, i.e. by publishing it on the website of the University.
- (8) In the case of programmes implemented in the framework of the Stipendium Hungaricum programme, the Scholarship Programme for Christian Young People, The Hungarian Diaspora Scholarship Programme or other interstate or state scholarship programmes, it is possible to depart from the provisions of the SER. Within the framework of the operational procedure and guidelines defined by the donor, the Vice-Rector for Education may establish different rules for these programmes.
- (9) The regulations applicable to doctoral students are contained in the Doctoral Regulation, it being understood that the SER must be applied mutatis mutandis in matters not regulated therein.
- (10) The scope of the regulations does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013.
- (11) The material scope of the SER extends to all the study and examination matters of students.
- (12) The territorial scope of the SER extends to the study and examination matters of students related to programmes provided by the University at the University's site or elsewhere.

RELATED DOCUMENTS**Article 2**

- (1) Related legislation and internal regulatory documents:
- a) Act V of 2013 on the Civil Code (hereinafter referred to under the Hungarian abbreviation: 'Ptk')
 - b) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Nftv.'),
 - c) Government Decree No 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr.'),
 - d) Act CXXXIX of 2005 on Higher Education (hereinafter referred to under the Hungarian abbreviation: 'Ftv.'),
 - e) Act LXXX of 1993 on Higher Education (hereinafter: 'Old Ftv.'),
 - f) Act LXXXIX of 2018 on Educational Registration (hereinafter referred to under the Hungarian abbreviation: 'Onytv.'),
 - g) Decree No 18/2016 of the Minister of Human Capacities (5 August) on the Programme and Outcome Requirements of tertiary vocational, bachelor and master programmes and amending Decree No 8/2013 (30 January) of the Ministry of Human Capacities on the Common Requirements for Teacher Training and the specific programme and outcome requirements of teacher training programmes (hereinafter referred to under the Hungarian abbreviation: 'KKK'),
 - h) Government Decree No 230/2012 (28 August) on certain aspects of tertiary vocational training and practice periods within the framework of higher education (hereinafter referred to under the Hungarian abbreviation: 'Vhr3.'),
 - i) Government Decree No 362/2011 (30 December) on ID Cards Used in Education (hereinafter referred to under the Hungarian abbreviation: 'Vhr4.'),
 - j) Government Decree No 283/2012 (4 October) on the system of teacher training, specialisation and the List of Teacher Training Programmes
 - k) Decree No 8/2013 (30 January) of the Minister of Human Capacities on the Common Requirements for Teacher Training and the specific programme and outcomes requirements of teacher training programmes,
 - l) Act CL of 2016 on General Public Administration Procedures (hereinafter referred to as

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- Ákr').
- m) Admission Regulations
 - n) Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: 'SSP')
 - o) Regulations on Student Fees and Benefits (hereinafter: 'RSFB')
 - p) Regulations on the Conditions Ensuring Equal Academic Opportunity for Students with Disabilities
 - q) Student Disciplinary and Compensation Regulations (hereinafter: 'SDCR')
 - r) Code of Ethics
 - s) Anti-plagiarism Regulations
 - t) Regulation on Courses Taken Abroad
 - u) Document Management Regulations
- (2) Provisions and information bulletins related to the SER:
- a) Procedure for establishing and launching study programmes
 - b) Procedure for recognising foreign certificates and diplomas
 - c) Calendar of the Academic Year
 - d) Procedure for commencing the semester
 - e) Procedural rules for the commencement, conduct completion and acceptance of the practice period and dual programmes
 - f) Procedural rules for selecting subspecialisations
 - g) Detailed rules for submitting a bachelor thesis or master thesis
 - h) Rules for organising the final examination
 - i) Procedural rules for compiling the timetable,
 - j) The rules of online examinations shall be laid down by the Vice-Rector for Education within the framework provided by the SER.
 - k) Management of diplomas and diploma supplement forms, application for individual diploma clauses
 - l) Procedure for preparing the Institutional Guide
 - m) Digital Education Handbook
 - n) List of programmes.

DEFINITIONS
Article 3

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

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- active semester) or suspend his/her studies (take a passive semester) for the duration of the given programme
- f) **Corvinus Scholarship:** from the spring semester of the 2019/2020 academic year, a performance-based financial benefit provided by the University to students admitted to the self-funded programme, the detailed rules of which are contained in the RSFB;
 - g) **Corvinus Scholarship funding period:** the period during which a student admitted to and enrolled in a self-funded programme may continue his/her studies as a Corvinus (partial) scholarship holder;
 - h) **individual curriculum:** an individual study schedule compiled by the student for himself/herself, based on the sample curriculum and taking into account the rules on previous studies and other rules concerning the structure of the programme, within the possibilities provided by the University, and pursuant to the rights granted in the Nftv.;
 - i) **preparatory course:** training under a student status in the Hungarian language, lasting for a maximum of two semesters, organised for foreign nationals claiming to be of Hungarian nationality, but not domiciled in Hungary - prior to the commencement of their higher education studies, as well as training in the framework of a student status lasting for a maximum of two semesters organised for non-Hungarian nationals prior to the commencement of their higher education studies. ;
 - j) **preliminary requirement:** is a body of knowledge or criteria required in a subject or group of subjects for understanding the body of knowledge of another subject;
 - k) **rules on previous studies :** the total of the preliminary requirements in all subjects included in the curriculum of the programme;
 - l) **essay-type examination:** an examination in which at least 51% of the examination points may be obtained from an essay;
 - m) **executive programmes:** the Master of Business Administration master-level study programme, as well as the Executive MBA Economics and the Executive MBA Manager specialist postgraduate programmes;
 - n) **semester:** a period comprising five (5) months, defined for the purposes of organising education;
 - o) **phasing-in system:** a principle of organising programmes whereby new or amended academic and examination requirements apply to students who commence their studies after the introduction of the new or amended requirements and/or – where it is possible under the University's regulations- to students who commenced their studies prior to that date but choose to comply with the new or amended academic and examination requirements;
 - p) **catch-up week:** the period designated at the beginning of the first semester of the programme when it is possible to acquire the knowledge and skills necessary to fill the gaps with respect to the input competences required for the starting the programme;
 - q) **mark for coursework:** a grade for expressing the student's performance during the semester based on the ongoing evaluation of the academic requirements of the subject during the semester, which can be obtained during the study period and in the first week of the examination period within the evaluation procedure specified in the SER;
 - r) **student training contract:** contract concluded between the University and a person admitted or granted a transfer to a self-funded, or a student reclassified from a programme (partially) financed through Hungarian state scholarship to a self-funded programme pursuant to Article 39 (3) of the Nftv.;
 - s) **Institutional Guide:** a complex information document of the University, which contains general information about the University, as well as information on each academic term and each programme;

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- t) **repeated retake examination:** an attempt to correct an unsuccessful retake examination in a given subject;
- u) **retake examination:** the first attempt to correct an unsuccessful examination in a given subject;
- v) **programme:** educational process constituting a single set of professional content elements and conditions of studies in higher education (name of the study programme, place of delivery, language of the programme, mode of delivery), constituting an education organisational unit whose completion leads to obtaining a certain professional qualification/ certain professional qualifications.
- w) **programme and outcome requirements:** the set of knowledge, proficiency, skills and competences specified in law, or learning outcomes, to be acquired for the award of a diploma for the completion of a given programme;
- x) **programme duration:** the time period specified in law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme;
- y) **academic term:** a period that forms part of the semester and comprises a study period and a related examination period as well as a final examination period;
- z) **Maximum capacity of programme:** the maximum number of students that may pursue studies in the given programme, the number being defined by the competent dean at the proposal of the study programme leader.
- aa) **training programme:** the complex training document of the University in which the detailed requirements of delivering and completing bachelor, master and single-cycle programmes, specialist postgraduate programmes, b) the educational plan of doctoral programmes are laid down, together with the detailed rules of programme delivery, applying in particular to the curriculum, and/or the programme of instruction and the subject syllabi, as well as the methods, procedures and rules of assessment and verification ;
- bb) **academic level:** category determining the level of higher education;
- cc) **field of study:** a set of programmes with similar or partly identical educational content, as specified in the applicable government decree ;
- dd) **minor:** applicants who pursuant to the Ptk. or in the case of a foreign applicant, pursuant to the Ptk. or under his/her national law (in accordance with his/her personal law), are deemed as minors;
- ee) **Consultation:** opportunity for a personal discussion provided by a lecturer to a student;
- ff) **minor of limited legal capacity:** applicants who pursuant to the Ptk. or in the case of a foreign applicant, pursuant to the Ptk. or under his/her national law (in accordance with his/her personal law), are deemed as minors of limited legal capacity
- gg) **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 (1) credit - in line with the principles of the ECTS (European Credit Transfer System) - represents 30 academic hours on average. When determining the value of a credit, the total number of academic hours includes both the contact hours and the individual academic hours of each student. The value of a credit - assuming that the student's performance was accepted - is not contingent on the assessment of the learning outcome acquired by the student
- hh) **criterion requirement:** an obligatory requirement included in the qualification requirements or in the programme and outcome requirements that needs to be

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- fulfilled. It is not associated with any credits and can only be completed in active semesters.
- ii) **course:** the announcement of a given subject for one (1) semester along with the conditions pertaining to the announcement parameters of the given subject, in particular by indicating the form of teaching, the name of the lecturer and, if relevant, the timetable slot, the date and the language of the course;
 - jj) **maximum period of studies:** the period during which a student may pursue studies in a given programme;
 - kk) **representative:** An authorised representative of a student or former student, acting on behalf of the student in student administration matters under a power of attorney incorporated in a private document or an authentic instrument with full probative force as defined in Act CXXX of 2016 on the Code of Civil Procedure. The student may also provide a permanent authorisation or an authorisation which is valid until revoked, on the basis of which the representative may act on behalf of the student in any student administration matter during the existence of the student status.
 - ll) **Neptun Single Study Administration System:** an authentic higher education administration system used by the University to record student data related to the student status, benefits, allowances, rights and obligations, study and examination matters, as well as to record lecturer data to be reported to the higher education study administration system;
 - mm) **educational identification number:** an individual identification number assigned to students by the Education Authority, which serves to monitor that the rights and obligations associated with the student status are applied;
 - nn) **passive semester:** all the semesters following the establishment of the student status (enrolment) and during the existence of the student status, in which the student's student status is suspended;
 - oo) **pre-master programme:** a preparatory course for a master programme, in the framework of which the applicant fills the gaps with respect to the competences that are required to commence studies in a master-level study programme;
 - pp) **project week:** an academic week that forms part of the study period and is organised along a special methodology, in the framework of which the students pursue studies that constitute part of the training programme;
 - qq) **registration period:** the period available for the performance of administrative tasks, including the enrolment period, the sign-in period, the subject registration period and the subject dropping period, as part of the semester, as specified in the calendar of the academic year, which may coincide with the study period
 - rr) **training for the purpose of acquiring specialised knowledge :** a form of training in the case of which the University establishes a student status with a person who holds a higher education degree and does not have a student status at the University, without a separate admission procedure for the purpose of acquiring specialised knowledge in a self-funded form (hereinafter: 'training for acquiring specialised knowledge training');
 - ss) **courses taken at another higher education institution:** studies during which a student of another higher educational institution obtains (a) credit(s) at the University under a guest student status;
 - tt) **subspecialisation:** a set of courses within a given study programme the completion of which enables the acquisition of special skills but does not lead to a separate professional qualification;
 - uu) **special study period:** catch-up week, project week, research methodology week,

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- week of progress checks during the semester;
- vv) **study programme:** a programme of study delivering the common set of learning outcomes (knowledge, skills, competences) necessary for obtaining a certain qualification
- ww) **specialisation:** a set of courses within a given programme the completion of which enables the acquisition of special knowledge and skills and leads to a separate qualification;
- xx) **professional qualification:** specialised knowledge awarded simultaneously with a bachelor or master degree or acquired in a specialist postgraduate programme or tertiary 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
- yy) **off-site programme:** a tertiary programme delivered, either in part or in full, away from the higher education institution's place of operation (seat, sites); 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
- zz) **study period:** the part of the academic term during which students are required to meet their study requirements and which may coincide in part with the registration phase;
- aaa) **period of funding:** the period during which an admitted and enrolled student funded through state scholarship may pursue his/her studies as a beneficiary of (partial) scholarship or state funding.
- bbb) **academic year:** a period comprising ten (10) months, defined for the purposes of organising education and composed of semesters;
- ccc) **calendar of the academic year:** a regulatory document adopted by the Educational Committee in which the schedule of the given semester is defined by the University
- ddd) **contact hour:** a session with a duration of forty-five (45) minutes, where the personal contribution of a lecturer, but not necessarily the simultaneous personal presence of the student and the lecturer at the same place is required for the fulfilment of the academic requirements laid down in the curriculum
- eee) **subject:** the basic unit of the study programmes's curriculum. Based on their role in the curriculum, subjects may be
- compulsory: taking and completing the subject
 - compulsory elective: taking and completing the number of subjects corresponding to the credit value required by the curriculum
 - free elective: taking and completing any subjects not specifically listed in the curriculum, but corresponding to the required credit value
 - criterion requirement: completing a required number of subjects
- is a condition for obtaining the degree and/or the professional qualification. The same subject may fulfil more than one of the above roles and may feature in the curriculum of several study programmes.
- fff) **subject registration:** registration for an announced course, announced courses or exam course of a subject or subject unit;
- ggg) **curriculum:** the plan according to which a study programme is delivered, developed in accordance with the programme and outcome requirements and comprising the following components: subjects broken down by programme of study, a course and examination plan developed on the basis of the curriculum units, a system of assessing and verifying the fulfilment of requirements, and the syllabi of subjects and curriculum

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units. The curriculum is composed of compulsory, compulsory elective and free elective subjects as well as criterion requirements. The curriculum includes all the subjects, curriculum units broken down by education organisation periods, the rules of announcing them, the number of subjects per week (per semester or per quarter) by courses, the associated credits, the semesters when the subject is announced, the criterion requirements and the deadline of their fulfilment, the semester of the specialisation, subspecialisation, the conditions and rules of choosing specialisations, subspecialisations, the rules on previous studies, the requirements of taking and completing the bachelor thesis, the conditions of admission to the final examination, the subjects of the final examination, the option of completing the given subjects under a preferential study schedule, the equivalence of the given subjects. In the curriculum a credit value is associated with each subject, curriculum unit. The curriculum provides a sample for the student of a programme as to the schedule of taking the subjects required for the relevant degree and/or professional qualification in the given programme within the programme duration set out in the programme and outcome requirements (hereinafter curriculum), it being understood that the curriculum also contains the version included in the DD agreement.

- hhh) **study and examination requirements:** the set of the knowledge, skills and competences that must be acquired, as well as of the examination requirements that must be fulfilled by the student in order to complete one (1) subject successfully. New or modified study and examination requirements may be introduced under a phasing-in system. The rules of procedure of establishing and launching study programmes specifies those parts of the curriculum which can be modified otherwise than under a phasing-in system;
- iii) **period of studies:** the time period of studies pursued in a given programme, which may differ from the programme duration under the academic credit system in view of the fact that under the academic credit system the student may also acquire the credits required for obtaining the diploma over a shorter or longer period of time.
- jjj) **additional (parallel) student status:** the case in which a student has a student status at another higher education institution in addition to his/her student status at the University;
- kkk) **additional (parallel) programme:** the case in which a student pursues several programmes at the University simultaneously;
- lll) **contact hour in blocks:** depending on the number of hours of the subject, a contact hour held one or more times over a period of several hours rather than each week,
- mmm) **legal representative:** legal representative pursuant to the Ptk, who may act on behalf of a minor or persons of legal age of limited legal capacity in cases defined in the SER. Unless otherwise provided in the SER, in cases specified in the SER, a minor of limited legal capacity or a person of partially limited capacity may act without the involvement of his/her legal representative;
- nnn) **guest student:** a student who has a student status at a domestic or foreign higher education institution and is pursuing part-time education at the University;
- ooo) **examination course:** the second or third registration for a subject culminating in the given examination without attending sessions, for the purpose of passing an examination;
- ppp) **final examination:** the final examination is the verification and assessment of the knowledge, skills and competences necessary for obtaining the diploma, in the course of which the student must also demonstrate his/her ability to to apply the acquired knowledge.

Study and Examination Regulations**PRINCIPLES****Article 4**

- (1) In applying the SER, the University ensures that lecturers and staff involved in the administration of study and examination matters uphold the requirements of equal treatment and equal access, as well as act in accordance with the requirements of good faith and fairness, in cooperation with students.
- (2) In exercising the rights and fulfilling the obligations provided in the SER, the student is obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the lecturers and staff involved in the administration of study and examination matters. In exercising the rights and fulfilling the obligations provided for in the SER, the lecturer and the staff member involved in the administration of study and examination matters are obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the students. The student, the lecturer and the staff member participating in the administration of study and examination matters may not exercise the rights granted in the SER for the purpose of circumventing the rules of the SER.
- (3) If the student violates his/her obligations or abuses his/her rights under the SER, he/she may be held liable in accordance with the relevant legislation or university regulations, in particular the Student Disciplinary and Damages Regulations and the Code of Ethics.
- (4) If the lecturer and the staff members involved in the administration of study and examination matters violate their obligations or abuse their rights under the SER, 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 taking courses at a higher education institution abroad, matters not covered by the SER or the Regulations on courses taken abroad must be dealt with in accordance with the principles of the ECTS (European Credit Transfer System).
- (6) The University ensures for each student the opportunity to demonstrate his/her knowledge and to repeat a successful or unsuccessful progress check in such a way that the impartial conduct and evaluation of the repeated progress check is ensured.
- (7) Should the provisions of the SER conflict with each other, or should a provision lend to several interpretations, the more favourable interpretation must be applied to the student.
- (8) If the person in charge for the adoption of a decision is not specified in the SER, the competent dean is entitled to adopt a first instance decision. The copy of the decision may be certified by the Student Services officer designated by the Dean.

ADMINISTRATION OF STUDY AND EXAMINATION MATTERS**Article 5**

- (1) The student is on the whole expected to take care of his/her study and examination administration matters personally, if however the SER do not rule out this option, an authorised representative may also act on behalf of the student.
- (2) Neither the legal representative nor an authorised representative may act on behalf of the student in fulfilling the academic requirements laid down in the programme and outcome requirements.
- (3) If the SER provide that a minor student may not act independently on his/her own, his/her legal representative may act on his/her behalf.
- (4) A student training contract may either be concluded by the student on his/her own or in the case of a minor student, by the student and his/her legal representative jointly.
- (5) A contract with the student may either be concluded using the standard model contract

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- issued by the University or in the absence of the latter, with an approved contractual content. The contract may be set out in the form of a paper-based or an electronic document. Any paper-based contract shall be signed by hand by the student or his/her legal representative, and shall be signed by hand and dated by the Head of Study Matters at Student Services as well as affixed with the stamp imprint of the University. Any contract set out in an electronic form shall be signed by the student using the document authentication service offered by the government (AVDH) and sent to the University via the single digital gateway, and shall be signed electronically by the Head of Study Matters at Student Services. The contract shall be returned to the student via Neptun or the single digital gateway.
- (6) With regard to all matters included in the SER the primary official study administration channel shall be Neptun, the single digital gateway if permitted by the SER, or delivery by post when it is otherwise impossible to communicate with the student or a paper-based document is required by legislation.
 - (7) Requests, applications may be submitted by students using the relevant form issued by the University. Requests shall be submitted via Neptun. A request may be submitted through the single digital gateway, by personal delivery or by post if this is expressly permitted by the SER. Any request and application handed in by the student shall be deemed authentic:
 - a) if submitted via Neptun, without the student's signature
 - b) if submitted through the single digital gateway, using the document authentication service (AVDH)
 - c) if submitted by personal delivery or by post, with the student's signature.
 - (8) The University shall set out its decisions related to the student in system messages sent via Neptun, in Neptun messages, in resolutions created in Neptun (Neptun resolution) or in written resolutions, which pursuant to the Vhr. do not constitute written forms. Decisions shall be set out in writing when required by the SER or at the student's request .
 - (9) The University shall set out its decisions in writing in the following manners:
 - a) Paper-based information, notice or resolution
 - b) electronic information, notice or resolution.
 - (10) Unless otherwise provided in the SER, decisions in matters covered by the scope of the SER shall be taken within thirty (30) days.
 - (11) The University shall set out any information, notice or resolution issued in matters covered by the scope of the SER in a paper-based or an electronic document. If permitted by legislation, preference shall be given to electronic documents. If there is no indication in the SER, the form of setting out the document in writing (in paper-based or electronic form) shall be jointly decided by the Head of Study Matters at Student Services and the Head of Legal, Administrative and Regulatory Services. The authentication of paper-based documents shall be performed by having them signed by the person designated in the SER, by affixing the stamp imprint of the University as well as by dating them. The authentication of electronic documents shall be performed by timestamping and by affixing the electronic signature of the person designated in the SER.
 - (12) With regard to decisions covered by the scope of the SER, copies shall be authenticated by the Head of Study Matters at Student Services or by the SS administrator/coordinator designated by him/her.

DECISION-MAKING PROCEDURE IN MATTERS COVERED BY THE SER
Persons and bodies acting pursuant to the SER
Article 6

- (1) The person responsible for study and examination matters at the institutional level is the

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- Vice-Rector for Education and the Head of Student Services, the division of responsibilities being defined in the OOP.
- (2) Persons having competence pursuant to the provisions of the SER:
- a) the Senate and the Presidential Committee with regulatory powers;
 - b) The Education Committee with right of consultation with regard to the regulations;
 - c) the Vice-Rector for Education with regulatory powers;
 - d) the Rector with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
 - e) the Vice-Rector for Education with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
 - f) the Vice-Rector for Faculty with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
 - g) deans, with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
 - h) study programme leaders with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
 - i) Heads of Institute with decision-making powers (person authorised to enter into commitments), and/or powers of approval;
 - j) lecturers with decision-making powers and/or powers of approval;
 - k) Head of Student Services (hereinafter: 'Head of SS'), with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval;
 - l) Head of Study Matters at SS (hereinafter: 'Head of Study Matters at SS'), with powers of representation;
 - m) administrator/coordinator at SS designated by the Head of Study Matters at SS, with powers of representation;
 - n) Head of Legal, Administrative and Regulatory Services (hereinafter: 'Head of LARS'), with decision-making powers (person authorised to enter into commitments), powers of representation and/or powers of approval.
- (3) Organisational units with competence pursuant to the provisions of the SER:
- a) Student Services (hereinafter: 'SS'),
 - b) Programme Management (hereinafter: 'PM'),
 - c) Legal, Administrative and Regulatory Services (hereinafter: 'LARS'),
 - d) institutes.
- (4) Bodies with competence pursuant to the provisions of the SER:
- a) the credit transfer committee of the given programme portfolio (hereinafter: 'competent CTC'),
 - b) the study committee of the given programme portfolio (hereinafter: 'competent SC'),
 - c) Ethics Committee,
 - d) Student Disciplinary Committee,
 - e) Secondary Student Disciplinary Committee,
 - f) Appeals Committee,
 - g) Disability Committee.

Study Committees
Article 7

- (1) The following study committees operate at the University:
- a) a study committee which has competence with regard to bachelor programmes -

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

Credit Transfer Committees (CTC)**Article 8**

- (1) The following credit transfer committees operate at the University:
- a) a credit transfer committee with competence with regard to bachelor programmes, including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge,
 - b) a credit transfer committee with competence with regard to master programmes, including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge,
 - c) a credit transfer committee with competence with regard to specialist postgraduate programmes and executive programmes, including courses taken at another higher education institution and training for the purposes of acquiring specialised knowledge,
- (2) The credit transfer committee (hereinafter: 'CTCs', separately: 'competent CTC') consists of three (3) lecturer members. The members are delegated by the competent dean. The chairperson is delegated by the competent dean. The competent dean may himself/herself be the chairperson of the competent CTC.
- (3) The assignment letters of the lecturer members of the CTC are issued by the competent dean. The administrative tasks of the CTCs are performed by the secretary, who shall be appointed by the chairperson. The SU delegates one member in an advisory capacity to the CTCs. Student Services provide professional support to CTCs in administrative matters. The register of members is maintained by Student Services.
- (4) The decisions of the CTCs and their period of validity shall be made accessible to all students and lecturers via Neptun.
- (5) The powers of the CTC:
- a) benchmarking and assessing the knowledge that serves as the basis for defining credits;
 - b) recognising previously acquired non-formal, informal competences acquired through learning, of previous work experience as the fulfilment of a study requirement, or with credit, including work experience that may be recognised in the context of a practice

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- period;
- c) recognising a course or module completed within the framework of training for the purposes of acquiring specialised knowledge ;
 - d) recognising preliminary credits of applicants to a master programme;
 - e) in the context of transfer procedures, assessing whether the studies pursued at the transferring foreign higher educational institution meet the entry requirements, that is, whether it can be established that the programme in question belongs to the same field of study in accordance with Hungarian legislation;
 - f) credit recognition related to transfer procedures;
 - g) recognition of credits obtained during courses taken at a foreign higher education institution or during an ERASMUS programme.

Common rules on the proceedings at first instance of the Study Committees and the Credit Transfer Committees**Article 9**

- (1) The general rules on proceedings at first instance, as well as the rules on the form and content of decisions, and likewise the rules on correcting, supplementing, modifying or revoking decisions and their delivery either upon request or ex officio, are included in the SSP.
- (2) The SER may contain provisions concerning the proceedings at first instance as well as the form and content of decisions, likewise special provisions on correcting, supplementing, modifying or revoking decisions upon request or ex officio. In this case, the provisions of the SER shall apply and the SSP shall apply as the underlying rule.

Student Appeals Committee**Article 10**

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

Further committees dealing with the study matters of students**Article 11**

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

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- c) Ethics Committee: Code of Ethics.

THE SYSTEM OF PROGRAMMES OFFERED AT THE UNIVERSITY**Article 12**

- (1) Programmes at the University leading to a tertiary degree are offered in the following cycles of education :
 - a) bachelor programmes,
 - b) two-cycle and single-cycle master programmes (hereinafter jointly referred to as: 'master programmes'),
 - c) doctoral programmes.
- (2) In addition to those specified in Section (1), the University may organise specialist postgraduate programmes that do not lead to a tertiary degree.
- (3) Programmes at the University are offered in the following delivery modes:
 - a) full-time,
 - b) correspondence,
 - c) evening.
- (4) Programmes at the University are offered in the following languages:
 - a) Hungarian,
 - b) English,
 - c) German.
- (5) Programmes at the University are offered in the following forms of funding:
 - a) funded through (partial) Hungarian state scholarship in a system that is being phased out,
 - b) self-funded, or fee-paying in a system that is being phased out.
- (6) The self-funded programme can also take place in the framework of the Stipendium Hungaricum Programme, the Scholarship Programme for Young Christians, the Hungarian 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-funded programmes.
- (8) The rules of reclassification from a programme funded through (partial) Hungarian state scholarship to a self-funded programme, as well as the procedure for entering and leaving the Corvinus Scholarship programme are set out in the RSFB.
- (9) The University delivers some of its programmes in the form of dual programmes.
- (10) In cooperation with domestic or foreign higher education institutions, the University also participates in double and multiple degree programmes, joint programmes leading to the award of a joint diploma.
- (11) The University also provides education for persons under a guest student status, as well as for persons with a tertiary degree who do not have a student status at the University in a self-funded form for the purpose of acquiring specialised knowledge .
- (12) The University also delivers preparatory courses and pre-master programmes
- (13) The programmes of the University are summarised in the List of Programmes.
- (14) Specialisations and subspecialisations may be launched within the programmes. The specialisation and subspecialisation modules constitute units containing several, equivalent subjects of the programme curriculum.

DURATION OF PROGRAMME, PERIOD OF STUDIES, PERIOD OF FUNDING**Article 13**

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- (1) Under the academic credit system, the student may obtain the final certificate (absolutorium) over a shorter or longer period of time than the programme duration, therefore the duration of the programme and the period of studies may differ from each other. However, the programme duration and the number of semesters spent studying within one programme, i.e. the period of studies is maximised.
- (2) The duration of the programme is the time specified in law as necessary for collecting the prescribed number of credits and obtaining the degree and the professional qualification offered for the completion of a programme. The programme duration of each study programme is defined in the programme and outcome requirements of the given study programme.
- (3) The period of studies is the period during which student obtains the final certificate (absolutorium). Both active and passive semesters are included in the period of studies, except for the semester in which the student's student status is suspended due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student.
- (4) The period of studies of self-funded students shall be as follows:
 - a) In the case of a 2-semester programme, a maximum of 8 semesters, with the number of active semesters not exceeding a total of 4 semesters;
 - b) In the case of a 3-semester programme, a maximum of 9 semesters, with the number of active semesters not exceeding a total of 6 semesters;
 - c) In the case of a 4-semester programme, a maximum of 12 semesters, with the number of active semesters not exceeding a total of 8 semesters;
 - d) In the case of 6-semester programme, a maximum of 14 semesters, with the number of active semesters not exceeding a total of 10 semesters;
 - e) In the case of a 7- or 8- semester programme, a maximum of 16 semesters, with the number of active semesters not exceeding a total of 12 semesters
 - f) In the case of a 10-semester programme, a maximum of 18 semesters, with the number of active semesters not exceeding a total of 14 semesters (hereinafter the "maximum study period").
- (5) In the event that the student's period of studies exceeds the maximum period of studies, the student's student status must be terminated according to the SER.
- (6) If the student establishes a student status at the University based on a transfer, the programme duration and the period of studies shall be calculated as follows:
 - a) the programme duration is identical with the period of studies of the given programme, since the programme duration restarts with the transfer,
 - b) the maximum period of studies is identical with the maximum period of studies of the given study programme, since the maximum period of studies restarts with the transfer.
- (7) The funding period is that part of the period of studies during which the student pursues studies funded through a (partial) state scholarship. The funding period is maximised. In the case of a programme funded through (partial) state scholarship, the rules with regard to the funding period are set out in the Nftv.
- (8) The funding period funded through a Corvinus Scholarship is that part of the period of studies during which the student pursues studies funded through the (partial) Corvinus Scholarship. The funding period is maximised. In the case of a programme funded through the Corvinus Scholarship, the rules on the funding and eligibility periods are set out in the RSFB.
- (9) All semesters for which the student has registered as a student funded through (partial) state scholarship (active semester) are considered to be part of the funding period used by the student. Any semester for which the student has registered (active semester) but for which

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

CALENDAR OF THE ACADEMIC YEAR**Article 14**

- (1) Education at the University is divided into academic years and semesters. An academic year is expressed as 'the calendar year in which the academic year starts /the calendar year in which the academic year finishes'; semesters are called the 'autumn semester' and the 'spring semester'. The semesters are independent of each other. The calendar of the academic year should cover all programmes, it being understood that it is possible to depart from the calendar of the academic year in
- specialist postgraduate programmes;
 - double or multiple degree programmes and joint programmes leading to the award of a joint diploma;
 - the Stipendium Hungaricum programme, the Scholarship Programme for Christian Young People, the Hungarian Diaspora programme and other programmes implemented within the framework of an interstate or state scholarship programme;
 - preparatory courses
 - pre-master programmes
- if a separate calendar of the academic year is prepared for such programmes.
- (2) Within the semesters, the registration period and the academic term shall be defined in such a way that the particularities of the programme in question are taken into account..
- (3) The first day of the semester is the first day of the registration period associated with the given semester, the last day of the semester is the last day of the final examination period associated with the given semester.
- (4) The calendar of the academic year, and within it, the schedule of the semesters shall be established by taking into account the following principles:
- the registration period lasts for 2 weeks, the second week of the registration period is already part of the study period. If the project week coincides with the first week of

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- the study period, the period of taking and dropping subjects may be as long as 3 weeks in bachelor programmes
- b) a special study period may be organised, which may last for a maximum of 2 weeks and may extend into the registration period, the study period, or both,
 - c) the study period is 14-16 weeks per semester (the period indicated in subparagraph b) must be included, moreover the study period and the examination period may coincide in specialist postgraduate programmes),
 - d) the examination period is 4 weeks per semester, and the break lasts for 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, it being understood that it is possible to organise an early final examination lasting for 1 week for the purposes of the procedure for the February intake.
- (5) The calendar of the academic year may be devised in such a way in master programmes that the semester is divided into quarters. In this case:
- the first semester
- a) the registration period lasts for 2 weeks, the second week of the registration period is already part of the study period,
 - b) a special study period may be organised, which may last for a maximum of 2 weeks and may extend into the registration period, the study period, or both,
 - c) the first quarterly study period lasts for 8-9 weeks (including the period indicated in subsection b),
 - d) the first quarterly examination period lasts for 1 week,
 - e) the second quarterly study period lasts for 6-7 weeks,
 - f) the second quarterly examination period lasts for 1 week, plus a period of 2 weeks of exam resits the second semester
 - g) the registration period lasts for 2 weeks, the second week of the registration period is already part of the study period,
 - h) a special study period may be organised, which may last for a maximum of 2 weeks and may extend into the registration period, the study period, or both,
 - i) the third quarterly study period lasts for 8-9 weeks (including the period indicated in subparagraph g)),
 - j) the third quarterly examination period lasts for 1 week,
 - k) the spring break lasts for up to 1 week,
 - l) the fourth quarterly study period lasts for 6-7 weeks,
 - m) the fourth quarterly examination period lasts for 1 week, plus a period of 2 weeks of exam resits
 - n) the final examination period is part of the semester and lasts for 2 weeks, of which 1 week is the last week of the examination period and 1 week is the week following the examination period, it being understood that it is possible to organise an early final examination lasting for 1 week for the purposes of the procedure for the February intake.
- (6) Breaks in the academic term are the public holidays and - if included in the accepted calendar of the academic year - the spring break. In addition, the Vice-Rector for Education may grant an additional 5-day break each academic year.

TYPES OF STUDENT STATUS AND THEIR ESTABLISHMENT**Article 15**

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- (1) Studies at the University are subject to establishing a student status.
- (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 education institution, after admission;
 - c) a guest student status may be established in addition to an existing student status in another higher education institution for the purpose of taking courses at another higher education institution, after admission,
 - d) a student status for a training for the purpose of acquiring specialised knowledge may be established in the case of persons holding a tertiary degree who do not have a student status, after admission, and
 - e) a student status for a preparatory course may be established after admission.
- (3) The student and the University may establish an additional student status for a teacher training study programme taken in parallel with a master-level study programme.
- (4) A student status must be established with a student who has gained admission to a programme conducted in the framework of a double or multiple degree programme, as well as the Stipendium Hungaricum Scholarship Programme, the Scholarship Programme for Christian Young People, the Hungarian Diaspora Higher Educational Scholarship Programme or other interstate or state scholarship programmes, after admission to the University.
- (5) Whereas in a joint programme offered with a foreign higher education institution, a student status must be established after admission to the University, in a joint programme offered with a domestic higher educational institution, a guest student status must be established after admission to the University.
- (6) The basis for establishing a student status is the University's positive decision on admission, i.e. the admission decision.
- (7) By way of derogation from paragraph (5), if a student of another higher education institution takes courses funded through scholarship under a guest student status at the University, no admission decision is required because the basis for establishing the guest student status is the learning agreement.
- (8) The student status is established with enrolment to the University.

ADMISSION TO THE UNIVERSITY**Article 16**

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

**TRANSFER TO THE UNIVERSITY FROM ANOTHER HIGHER EDUCATION
INSTITUTION****Transfer criteria****Article 17**

- (1) If a student of another higher educational institution wishes to continue his/her studies at the University, he/she may submit a request for transfer.

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- (2) The request may be submitted if the student:
- has a continuous student status at the transferring higher education institution until enrolment to the University, and
 - in the case of admission to a bachelor or single-cycle master programme, 60 credits, while in the case of admission to a two-cycle master programme, 30 credits have already been completed at the transferring higher education institution, and
 - in the context of the admission procedure to the programme of the transferring higher education institution where he/she studies at the time of filing the request for transfer, he/she obtained an admission score that is equal to at least 90% of the admission cut-off score of the study programme to which he/she requests to be transferred, and
 - in the case of a transfer to a foreign language programme, he/she also meets the admission requirements and language examination criteria set during the admission procedure for the programme in question, provided that
 - the maximum student capacity has not been reached in the given programme,
 - he/she has paid the fee set out in the RSFB.
- (3) Transfer may only be requested for programmes belonging to the same field of study.
- (4) Transfer may only be requested for programmes of the same level, except in the following cases:
- pursuant to Article 8 of Government Decree 283/2012 (4 October) on the system of teacher training, specialisation and the List of Teacher Training Programmes
 - transfer from a single-cycle programme to a bachelor programme,
 - transfer from a bachelor programme and/or single-cycle programme to a tertiary vocational programme.
- (5) A transfer may only be requested for self-funded programmes.
- (6) A transfer may not be requested for specialist postgraduate programmes.
- (7) A transfer may not be requested for dual programmes.
- (8) A transfer may not be requested for double or multiple degree programmes in cooperation with domestic or foreign higher education institutions, or for joint programmes leading to the award of a joint diploma.
- (9) A transfer may not be requested under a guest student status, for training for the purpose of obtaining specialised knowledge, nor for preparatory courses.

**Request for transfer
Article 18**

- A request for transfer may be submitted by any student.
- The request for transfer must be initiated on the standard form provided for that purpose by the University, as a paper-based document sent by post or delivered in person, or by submitting the electronic copy of the paper-based request to the University via the official online application interface of the University or through the single digital gateway.
- The application may be submitted:
 - by 15 July at the latest for the autumn semester,
 - by 10 January at the latest for the spring semester.
- The deadline for submitting the application in the case of programmes offered in the framework of the Stipendium Hungaricum Scholarship Programme, the Scholarship Programme for Christian Young People, the Hungarian Diaspora Scholarship Programme or other interstate or state scholarship programmes may differ from the provisions of paragraph (3).
- In the case of submitting the electronic copy of the original, the request must be accompanied

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- by:
- a) certificate of the existing student status,
 - b) a statement by the student making the request or by the transferring institution that the student is not subject to dismissal or exclusion as a disciplinary sanction,
 - c) a copy of the transcript or an extract from the master data sheet certified by the transferring higher education institution or a credit certificate,
 - d) the subject syllabi certified by the transferring higher education institution,
 - e) in the case of a request for transfer to a master programme, a certified copy of the credit recognition statement issued by the transferring higher education institution at the time of admission if the diploma obtained for the completion of the bachelor programme does not meet the entry requirements specified in the programme and outcome requirements of the given programme.
- (6) In the event of transfer from a foreign higher education institution authorised to operate abroad or in Hungary, in addition to the provisions of paragraph(5), the request must be accompanied by a certificate of secondary education in the case of transfer to a bachelor programme, a certificate of a tertiary degree in the case of transfer to a master programme, as well as a certified copy of a document issued by the transferring higher education institution disclosing the field of study and the educational programme (curriculum) of the given programme.

**Recognition of certificates of secondary education certificates/diplomas for further education
Article 19**

- (1) If the student filing the request has obtained his/her certificate of secondary education /degree certifying tertiary education abroad or in a foreign education institution authorised to operate in Hungary, a procedure for the recognition of the certificate of secondary education /diploma of tertiary education shall be conducted under the Recognition Act (Act C of 2001 on the recognition of foreign certificates and diplomas)
- (2) The recognition procedure must be requested by the student requesting the transfer. The rules for submitting the request and the recognition procedure are set out in the Rules on the Recognition of Foreign Certificates and Diplomas.
- (3) Student Services ex officio notifies the competent dean of the outcome of the decision taken in the subject of the recognition procedure, thus the student is not required to submit the decision along with the request for transfer.

**Preliminary credit recognition procedure for transfer
Article 20**

- (1) In the case of a request for transfer to a master programme, a preliminary credit recognition procedure must be carried out simultaneously with the transfer procedure as follows:
 - a) in the case of a request for transfer to a master programme from a Hungarian higher education institution, if the diploma obtained for the completion of the bachelor programme does not meet the entry requirements specified in the programme and outcome requirements of the given programme;
 - b) in the case of a request for transfer to a master programme from a foreign higher education institution or a foreign education institution authorised to operate in Hungary, in all cases for the purpose of examining whether the foreign diploma obtained meets the entry requirements of the master level study programme

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- designated in the request for transfer;
- c) if during his/her studies the applicant has not or has only partially completed the credits (subjects) required in the credit recognition statement of the transferring higher education institution, for the purpose of allowing the competent credit transfer committee to define the credits (subjects) that are necessary for meeting the entry requirements, along with the relevant deadline, in order to have the credits completed during previous studies recognised.
- (2) The preliminary credit recognition procedure must be carried out within the framework of the transfer procedure, no separate application, nor documents need to be submitted, as the procedure is initiated ex officio by Student Services with the competent credit transfer committee.
- (3) The fee specified in the RSFB for the preliminary credit recognition procedure must be paid for the preliminary credit recognition procedure.
- (4) Even if the general conditions set out in Article 18 are met, transfer from a foreign higher education institution is only possible, if:
- a) the certificate of secondary education/bachelor or master diploma is equivalent to a Hungarian secondary school leaving certificate/bachelor or master diploma, on which a decision was adopted pursuant to the Rules on the Recognition of Foreign Certificates and Diplomas, and
- b) the studies carried out in the transferring higher education institution meet the entry requirements, i.e. it can be established that the relevant programmes belong to the same field of study under Hungarian legislation.
- (5) Regardless of the progress made, the University may accept the following amount of credits from previous studies:
- a) in the case of a 180-credit bachelor programme, a maximum of 60 credits,
- b) in the case of a 210-credit bachelor programme, a maximum of 70 credits,
- c) in the case of a 240-credit bachelor programme, a maximum of 80 credits
- d) in the case of a single-cycle programme, a maximum of 100 credits,
- e) in the case of a 60-credit master programme, a maximum of 20 credits,
- f) in the case of a 120-credit master programme, a maximum of 40 credits.
- (6) In the preliminary credit recognition procedure, the decision is adopted by the competent credit transfer committee.
- (7) The decision shall be included in a resolution communicated to the student via Neptun.
- (8) No appeal shall lie against the decision adopted in the preliminary credit recognition procedure, the resolution on the transfer may be challenged in an appeals procedure.
- (9) Student Services ex officio notifies the competent dean of the outcome of the decision taken in the preliminary credit recognition procedure, thus the student is not required to submit the decision along with the request for transfer.

Transfer decision Article 21

- (1) In the case of a request for transfer to a master programme under the general conditions set out in Article 18, the outcome of the recognition procedure shall also be taken into account when considering a request for preliminary credit recognition with a certificate of secondary education /tertiary degree obtained abroad or from a foreign education institution authorised to operate in Hungary.
- (2) The decision on the transfer shall be taken by the competent dean.
- (3) The decision must be taken:

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- a) by the 1st working day in September, for the autumn semester,
 - b) by the 1st working day in February, for the spring semester,.
- (4) The deadline for making a decision on programmes offered within the framework of the Stipendium Hungaricum Scholarship Programme, the Scholarship Programme for Christian Young People, the Hungarian Diaspora Scholarship Programme or other interstate or state scholarship programmes may differ from the provisions of section (3).
 - (5) The decision shall be communicated to the student in a resolution sent via Neptun.
 - (6) The decision must specify whether the transfer is granted, the relevant conditions, the semester for which the student has been granted the transfer, the deadline for enrolment and the credits recognised, as well as the duration of the relevant programme and the study period available to the student.
 - (7) If the transfer is granted, the SS administrator/coordinator sends the resolution on the transfer and the date of enrolment to the transferring higher education institution by e-mail, once the enrolment of the transferred student has taken place. .
 - (8) The student must have a continuous student status during the transfer procedure and after the transfer decision until his/her enrolment, otherwise the transfer decision will be revoked by a decision of the competent dean.
 - (9) The student who has been granted a transfer is entitled to enrolment

ENROLMENT**Enrolment based on an admission decision****Article 22**


- (1) The admitted applicant may initiate the enrolment procedure by completing and signing the enrolment form.
- (2) The enrolment form shall be signed and submitted to Student Services as set out in the procedural rules for the start of the semester.
- (3) Enrolment is only possible during the enrolment period. The enrolment period is defined in the calendar of the academic year in question.
- (4) The Head of Study Matters at SS or a staff member designated by him/her notifies the student in a general message sent via Neptun about the conditions of enrolment, the disqualifying conditions and the legal consequences of non-enrolment.
- (5) The student is obliged to check his/her personal data as well as the information on the programme featured on the enrolment form. It is obligatory to provide all data on the enrolment form, it being understood that the admitted applicant has the right to decide on the provision of data included in the scope of voluntary data.
- (6) In addition to checking the enrolment form, the student is obliged to take the subject(s) for the given semester during the subject registration period. Subject registration is a condition for the validity of the enrolment. If the student does not take the subjects during the subject registration period, the enrolment shall be cancelled.
- (7) In order for the enrolment form of the admitted applicant to be certified by the SS administrator/coordinator, the admitted applicant must pay the programme cost in the manner specified in the RSFB and by the date specified by the University.
- (8) The following cases shall constitute exceptions to paragraph (7):
 - a) if the admitted applicant was granted an instalment payment, a deferred payment option or an exemption in accordance with the rules of the RSFB, in which case he/she is obliged to pay the programme cost or part thereof as stated in the payment concession, and
 - b) the applicant has been admitted to a specialist postgraduate programme or an

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

**Failure to enrol
Article 23**

- If the admitted applicant has not fulfilled his/her 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 sent via Neptun and informs him/her that a student status may only be established within the

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framework of a repeated admission procedure.

Invalidation of enrolment Article 24

- (1) If the enrolment violates the law and/or the rules of the SER, and this is established by the SS administrator/coordinator, the enrolment is invalidated by the Head of Study Matters at SS.
- (2) If the student does not take any subject after enrolment and this is established by the SS administrator/coordinator, the student's enrolment is invalidated by the Head of Study Matters at SS.
- (3) The decision shall be communicated to the student in the form of a resolution sent via Neptun.
- (4) The resolution shall provide for the reimbursement of any paid programme cost.

Special rules for enrolment based on a transfer decision Article 25

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

Student training contract Article 26

- (1) With the exception of cases set out in paragraph (3), a student training contract shall be concluded with an applicant who has been admitted to a self-funded programme or has been granted a transfer.
- (2) The training contract shall be signed by the student pursuant to the procedural rules for the start of the semester. The University is also entitled to establish the training contract in the form of General Terms and Conditions.
- (3) A training contract is not required if the student pursues studies at the University as a guest student or in a training for the purpose of acquiring specialised knowledge and under the agreement between the University and the partner university the student does not pay the programme costs at the University.
- (4) A training contract must also be concluded if the student withdraws his/her declaration on accepting the conditions of the (partial) state scholarship programme. In this case, the training contract must be concluded within 15 days of the receipt of the withdrawal declaration.
- (5) As a general rule, a student training contract must be concluded with a student reclassified from a (partial) state scholarship programme to a self-funded programme until the end of the sign-in period. If the reclassification takes place outside the annual reclassification conducted each academic year, the training contract must be concluded by the date specified in the reclassification decision. If the student does not undertake to sign the training contract, the SS administrator/coordinator calls on the student to remedy the deficiency. If the student does not conclude the training contract 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 sets the current semester to a passive status. If the student fails to conclude the contract despite being called on to do so, he/she may not sign in for the semester. In case he/she has already signed in and the conditions for

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- terminating the student status are not fulfilled, the SS administrator/coordinator sets the status of the semester to passive.
- (6) If the student switches to another programme within the institution, the training contract must be amended accordingly by the end of the sign-in deadline of the new programme.
 - (7) The training contract shall be drawn up in two (2) original copies, of which one (1) copy is given to the student and one (1) copy is attached to the enrolment form. If the training contract is concluded/amended due to reclassification or due to switching for another programme within the institution, the training contract must be attached to the master data sheet.
 - (8) A third party may assume the payment of the programme cost instead of the student. Such assumption shall be initiated as specified in the RSFB. In this case, too, a training contract specifying that the cost was assumed must be concluded with the student.
 - (9) In the case of double or multiple degree programmes and joint programmes leading to the award of a joint diploma offered in cooperation with domestic or foreign higher education institutions, a contract that is different from the standard training contract template issued by the University may be concluded if the parties so agree.

**SWITCHING TO ANOTHER PROGRAMME WITHIN THE INSTITUTION
Conditions for changing to another programme within the institution****Article 27**

- (1) Within the University, the transfer between study programmes, delivery modes, programme languages, places of delivery may be requested between programmes offering the same level of education and belonging to the same field of study, with the possibility to transfer from a single-cycle master programme to a bachelor programme.
- (2) Transfer to a dual study programme can only be requested for the second semester of the programme.
- (3) Change for another programme may not be requested for double or multiple degree programmes or for joint programmes leading to the award of a joint diploma offered in cooperation with domestic or foreign higher education institutions.
- (4) Switching to another programme within the institution is not applicable to programmes pursued under a guest status, trainings for the purpose of acquiring specialised knowledge or preparatory courses.
- (5) Otherwise, the provisions of Article 28 shall apply mutatis mutandis to changes for another programme within the institution.

Request for changing for another programme**Article 28**

- (1) A request for changing for another programme within the institution may only be requested validly for the semester following the semester in which the request is submitted.
- (2) The request may be submitted:
 - a) by 31 July at the latest for the autumn semester,
 - b) by 31 December at the latest for the spring semester,
- (3) The competent dean authorises the change for another programme within the institution subject to the capacity of the programme.
- (4) The decision must be made:
 - a) until 1 September for the autumn semester,
 - b) until 10 February for the spring semester.

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- (5) The decision shall be communicated to the student in a resolution sent via Neptun.
- (6) The resolution shall provide for matters associated with the funding of of the programme. In the event of changing for another programme, equivalence examinations or registration for certain subjects may be required.
- (7) A student who has been granted a change for another programme within the institution may request the acceptance of the subjects by submitting a request to the competent credit transfer committee.
- (8) After changing for another programme within the institution, the student is obliged to sign in, to take the relevant subject(s), and to pay the programme cost by the date specified in the resolution. In the case of a foreign language programme, the foreign language contribution is also payable.
- (9) The student must have a continuous student status during the procedure for changing for another programme and after the transfer resolution is issued, until he/she signs in, otherwise the competent dean will revoke the resolution on changing for another programme.
- (10) If the student does not meet the requirements set out in paragraph (9) and the conditions for terminating the student's student status are not met, his/her student status shall be suspended in the given semester.
- (11) Students shall be obliged to pay the fee set out on the RSFB for changing for another programme within the institution.

PARALLEL PROGRAMMES**Article 29**

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

Signing in**Article 30**

- (1) Upon enrolment, students must announce at the beginning of each semester whether they wish to pursue or suspend their studies during the given academic term. In the former case, the student's semester will be active, in the latter case, it will be passive.
- (2) During the sign-in period, the student may sign in via Neptun, thereby activating the given semester.
- (3) Signing in is only possible during the sign-in period.
- (4) The sign-in period is defined in the calendar of the given academic year.
- (5) Prior to the enrolment period, the Head of Study Matters at SS or th staff member designated by him/her notifies the student in a general message sent via Neptun about the conditions of enrolment, the disqualifying conditions and the legal consequences of non-enrolment.
- (6) If no reason for exclusion is determined in relation to the student, the University accepts that

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- the student has signed in with an automatic decision. The decision shall be communicated to the student in a Neptun message.
- (7) Any student who:
 - a) has an overdue debt, or
 - b) has not complied with their obligation to provide datamay not sign in
 - (8) If a student with an overdue debt does not pay his/her debt by the sign-in deadline and is therefore unable to sign in, his/her student status will be suspended in the given semester provided that the conditions for terminating the student status are not met. The University does not issue a separate resolution on ordering a passive semester, but notifies the student thereof in a Neptun message.
 - (9) After registration, the student is obliged to take a subject/subjects for the given semester. Subject registration is a condition for the validity of the signing in.
 - (10) A student taking courses at another higher education institution abroad must sign in for the given semester (active semester) by the deadline specified in this Article, have an active student status throughout the entire studies abroad and must register for the subject called "semester abroad".
 - (11) The rules contained in this Article shall apply mutatis mutandis to students under a guest student status as well as to students participating in training for the purpose of acquiring specialist knowledge, it being understood that the student status may not be suspended.
 - (12) The rules of the present Article shall apply mutatis mutandis to students participating in a preparatory course, it being understood that it is not possible to suspend the student status.
 - (13) The student shall receive a Neptun system message about the acceptance of their registration for the semester.

**Invalidation of registration for the semester
Article 31**

- (1) If signing in violates the law or the rules of the SER, and this is established by the SS administrator/coordinator, registration for the semester is invalidated by Head of Study Matters at SS.
- (2) The relevant decision shall be communicated to the student in the form of a Neptun resolution.
- (3) The resolution shall provide for the reimbursement of the paid amount.
- (4) If signing in for the semester is invalidated, the student's student status for the relevant semester is suspended, provided that the conditions for terminating the student status are not met.

**Student card
Article 32**

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

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requesting a student card and the relevant rules of procedure.

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SUSPENSION OF THE STUDENT STATUS**Suspension and its legal consequences****Article 33**

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

Cases of suspension of the student status**Article 34**


- (1) The student status is suspended:
 - a) if the student gives notice that he/she does not wish to fulfil his/her student obligations in the upcoming academic term (i.e. initiates the suspension for the given semester), unless the student's student status should be terminated;
 - b) if the student fails to meet his/her obligation to sign in for the upcoming semester, without any further investigation and action, unless the student's student status should be terminated;
 - c) if the student fails to pay the programme cost or foreign language contribution for the upcoming semester, does not settle his/her overdue debt or does not meet data reporting obligation, and fails to remedy it despite the warning of the SS administrator/coordinator in the form of a Neptun message, without any further investigation and action on the basis of failure to meet the deadline, unless the student's student status should be terminated;
 - d) if the student signs in for the given semester, but fails to fulfil his/her subject registration obligation by the deadline, without further investigation on the basis of failure to meet the deadline, unless the student's student status should be terminated;
 - e) if the student withdraws his/her registration for an active semester, based on the withdrawal;
 - f) if the student is prohibited from continuing his/her studies as a disciplinary sanction imposed by the Student Disciplinary Committee and/or Student Disciplinary Appeals Committee or a court for a definite period of time, on the basis of the final disciplinary decision or court decision containing the prohibition pursuant to the Nftv;
 - g) if the student gives notice that he/she performs actual service as a member of the voluntary military reserve force, during which period he/she shall be exempted from the obligations defined in the SER, on the basis of the notice, pursuant to the Nftv.

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- (2) With the exception specified in Article 35, the student may suspend his/her student status on condition that:
 - a) his/her period of studies may not exceed (the total number of active and passive semesters may not exceed) the maximum period of studies;
 - b) the period of the suspension of the student status may not exceed two consecutive semesters;
 - c) the student status may not be suspended before the completion of the first semester.
- (3) The student may suspend his/her student status more than once, within the limitations specified in paragraph (2).
- (4) If none of the grounds for exclusion exist in relation to the student, the University accepts the student's notice with an automatic decision. The SS administrator/coordinator shall notify the student about the suspension in a message sent via Neptun.
- (5) If, pursuant to paragraph (1), a student's student status is suspended, their previous registration for the academic term in question shall be deemed withdrawn, it being understood that the legal consequences of signing in shall apply to the academic term already commenced, but affected by the suspension. The rules for bearing the programme cost are contained in the RSFB.
- (6) In a programmes offered in cooperation with domestic or foreign higher education institutions, double degree or multiple degree programmes and in joint programmes leading to the award of a joint diploma, it may be stipulated that if the student suspends his/her student status, then:
 - a) he/she must suspend it at both universities, or
 - b) he/she may not suspend it for a single semester, only for two consecutive semesters;
 - c) he/she may no longer participate in a double or multiple degree programme, joint programme leading to the award of a joint diploma, but if the University offers it, he/she may continue his/her studies in a programme of the University that is identical or is the closest to the previous programme.

**Special cases of suspension
Article 35**

- (1) The suspension of the student's student status may be granted at the request of the student:
 - a) for a period exceeding two consecutive semesters, or
 - b) before the completion of the first semester, or
 - c) beyond the deadline at any time until the end of the academic term already started, for that academic termprovided that the student is unable to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student.
- (2) A student participating in the Stipendium Hungaricum Scholarship Programme, Scholarship Programme for Christian Young People, the Hungarian Diaspora Scholarship Programme or other interstate or state scholarship programmes may suspend his/her student status before completing the first semester on legitimate grounds.
- (3) The student should submit a request for a suspension
- (4) The decision regarding the request shall be made by the competent dean.
- (5) The decision must be taken within eight (8) days of receiving the request.
- (6) The decision must be communicated to the student in a resolution sent via Neptun.
- (7) If, pursuant to paragraph (1), the suspension of the student's student status is authorised by the competent dean, registration for the given academic term shall be deemed withdrawn, it

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being understood that the legal consequences of registration for the academic term already commenced, but affected by the suspension cannot be established, therefore the student's semester is considered as a passive semester. The rules concerning the bearing and reimbursement of the paid programme cost and foreign language contribution are contained in the RSFB.

Withdrawal of registration for the semester (declaring an active semester passive) Article 36

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

Declaring a passive semester active Article 37

- (1) Having once given notice of the suspension of his/her student status, the student may only request the activation of his/her passive semester in a request for equity by 14 October in the autumn semester and by 14 March in the spring semester. In this case, the student shall also request late subject registration to be granted in the request for activation, and shall pay the fee with regard to the request for equity as set out in the RSFB.
- (2) After the expiry of the deadline specified in paragraph(1) above, it is not possible to authorise the activation of a passive semester, not even based on a request for equity.
- (3) If no grounds for exclusion exists in relation to the student and he/she has paid the fee defined in the RSFB, the Head of Study Matters at SS shall accept the notice given by the student.
- (4) The decision shall be communicated to the student in the form of a Neptun system message.
- (5) If a student requests his/her passive semester to be activated after the sign-in period, he/she is only entitled to his/her financial benefits (e.g scholarship) from the month following the registration for the semester and shall have to bear any possible adverse consequences, this being no justification for requesting concessions, advantages or opportunities to catch up. If he/she is under the obligation to pay the programme cost, he/she shall be obliged to pay the programme cost 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

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Article 38

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

Cases of cessation and termination of the student status

Article 39

- (1) The student status ceases:
 - a) if the student transferred to another higher education institution, on the day of the completion of transfer,
 - b) if the student gives notice of terminating his/her student status in the form of a request, on the day that the request is submitted,
 - c) if the student cannot continue his/her studies in a programme funded by (partial) Hungarian scholarship and does not wish to continue it in a self-funded form (the student declares whether he/she will continue his/her studies in a self-funded form when signing the training contract);
 - d) on the last day of the semester in which the student obtained the final certificate (absolutorium) (the last day of the semester is included in the calendar of the academic year);
 - e) if the student status of the student is terminated - due to payment arrears - by the competent dean, under the powers delegated to him/her by the rector, after unsuccessfully calling on the student and after the Student Social Committee examined and delivered its opinion on the student's social situation, on the date that the decision on termination becomes final;
 - f) on the day that the disciplinary decision on expulsion becomes final,
 - g) if a condition for student status defined in Nftv is no longer met, on the day that the decision on the termination of student status on those grounds becomes final;
 - h) if the student participating in a programme funded through a (partial) Hungarian state scholarship withdraws the declaration referred to in Article 48/D (2) of the Nftv. and does not undertake to participate in a self-funded programme, on the day of the receipt of the withdrawal declaration;
 - i) if the student does not progress in his/her studies, in accordance with the provisions of Article 41 of the SER;
 - j) in programmes offered under the Stipendium Hungaricum Scholarship Programme, the Scholarship Programme for Christian Young People, the Hungarian Diaspora Scholarship Programme or other interstate or state scholarship programmes, if the

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- scholarship-funded status of the student ceases and he/she does not wish to bear the programme cost (the student declares whether he/she will bear the programme cost when the signing the amendment of the training contract);
- k) in the framework of a guest student status, on the last day of the semester;
 - l) in the case of training for the purposes of acquiring specialised knowledge, on the last day of the semester;
 - m) in the framework of a preparatory course, on the last day of the first semester in the case of a one-semester programme and on the last day of the second semester in the case of a two-semester programme;
 - n) upon the death of the student, the date of which shall be determined by the competent dean on the basis of a copy of the death certificate.
- (2) If the students gives notice of terminating the student status, the request for termination may not be withdrawn.
 - (3) In the cases specified in subparagraphs a) to d) and j) to m) of paragraph (1), where the student status ceases by force of law, no separate decision is required on the cessation of the student status, the student shall be notified thereof in a Neptun message. The message shall include the rules on bearing the programme cost and the foreign language contribution as well as the obligation to repay the Corvinus scholarship in the case of benefitting from a Corvius scholarship..
 - (4) In the cases referred to in 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 Student Disciplinary Appeals Committee.
 - (5) The resolution on the termination of the student status shall be issued in the form of a paper-based document and shall be delivered by post or by hand, or may be issued in the form of an electronic document and shall be delivered to the student via Neptun or via the Single Digital Gateway.
 - (6) The resolution shall lay down the rules for bearing the programme cost and/or the foreign language contribution as well as the obligation to repay the Corvinus scholarship in the case of benefitting from a Corvius scholarship

Termination of student status due to payment arrears**Article 40**

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

Termination of student status due to a disciplinary offence**Article 41**

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

Termination of student status as a consequence of failing to make progress in studies**Article 42**

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- (1) The student status of a student shall be terminated if he/she fails to fulfil the requirements with regard to academic progress laid down in the SER, as detailed below:
- a) the student has exhausted the possibility to register for a given subject three times, or the number of times granted by an equity decision, within a given programme;
 - b) a student who commenced his or her first year in the 2016/2017 academic year or later fails to complete at least 50% of the credits specified as a mandatory requirement for obtaining a diploma as set out in the programme and outcome requirements during the active semesters corresponding to the programme duration of the given study programme.
 - c) a student who commenced his or her first year in the 2020/2021 academic year or later does not reach a minimum (cumulative) weighted academic performance of 2.5 per semester, except in the first active semester;
 - d) a student who commenced his or her first year in the 2020/2021 academic year or later, fails to earn at least 15 credits in his or her first two consecutive active semesters, it being understood that this rule shall not be applied to students who are required to earn fewer than 15 credits and thus are not able to take a number of curriculum units (subjects) corresponding to the required credits as well as if the student is not able to take a sufficient number of curriculum units (subjects) because the University does not announce the given study unit (subject) in the given semester;
 - e) the student fails to earn the missing credits that are to be completed on a mandatory basis within the time limit specified in the curriculum simultaneously with the programme for obtaining the master's degree, as part of credit recognition during the admission procedure to master study programmes;
 - f) the number of failed make-up exams in the same curriculum unit has reached five ;
 - g) the number of failed make-up Rigorosum exams has reached three;
 - h) the student has exhausted the three attempts to pass the comprehensive examination that concludes the given subspecialisation/specialisation/study programme in the given programme;
 - i) the student fails to fulfil his or her obligation to register for subjects after signing in, and it is not possible to suspend his/ her student status;
 - j) the student exceeds the maximum period of studies available for completing his/ her studies,
 - k) the student fails to register for the next semester for three times in a row,
 - l) the student does not resume his/her studies after the interruption of his/her student status and the conditions for further suspension are not met.
- (2) When it is still possible to avoid termination of the student status due to the reasons set out in paragraph (1) above, the Student Services (SS) administrator/coordinator, in the Guide on the start of the semester, shall call the student's attention to what he/she needs to do to avoid termination of the student status. The student status may be terminated if the SS administrator/coordinator has previously called on the student in a general message to fulfil his or her obligation by the specified time limit and informed him/her of the legal consequences of his/her failure to comply. The SS administrator/coordinator shall, at the start of each semester, within the registration period, call on students in a general message to fulfil their obligations and warn them of the legal consequences of any failure to comply.
- (3) In the case of students admitted or taken over via a new admission procedure, the credits obtained during prior studies and accepted by the competent credit transfer committee shall also be taken into account in establishing whether the conditions specified in paragraph (1) b) are met.
- (4) The competent Dean shall make a decision on the termination of the student status.

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

Documentation relating to the termination of the student status Article 43

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

PROVISIONS CONCERNING STUDIES The training programme, the curriculum, the subject syllabus Article 44

- (1) Programmes at the University shall be delivered in accordance with the adopted training programme. The content of the training programme is specified in Article 3. The training programme shall be published on the University's website.

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- (2) The curriculum provides a sample for the student as to the schedule of taking the subjects required for the relevant degree and/or professional qualification in the given programme within the programme duration set out in the programme and outcome requirements. The curriculum shall specify the other subjects that constitute preliminary requirements for taking a subject (rules on previous studies). The curriculum shall be published on Neptun and on the website of the University. New or modified study and examination requirements may only be introduced under a phasing-in system.
- (3) For programmes offered in cooperation for the purpose of obtaining a joint, dual or multiple diploma, the curriculum shall be included in the cooperation agreement, taking into account the legislative provisions and/or the provisions of the SER.
- (4) The section of the Institutional Guide on programmes shall be compiled in such a manner to allow the students to become aware of the curriculum applying to students who have established a student status for the given academic term ahead of completing the study period preceding subject registration for the semester in question. Information on the programmes shall include the areas of expertise defined in the programme and outcome requirements by subjects, curriculum units and their scheduling within the programme duration defined in the programme and outcome requirements, the preliminary study requirements, the credit values of subjects associated with the curriculum unit, the criteria requirements, the methods of the assessment of student performance, the conditions for being admitted to the final examination.
- (5) The knowledge to be acquired within the framework of the subjects, the conditions for fulfilling them shall be included in the subject syllabi. The subject syllabi (all courses, all modules) shall be published in Neptun by the first day of the week preceding the first registration period. Only the adopted and published subject syllabus may constitute a basis for assessing student knowledge and performance.
- (6) In case any responsible person on the part of the University breaches any rule on the publication of the training programme, the curriculum, the subject syllabi, the learning materials and this affects the student adversely, the student shall have the right to seek legal remedy as per the SSP.
- (7) If any violation of rights is established, the decision on defending the student's legitimate interest shall be taken by the competent Dean in view of the resolution adopted by the Students' Appeal Committee.

Individual curriculum, academic credit system, collecting and registering credits
Article 45

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

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- programmes using the correspondence delivery mode, both of the latter being part-time programmes .
- (6) Credits acquired by students shall be registered and updated in the Neptun system, this being the responsibility of SS.

Announcing subjects
Article 46

- (1) The rules on taking subjects are included in programme's rules on previous studies.
- (2) The PM and the institutes shall be responsible for the announcement of the subjects by the deadline set in the calendar of the given academic year, as provided for in the rules for organising the examinations and the final examinations.
- (3) Subjects shall be announced via Neptun.
- (4) The part of the Institutional Guide in which information on the programmes is provided shall be compiled in such a manner to allow students to become aware of the following with respect to all the subjects of the curriculum ahead of completing the study period preceding subject registration for the semester in question :
- name of the subject, number of contact hours, credit value, code, the number of semesters according to the recommended curriculum and the frequency of its announcement,
 - the language in which the subject is taught (if not Hungarian),
 - pre-study requirements,
 - the classification of the subject as compulsory, compulsory elective or free elective,
 - the subject's slot within the timetable,
 - the subject leader and the subject lecturer,
 - the purpose of acquiring the professional content of the subject,
 - description of the subject in a way which permits decision making as specified in Article 49 (5) of the Nftv., including the description of the knowledge, the (partial) skills and (partial) competences to be acquired,
 - study requirements to be met during the academic year,
 - the ways in which the knowledge, (partial) skills and (partial) competences acquired shall be evaluated, as well as the schedule of such evaluations,
 - learning aids available for acquiring knowledge, skills and competences, and
 - the recommended literature.
- (5) The contact hours specified in the curriculum shall be completed for acquiring the learning outcomes and fulfilling the study requirements specified in the curriculum.
- (6) The curriculum specifies the form of instruction, or the combination of various forms of instruction in which the contact hours are delivered in the given academic year as well as the number of contact hours.
- (7) Subjects can be announced in the form of one or more than one course. Courses shall be announced together with the maximum numbers of participants, simultaneously with the subjects themselves.
- (8) The types of courses are as follows:
- lecture: a form of instruction where a part or the entirety of the announced subject is taught to all the students taking the given subject (usually the whole year or a part thereof) simultaneously in most cases. Lectures take place with the personal contribution of the lecturer and may take the following forms:
 - lecture taking place with the personal participation of both the lecturer and the student in the same place, during the same period of time,

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- on-line synchronous lecture taking place with the personal participation of the lecturer and the student during the same period of time but at different places where the lecturer delivers the lecture interactively, through a video conference,
 - on-line asynchronous lecture where the lecturer delivers the pre-recorded material of the lecture to the students through a given access path, during a given period of time.
- b) practice session: A form of instruction where students exercise and are trained to be able to address the routine problems relevant to the given subject. In the case of certain subjects, lectures and practice sessions may complement each other. Practice sessions take place with the personal contribution of the lecturer and may take the following forms:
- practice session taking place with the personal participation of both the lecturer and the student in the same place, during the same period of time,
 - on-line synchronous practice session taking place with the personal participation of the lecturer and the student during the same period of time but at different places where the lecturer delivers the practice session interactively, through a video conference,
 - on-line asynchronous practice session where where the lecturer delivers the pre-recorded material of the practice session to the students through a given access path, during a given period of time.
 - practice sessions subject to special requirements: practice period, field study, project practice, dual practice, blocked practice, training, job shadowing (teaching).
- c) consultation: an opportunity provided to students by the lecturer of the University for personal consultation relating to the student's studies at a place and time determined by the University, including communication via electronic channels.
- d) exam course: taking a subject ending with the given examination for the second or third time without attending sessions, for the purpose of fulfilling the exam requirements.
- (9) An elective subject for which fewer students register than the minimum number specified in the curriculum or the applicable regulations may be launched by the institute hosting the subject with the joint permission of the Vice-Rector for Education and the Vice-Rector for Faculty. Exceptions to the above shall be thesis seminar sessions, courses related to double degree and multiple degree programmes, joint programmes leading to the award of a joint diploma, the launch of which shall be subject to informing the Vice-Rector for Education and the Vice-Rector for Faculty thereof. If the course in question needs to be cancelled as a result of failure to reach the minimum number of students, the students who have already registered for the course are deleted from the course in Neptun by the institute hosting the subject at the same time as a notification thereof is sent to them. In case the number of participants of a course falls below the required minimum after the registration period, the course may no longer be cancelled.
- (10) Unless otherwise provided in the SER, the slot of the course in the timetable, as announced for the given semester, may not be altered, the venue (changing the venue within the same campus shall not constitute a change), the form of instruction (face-to-face, online, etc.) and the lecturer of the course, however, may only be altered in justified cases.
- (11) A student may take subjects related to his/her studies in another programme offered by the University, or as a guest student at another higher education institution. Subjects so taken and completed shall be taken into account in accordance with the rules on credit recognition.

Taking and dropping subjects

Study and Examination Regulations**Article 47**

- (1) Students may take and drop subjects they wish to complete in the semester, during the periods of preliminary and final subject registration period, in compliance with the rules on previous studies and on participation in sessions.
- (2) The periods of preliminary and final registration for subjects are identified in the calendar of the academic year.
- (3) Students shall be informed about the period of preliminary registration for subjects by the Head of Study Matters at SS or the staff member designated by him/her.
- (4) During the preliminary subject registration period, students take subjects they wish to complete in the upcoming semester. The list of subjects taken may be modified by students during the final subject registration period.
- (5) Students are advised to take the compulsory subjects during the semesters specified in the curriculum. In case of compulsory subjects that may be taken in more than one academic term, the student may decide on the semester in which he/she wishes to take the subject from the options provided..
- (6) In the case of free elective subjects, the student may decide which of the subjects announced by the University he/she chooses and takes. Free elective subjects shall be announced in such a way as to enable students during the entire period of their studies:
 - a) to take free elective subjects worth up to 5% of the total number of credits required for obtaining the diploma,
 - b) to participate in voluntary activity instead of taking free elective subjects referred to in subparagraph a), in respect of which the University announces specific modules for students,
 - c) to choose from subjects with credits exceeding the total number of credits required for obtaining the diploma by at least 20%.
- (7) Within the announced framework, students have the right to choose subjects, courses and lecturers as well as choose from contact hours announced in parallel, provided that the curriculum requirements are taken into account. Any specific course may only be taken by the student if he/she completed the subject(s), criterion requirement(s) indicated as preliminary requirements prior to taking the subject.
- (8) Students who established a student status at the University in September 2021 or afterwards may only take one (1) compulsory or one (1) compulsory elective subject in a given timeslot, that is, students may not register for courses held in the same timeslot. In programmes delivered through daytime delivery, students are granted an exemption from restrictions due to scheduling conflicts with respect to subjects taken again in case there is a scheduling conflict between two lectures and/or between a lecture and a practice session. Such exemption within the same programme shall apply for two timeslots per semester. As a general rule, there may be no scheduling conflict between two practice sessions. If a scheduling conflict is allowed, this should be enabled in Neptun. Any possible adverse consequences arising from a scheduling conflict must be borne by the student, this being no justification for requesting concessions, advantages or opportunities to catch up. The same rules apply for students who had a student status at the University before September 2021, except that in programmes delivered through daytime delivery, they are granted an exemption from restrictions due to scheduling conflicts between compulsory and compulsory elective subjects involving an overlap between two lectures or between a lecture and a practice session. Such exemption within the same programme shall apply for two timeslots per semester.
- (9) During the admission procedure to master-level study programmes, the student shall earn

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- the missing credits that are prescribed on a mandatory basis in the rules on credit recognition, in parallel with the programmes aimed at obtaining the master degree by the date specified in the resolution on credit recognition. When compiling the student's individual timetable in the first two active semesters of the master programme, priority shall be given to criterion requirements. The student's student status shall be terminated if these requirements are not met.
- (10) If a student has not fulfilled his/her outstanding payment obligations, he/she is not allowed to enrol, to sign in, and thus he/she may not take /drop subjects. If a student is unable to enrol or sign in because of an overdue debt, the competent SS administrator/coordinator shall delete any subject he/ she may have taken previously.
 - (11) A students who failed to take subjects during the period of final registration for subjects and also failed to benefit from the option of registration for subjects beyond the deadline, shall be called on by the competent SS administrator/coordinator in a message sent via Neptun to fulfil his/her obligation to take subjects by way of late registration. The message shall also inform the student on the legal consequences of any failure to do so. The student status of a student who fails to fulfil his/ her obligation to take subjects despite having been called on to do so shall be suspended for the semester concerned, or if such suspension is no longer possible and therefore the conditions for the termination of his or her student status are met, the student status of the student concerned shall be terminated.
 - (12) A student may, upon request, take (a) further subject(s) in any semester within the duration of the programme in addition to the ones specified for the given semester in the curriculum. The decision on such request shall be taken by the subject leader, subject to available capacities. The decision shall be communicated to the student via the Neptun system. No legal remedy shall be available against such decision.
 - (13) A student may take a maximum of 40 credits per semester. This rule may be departed from in the cases of a double or multiple degree programmes, in joint programmes leading to the award of a joint diploma. Other exceptions include: taking a practice period in case the student intends to complete the practice period in a semester other than the semester specified in the curriculum during the summer following the conclusion of the 6th semester and the practice period does not overlap with the study period of the subsequent autumn semester as well as taking subjects for the purposes of subject recognition.
 - (14) The number of subjects/credits taken with the aim of credit recognition shall not be included in the number of available subjects/credits.
 - (15) In the case of a student taking courses at a higher education institution abroad, the credit(s) obtained abroad shall not be included in the number of available subjects/credits.
 - (16) A student taking courses at a higher education institution abroad shall register for the "semester abroad" course for the given semester during the period of final registration for subjects.
 - (17) In their individual curriculum, students may take (a) subject(s) with a credit value exceeding 10% of the total credits of the total number of required credits or (a) subject(s) taught in a language other than Hungarian in addition to 10% of the total credits required:
 - a) students who study in a programme funded through (partial) state scholarship and/or who started their studies in self-funded programmes in or after September 2014, free of charge,
 - b) students who started their studies before September 2014 in a self-funded programme, for the fee specified in the RSFB.
 - (18) Students shall find information in the Neptun system on the subjects they have taken and dropped. They shall be notified through system messages sent via Neptun when subjects are taken, dropped or cancelled.

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- (19) In the case of studies under a guest student status, in the context of preparatory courses and/or training for the purposes of acquiring specialist knowledge, no scheduling conflict shall be possible.
- (20) Any subject not dropped during the period of final registration for subjects shall be completed during the semester.
- (21) Students may file a request for taking any subject(s) outside the curriculum. A maximum of two (2) subjects may be taken per semester in addition to those specified in the sample curriculum. The request shall be submitted in the first week of the study period.
- (22) The decision shall be taken within five (5) working days of filing the request. If the subject leader fails to take a decision within five (5) working days, SS shall register the student for the subject in case the student meets the preliminary requirements and there are available places on the course.
- (23) The relevant decision shall be communicated to the student in a Neptun message.

Taking and dropping subjects beyond the deadline
Article 48

- (1) A student may, in a justified case, ask for permission to take or drop a subject after the end of the period of final registration for subjects.
- (2) Such request shall be submitted by the end of the 2nd week of the study period in the case of programmes through daytime delivery, and by the end of the 3rd week of the study period in the case of part time programme (using the correspondence or the evening delivery mode).
- (3) The fee specified in the RSFB shall be paid for taking and dropping subjects beyond the relevant deadline.
- (4) Decisions on such requests shall be made by the subject leader.
- (5) The decision shall be communicated to the student in the form of a Neptun resolution.
- (6) The applicant may seek legal remedy against the resolution on the basis of the SSP. Any possible adverse consequences arising from taking and dropping subjects beyond the deadline shall be borne by the student, this being no justification for requesting concessions, advantages (e.g. for the purposes of reducing the programme cost) or opportunities to catch up
- (7) The subjects featured during the intensive week may not be taken or dropped beyond deadline.

Taking subjects repeatedly
Article 49

- (1) If a student failed to complete a subject that he/she has taken in the given semester, he/she may repeatedly register for the same subject in a subsequent semester.
- (2) A student may not register for the same subject more than three (3) times. The student status of a student who fails to complete a subject for the third time shall be terminated.
- (3) Taking, retaking or taking language subjects and Physical Education in a semester other than the one recommended in the curriculum in excess of the curriculum requirements is subject to the payment of the fee specified in the RSFB.
- (4) Students may register to retake a subject only during the semester in which it is announced by the University in the curriculum.
- (5) Subjects impeding the progress of students in their studies or ones required as previous studies may be offered in semesters other than the ones specified in the curriculum, but only

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for students who concluded the given subject with a fail grade or with the note “exam not taken”, “not present” or “not completed”. Such a subject may also be announced in the form of an exam course. The institute hosting the subject shall, however, announce the subject – even for students admitted during the February intake – if in the previous semester more than 50% of students showing up at the exam did not achieve at least a pass (2) grade. Decisions on the announcement of an exam course shall be made by the head of the institute hosting the subject at the request of the competent Dean. The method of delivering an exam course shall be different from the method applied in a regular semester. The decision on the way an exam course is to be delivered shall be made by the head of the institute concerned. No exam course may be announced for a subject that is closed with the award of a mark for course work.

- (6) A student may re-take a subject he or she has successfully completed, with the aim of improving his or her grade.
- (7) The fee specified in the RSFB shall be paid for the repeated registration for a subject that has already been completed successfully.
- (8) Retaking a successfully completed subject shall reduce the available number of registrations for the given subject.

Announcing and taking specialisations, subspecialisations, changing for another specialisation, subspecialisation**Article 50**

- (1) Students shall have the right and obligation to choose between the specialisations and subspecialisations announced in parallel, as specified in the curriculum.
- (2) Decision on the launching of specialisations and subspecialisations, as well as on the maximum possible number of students registering for them shall be made by the study programme leader in the semester of choosing a subspecialisation, that is by 15 October in the case of starting the autumn semester and by 15 March in case of starting the spring semester. The study programme leader shall be in charge of communicating the maximum number of students to Student Services.
- (3) The minimum number of students required for launching specific specialisations, subspecialisations shall be 15 in master programmes and 20 in bachelor programmes, without counting the students who take the specialisation, subspecialisation as a second or further choice. This rule may only be departed from in justified cases, with the competent Dean’s permission, based on the proposal of the study programme leader.
- (4) In the curriculum, the study programme leader shall define the rules of ranking for cases in which the maximum number of students is exceeded.
- (5) Besides defining the maximum number of students, the study programme leaders may also define minimum requirements in the curriculum that shall be fulfilled by the student in order to take the subspecialisation.
- (6) The curriculum may also permit the option of choosing two subspecialisations simultaneously for the given study programme, disregarding the provisions in Paragraph 51.
- (7) Students shall submit requests for choosing subspecialisations. The relevant request shall be submitted by the last day of the study period of the semester preceding the semester of the specialisation, subspecialisation. If the student fails to choose a subspecialisation by the given deadline, he/she shall pay the fee specified in the RSFB for the delay. If the number of applicants does not exceed the maximum permitted number, each student wishing to shall be entitled to take part in the specialisation or subspecialisation of his/her choice. If the number of applicants exceeds the limit, ranking shall be carried out by Student Services,

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- and the relevant decision shall be taken by the competent dean.
- (8) The relevant decision shall be taken within 15 working days of the receipt of the request.
 - (9) The decision shall be communicated to the student in the form of a Neptun message.
 - (10) If taking a second or further subspecialisation is associated with credit overload as per the RSFB, the student shall pay the fee set out in the RSFB.

Article 51

- (1) In the semester in which he or she chooses a specialisation/subspecialisation, the student may ask to take a second or further specialisation, subspecialisation from those that are available; the student may also request to change the specialisation, subspecialisation he/she has taken or to drop the second or further specialisation, subspecialisation.
- (2) Specialisations, subspecialisations may be changed, a second or further specialisation, subspecialisation may be taken or dropped as of the end of the study period of the first active semester following registration for them.
- (3) The relevant request may be submitted from the end of the study period of the given semester until the last day of the study period preceding the semester of the specialisation/subspecialisation
- (4) The fee specified in the RSFB shall be paid for changing a specialisation, subspecialisation once taken or for the dropping of a second or further specialisation/subspecialisation.
- (5) Changing for another specialisation, subspecialisation shall necessitate the consent of the person responsible for the specialisation, subspecialisation to be dropped as well as the one responsible for the specialisation, subspecialisation to be taken instead; such consent shall be requested by Student Services *ex officio* from the persons in charge of the specialisation, subspecialisation concerned, via Neptun.
- (6) Decisions on requests to change for another specialisation, subspecialisation, take and drop a second or further specialisation, subspecialisation shall be made by the competent study programme leader.
- (7) The decision shall be taken in the form of a Neptun resolution within 15 working days of receiving it.
- (8) The student shall bear the consequences on academic progress and financial repercussions of changing for another specialisation, subspecialisation, taking or dropping a second or further specialisation, subspecialisation.

Attendance during the sessions**Article 52**

- (1) Attending lectures is an inseparable part of the learning process; the assessment of the student's knowledge may cover the body of knowledge discussed in lectures. The lecturer may draw up a so-called 'positive attendance sheet' during the lectures. Based on the 'positive attendance sheet', the lecturer may grant an additional 10% of extra points in excess of the points obtainable for the final grade. Based on the subject leader's decision, the 'positive attendance' sheet may also cover professional events open to everyone.
- (2) Attendance of practice sessions shall be a mandatory requirement for students.
- (3) In the framework of a given subject, students may be required to meet conditions prescribed by the lecturer as a prerequisite for participating in practice sessions (e.g. learning the content of the lecture preceding the practice session). The results of prior checks of the fulfilment of such prerequisites may be taken into account in students' end-of-semester evaluation or used for the purposes of organising the practice course's class activities (e.g.

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- forming groups, differentiation), or even justify refusal of permission to participate in the practice session. The modalities and consequences of such assessments shall be set out in the subject syllabus. The sources of literature shall be specified in the subject syllabus.
- (4) Students' participation in the courses shall be checked by the lecturer of the subject. The modality and frequency of checks shall be determined by the lecturers themselves. The documents to be used for certifying participation shall be kept by the lecturer until the 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 absences does not exceed 25% of the number of contact hours of the subject in the given semester.
 - (6) The lecturer concerned may offer opportunities for making up for missed activities to a student who was absent from more than 25%, but not more than 50% of the sessions for some justified reason. In programmes delivered through daytime delivery, justified absence includes childbirth, accident, hospital treatment, illness attested by a medical certificate, in programmes delivered through correspondence and evening delivery, any other unexpected cause may be considered as a justified absence. If such permission is granted, a possibility for making up for missed activities is provided, the student may, depending on the nature of the subject, attempt to complete the subject during the study period or the examination period.
 - (7) In the case of online courses, if the student fails to turn on the camera and/or speak into the microphone at the lecturer's request, and therefore the lecturer is not in the position to check the student's presence, the student's presence cannot be attested, and this occasion shall constitute an unjustified absence.
 - (8) The lecturer shall decide on whether he/she accepts the certificate.
 - (9) The decision shall be communicated to the student in a message sent via Neptun.
 - (10) No legal remedy shall be available against such decision.
 - (11) Absence from classes shall not release a student from his/her obligation to meet the subject requirements. In the case of an absence, the missed activities shall be made up for in the way defined by the subject leader. The student alone shall be responsible for any academic disadvantages arising from absences and for making up for missed activities.

ACCEPTANCE OF SUBJECTS, CREDIT RECOGNITION**General rules****Article 53**

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

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- as a result of a new admission procedure, the provisions of paragraph (2) above shall be applied, except that the request for credit recognition may also be initiated without taking the subjects to be accepted.
- (5) The acquired knowledge shall be verified in the context of the credit recognition procedure.
 - (6) Credits may only be granted once for acquiring a given body of knowledge in a given programme.
 - (7) As a general rule, the competent credit transfer committee may recognise up to 1/3 of the credits that may be acquired pursuant to the programme and outcome requirements; the remaining credits shall be earned by the student at the University. Exceptions to this rule may be granted by this Article.
 - (8) To obtain the final certificate (absolutorium) the student shall earn at least 1/3 of the credits associated with the given programme of the University, even in the case of previous studies at the University or in case of a programme leading to the award of a diploma issued jointly with another higher education institution.
 - (9) The rule set forth in paragraph (7) with regard to acquiring at least 1/3 of the credit value of the programme does not need to be applied:
 - a) in the case of joint programmes funded by the European Union, the Visegrad Fund ,
 - b) if upon the dissolution of a higher education institution the University takes over the student as legal successor of that institution, provided that the student is transferred to a study programme belonging to the same field of study,
 - c) in the case of former students admitted to the same study programme.
 - (10) At least 30 and not more than 60 credits coming from a diploma obtained in a tertiary vocational programme launched in accordance with the Nftv may be taken into account for bachelor programmes belonging to the same field of study. The competent credit transfer committee shall determine the conditions under which the diplomas are recognised as well as the number of credits that are recognised for the purposes of the programme launched in accordance with the Nftv. From the credits obtained in a tertiary vocational programme launched in accordance with the Nftv, at least 30 and not more than 90 may be taken into account for bachelor programmes belonging to the same field of study. The decision on the number of credits that may be recognised shall be taken by the competent credit transfer committee.
 - (11) The credit value of the recognised academic achievements shall correspond to the credit value of the curriculum requirement that was recognised as completed, however, the grades received shall not be modified upon the recognition of the subject concerned.
 - (12) If the grade is expressed in other than the 5-grade Hungarian evaluation scale, the grade is determined or the grade obtained abroad is converted to the Hungarian grading system on the basis of Annex 4 to the SER. No separate decision needs to be taken in the first case, while in the second case the provisions Article 57 shall be followed.
 - (13) If the student does not request to have the equivalence established and wishes to have the subject accepted as (free) elective subject, the competent credit transfer committee shall evaluate the subject concerned. If it has an ECTS credit value, a credit value equal to that shall be recognised, otherwise the committee shall evaluate it on the basis of the subject's content and thereby establish its credit value. In the case of several substitute subjects, the grade shall be established on the basis of their simple arithmetic average rounded up to the nearest integer).
 - (14) A completed subject to which a credit value is assigned but there is no grade, only a signature, shall be recognised as a five 5 (excellent).
 - (15) In case a subject to which a credit value is assigned is rated on three-grade scale, it shall be recognised as a 3 (satisfactory) if rated satisfactory or a 5 (excellent) if rated very

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good/excellent.

Recognition of previous studies Article 54

- (1) Credits shall be recognised – on the basis of the given subject’s outcome requirements and the subject syllabus – exclusively by comparing the underlying knowledge and competences (knowledge, application (partial) skills and other (partial) competences). A credit shall be recognised if it concerns a free elective subject or the compared knowledge is at least 75% identical.
- (2) If preconditions are met, credits obtained in a previous programme, during studies at any higher education institution must be recognised, regardless of which higher education institution granted them and regardless of the academic level at which the student obtained them.
- (3) Knowledge shall be compared regardless of whether the student participated in a credit-based programme or a non credit-based programme to obtain the diploma.

Recognition of informal knowledge and work experience Article 55

- (1) In the case of a study programme involving extensive practice, the recognition of extra-institutional practice periods set out in the programme and outcome requirements may only be requested in the case of programmes offered in correspondence or evening delivery mode. If the student has been employed by a business organisation for at least three (3) months during his/her studies, the (work) experience gained there may be recognised as a practice period if the workplace meets the requirements to be fulfilled by training facilities. The report on the practice period and/or the other formal elements of performance, however, need to be delivered,
- (2) In the case of a study programme that does not involve extensive practice, the recognition of an extra-institutional professional practice period set out in the programme and outcome requirements may be requested.
- (3) Knowledge and work experience acquired in advance through non-formal or informal learning as well as knowledge acquired during studies leading to the award of a vocational or professional qualification may also be recognised towards academic requirements.
- (4) The decision of the competent credit transfer committee taken in a given case shall apply for five (5) years for requests related to the recognition of identical credits.
- (5) Recognition of competence acquired previously through non-formal learning (through training outside the school system but in an organised form), or informal learning (outside the school system, through practical experience) and experience acquired in the course of work, may take the form of granting credits for certain competences (knowledge, performance, result, skill, other competences) in a given programme or exemption from the obligation to fulfil certain requirements.
- (6) The competent credit transfer committee shall review the student’s documents during the recognition procedure and then determine whether the previously acquired knowledge is sufficient for being taken into account. In case the whole or any part of the acquired knowledge is not sufficiently certified, additional tasks may be prescribed for the student upon the successful completion of which the competent credit transfer committee shall recognise the study achievement so accomplished.
- (7) Under the procedure described in paragraph (3), the competent credit transfer committee

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shall ascertain that the student is in possession of the required knowledge, in the form of an oral, written or practical assessment. The form of assessment shall be determined by the credit transfer committee on the basis of the proposal made by the subject leader. In addition to the credit transfer committee the subject leader shall also be present during the oral assessment. In the case of written or practical assessments, the subject leader shall be in charge of defining the tasks and performing the assessment.

- (8) The maximum number of credits which may be recognised through this process is limited to thirty (30).

The credit recognition procedure
Article 56

- (1) The credit recognition procedure shall be launched at the student's request.
- (2) The deadline for the submission of the request (the competent credit transfer committee may derogate from this in the case of subjects completed in a foreign higher education institution):
 - a) 20 September in the case of the autumn semester,
 - b) 20 February in the case of the spring semester.
- (3) In the case of a subject or subjects completed in another higher education institution, the syllabus of the subject completed earlier, a copy of the student's transcript authenticated by the issuing institution, the master data sheet extract, along with the diploma supplement or the credit certificate shall be attached to the request. For the recognition of an extra-institutional practice period, the employer's certificate and the job description shall be submitted.
- (4) The fee specified in the RSFB shall be paid for the credit recognition procedure.
- (5) Decision on the request shall be made by the competent credit transfer committee by the last working day of the third week of the study period.
- (6) The resolution on credit recognition shall include the assessment as well.
- (7) The decision shall be communicated to the student in the form of a Neptun resolution.
- (8) The student shall fulfil his/her study obligations until the communication of the decision.
- (9) In the case of a student requesting transfer, the decision of the credit transfer committee may no longer be withdrawn after taking over the student.
- (10) In the case of double or multiple degree programmes, programmes leading to the award of a joint diploma, if the request is filed by the student, the competent credit transfer committee shall automatically accept the subjects completed in the framework of the programme on the basis of the relevant cooperation agreement. The relevant decision shall be communicated to the student in the form of a Neptun system message.
- (11) The rules on the preliminary credit recognition procedure applied to establishing the minimum credit requirements in the given study programme for entering a master-level programme shall be set out in the Admission Regulations.

Rules of recognition of subjects completed during courses taken at a higher education institution abroad and the evaluation of the performance of foreign guest students**Article 57**

- (1) Subjects completed in the framework of courses at a higher education institution abroad organised by the University (e.g. Erasmus+, CEEPUS), shall be automatically recognised on the basis of the Learning Agreement. If this is not possible for any reason, the decision on

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- conversion shall be taken by the competent credit transfer committee on the basis of paragraphs (3)-(6).
- (2) The competent credit transfer committee shall make its decision on credit recognition on the basis of the Learning Agreement prior to the commencement of the studies abroad. The decision may not be altered after the completion of the studies, the subjects included therein shall be recognised.
 - (3) Any subject with identical or similar educational objectives may be counted towards the fulfilment of the compulsory or compulsory elective subjects. The credits of all subjects matching the programme and outcome requirements of the study programme concerned may be recognised towards free elective subjects.
 - (4) Students participating in courses at another higher education institution abroad may only complete subjects at the university abroad which they have not yet completed in Hungary.
 - (5) The certificates of completed courses shall be submitted immediately upon receipt, but not later than eight (8) days of receiving them.
 - (6) Automatic decision on recognition shall be made within fifteen (15) days, The decision shall be communicated to the student in the form of a Neptun system message. If the matter is considered by the competent credit transfer committee, the decision shall be taken within 30 days and communicated via Neptun in the form of a resolution.
 - (7) Recognition shall apply for the semester in which the student concerned took courses at a higher education institution abroad.
 - (8) Subjects that have been completed as part of courses taken at a higher education institution abroad by the student of the University and recognised shall be regarded as if they were completed by the student at the University.
 - (9) Subjects completed by examination during courses taken at a higher education institution abroad shall be entered by the SS administrator/coordinator in the Neptun system as so-called accredited subjects, until the last day of the examination period following the last semester spent abroad.

**Practice period, dual programmes
Article 58**

- (1) The practice period is a student activity, defined jointly by the University and the workplace, to be performed partly independently at a workplace outside or within the higher education institution during the completion of a bachelor or master programme - planned, organised and assessed in accordance with the curriculum of the study programme, as specified in the programme and outcome requirements. Study programmes including extensive practice shall be any study programme whose programme and outcome requirements contain a practice period of at least six (6) weeks. Practice periods are not only prescribed in study programmes including extensive practice, but in other study programmes as well. In their case the practice period is shorter than six (6) weeks.
- (2) If a practice period is compulsory during the completion of the study programme, the practice period shall be completed as a curriculum requirement for acquiring the absolution.
- (3) In the case of a practice period of six (6) weeks or more, the University and the workplace shall conclude a cooperation agreement. If a standard model contract issued by the University is available, this shall be used for the purposes of the cooperation agreement or in the absence of the latter, with a contractual content approved by LARS. In the cooperation agreement the University shall be represented by the SS team leader and SS administrator/coordinator designated by the Head of Study Matters at SS. In the case of a

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- practice period of less than six (6) weeks, the University and the workplace may conclude a cooperation agreement with regard to ensuring the practice period if the SS team leader and SS administrator/coordinator designated by the Head of Study Matters at SS decides so. If the conclusion of a cooperation agreement is compulsory, the practice period may not be commenced without a valid agreement.
- (4) The workplace ensuring the practice period shall be chosen by the student.
 - (5) The requirements with respect to the workplace offering the practice period, the duration and the organisation of the practice period are set out in Annex 2 of the SER.
 - (6) Dual programme: a programme where practical training is delivered, according to the curriculum of the study programme -developed in line with the programme and outcome requirements, for full-time studies, containing specific provisions for the academic term, the methods of training, contact hours and the assessment of the acquired knowledge and skills-, within the framework set by the Council for Dual Education, at qualified organisations.
 - (7) A student participating in a dual programme completes the study period at the University together with the students pursuing studies in the relevant programme, according to the timetable (institutional phase). Thereafter he/she takes part in training and acquires practical skills at the workplace. This constitutes the company phase. The practice period related to the programme shall also be completed at the company.
 - (8) During the period of the student status the student may request to leave or to enter the dual programme
 - a) in the case of students wishing to enter the dual programme in the autumn semester or to leave the dual programme from the autumn semester, by the end of the exam period of the preceding spring semester
 - b) in the case of students wishing to enter the dual programme in the spring semester or to leave the dual programme from the spring semester, by the end of the exam period of the preceding autumn semester.
 - (9) The University shall record the fact that a student is leaving the dual programme and shall notify the student thereof in a message sent via Neptun. If the decision authorises the student to abandon the dual programme, the student shall be obliged to contact the workplace offering the practice period and terminate the employment contract.
 - (10) A student may enter a dual programme if the workplace offering the practice period selects the student for participation in the dual programme. No legal remedy shall be available against the decision of the workplace.
 - (11) The decision on entering the dual programme is taken by the competent dean, subject to the capacity of the workplace. The decision shall be issued in an electronic resolution. The resolution enters into force if the student completes the selection process of the workplace offering the practice period successfully and receives the relevant positive decision. No legal remedy shall be available against the decision of the competent dean.
 - (12) In the case of dual programmes, the University and the workplace offering the practice period shall conclude a cooperation agreement on the provision of the dual programme. If a standard model contract issued by the University is available, this shall be used for the purposes of the cooperation agreement or in the absence thereof, it will be concluded with a contractual content approved by LARS. On behalf of the University the competent dean and the Head of Study Matters at SS shall sign the cooperation agreement.
 - (13) The dual programme may not be commenced without a validly concluded cooperation agreement.
 - (14) Students may work under a student employment contract: at an external workplace during the completion of a dual study programme, or at the University or a business organisation established by the University or a workplace outside the University during the completion of

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a practice period or practical training organised in the framework of or as part of the educational programme. The employment contract shall be established between the workplace offering the practice period and the student. No student employment contract needs to be concluded for the practice period if the student has an employment relationship with the relevant employer. The rules on the conclusion of the employment contract of a student working under a student employment contract and on his/her employment are set out in Vhr3.

- (15) Students participating in a dual programme may take part in courses at another higher education institution abroad if the workplace offering the practice period approves of it. In this case the student shall suspend his/her employment relationship, except if the number of days to be spent in the company phase is completed on the basis of the duration of the courses taken at a higher education institution abroad, integrated into the dual programme.
- (16) In the case of any suspicion of an irregularity committed at the workplace by breaching the rules of the workplace or of the University during the practice period in the course of the dual programme and the practice period, the procedures laid down in the University's Code of Ethics or its Student Disciplinary and Damages Regulations shall apply.
- (17) To the extent permitted by law, the provisions on the practice period may be derogated from with respect to double degree and multiple degree programmes, joint programmes leading to the award of a joint diploma. This shall be stipulated in the cooperation agreement.

PROVISIONS ON THE ASSESSMENT OF STUDENT PERFORMANCE**General rules on the assessment of student performance****Article 59**

- (1) The modalities by which students' knowledge is assessed during the programme are specified in the curriculum.
- (2) The criteria for recognising the completion of an academic semester and the criteria for being admitted to examinations, the examination requirements and the ways in which students' performance is to be assessed, along with the ways in which students' knowledge is to be assessed and evaluated, are laid down in the subject syllabus for each subject.
- (3) The assessment of the student's knowledge may be performed using various methods such as diagnostic, formative and summative. The methods of assessment may be applied together on the same occasion.
- (4) The performance of the students may be evaluated throughout the entire academic term. Assessment may take place on a continuous basis or on a single occasion.
- (5) At the beginning of each semester students shall be informed about the subjects in which they may take examinations during the study period, once they have met the relevant requirements. The date and time thereof shall be specified in the subject syllabus, which shall be published in Neptun by the institute hosting the subject.
- (6) Admission to the examination may be subject to being granted a signature, if that is specified in the subject syllabus. If the student fails to obtain the signature, the subject in question may only be completed in the scope of a new subject registration. If the student manages to obtain the signature, but fails to pass the exam and obtain the mark for course work, the subject may be completed by taking the relevant exam course.
- (7) The key forms of assessment of performance in the various subjects are as follows:
 - a) The curriculum may prescribe a mark for coursework if the practical application of the subject's theoretical material, and the assessment of the skill of applying such knowledge are necessary and possible from the viewpoint of the educational objective. The requirements applying to a subject that is to be assessed by a mark for coursework

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- shall be met by the student during the study period and in the first week of the exam period. Assessment shall take place on the basis of a five-grade scale and has a credit value.
- b) The examination is the assessment of the student's knowledge of the given semester's material in the given subject. During the exam the learning outcomes shall be evaluated and whether the students would be capable of acquiring additional knowledge on the basis of the knowledge acquired so far. An examination may take place in several distinct parts spread over time as specified in the subject syllabus (e.g. quarterly exams), the results of which shall be aggregated to form a single grade. The examination result is evaluated on the basis of a five-grade scale, and has a credit value.
 - c) A signature certifies that the student has met the applicable criterion requirements and has no credit value.
 - d) A Rigorosum constitutes the integrated assessment of knowledge acquired in several subjects. Students may at the earliest take the Rigorosum after passing the last exam and/or acquiring the last mark for coursework in the subjects which constitute the material of the Rigorosum. The Rigorosum is graded based on the five-grade scale; however, such examinations do not have a credit value.
 - e) Subject to the curriculum of the given study programme, the comprehensive examination is a type of exam closing the given specialisation/specialisation/study programme, to be taken right before obtaining the final certificate. It is not identical with the comprehensive examination that forms part of the final examination and is included below under subparagraph f)
 - f) Subject to the curriculum, the final examination may be made up of several parts, such as the defence of the thesis [in the course of which the student responds to the questions related to his/her thesis and reacts to the review(s)], the portfolio-based oral exam as well as oral, written, practical examination parts (comprehensive examination, which is not identical with the comprehensive examination included in subparagraph e) but is a performance assessment method that constitutes part of the final examination). In the case of master-level teacher training, it may include the presentation of the teacher portfolio (the parts of the final examination shall be hereinafter referred to as final examination). The purpose of the final examination is to assess and evaluate the knowledge, skills and competences required for obtaining the diploma, and/or to ascertain that the student is able to apply in practice the knowledge obtained in the course of his/her studies.
- (8) Out of the key forms of assessment, only one may be applied to a given subject.
- (9) A subject may be closed with a mark for coursework or an exam grade:
- a) a mark for coursework is based on the ongoing assessment of fulfilling the subject's study requirements in the course of the semester, it shall be established on the basis of written and oral progress checks during the contact hours, written tests, the evaluation of home assignments, or the combination of all these, during the study period and the first week of the examination period.
 - b) the examination grade is established on the basis of oral or written examinations or the combination thereof; moreover, an examination grade must be given if the subject's assessment takes place through a combination of the elements listed in subparagraphs a) and b), that is, by the joint application of ongoing assessment during the semester and oral and/or written examination at the end of the semester.
- (10) The student's performance shall be evaluated as follows:
- a) in the case of a five-grade scale: excellent (5), good (4), satisfactory (3), sufficient (2) or

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- fail (1) , or
- b) in the case of a three-grade scale: excellent (5), satisfactory (3) or fail (1) or
 - c) by granting a signature.
- (11) A student's compulsory practice period shall be assessed in accordance with the curriculum's requirements and rewarded with the credits defined in the relevant curriculum.
 - (12) The rating of the performance of a student with regard to the same subject shall not be affected by the form of funding, the delivery mode, the language and the place of the programme and whether the student pursues studies at the University a guest student.
 - (13) If during a given semester, multiple courses are announced in relation to the same subject, the subject leader shall ensure uniform requirements with respect to class attendance and assessment during the semester for each concerned student.
 - (14) A student shall refrain from breaching the rules of scientific referencing in his/her works covered by copyright. In the case of breaching the rules on scientific referencing and/or plagiarism, an ethical procedure shall be initiated by the relevant lecturer against the student in accordance with the provisions of the Anti-plagiarism Regulations and the Code of Ethics. If the Ethics Committee establishes an ethical abuse, and finds the act, the conduct or the omission to be of such gravity, it may at its discretion institute a disciplinary procedure against the student on the basis of the Student Disciplinary and Damages Regulations.
 - (15) Examinations shall be understood as modalities of the assessment of student performance by both marks for coursework and exam grades.

**Offering a grade
Article 60**

- (1) The lecturer may offer a student a mark for coursework or an examination grade on the basis of his/ her performance during the study period.
- (2) The possibility of offering a grade shall be specified in the subject syllabus.
- (3) The lecturer is required to enter the offered mark for coursework or examination grade in the Neptun system not later than the first working day of the second week of the examination period. Neither the mark for coursework, nor the examination grade may be withdrawn thereafter.
- (4) The student may accept the offered mark for coursework or examination grade in the Neptun system not later than on the last day of the second week of the examination period. The grade concerned may not be accepted and its acceptance may not be withdrawn thereafter.
- (5) The offered mark for coursework or examination grade may not be improved during the academic year in which it was offered; however, the student concerned may re-take the same subject and thus improve the offered grade.
- (6) If the student fails to declare whether he/she accepts the offered grade, or if he/she does not accept it, the given subject is not completed with the offered grade and may only be completed by way of a mark for coursework or an examination.
- (7) A mark for coursework or examination grade obtained as an offered grade shall be registered on an examination form, in line with the generally applicable rules.

**RULES OF ASSESSING STUDENT PERFORMANCE
Organising examinations
Article 61**

- (1) The calendar academic year defines the first and last days of the examination period associated with the given study period.

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- (2) The Head of the institute hosting the subject shall be in charge of designating the examination dates and publishing the dates for registering for the examination, the modalities of registration as well as the coordination of examination dates.
- (3) Saturdays shall be regarded as working days for the purposes of organising examinations. Examinations may be scheduled on Saturdays as well.
- (4) Examinations may be scheduled outside the examination period as well in the case of subjects offered in special study periods, once all of the required sessions and activities have been completed.
- (5) When planning the examination period the exams shall be announced in such a way that within a given subject and within the given examination period each student should be able to choose from three (3) exam sessions. If three (3) exam sessions are announced in the same subject, at least five (5) working days shall pass between such sessions. In case more than three (3) exam sessions are announced in a given subject, then 5 working days shall be ensured between at least three (3) exam dates,. If an exam is not announced duly, a new exam session shall be announced pursuant to the present paragraph.
- (6) The institute hosting the subject shall post the following in the Neptun system:
 - a) the examination dates,
 - b) the names of the lecturers conducting the examination,
- (7) Examinations may be taken in the study period outside the examination period of the given semester in the following cases:
 - a) the examinations in subjects delivered in blocks and in the subjects of courses taken at another higher education institution,
 - b) examinations in project subjects, examinations of subjects offered in a special study period
 - c) examinations in subjects to be completed in the scope of dual programmes,
 - d) in specialist postgraduate programmes,
 - e) examinations outside the examination period as permitted in the framework of a preferential study schedule,
 - f) in the case of a double or multiple degree programme, in a joint programme leading to the award of a joint diploma,
 - g) in the case of foreign guest students,
 - h) with permission from the competent dean if the student is unable to meet his/her examination obligations during the examination period due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student.
- (8) The information specified in paragraph (6) shall be disclosed at least three (3) weeks before the end of the study period. This rule shall not apply to the case specified in paragraph (7).
- (9) The subject leader or the examiner shall specify examination dates. The examination date shall be scheduled to allow students to take their examinations suitably phased over the period and still have dates left for retaking any failed examination. Examination dates shall be scheduled to allow each student to have at least three days at his/her disposal to get prepared for a retake examination after a failed one.
- (10) If a comprehensive examination closing a subspecialisation/specialisation/study programme is a prerequisite for obtaining the final certificate (absolutorium), retake exam dates catering for all students plus one additional date shall be provided for.
- (11) Examination dates already recorded in Neptun may be postponed until 36 hours before the commencement of the examination at the latest. The students who have taken the subject in question shall be notified of this.
- (12) If student activities – as part of the subject or another curriculum requirement – are organised and performed outside the duration of the academic year, they shall be taken into

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consideration in the semester immediately following and if they relate to a subject, that subject shall be taken by the student in that semester. In such cases the subject shall be announced even if it would otherwise not be offered by the University in the following semester.

- (13) Conducting examinations and assessments during the semesters shall be taken care of by institute hosting the subject. Professional assistance shall be provided for students with disabilities in the organisation of the examination by Student Services in accordance with the Regulations ensuring equal academic opportunities for students with disabilities.
- (14) In the case of an online examination the rules of the examination shall be defined by the Vice-Rector for Education in the form of provisions.
- (15) The dates for registering for exams are set out in the calendar of the academic year.

Registration for examinations**Article 62**

- (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 pre-study requirements and the subject's requirements for the study period concerned, and he/she is not in arrears of payment with respect to the programme cost, the foreign language contribution or other fees
- (3) A student may modify his/her registration for an examination not later than 24 hours before the exam is scheduled. Examinations scheduled for a Monday are an exception to this: the examination date may only be modified 72 hours before the commencement of the actual examination. In case a public holiday falls on a weekday, the provisions of the present paragraph shall be applied, except that the time available for modifying the examination date increases by 24 hours.
- (4) In case student performance was assessed with a mark for coursework, the lecturer shall communicate the date(s) of the assessments during the contact hour of the given subject, at least three (3) working days in advance. This rule does not need to be applied to specialist postgraduate programmes and executive programmes.
- (5) Registration for the examination shall be accepted by the institute hosting the subject.
- (6) A student shall appear at the accepted time and venue in a condition and outfit worthy of the examination and complete the examination, otherwise the examiner may refuse to admit the student to the examination, which shall constitute unjustified absence.
- (7) If a student fails to appear at the examination, that shall constitute an unjustified absence.
- (8) The student shall bear the negative consequences of the unjustified absence, in particular, the fewer opportunities to make up for the skipped examination, the unavailability of free slots on further examination dates, any possible changes in the conditions.

CONDUCTING EXAMINATIONS**General rules****Article 63**

- (1) As a general rule, the University shall be in charge of organising the examination. In the case of programmes offered in cooperation with other higher education institutions, the University may decide to organise the examinations jointly with the cooperating higher education institution. In this case, if the University and the cooperating higher education institution wish to depart from the rules contained in this article, this shall be included in a

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- separate agreement. The diverging rules shall be disclosed to the students in accordance with the rules applicable to the publication of examination rules.
- (2) If the student wishes to take an examination at another higher education institution as well, he/she must organise his/her own examination schedule, and in the event of a scheduling conflict, the University will not provide any other date in addition to the dates set for the examinations, not even where there is a specific request.
 - (3) The examination may take the form of a written or oral examination, which may require personal appearance or may be organised in an online format. The method of the examination is determined in the subject syllabus.
 - (4) The institute shall previously define and communicate to the students any necessary IT requirements, the exact time of appearance and the method of registration. The student shall be obliged to be available at the specified time and report for the exam in the predefined manner and at the predefined time.
 - (5) Identity verification is mandatory at examinations.
 - (6) The student's identity shall be verified prior to the examination. If verification is unsuccessful, the student may not start the examination.
 - (7) After the identity verification, the rules of the examination, the time available for the examination, in the case of a written examination the method of accessing examination papers, as well as the consequences of breaching the rules must be communicated.
 - (8) Oral examinations shall not be public, audio and video recordings may only be made with the approval of the lecturer or invigilator, in compliance with data protection rules. In the course of the examination apart from the examinees, the lecturer and the invigilator, no other person may be present in the room. If, however, the safe conduct of the examinations makes it necessary, a person in charge of ensuring the technical conditions on a continuous basis may be present. The lecturer or the invigilator shall be in charge of ensuring the smoothness and relaxed atmosphere of the exams.
 - (9) The time indicated in the subject syllabus shall be available for the completion of the examination.
 - (10) During the examination, only aids (such as book, paper, other technical instruments) specified in the rules and required for the examination may be present in the immediate environment of the examinee.
 - (11) During the examination, the students taking the exam may not seek help from anyone, may not communicate with other persons in any way during the exam, may not replace another person during the exam, or be replaced by anyone else, or use unauthorised instruments of aid.
 - (12) The examinee may not record the exam worksheet, the exam question and the manner in which the exam is conducted, nor shall he/she forward, store etc. the recorded documents.
 - (13) In the case of an irregularity the lecturer shall call on the student to cease the irregular behaviour. If he/she considers it appropriate, he/she may interrupt the student's examination and call on the student to leave the examination venue or interface. In case of reasonably suspecting a disciplinary offence, he/she may interrupt the student's examination and initiate a disciplinary procedure if an irregularity reaching the level of a disciplinary offence is suspected. If the lecturer interrupts the exam, the student shall be obliged to stop the examination and leave the exam venue or interface. If the lecturer interrupts the student's examination, but does not initiate a disciplinary procedure, the exam shall be considered as if the student did not appear and his/her absence was unjustified, the student loses one exam opportunity and shall not be granted a grade. If the lecturer interrupts the student's examination and initiates a disciplinary procedure, the exam shall be considered as if the student did not appear and his/her absence was unjustified, the

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- student loses one exam opportunity and shall not be granted a grade until the conclusion of the disciplinary procedure. As soon as the resolution based on the decision of the disciplinary committee becomes final, the provisions therein shall be followed.
- (14) Any objection to the rules of the examination may only be raised in the form of a legal remedy request against the decision with regard to the evaluation. As soon as the appeals procedure is concluded, the resolution based on the decision of the Appeals Committee shall become final and the provisions therein shall be followed.
- (15) If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the University, the examination shall be suspended and the time available shall be increased by the lost time or the examination shall be repeated. If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the student, the University shall not be obliged to repeat the examination.

Rules of examinations requiring personal appearance
Article 64

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

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- allowed to exchange these among each other, they shall only be permitted to hand them over to each other with the permission of the lecturer or the invigilator.
- g) The examinees may not be left unsupervised during the exam. Students may only leave the exam room in justified cases and only one student may leave at a time. The student leaving the room shall hand over his/her exam paper to the lecturer or invigilator who shall record the exact time of leaving the room and returning on the attendance sheet.
 - h) The lecturer or invigilator shall signal when the time available for solving the worksheet is up. Work shall then be finished.
 - i) Once the exam is finished, the student shall hand over the paper to the lecturer or invigilator. The lecturer or invigilator shall sign the attendance sheet. The exam papers shall be sent to the lecturers correcting them by the institute hosting the subject.
- (8) The rules of oral examinations requiring personal presence shall be as follows in addition to those included in paragraphs (1)-(6): Before the examination, the student shall wait in the designated area and may enter the room when requested to do so by the lecturer or invigilator for the purposes of commencing the examination
- a) Before the examination the student shall wait in the designated area and may enter the room when requested to do so by the lecturer or invigilator for the purposes of commencing the examination.
 - b) The student shall print a certificate of completion form from Neptun which serves as an ex post verification of the grade obtained at the exam. The certificate of completion shall be signed by the lecturer and handed over to the student at the end of the oral exam. In the absence of a certificate of completion form, the student may only take the exam at his/her explicit request, thereby he/she irrevocably waives his/her right to receive a paper-based certificate of the grade obtained at the given examination.

Rules of online examinations
Article 65

- (1) Online examinations may only be conducted on applications used by the University.
- (2) An online examination may be started at the time defined by the system.
- (3) Students may not use either an earphone or a headset, the examiner is entitled to check this during the examination.
- (4) The aids needed for the examination may not be covered, muted during the examination.
- (5) No other person may be present at the examination venue from the time of logging in to end of the exam (logging out or being logged out).
- (6) The examinee may not leave the exam venue.
- (7) The rules of online written examinations shall be as follows in addition to those included in paragraphs (1)-(6)
 - a) In order to establish the identity of the student, the University shall require the cusman code to be entered. The exam may only be started after successful identification.
 - b) From the time the room invigilator starts the written exam, one hundred and twenty (120) seconds shall be available for logging in. If the student fails to start the exam within this period of time, this shall constitute absence from the examination and the "absent" entry shall be entered in the records.
 - c) During the exam, students may only work on exam papers provided through the application used by the University.
 - d) The exam paper shall be saved and forwarded to the place and in the manner defined in the information sheet or the exam should be completed by sending in the exam paper through the application.

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- e) Should there be any interruptions in audio or video transmission for any reason, and should the interruption last for more than twenty (20) seconds, i.e. should the student be without an internet connection for more than twenty (20) seconds, the lecturer or room invigilator shall suspend the exam and exclude the student from the further exam parts. In such cases the student may not continue the exam and the lecturer correcting the exam paper shall carry out the assessment of the exam paper on the basis of the work so far completed and demonstrably documented.
- (8) The rules of online oral examinations shall be as follows in addition to those included in paragraphs (1)-(6):
- The examination may only be conducted by the simultaneous live transmission of video and audio.
 - Before starting the exam, the student shall show his/her valid document with picture suitable for personal identification to the camera in such a way that it is suitable for identification. The exam may only be started once the student has successfully entered the application and his/her identity has been verified.
 - The examiner may at any time request the student to track his/her environment with the camera of the device he/she is using or to close up on the surrounding objects. The examinee shall immediately comply with such request.
 - If the exam is disrupted by a technical problem arising at either party, the lecturer or examining board shall be obliged to call the student not more than two (2) times in a row. In such cases the examiner decides whether the student may continue to answer the exam question or receives another question.

Proctored exam
Article 66

- In addition to the provisions set out in Articles 63-66 above, the rules of the present article shall be applied to exams organised in a regulated environment monitored online (hereinafter: proctored examination).
- If the Vice-Rector for Education provides so, the exams shall be conducted in the form of proctored exams.
- During proctored exams special attention shall be given to strictly complying with data protection rules, exams may only be organised and conducted if this is taken care of.
- The student shall furnish the technical conditions defined by the exam system. Otherwise a proctored examination may not be taken
- Before the exam the identification of the student shall be carried out. Should the identification fail, the student may not start the proctored exam and shall take the exam in the form of a traditional exam, provided that a traditional exam is organised in the given subject.
- Tracking the exam venue with the camera is a precondition for starting the exam.
- During the proctored examination the room invigilator continuously monitors the work of the student, the suitability of connection with the devices, and may verify identity as required.
- The exam software may not be run from a virtual computer. A virtual computer is perceived by the exam system and the student concerned is excluded. Using a virtual computer shall constitute cheating.
- The details of proctored exams are set out in the provisions issued by the Vice-Rector for Education.

Study and Examination Regulations**Certifying absence from the examination****Article 67**

- (1) If the student did not appear at the examination due to childbirth, accident, illness or any other unexpected cause without any fault on the part of the student, he/she may provide a certificate.
- (2) The relevant request must be submitted within five (5) working days of the date of the examination.
- (3) The decision with regard to the certificate shall be taken by the lecturer conducting the exam or the examination board.
- (4) The decision must be made within three (3) working days.
- (5) The decision shall be communicated to the student in the form of a Neptun message.
- (6) No appeal shall lie against the rejection of the request for certification.

Evaluation of student performance throughout the semester**Article 68**

- (1) Once the examination has started, it shall not be suspended at the will of the student. Once the student has started the examination- in the case of an oral exam has received a topic and a question, in the case of a written exam has signed the attendance sheet and logged in to the exam interface- the student must be awarded a grade on the basis of his/her performance.. An exception to this is when the lecturer or invigilator interrupts the examination due to an irregularity.
- (2) The exam evaluation must be recorded in Neptun
- (3) The grade may not be reduced to a fail grade at the request of the student.
- (4) For a subject in which the student has not attempted to take an examination, an entry of 'exam not taken' must be recorded in Neptun.
- (5) In the case of a subject in which the student registered for the examination (for a Rigorosum or comprehensive examination closing a subspecialisation/specialisation/study programme) but did not appear, an entry of 'absent' must be entered into Neptun. In the case of a certified absence, the entry in Neptun must be marked as 'certified absence'. The 'absent' and the 'certified absence' entries do not reduce the number of exams available in a particular subject, but the other provisions of the SER are applicable in relation thereto.
- (6) In the case of a subject concluded with a mark for coursework, - if the signature is not a condition for admission to the examination - an entry of 'not completed' may be entered only if the student did not even attempt to complete the sub-tasks during the semester.
- (7) If the signature is a condition for admission to the exam, but the student has not met the requirements, in addition to the entry of 'signature rejected', the entry of 'exam not taken' must also be entered. If the student has not met the requirements for a subject ending with a mark for coursework, 'not completed' must be entered in Neptun.
- (8) If, according to the subject syllabus, a combined evaluation of the sub-tasks completed during the semester and of the examination taken during the examination period must be applied - if the signature is not a condition for admission to the examination - an entry of 'not completed' may only be entered in the student's transcript and in Neptun if the student did not even attempt to complete the sub- tasks during the semester
- (9) If, according to the subject syllabus, a combined evaluation of the sub-tasks completed during the semester and of the examination taken during the examination period must be applied, - if the signature is not a condition for admission to the examination – and the student, after partially or fully completing the sub-tasks given during the semester, registers

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- to take the examination within the semester or the examination period through Neptun, but fails to appear at the given examination and is unable to certify his/her absence in a satisfactory manner, or fails to register for the examination, then the particular subject must be closed with a fail entry.
- (10) If a disciplinary offence is definitively established, the result of the examination affected by the offence must be marked 'invalid' and the entry must state that the reason for the grade is a definitive disciplinary offence. Due to a disciplinary offence, the examination paper may not be marked with a fail grade.
- (11) For the written and oral examinations, the examination sheet must be printed from Neptun on each occasion and for the offered grades, by the last working day of the first week of the examination period. The lecturer conducting the examination shall record the exam grade and the mark for coursework on the sheet. Then the lecturer shall immediately validate the examination sheet by signing it. In the case of a written examination, the attendance sheet and the examination sheet are valid only together, they constitute inseparable parts of each other.
- (12) The result of the written examination must be recorded in Neptun no later than on the third (3.) working day after the examination. In the case of an essay-type examination, the result of the examination must be recorded within five (5) working days. The student may access the examination paper within two (2) working days after the announcement of the results at the time and place previously indicated by the institute hosting the subject, and may submit an observation thereto. Personal access is only possible in a University building or in a building used by the University. Only the examinee is entitled to access the paper, access through a representative is not possible. In the case of a written examination requiring personal appearance, the student may submit his/her observations to the institute hosting the subject on the same day when he/she was granted access. In the case of online or computer-based written examinations, he/she may submit observations within the period specified at the time of announcing the exam. The observations shall be submitted on a notification form used for objections. The examination paper may not be handed over to any third party, no copy can be made thereof. Observations may only be submitted in the event of unclear correction or may relate to the investigation of a detected correction error or scoring error. The decision on the observation is taken by the examiner by the end of the 2nd working day following its receipt. The final result of the examination, taking into account the observation, must be communicated to the student in such a way as to allow the student to prepare for a possible make-up examination. The designated staff member of the institute hosting the subject shall notify the student via Neptun about the decision. The decision shall be entered on the examination paper by a designated staff member of the institute hosting the subject. The decision taken on the observation may not be challenged separately, only in an appeal against the grade. Once the deadline for making observations passes, the student taking the exam may not file an application for continuation. Should the institute fail to comply with the deadlines specified in this paragraph, it shall provide another examination opportunity.
- (13) In the case of a written examination, if the evaluation featured in Neptun differs from the evaluation on the examination paper, the evaluation on the examination paper shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (14) The result of the oral examination must be recorded in Neptun no later than within three (3) working days of the examination. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail. If there is a discrepancy between the evaluation on the examination sheet and

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- the evaluation on the certificate of completion, the evaluation on the certificate of completion shall prevail.
- (15) A mark for coursework must be recorded in Neptun no later than by the first working day of the second week of the examination period, it being understood that if the assessment in a given project subject takes place in the framework of a project week, the mark for coursework shall be recorded in Neptun by the last working day of the week following the project week. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
 - (16) Assessment in a given subject during the semester may only take place during the study period and the first three (3) working days of the examination period.
 - (17) The decision on the request filed in the subject of failure to enter the exam grade or of recording a wrong entry shall be taken by the lecturer conducting the examination within two (2) working days.
 - (18) The provisions of paragraph (12) shall be applied to access to papers, assessments completed during the academic year.

Rigorosum, comprehensive examination
Article 69

- (1) Certain study programmes may require the students to take a Rigorosum/take Rigorosa. The number and the name of subjects in which a rigorosum must be completed in a given study programme are specified in the curriculum.
- (2) The information as per paragraph (1) above shall be published both in the subject curriculum and the Institutional Guide.
- (3) Rigorosa shall be graded on a five-grade scale in accordance with the present regulations.
- (4) Certain study programmes require the students to take a comprehensive exam closing the subspecialisation/specialisation/study programme (hereinafter the comprehensive examination closing the subspecialisation/specialisation/study programme), which shall be a precondition for obtaining the absolutorium (final certificate). In case of study programmes requiring the students to take a comprehensive exam closing the subspecialisation/specialisation/study programme the curriculum shall specify the subjects in which a comprehensive examination should be taken. This shall be published both in the subject curriculum and the Institutional Guide. The grading of comprehensive examinations closing a subspecialisation/specialisation/study programme shall be on a five-grade scale in accordance with the present regulations. An unsuccessful comprehensive examination concluding a subspecialisation/specialisation/study programme may be retaken pursuant to the provisions of Article 70.
- (5) In the case of certain subjects the comprehensive exam is part of the final examination. The curriculum shall specify the study programmes in which a comprehensive examination must be taken. This shall be published both in the subject curriculum and the Institutional Guide. In the case of study programmes where the comprehensive exam forms part of the final exam, an unsuccessful comprehensive examination may be retaken in the period of the final examination pursuant to the provisions of Article 70.
- (6) The final certificate shall be subject to passing a comprehensive exam closing the subspecialisation/specialisation/study programme. This is a criterion requirement that may only be completed in an active semester.
- (7) The comprehensive exam closing the subspecialisation/specialisation/study programme shall be governed by the provisions of the present regulations on conducting examinations, at the same time taking into account the provisions of the present article.

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- (8) In double and multiple degree programmes, and in joint programmes leading to the award of a joint diploma, the provisions of the SER may be departed from with respect to the rigorosum and the comprehensive examination. The diverging rules must be defined in the cooperation agreement for the programme and shall be communicated to the students as set out in the the SER, i.e. by publishing them on the website of the University

Unsuccessful examination, improving grades received during the semester **Article 70**

- (1) A retake examination may be attempted in the same subject no more than two (2) times (hereinafter: 'retake' and 'repeated retake examination') in the given examination period.
- (2) The dates of the retake examinations shall be defined in such a way that at least three (3) working days must elapse between two (2) examination dates.
- (3) The student is not obliged to correct the 'insufficient' or 'fail' grade obtained in a compulsory elective subject or a free elective subject.
- (4) The first retake examination is free of charge (this also applies to comprehensive exams closing the subspecialisation/specialisation/study programme). During the repeated retake examination (second or further retake 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 altogether three (3) times in a given semester, and may take altogether six (6) examinations in case of repeated registration for a subject, however, the number of subject registrations in a given subject may not exceed two. The student may only take the subject for a third (3.) time if his/her request for equity has been accepted.
- (6) If the student has not completed the required practice period or has not obtained a grade or received a fail grade, the practice periods must be repeated.
- (7) If the student does not receive a valid grade from the subject in the given examination period, he/she may obtain a valid grade only in the framework of repeated registration for the subject.
- (8) If a student has failed the examination two (2) times in a given subject and the same examiner conducted both the examination and the retake examination, then upon the request of the student and upon the decision of the head of the institute organising the examination, the repeated retake examination shall be taken in front of a different lecturer or examination board. The student shall also be entitled to this right if the exam is taken in a new semester.
- (9) In case of failing to receive a mark for coursework during the study period, the method and time of making up for it are determined in the subject syllabus. The subject syllabus may also provide that a mark for coursework may not or may only partially be compensated.
- (10) An unsuccessful comprehensive examination in the case of a comprehensive examination concluding a subspecialisation/specialisation/study programme may only be retaken once (1) in the given examination period.
- (11) The student may attempt to pass the comprehensive examination closing the subspecialisation/specialisation/study programme altogether three (3) times. If he/she fails to pass the comprehensive examination on the third (3.) occasion, the student's student status shall be terminated.
- (12) For study programmes where the comprehensive examination is part of the final examination, it may be retaken in the next final examination period in accordance with the provisions applicable to the final examination.
- (13) An unsuccessful rigorosum may be retaken three (3) times, it being understood that in the

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given exam period, the number of retake examination is limited to one (1). If the fourth exam fails, the student's student status shall be terminated.

Improving the grade of successful exams**Article 71**

- (1) The student has an opportunity to improve the grade of a successful exam in the framework of a retake examination (hereinafter: 'improving the grade of a successful exam'). No separate request is required for the purposes of improving the grade of a successful exam, this may be indicated by the student at the time of registering for the examination.
- (2) The improvement of the grade of a successful exam:
 - a) is free of charge, if the retake examination is the second exam take by the student in the subject (taking into account all the registrations for the subject),
 - b) is subject to the payment of the fee specified in the RSFB, if the retake examination is the student's third (3.) or additional examination (taking into account all the registrations for the subject).
- (3) The grade of a successful rigorosum may not be improved.
- (4) The grade of a successful comprehensive examination that closes a subspecialisation/specialisation/ programme may not be improved.
- (5) For study programmes where the comprehensive examination is part of the final examination, the grade of the comprehensive examination may not be improved.
- (6) A successful mark for coursework may only be improved in the framework of registering for the subject again. If the student concludes a group of subjects with a rigorosum, the grades awarded in the subjects belonging to the rigorosum may not be improved.
- (7) If the student registers for the exam and appears at the exam, then the grade obtained there in the given subject will be his/her final grade, i.e. the result of the retake examination will be considered as the completion of the subject, even if it is less favourable for the student.
- (8) If the student registers for the exam but does not appear, the 'absent' entry shall be recorded for the given subject in Neptun, and the last grade obtained in the subject will be considered valid.
- (9) The attempts to improve the grade of a successful examination reduce the number of remaining examination opportunities in the given subject.

Calculating and registering 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 the studies.
- (2) The student's performance is reflected by the (cumulative) weighted average academic performance of the studies completed in the given programme for an academic term and for the studies as a whole. For the purposes of calculating of the weighted average academic performance, the product of the amount of credit values and the grades of the subjects completed in the given period must be divided by the sum of the credits of the completed subjects.

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

- (3) The credit index, the adjusted credit index and the scholarship index are suitable for the

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quantitative and qualitative assessment of the performance of the student in a given programme in a given semester.

- (4) When calculating the credit index, the credit values multiplied by the grades earned in the subjects completed in the semester should be divided by thirty (30) credits to be earned in the course of one semester, if average progress is made.

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

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

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

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

Scholarship average=

$$\frac{\sum 1.2 \times \text{credits}^C \times \text{grade}^C + \sum \text{credits}^E \times \text{grade}^E}{\sum 1.2 \times \text{credits}^C + \sum \text{credits}^E}$$

where

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

E: stands for free elective subject taken according to the curriculum

- (7) The scholarship average for the purposes of the Corvinus Scholarship is calculated pursuant to Annex 1 of the RSFB.
- (8) The subjects closed with a fail grade or with a 'exam not taken', 'not completed', 'absent' or 'invalid' entry are included in the numerator of the formula with a zero grade, an exception to this is if the student does not appear at the retake examination for the the improvement of the grade of a successful exam in a given subject and receives a 'absent' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.
- (9) A register of the adjusted credit index and the credit-weighted average academic performance shall be maintained for each semester and for the entire duration of the studies (cumulative adjusted credit index, credit-weighted cumulative average academic performance). The scholarship average must be recorded for every semester. These indicators, as well as the credit points taken and completed, shall be recorded both for each semester and cumulatively by the SS administrator/coordinator in Neptun under the

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- student's results.
- (10) When calculating the credit-weighted average academic performance and the credit-weighted cumulative average academic performance, the grades obtained at another higher education institution under an additional (parallel) student status, during an internal parallel programme or by crediting previous studies, do not have to be taken into account.
 - (11) When calculating the adjusted credit index and the cumulative adjusted credit index, the grades of subjects completed in another higher educational institution under an additional (parallel) student status or in the framework of simultaneous programmes within the institution shall be taken into account only if the student completed them in the semester for which the indicators are calculated, and if they are accredited by the relevant credit transfer committee for that semester.
 - (12) The grades obtained at another higher education institution within the framework of an additional (parallel) student status, during a simultaneous programme within the institution or during previous studies may not be included in the scholarship average.
 - (13) Subjects completed under a guest student status, regardless of whether the student completed them in the framework of a guest student status at a domestic or foreign higher education institution, shall be considered as having been completed by the student at the University and shall be included in the calculation of all indicators referred to above (credit-weighted average academic performance, credit-weighted cumulative average academic performance, adjusted credit index, cumulative adjusted credit index, scholarship average) with the credit values and grades approved by the credit transfer committee.
 - (14) For students participating in a two-cycle master programme, the subjects to be completed simultaneously with the programme aimed at obtaining the master degree - and representing credits in addition to the credits required for obtaining the diploma - as stipulated on a compulsory basis during the higher education admission procedure in the framework of the preliminary credit recognition procedure after taking into account the credits completed during previous studies, shall not be included in the credit-weighted average academic performance, the credit-weighted cumulative average academic performance, the adjusted credit index, the cumulative adjusted credit index and the scholarship average.
 - (15) In the event of improving the grade of a successful examination or of a mark for coursework, the new grade obtained at the retake examination does not retroactively affect the scholarship and other university benefits already awarded.

PROVISIONS CONCERNING THE COMPLETION AND CONCLUSION OF STUDIES**Absolutorium (final certificate)****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 has completed the requisite practice period, in the case of a dual programme the required employment at the workplace – as well as completed the required credits. The final certificate is not subject to passing the language exam, to completing the bachelor or the master thesis or the thesis in a specialist postgraduate programme.
- (2) The final certificate shall be issued by Student Services within twenty (20) days of the 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 with an individual serial number, drawn up in Neptun, which shall be issued as a certified document. The final certificate is signed by the competent dean, the copy may be certified by the Head of Study Matters at SS or by a staff member designated

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- by him/her. Each certificate has an individual serial number, whose method of generation shall be defined by the Vice-Rector for Education in the form of provisions. The final certificate is attached to the master data sheet.
- (4) The final certificate shall only serve to attest that the student has fulfilled his/her study and examination obligations defined in the curriculum, it does not entitle him/her to fill a position that is subject to holding a diploma.
 - (5) In the case of a student pursuing studies in several study programmes, a separate final certificate shall be issued for each study programme.
 - (6) If the student meets the conditions of the final certificate by the last day of the semester, as specified in the calendar of the academic year for the given semester, then the University shall
 - a) set the date of the successful completion of the last subject as the date of the final certificate,
 - b) set the last day of the given semester as the end date of the student's programme. In the case of these students - with the exception of those participating in a simultaneous programme - the end date of the programme shall coincide with the date of the termination of student status.
 - (7) In the case of double degree programmes, programmes leading to the award of a joint diploma, the cooperation agreement concluded with the foreign partner institution may require otherwise, provided that a student participating in these programmes must complete at least 30 credits within the University in the given programme in order to obtain the final certificate (absolutorium).
 - (8) At the request of the student, the SS administrator/coordinator issues a certificate on the award of the final certificate (absolutorium).
 - (9) The final certificate is not applicable to students of another higher education institution who pursue studies at the University as guest student students, nor is it applicable to courses taken at another higher education institution, to training with the purpose of acquiring specialised knowledge, to preparatory courses.

**The Bachelor and Master Theses, their purpose and types
Article 74**

- (1) In order to obtain a diploma, students must prepare a bachelor thesis in bachelor programmes, and a master thesis in master programmes, and a thesis in specialist postgraduate programmes (hereinafter jointly referred to as: 'thesis').
- (2) The aim of the thesis is to demonstrate the student's knowledge and professional expertise in a topic of his/her own choice, in collecting scientific data related to the chosen topic, in systematising, analysing and processing them, in discussing the chosen phenomenon or problem, in developing hypotheses, in solving problems, in analysing alternative hypotheses, in reasoning and refuting counter-arguments, and in expressing his/her thoughts, views, positions and statements in a coherent, consistent manner that is sophisticated in terms of language use.
- (3) In a master-level teacher training programme or single-cycle teacher training programme, the aim of the thesis is to prove that the student is able to integrate the knowledge acquired in the different areas of the programme and apply it in teaching. The students should be able to collect findings in the scientific-academic literature that are relevant to the profession, to plan their work as teachers independently and to evaluate the effectiveness of the teaching or the pedagogical task. They should be able to systematically gather practical experience and analyse factual data about students' achievements and development, as well as the

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- learning and teaching process, to draw conclusions, and to apply the results in their own teaching.
- (4) The thesis is mostly a written paper based on independent professional work to present the topic chosen from the body of knowledge taught in the semester specified in the curriculum that demonstrates the student's thorough knowledge and proficiency in applying it. It shall reflect the student's awareness of domestic and foreign academic literature, as well as his/her professional judgement in the analytical, critical and summary review of the findings. It shall offer new and professionally meaningful results in the areas of fact finding and/or interpretation and/or creation and therefore it serves to document that the student has acquired the conceptual tools and methods of the relevant discipline.
 - (5) Theses are mostly considered as scholarly works to which the rules for scholarly works shall apply. When preparing the thesis, it is of utmost importance to fully comply with science ethics. This shall apply to both the research undertaken during the preparation of the thesis (research in the case of empirical papers may only be started once the science ethics permission has been granted) and to the thesis itself.
 - (6) The provisions included in paragraphs (2) and (3) must be proved by the student through the elaboration of the chosen topic and during the defence at the final examination.
 - (7) Types of thesis
 - a) a) research-based thesis -research thesis, research-based paper,
 - b) b) portfolio-type thesis - paper ranked in the competition of the National Conference of Students' Scientific Associations (OTDK), scholarly article, system of portfolio tasks along with the relevant reflections
 - c) c) entry-to-competition type thesis- artistic thesis (creation, entry to a competition, IT programme),
 - d) d) project-type thesis- project thesis (based on case studies).
 - (8) Research-based thesis: the research-based thesis is typically a written work addressing a research question and based on primary or secondary data collection following the structure of the scholarly works of the field of study. A paper relying on primary data collection typically includes the review of the academic literature of the topic, the argumentative presentation of the research methodology, then the presentation of the results and their interpretation/contextualisation.
 - (9) Portfolio-type thesis: in the case of the portfolio-type thesis, the components of the complex projects of the programme are included in the portfolio in a systematic fashion -along with the self-reflection. This shall form the basis of the evaluation performed on the completion of the programme. The composition of the portfolio shall be guided by the description of the programme-level learning outcomes of the given study programme. Accordingly, the portfolio-type thesis typically consists of an introduction, the papers/components constituting the portfolio as well as a self-reflection part summarising these.
 - (10) The entry-to-competition type of thesis (creation, entry to a competition, IT programme): the entry-to- competition type of thesis consists of the creation in question, the presentation of the creative process as well as critical reflection in the light of any possible results. The creation itself (film, programme etc.) shall be annexed to the paper.
 - (11) Project-type thesis: the project-type basis constitutes the plan to address a typically business or economic problem or practical phenomenon, to solve a case study, as well as the critical analysis thereof. The project-type thesis typically consists of the literature review relevant for solving the problem, the analytical presentation of the problem, the presentation of the suggested solution as well as critical reflection in the light of any possible results.
 - (12) The thesis types accepted in the various study programmes shall be specified by the curriculum.

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- (13) When the thesis topics need to be chosen, the study programme leader shall prepare a thesis guide with respect to preparing the thesis in the given study programme. The guide shall contain the detailed content and format requirements of the thesis in accordance with Annex 3 of the SER as well as contain the evaluation grid applying to the given study programme. The thesis guide shall be approved by the competent dean and published by Student Services on the University's website.

Topic announcement, topic selection, thesis consultation**Article 75**

- (1) The topic of the thesis must be chosen in accordance with the programme and outcome requirements.
- (2) It is the responsibility of the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader, to publish the proposed topics in Neptun by the date specified by him/her.
- (3) The students may choose from the topics specified by the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader. The topic is selected through Neptun by the date specified by the study programme leader. Topic selection is approved by the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader. The study programme leader, in the case of study programmes offering various subspecialisations the subspecialisation leader, shall take a decision within fifteen (15) days of the submission of the request, and then shall communicate the decision to the student via Neptun.
- (4) Students may also choose their own individual topic with the permission of the study programme leader, in the case of study programmes offering various subspecialisations, the subspecialisation leader.
- (5) A subject is allocated to the preparation of the thesis in each study programme. The subject allocated to the preparation of the thesis is a compulsory subject evaluated during the semester with a grade. The grade assigned to the subject is determined by the supervisor on the basis of the student's work during the semester in accordance with the subject syllabus. Awarding the grade is not subject to finalising and submitting the thesis by the end of the semester.
- (6) The language of the dissertation is the language of the programme, it being understood that if the language of the programme is Hungarian, the thesis may be prepared in English, but in the case of studies pursued in an English or German language subspecialisation delivered in Hungarian, the language of the thesis may also be the language of the subspecialisation,
- (7) In double degree programmes, multiple degree programmes, joint programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present article. Any such derogation should be laid down in the cooperation agreement. Students and SS shall be notified about the application of the derogation and its nature.

Communicating the thesis to the public**Article 76**

- (1) It is possible to keep certain pieces of company information appearing in the thesis confidential. Methods of featuring such information:
 - a) If the student and/or the executives of the organisation under discussion have reservations about making certain economic indicators widely available, this may be indicated by changing the relevant data or replacing them with a set of dots (possibly

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- with a sequence of 'xxxx' to indicate the order of magnitude), provided that this does not jeopardise the interpretation of the thesis.
- b) If the student or the executives of the organisation in question so require, it is possible to alter or distort the name of the organisation in the thesis.
- (2) During or prior to the 2019/2020 academic year, it was possible to submit a request for confidentiality if the above method was not sufficient to keep company information confidential. In this case, the basic requirement for the selection of referees and members of the final examination board for the theses submitted with a request for confidentiality is to ensure maximum discretion and to exclude any business interest, furthermore the referees and the members of the final examination board are bound by confidentiality
- (3) Since the end of the 2019/2020 academic year, a request may no longer be made for confidentiality. However, the student may request access to the thesis to be restricted. In this case, the thesis is available on the library website in the Theses/TDK papers database, and is only available from the University library and within the University's online network. If the student does not request access to be restricted, the thesis is available through the library website in the Theses/ papers ranked in the Students Scientific Association competition (TDK) database and may be accessed from anywhere on the world wide web. The student shall make a declaration on the full or partial publicity of the thesis at the time of submitting it.
- (4) In specialist postgraduate programmes, executive programmes and part-time programmes, it is possible to request that the thesis be available only to the participants of the final examination for three (3) years of the date of submission, it being understood that the plagiarism check shall be performed on these theses, too. Upon the expiry of the three (3)-year period, the thesis shall be of restricted access in accordance with paragraph (3). Accordingly, the Library shall be in charge of handling the thesis as required.
- (5) The request under paragraph (4) shall be submitted at the time of selecting a topic, but not later than in the semester of taking the Thesis Seminar 2 or an equivalent subject.
- (6) The decision regarding the request shall be taken by the study programme leader.
- (7) The decision shall be adopted within fifteen (15) days of filing the request.
- (8) The decision must be communicated to the student in the form of a Neptun resolution.
- (9) No appeal shall lie against the decision.

**Preparing the thesis
Article 77**

- (1) The students may start elaborating their topic once it has been approved by the study programme leader/subspecialisation leader.
- (2) The content and format requirements of the thesis are contained in Annex 3 of the SER.
- (3) The preparation of the thesis is directed by a supervisor. The supervisor is assigned and disclosed by the study programme leader/subspecialisation leader in Neptun simultaneously with the approval of the topic selection. It is the responsibility of the study programme leader/subspecialisation leader to assign such a lecturer as a supervisor who is familiar with the field of study chosen by the student.
- (4) During the existence of the student status, until the submission of the thesis, the supervisor's task is to provide professional and methodological guidance, encouragement and assistance to the students in processing the topic independently, as well as to establish whether the thesis is topical, whether the data and findings are defensible. The schedule for the preparation of the thesis is determined by the supervisor in consultation with the student. The supervisor shall be obliged to provide the student with at least three (3)

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- consultation opportunities if the student has taken the Thesis Seminar 1, Thesis Seminar 2 or an equivalent subject for the semester. The student shall be obliged to appear at the consultation opportunity. In the case of absence the rules applicable to other sessions shall be followed.
- (5) In the case of thesis writing, thesis updating and thesis correction following the cessation of the student status, thesis consultation as specified in paragraph (4) is still required. The supervisor shall be designated by the study programme leader/subspecialisation leader at the student's request. However, the student must pay a fee according to the RSFB for the thesis consultation.
 - (6) In double degree programmes, multiple degree programmes and joint programmes leading to the award of a joint diploma, it is possible to prepare a joint thesis and to assign a supervisor jointly with the partner university and to depart from the provisions of paragraph (2). This should be provided for in the cooperation agreement.

Changing the thesis topic
Article 78

- (1) The student may request the topic of the thesis to be changed and/or the assigned supervisor to be replaced.
- (2) The relevant request may be submitted no later than by the end of the fifth week of the semester in which Thesis Seminar 2 or an equivalent subject was taken.
- (3) A request for changing the topic of the thesis after the cessation of the student status shall be governed by paragraphs (4)-(8) of the preset article. The decision on replacing the supervisor shall be taken by the study programme leader simultaneously with the decision on the topic change.
- (4) The decision regarding the request shall be adopted by the study programme leader after having consulted with the head of the relevant institute.
- (5) The decision shall be made within fifteen (15) days of the submission of the request.
- (6) The decision shall be communicated to the student in the form of a Neptun resolution
- (7) The student shall be required to pay the fee set out in the RSFB for submitting the request.
- (8) No appeal shall lie against the decision.

Finalising and submitting the thesis
Article 79

- (1) The student is obliged to present his/her thesis to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.
- (2) The supervisor approves the submission of the thesis by signing the supervisor's declaration. The approval process takes place in Neptun. The thesis may only be validly submitted if approved by the supervisor.
- (3) A thesis may be submitted until the first (1.) day of the eighth (8.) week of instruction of the study period in the autumn semester if the student takes an early final exam in the semester in question. If the student does not take an early final exam in the autumn semester, the submission deadline of the thesis shall be the first day of the eleventh (11.) week of instruction of the study period. In the spring semester, a thesis may be submitted until the first (1.) day of the eleventh (11.) week of instruction of the study period. The exact deadlines for submitting the theses are specified in the calendar of the academic year.
- (4) The thesis must be submitted in one (1) electronic copy on the dedicated electronic interface. The student shall simultaneously declare that the submitted thesis is the result of his/her

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- own work, as well as confirm that the overlap between the theses of a student participating in two or more simultaneous programmes at the University does not exceed 10%. In case of an overlap exceeding 10%, the student may not take a final examination.
- (5) The submission is accompanied by a text match check. The detailed rules for submitting the thesis are contained in provisions issued by the Vice-Rector for Education.
 - (6) The submission of the thesis does not constitute an application for the final examination. The latter shall be declared by the student via Neptun.
 - (7) Once submitted, a thesis may not be withdrawn, except in cases defined in Article 80(7).
 - (8) The provisions of paragraphs (1) and (3)-(4) may be departed from in the case of writing a joint thesis in double and multiple degree programmes and in joint programmes leading to the award of a joint diploma. This should be provided for in the cooperation agreement.

Assessing the thesis
Article 80

- (1) The assessment of the thesis is carried out by the two (2) referees invited by the study programme leader or the subspecialisation leader in study programmes offering subspecialisations. The thesis may be assessed by a single referee in bachelor programmes. The referee may also be an external specialist, and if there are two (2) referees, one of them may be the student's supervisor.
- (2) The thesis shall be assessed on a five-grade scale system. The preparation, adoption and publication of the evaluation grid to be used for assessing each type of thesis, accompanied by the detailed assessment criteria- shall be carried out pursuant to Article 74(13). In case the thesis features in the University's quality assurance system as a measuring point, student performance shall also be based on the evaluation grid provided by the quality improvement unit.
- (3) The assessment of the thesis and the grade must be communicated to the student via Neptun at least five (5) working days before the final examination.
- (4) If the referee evaluated the thesis as fail, the student may only submit a new, revised thesis in the next thesis submission period according to the calendar of the academic year.
- (5) If the thesis was reviewed by two referees, the evaluation shall be as follows:
 - a) If both reviewers evaluate the thesis as fail, the candidate may not be admitted to the final examination. The student may submit a new, revised thesis only in the next thesis submission period according to the calendar of the academic year.
 - b) if one of the referees evaluates the thesis as fail, the competent study programme leader or in study programmes that offer a subspecialisation, the leader of the relevant subspecialisation, sends the thesis to a third referee. If:
 - ba) the thesis is also assessed as fail by the third referee, the candidate may not be admitted to the final examination. The student may submit a new, revised thesis only in the next thesis submission period according to the calendar of the academic year.
 - bb) the third reviewer did not evaluate the thesis as fail, then the thesis shall be considered as accepted and the result of the two reviews that have granted a grade other than a fail grade shall be taken into account.
 - c) If two (2) referees reviewed the thesis and the grades given by the referees (of which none is fail) differ from each other by three (3) grades, the study programme leader or in study programmes that offer a subspecialisation, the leader of the relevant subspecialisation, shall send it to a third referee. Thereafter, the two reviews containing grades which are not fail grades and are

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- closest to each other are considered. If the thesis is assessed as fail by the third referee, the candidate may not be admitted to the final examination. A new, revised thesis can be submitted only in the next thesis submission period according to the calendar of the academic year.
- (6) If in a bachelor programme the thesis is reviewed by one referee and
- a) the referee has assessed the thesis as fail, the study programme leader or in study programmes that offer a subspecialisation, the leader of the relevant subspecialisation, shall request two other referees to undertake a new review. If:
 - aa) at least one(1) of the two (2) referees evaluate the thesis as fail, the student may submit another revised thesis only in the next period of submission of the thesis according to the calendar of the academic year;
 - ab) the two(2) referees did not assess the thesis as fail, then the two reviews containing grades which are not fail grades are taken into account.
- (7) A paper submitted to the competition of the Students' Scientific Association (hereinafter referred to as "TDK") may also be submitted as a thesis and if assessed as excellent (5) by both TDK referees, may be graded as a thesis defence assessed as excellent (5) if the following cumulative conditions are met:
- a) if the topic of the paper is accepted by the study programme leader at the request for acceptance as thesis ,
 - b) the TDK paper was proposed to be presented in the relevant section of the National TDK.
 - c) the TDK paper is single-authored.
- (8) Students who have obtained exemption from the defence on the basis of their TDK paper may validate the exemption only once - for the semester in which the TDK competition is staged or the following two semesters on the occasion of the final examination.
- (9) The procedure set out in paragraph (7) shall be launched at the request of the student. The request shall be filed by the date specified in the Rules of procedure for submitting theses, it being understood that the student shall preferably submit the request before the submission of the thesis. If, however, the student becomes aware of the proposal to present the work in the national TDK competition only after having submitted the thesis, the request may also be submitted afterwards. The favourable assessment of the request shall be considered as simultaneously constituting a request for withdrawing the previously submitted thesis. The decision with regard to the request shall be taken by the study programme leader. The decision shall be adopted within five (5) days. The decision shall be communicated to the student in a Neptun message.
- (10) In case the request is assessed favourably, the student shall be obliged to hand in his/her TDK paper by the deadline specified in the Rules of procedure for submitting theses, thereby the thesis that he/she may have submitted earlier shall be considered as withdrawn. If the student fails to hand in his/her TDK paper within the deadline specified in the Rules of procedure for submitting theses, the request shall be deemed to be withdrawn and therefore the decision on acceptance shall be deemed to be revoked.
- (11) In case the request is assessed favourably, the student shall only be exempted from the thesis defence, but shall not be exempted from completing the other parts of the final examination, such as the completion of the comprehensive exam.
- (12) If the student does not attend the first final exam after the evaluation of the thesis, the grade given for the evaluated thesis shall be valid for two (2) calendar years, i.e. it can be calculated towards the grade of the final exam during this period.
- (13) The thesis may be submitted until the date that is specified in the SER for former students as the deadline for completing the final examination.

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- (14) In case the student has completed the Thesis Seminar 2 or an equivalent subject, but has failed to hand in his/her thesis and the conditions laid down in paragraph (13) are not met, he/she should file a request to be able to submit his/her thesis in accordance with paragraphs (17)-(21) and (25).
- (15) In the case of a thesis that may be submitted after the expiry of the two (2) calendar years following the award of the final exam (absolutorium), the thesis may be submitted in the form presented to the supervisor at the time of submitting the request. The thesis begun earlier may either be updated, continued or a new thesis may be submitted according to the general rules.
- (16) In this case, the student must submit a request for updating the thesis topic or for selecting a new topic.
- (17) The request form may be submitted until the end of the registration period of the semester in which the thesis was submitted.
- (18) The decision on the request shall be taken by the study programme leader.
- (19) The decision shall be taken within ten (10) working days of the submission of such request. The decision to confirm the former supervisor or to appoint a new supervisor shall be taken by the study programme leader after having consulted with the dean. The study programme leader shall also lay down the pre-study conditions, requirements that must be met to take the final exam.
- (20) The decision shall be communicated to the student in the form of a Neptun resolution
- (21) Should the former student fail to submit his/her thesis within the deadline that allows him/her to complete the final examination by the deadline specified in the SER, the thesis may not be updated any longer.
- (22) If the former student does not update or rewrite his/her thesis within the deadline specified by the SER, he/she may only obtain a diploma in the given programme in the framework of a new student status established on the basis of a new admission procedure.
- (23) The student is obliged to pay a fee according to Annex 4 of the RSFB for the submission of a request specified in paragraph (17).
- (24) In the case of a double or multiple degree programme, a joint programme leading to the award of a joint diploma, derogations from the provisions of this Article may be made when a joint thesis is prepared, except for the provisions in paragraphs (3), (5) - (6) and (12) - (17). This must be provided for in the relevant cooperation agreement.
- (25) In the case of writing a joint thesis in a double degree or a multiple degree programme, a joint programme leading to the award of a joint degree, the trial defence preceding the award of the absolutorium may qualify as thesis defence if the thesis defence may also be staged in advance of the absolutorium in the partner institution. In this case, the rules of credit transfer laid down in the cooperation agreement must be followed.

**Improving the grade of the thesis
Article 81**

- (1) It is not possible to improve the grade of a thesis that passed (with a grade other than fail).
- (2) The student may attempt to improve the grade of an unsuccessful (fail) thesis twice.
- (3) In case of filing a request for improving the grade of the thesis, a fee is payable in accordance with the RSFB.
- (4) The student may correct the failed thesis within the deadlines specified in paragraphs (9) - (11) of Article 84.
- (5) In the case of writing a joint thesis in a double degree or a multiple degree programme, a joint programme leading to the award of a joint degree, derogations from the provisions of

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paragraphs (1) - (3) may be granted. This must be provided for in the cooperation agreement.

Plagiarism Checks Article 82

- (1) The text of the thesis must be checked with the university software used for identifying text matches. The thesis may not be graded without first having undergone a text match examination. The rules on the self-review procedure with regard to the thesis are set out in the Anti-plagiarism Regulations.
- (2) If plagiarism is suspected, the supervisor, the referee or the study programme leader shall initiate an ethical procedure against the student.
- (3) If as an outcome of checking the thesis an ethical procedure is launched against the student due to suspected plagiarism, the thesis must be considered temporarily invalid until the ethical procedure is closed, and this must be recorded in Neptun.
- (4) The conduct of the ethical procedure shall be the competence of the Ethics Committee. The Ethics Committee shall consider the suspected plagiarism in accordance with the provisions of the Code of Ethics and the Anti-plagiarism Regulations.
- (5) If the Ethics Committee establishes an ethical abuse, it shall declare the thesis as invalid and shall stipulate any other legal consequences (e.g. improving the thesis, rewriting the thesis, appointing a new supervisor).
- (6) If the Ethics Committee declares that an ethical abuse was committed and, in its scope of judgement, considers the act, behaviour, or omission severe enough for taking further action, it will initiate a disciplinary procedure against the student, based on the Student Disciplinary and Damages Regulations.
- (7) The detailed rules on plagiarism are contained in the Anti-plagiarism Regulations.
- (8) If the Ethics Committee establishes that the student committed plagiarism while writing the thesis and declares in its resolution that an ethical abuse was committed, the student may not be admitted to the final examination with the thesis affected by the ethical abuse. The student may only be admitted to the final examination if he/she corrects or rewrites and finalises the thesis in accordance with the resolution of the Ethics Committee and the supervisor deems it to be submittable pursuant to the SER (the supervisor shall re-issue his/her declaration), and if the evaluation of the thesis is completed successfully.

Joint thesis Article 83

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

Final examination, conditions for being admitted to the final examination Article 84

- (1) The final examination is the verification and assessment of the knowledge, skills and competences required to obtain a diploma, during which the student shall demonstrate that he/she is able to apply them in practice. The final examination may consist of more than one parts, subject to what is defined in the curriculum: The various parts of the examination may take place on different days and at different venues.

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- (2) In double or multiple degree programmes, in joint programmes leading to the award of a joint diploma, a joint final examination may also be staged.
- (3) The students shall complete their studies by taking a final examination in bachelor programmes, in two- and single-cycle master programmes, as well as in specialist postgraduate programmes.
- (4) If the student submits his/her thesis and it is evaluated as successful by the referees, but the student does not meet the requirements of the absolutorium, then he/she cannot be admitted to the final exam.
- (5) The student takes a final exam for each programme.
- (6) The conditions of admitting a student to the final examination are:
 - a) award of the final certificate,
 - b) submission of the thesis by the deadline,
 - c) evaluation of the thesis with a grade other than fail
 - d) registration to the final examination by the relevant deadline,
 - e) the student does not have any payment obligation towards the University in the given programme,
 - f) the student has accounted for all items belonging to the University (books borrowed, sports equipment, etc.).
- (7) Students who have not fulfilled any one of the provisions included in paragraph(6) may not be admitted to the final examination.
- (8) Students must register for the final exam by the deadline set out in the calendar of the academic year.
- (9) In the case of students who had commenced their first year in the 2006/2007 academic year or later, but before the 2011/2012 academic year, the final examination may be taken in the period following the award of the final certificate (absolutorium), in the framework of the student status. After the termination of the student status, it may be taken without a specific deadline, in any examination period in accordance with the programme requirements in force. When seven (7) years have elapsed from the award of the the final certificate, the University may make the final examination subject to certain conditions, as defined by the the individual study programmes. The conditions for admission to the final examination shall be decided by the study programme leader. If the student has already submitted his/her thesis and two (2) years have passed since the submission, the study programme leader shall adopt the decision on the conditions of admission to the final examination. The decision shall be communicated to the student in the form of a Neptun resolution. A grade that was awarded on the basis of the review of a thesis that was submitted more than two (2) years ago may not be calculated towards the result of the final examination. In such cases the thesis needs to be updated and resubmitted.
- (10) In the case of students who commenced their first year in the 2012/2013 academic year or later, the final examination may be taken in the period following the award of the final certificate (absolutorium), in the framework of the student status. After the termination of the student status, it may be taken within two (2) years in any examination period in accordance with the programme and outcome requirements in force. When two (2) years have elapsed from the award of the the final certificate, the University may take the final examination subject to certain conditions, as defined by the the individual study programmes. The conditions for admission to the final examination shall be decided by the study programme leader. If the student has already submitted his/her thesis and two (2) years have passed since the submission, the study programme leader shall adopt the decision on the conditions of admission to the final examination. The decision shall be communicated to the student in the form of a Neptun resolution. A grade that was awarded on the basis of

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- the review of a thesis that was submitted more than two (2) years ago may not be calculated towards the result of the final examination. In such cases the thesis needs to be updated and resubmitted. No final examination may be taken if five (5) years have passed since the cessation of the student status.
- (11) In cases referred to in paragraph (9), the student may be admitted to the final examination at his/her request after the expiry of the seven (7) years, and in cases referred to in paragraph (10), after the expiry of the two (2) years
 - (12) In the cases referred to in paragraphs (9) - (10), the former student shall communicate his/her intention to take the exam by the deadline for submitting theses included in the calendar of the academic year and shall file a request for being admitted to the final examination. If the former student fails to comply with this obligation, - and if the deadlines under this paragraph have not yet expired - he/she may register for the next final examination period.
 - (13) The decision on the request shall be taken by the study programme leader.
 - (14) The decision shall be taken within fifteen (15) working days of the submission of such request.
 - (15) The student must be notified about such decision via a Neptun message.
 - (16) The request shall be subject to paying the fee set out in the RSFB.

**Withdrawing registration for the final examination
Article 85**

- (1) The student may withdraw his/her registration for the final exam.
- (2) However, the thesis submitted may not be withdrawn in this case, either.
- (3) The relevant request shall be submitted by no later than 3 days before the start of the final examination.
- (4) If no grounds for exclusion exist in relation to the student, the University shall accept the student's request by an automatic decision. In this case, the provisions on retaking the final examination shall not apply. The decision shall be communicated to the student in the form of a Neptun message.
- (5) In double or multiple degree programmes, in joint programmes leading to the award of a joint diploma, derogations from the provisions of the present article may be made. This must be provided for in the cooperation agreement.

**The Final Examination Board
Article 86**

- (1) The final examination must be taken before a Final Examination Board that is composed of a chairperson and at least (2) two more members.
- (2) The Final Examination Board must be structured in a manner that ensures that at least one member is a university/college professor or a university/college associate professor, furthermore at least one other member should not have a legal relationship concerning employment at the University or be a lecturer in another study programme of the University.
- (3) The administrative tasks related to the work of the Final Examination Board shall be carried out by the member appointed by the chairperson as keeper of the minutes.
- (4) The members of the Final Examination Board shall be entrusted in writing by the study programme leader, or where various specialisations are offered, by the specialisation leader, at the latest two (2) weeks before the date of the final examination. The study programme leader/specialisation leader shall appoint the chairperson and the

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- chairperson in turn shall appoint the member keeping the minutes.
- (5) The entrustment shall be made in Neptun by recording the composition of the final examination committees, which shall be taken care of by the head of the institute at the request of the study programme leader or where various subspecialisations are offered, by the subspecialisation leader. If no objection is raised by the designated chairperson or member, it shall be deemed that they have accepted the entrustment and undertake to comply with the relevant rules.
 - (6) If, for any reason, a member of the Final Examination Board is unable to participate in the work of the Final Examination Board, the study programme leader or where various subspecialisations are offered, the subspecialisation leader shall appoint a new member.
 - (7) The task of the Final Examination Board is to assess the student's preparedness and to decide on the evaluation of the student.
 - (8) Tasks of the chairperson of the Final Examination Board:
 - a) ensuring the orderly conduct of the final examination (e.g. establishment of any conflict of interest, suspension of the final examination in extraordinary circumstances),
 - b) calling a closed session after the end of the final exam,
 - c) announcing the result of the final exam,
 - d) establishing the result/grade of the final examination
 - e) certifying the minutes of the final examination.
 - (9) Tasks of the members of the Final Examination Board
 - a) assessing the student's knowledge and making a proposal for the result/grade of the final examination,
 - b) certifying the minutes of the final examination.
 - (10) Tasks of the keeper of the minutes:
 - a) providing administrative support to the Board,
 - b) palcing the exam questions in the room, if needed
 - c) filling in and having the quality assessment document signed by the chairperson of the Board,
 - d) having the transcript signed by the chairperson of the Board, if needed,
 - e) keeping the minutes of the final examination and having them signed by the chairperson and the members of the Board,
 - f) forwarding the minutes of the final examination and the related documents to Student Services.
 - (11) In the case of a joint final examination related to a double degree or multiple degree programme, or a programme leading to the award of a joint diploma, the conditions laid down in paragraphs (3) – (10) may be derogated from. This must be provided for in the cooperation agreement.

The final exam and its assessment
Article 87

- (1) The final exam/a part of the final exam may be organised either in the form of an in-person or an online exam, at the competent Dean's discretion.
- (2) The rules on online exams shall apply mutatis mutandis to the online final exam and its parts, it being understood that the detailed rules on any divergences shall be issued by the Vice-Rector for Education in the form of provisions
- (3) The final examination shall be conducted in the same language as the language of the programme.
- (4) The final exam shall be organised by the study programme leader, or where various

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- subspecialisations are offered, the subspecialisation leader who implements the final exam with the cooperation of the relevant institute and Student Services. The Institute shall be responsible for notifying the members of the Final Examination Board, as well as for informing the students and securing the venue and the technical conditions of the final examination. The administrative tasks shall be carried out by Student Services.
- (5) The student who has registered for the final examination and may be admitted to the final examination shall be informed via Neptun by the institute invited by the study programme leader, or where various subspecialisations are offered, the subspecialisation leader, at the latest two weeks (2) before the date of the final examination. Such information shall specify the classification of the Final Examination Board, the date and venue of the final examination.
 - (6) The student registered for the final examination must report at the exam venue half an hour before the specified time of the final examination/part of the final examination.
 - (7) If the examinee is unable to attend the final examination due to childbirth, accident, illness or any other unexpected cause, he or she may file an application for continuation. Such application must be submitted within five (5) days of the final examination.
 - (8) The decision on the application shall be taken by the study programme leader.
 - (9) The decision shall be taken within three (3) days of the submission of such application
 - (10) The decision shall be communicated to the student in the form of a Neptun resolution.
 - (11) In the event of justified absence, the number of final examination opportunities available for retaking the final examination shall not be reduced and the consequences of the retaken final examination shall not apply.
 - (12) In case of unjustified absence, the number of the opportunities to retake the final examination shall be reduced by one and the rules on retaken final exams shall apply.
 - (13) In case the student does not appear at the final exam, his/her performance may not be evaluated, he/she may not take part in the final exam parts associated with the given final examination.
 - (14) Each student shall be called and invited into the assigned examination room by the keeper of the minutes on the basis of a list
 - (15) In addition to the chairperson of the Final Examination Board, its members, the examinee and the students already invited into the room, only persons authorised by the Chairperson of the Final Examination Board may stay in the room of the final examination.
 - (16) At the final examination, the student must certify his/her identity to the keeper of the minutes by presenting his/her ID card or passport.
 - (17) The chairperson and any member of the Final Examination Board shall have the right to ask questions from the examinee.
 - (18) Any irregularity committed at the final examinations, such as when a different person takes the examination or when unauthorised study aids or assistance are used will result in being banned from the final examination and the launch of a disciplinary procedure.
 - (19) Minutes must drawn up at the final examination, it being understood that the minutes shall include both the successful and unsuccessful examination parts. The minutes of the final examination constitute a document generated and printed from Neptun that contains the basic data recorded in Neptun. The content of such minutes shall be governed by the provisions of the Vhr.
 - (20) After having the minutes signed by the chairperson and the members, the keeper of the minutes shall hand them over the minutes of the final examination to SS.
 - (21) The manner of awarding a grade for the final examination (result of the final examination) is defined in Annex 5 of the SER.
 - (22) The Final Examination Board shall assess the student's preparedness, then shall establish

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- the result of the final examination in closed session. In case of disagreement, a vote shall be called.
- (23) Appendix 5 of the SER provides details on the requirements of the final examination for each study programme, the manner of establishing the result and conducting the final examination.
 - (24) If any part of the final examination is a fail, the result of the final examination is a fail. The provisions set out in Article 88(4) shall be applied.
 - (25) An unsuccessful final examination may be retaken in accordance with Article 87 of the SER.

Retaking of the final examination
Article 88

- (1) The result of a successful final examination (with a result other than fail) or of the successfully completed parts of the final examination may not be improved.
- (2) An unsuccessful final examination/the unsuccessful parts of the final examination may be retaken in the next final exam period.
- (3) In case of a retaken final examination a fee stipulated in the RSFB shall be paid.
- (4) In case of an unsuccessful final examination, if it consists of several parts - such as the defence of thesis, the portfolio-based oral exam, the comprehensive examination, the oral examination related to the topics of the given study programme etc.- only the unsuccessful part must be retaken and the result of the successfully completed part of the final examination shall be calculated towards the result of the final examination if the retaken final examination takes place no later than within two (2) years.
- (5) In case the final examination board rejects the defence of the thesis (in addition, a master-level teacher training programme, the presentation of the teachers portfolio), it shall decide whether the student may defend the thesis (in addition, a master-level teacher training programme, the presentation of the teachers portfolio) already submitted or he/she is required to prepare a new thesis (in addition, in a master-level teacher training programme, a new teachers portfolio). SER shall lay down the conditions and the deadline with regard to the submission.
- (6) In case of a successful thesis defence (as well as the the presentation of the teachers portfolio in a master-level teacher training programme,), if the student has completed the other parts of the final exam unsuccessfully, the grade awarded for the defence (as well as for the presentation of the teachers portfolio in a master-level teacher training programme), the grade shall be calculated towards the result of the next final examination within no later than two (2) years. After the expiry of the two (2) calendar years, the provisions of paragraphs (12) – (13) and (15) of Article 80 shall apply mutatis mutandis.
- (7) In cases referred to in paragraph(5), the student has two (2) chances to prepare a new thesis (as well as new texaher's portfolio in a master-level teacher training programme) .
- (8) An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two (2) times.
- (9) One further opportunity is available to improve the result of the final examination or part thereof, in case this is authorised by the Rector (not on the basis of Rector's equity).
- (10) Such a request may be submitted by no later than the final deadline provided for submitting the thesis in the calendar of the given academic year.
- (11) The Rector shall take a decision with regard to the request.
- (12) The decision shall be taken within three (3) working days of the submission of such request.
- (13) The decision shall be communicated to the student in the form of a Neptun resolution.
- (14) The student is obliged to pay a fee according to the RSFB for the submission of such request.

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- (15) The student may improve the grade of the unsuccessful (failed) final exam within the deadlines specified by the SER.
- (16) Should the former student not pass the final examination by the deadline provided in paragraph(15), a diploma in the given programme may only be awarded under a new student status established as a result of a new admission procedure.
- (17) In the case of a joint thesis related to a double degree or multiple degree programme, or a programme leading to the award of a joint diploma, the conditions laid down in paragraphs (1) – (8) may be derogated from. This must be provided for in the cooperation agreement.

**DIPLOMA, DIPLOMA SUPPLEMENT
Conditions for awarding and issuing the diploma
Article 89**

- (1) A prerequisite to issuing a diploma attesting the conclusion of higher education studies is to successfully complete the final examination, to pass the language examination requirements stipulated in the programme and outcome requirements as well as to present the relevant language examination certificate to the competent SS administrator/coordinator.
- (2) Students who took a successful final examination before 31 August 2020 are exempted from the language requirements stipulated as a prerequisite to the issuance of the diploma. In case the student passes the final examination successfully until 31 August 2020, but does not meet the language requirements prescribed in the programme and outcome requirements or is not in possession of the required language exam, the diploma may still be issued.
- (3) Former students with disabilities shall be entitled to exemption from the language requirements or certain parts or levels thereof pursuant to the provisions of the Regulations on the conditions ensuring equal academic opportunities for students with disabilities who have successfully passed the final examination and whose student status has ceased, but are not in possession of the language examination certificates stipulated in the programme and outcome requirements.
- (4) If by the time of the final examination the student has already presented the language exam certificate as stipulated in the programme and outcome requirements, the diploma will be issued and handed over to the student within thirty (30) days of the date of the final examination by SS. No separate request is needed as Student Services starts the procedure of issuing the diploma ex officio as soon as the language exam certificate is presented.
- (5) In case the student is unable to present the language exam certificate as stipulated in the programme and outcome requirements at the time of the final examination, the diploma shall be issued and handed over to the student who has successfully passed the final examination within thirty (30) days of presenting the language exam certificate stipulated in the programme and outcome requirements. In this case the student must declare that he/she wishes to receive the diploma.
- (6) Such declaration may be submitted without a time limit, unless otherwise prescribed by law.
- (7) In case no grounds for exclusion apply to the former student, the University accepts the student's declaration automatically. The decision shall be communicated to the student in the form of a Neptun system message.
- (8) In case the former student does not meet the statutory conditions for issuing the diploma, the competent Dean shall reject such request.
- (9) The decision on rejection must be made within ten (10) work days of the date when the request was submitted.
- (10) Thenegative decision shall be communicated to the student in the form of a Neptun

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resolution.

**Grading of the diploma
Article 90**


- (1) The result of the diploma must rounded to two decimal places. Partial results counted towards the final result of the diploma may not be rounded.
 - a) *with distinction*, if the diploma result is between 4.81-5.00 [if the conditions laid down in paragraph (3) or (4) are met[]
 - b) *excellent* , if the diploma result is between 4.81-5.00
 - c) *very good*, if the diploma result is between 4.51 -4.80
 - d) *good*, if the diploma result is between 3.51-4.50
 - e) *satisfactory*, if the diploma result is between 2.51-3.50
 - f) *sufficient*, if the diploma result is between 2.00-2.50.
- (2) In case of former students who started their studies before 1 September 2006, as well as in case of former students studying in supplementary bachelor programmes, the grading of the diploma shall be established on the basis of the limits defined in the regulations in force on the date of commencing the given studies.
- (3) A diploma with distinction shall be issued to students who started their studies before September 2013, achieved an “excellent” grade at the final examination, achieved an “excellent” (5) grade at the mandatory rigorous and comprehensive examinations closing the study programme/ subspecialisation(s), whose other last valid grades are at least good (4) and all the grades included in the transcript are at least satisfactory (3) and whose diploma result is in accordance with subparagraph a) of paragraph (1) above. When determining entitlement to a diploma with distinction in case of students studying in two cycle master programmes, the grades received in compulsory subjects taken beyond the 120 credits are not taken into consideration.
- (4) A diploma with distinction shall be issued to students who started their studies in or after September 2013, achieved an excellent (5) grade at their final examination, achieved an excellent (5) grade at the mandatory rigorous and comprehensive examinations closing the study programme, whose all other last valid grades are at least a good (4) , whose diploma was graded at least good (4) and each of whose grades included in the transcript master data sheet are at least satisfactory (3). A diploma with distinction may not be issued if at least one subject was concluded with the “exam not taken” or “incomplete” remarks, an exception to this being Physical Education. When determining entitlement to a diploma with distinction, in case of students studying in two-cycle master programmes, the grades received in compulsory subjects taken beyond the 120 credits are not taken into consideration.
- (5) The composition and method of calculation of the partial results calculated towards the grade of the diploma are laid down in Annex 10 of the SER.

**Format requirements of the diploma, the diploma supplement
Article 91**

- (1) The standard diploma form is a printed paper-based security and authentic instrument with the coat of arms of Hungary and an individual serial number issued by the Educational Authority, whose contents are laid down in the Nftv. and the Vhr.
- (2) The diploma form used at the University consists of two (2) A4-size pages, one in the

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- Hungarian and one in the English language, with the coat of arms of Hungary imprinted on both pages.
- (3) For students who participated in dual programmes and became entitled to the diploma after the date of the entry into force of the Vhr, the diploma must contain a reservation clause as specified in Section 6 and Subsection 6.6 of Annex 9 of the Vhr. The reservation clause shall form an integral part of the diploma.
 - (4) The diploma must be issued in the Hungarian and in English languages, in case of programmes delivered in a language other than Hungarian, the diploma must be issued in the Hungarian language and in the language of the programme.
 - (5) The diploma/certificate shall be printed out by the SS administrator/ coordinator from Neptun based on the master data sheet.
 - (6) When issuing the diploma, the Student Services shall affix a serial number and shall maintain the relevant records in Neptun. The rules for generating serial numbers are laid in the provisions issued by the Vice-Rector for Education.
 - (7) The diploma shall be signed by the competent Dean or in case of his/her long-term absence, by the Vice-Rector for Education
 - (8) The diploma/certificate shall be placed in hardcover folders.
 - (9) The University shall not issue a diploma supplement for students who earned a diploma before 1 July 2003.
 - (10) In the case of students who earned a certificate after 1 July 2003 but before 1 March 2006, the diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and awarded free of charge at the request of the former student. At the request and expense of the former student, the diploma supplement must be issued in English, too.
 - (11) Unless otherwise prescribed by law, the request may be submitted without time limitation.
 - (12) If no grounds for exclusion exist in relation to the foreign student, Student Services shall accept the student's request by automatic decision and shall make sure that the diploma supplement is awarded within thirty (30) days.
 - (13) In case the former student does not meet the legal requirements for being awarded the diploma supplement, the Head of Study Matters at Student Services shall reject such request. The negative decision must be made within ten (10) working days of the date of request.
 - (14) The decision shall be communicated in the form of a Neptun resolution.
 - (15) A Hungarian and English language diploma supplement as defined by the European Commission and the Council of Europe must be awarded along with the diploma acquired after 1 March 2006 in bachelor programmes, two-cycle and single-cycle master programmes. The first diploma supplement is free of charge.
 - (16) The diploma supplement constitutes an authentic instrument.
 - (17) The standard diploma supplement form is a printed, paper-based authentic instrument of A4 size issued by the Educational Authority with an individual serial number. It consists of two pages that are printable on both sides and a folder suitable for uniform filing. The contents of the diploma supplement are specified in the Vhr.
 - (18) The diploma supplement shall be printed out from Neptun by the SS administrator/coordinator.
 - (19) The diploma supplement shall be certified by the Head of Study Matters at SS.
 - (20) To certify the diploma and the diploma supplement, a blue pen must be used for the purposes of signature as well as a serial-numbered round stamp with the coat of arms and the words 'Corvinus University of Budapest', issued to the Student Services, it being understood that the Hungarian language round stamp shall be used to certify the diplomas/diploma supplements issued in Hungarian, while the English language round stamp shall be used to

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- certify the diplomas/diploma supplements issued in English.
- (21) The rules of procedure for keeping a record of diplomas and diploma supplements are laid down in the internal provisions called “Management of standard diploma and diploma supplement forms, submission of requests for individual diploma reservation clauses”.

CASES REQUIRING INDIVIDUAL ASSESSMENT

Preferential study schedule

Article 92

- (1) The curriculum stipulates whether a subject may be completed under a preferential study schedule. The curriculum stipulates whether the submission deadline of the assignments may be modified, whether the examinations may be taken outside the examination period - it being understood that in the case of subjects taken in the autumn semester an exam may be taken until the end of the registration week for the spring semester at the latest, and in case of subjects taken in the spring semester until 30 June at the latest- whether the period of instruction may be finished sooner, or whether the student is entitled to receive other preferential treatment.
- (2) A preferential study schedule may be authorised in full-time programmes if the student:
 - a) carries out scientific work that is recognised at the national and/or international level, or
 - b) is an outstanding national and/or international athlete, or
 - c) has received an invitation to take courses at a higher education institution abroad, completes a practice period abroad, or
 - d) has social and/or or medical grounds deserving special consideration, or
 - e) is a parliamentary and/or local government representative, senior public official, a member of the board of the University Student Union and is a member of the board of the National Conference of Students’ Unions, or
 - f) pursues a simultaneous programme at another study programme of the University or at another higher education institution.
- (3) A preferential study schedule may be requested in relation to a subject/subjects, which has/have been taken by the student for the given semester in Neptun.
- (4) A preferential study schedule may be authorised at the request of the student. The student must submit a request for preferential study schedule for each subject, along with the relevant documentation.
- (5) The request may be submitted from the first to the last day of the first week of the subject registration period.
- (6) The decision in the matter of the preferential study schedule shall be taken by the competent study committee.
- (7) The Study Committee may assess the request on the basis of conditions other than those specified in the subject datasheet.
- (8) The request for a preferential study schedule with regard to any subjects that were not taken shall automatically be rejected by the competent study committee in the form of a message sent via Neptun. If the subject syllabus allows the students to request a preferential study schedule and the request meets the requirements of the SER, the student's request shall be accepted by the competent study committee. If the student's request cannot be fulfilled, the request shall be rejected by the competent study committee.
- (9) The decision must be made within seven (7) days of filing the request.
- (10) The decision shall be communicated to the student in the form of a Neptun resolution.
- (11) On the basis of the decision, the student may be granted the concession indicated in the

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

Dean's equity
Article 93

- (1) In justified cases and at the student's request, the student may be granted an authorisation from the competent dean on the grounds of equity in any matter associated with the SER, with the exception of the cases listed in paragraph (2) below once (1) in bachelor programmes, two-cycle master programmes and specialist postgraduate programmes, and two times (2) in single-cycle master programmes during his/her period of studies
- (2) Request for Dean's equity may not be submitted in the following cases:
 - a) if the request for transfer was rejected,
 - b) for granting a signature at the end of a semester,
 - c) for overruling the evaluation of academic achievement,
 - d) the granting of an exemption from obligations provided in the programme and outcome requirements and the curriculum requirements,
 - e) for cancelling the consequences of ethical or disciplinary sanctions,
 - f) for overruling the contents of an appeals resolution,
 - g) if the student received an unfavourable decision from the university for any reason attributable to the student's own behaviour or omission,
 - h) for extending the maximum study period,
 - i) against a resolution terminating the student status,
 - j) if the rate of justified absence exceeds 50% of the sessions in a subject, equity shall not exempt the student from the consequences laid in the SER, as well as
 - k) in the case of taking a subject that is to be repeated in a semester outside the semester(s) in which it is announced by the University,
 - l) for improving the grade of a successful comprehensive exam concluding a subspecialisation/specialisation/study programme,
 - m) for exempting the student from the limitation of three (3) examination opportunities, and together with the repeated subject registrations, six (6) examination opportunities in a given semester in the same subject,
 - n) all cases in which the SER expressly prohibits recourse to equity and/or where equity is illegal or is prohibited under legislation.
- (3) Reclassification from a programme funded through (partial) state scholarship to a self-funded programme, or from a self-funded programme to a programme funded through (partial) state scholarship, as well as disciplinary and damages matters do not come under the

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SER.

- (4) Request for the Dean's equity may be submitted at any time.
- (5) The request may cover one application/ subject. The request must contain the grounds for equity and the document(s) supporting such grounds must be attached.
- (6) A request for equity may not be solely based on academic grounds. The equity decision is always individual in character and may not provide a reference for other decisions.
- (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 competent dean.
- (9) The decision shall be taken within fifteen (15) working days of the submission of such request.
- (10) .The decision shall be communicated to the student in the form of a Neptun resolution. A decision adopted under discretionary powers does not need to be justified. No appeal shall lie against the decision.
- (11) If the dean has rejected the student's request, the student has not resorted to an authoriaation on the grounds of equity, that is, the rejected request does not reduce the number of available requests for equity.

**Rector's equity
Article 94**

- (1) In justified cases, and at the student's request, the student may be granted an authorisation from the Rector on the grounds of equity in any matter associated with the SER, with the exception of the cases listed in paragraph (2) below, once (1) in bachelor programmes, two-cycle master programmes and specialist postgraduate programmes , and two times (2) in single-cycle master programmes.
- (2) Request for Rector's equity may not be submitted in the following cases:
 - a) matters in which dean's equity may not be exercised, and
 - b) matters in which the competent dean has already taken a decision under Dean's equity,
 - c) if the student has not previously submitted a request for Dean's equity during the entire period of his/her studies in the given study programme.
- (3) Provisions on Dean's equity shall apply for Rector's equity in all other matters mutatis mutandis

**INFORMING STUDENTS
Institutional Guide, information on studies
Article 95**

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

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

DOCUMENTS RELATED TO STUDY AND EXAMINATION MATTERS HANDLED BY THE UNIVERSITY**Transcript, master data sheet, master data sheet extract
Article 96**

- (1) For each student, the University
 - a) in the case of students who commenced their studies before the 2009/2010 academic year, shall keep a printed, paper-based transcript with an individual serial number, the pages of which are numbered consecutively and which constitutes a form that is subject to strict tracking requirements. The contents of the transcript are defined in the Vhr,
 - b) in the case of students who commenced their studies in the 2009/2010 academic year or later, the shall not keep a transcript.
- (2) If the University issues a certified master data sheet extract for the student, a transcript does need not be issued. For students with a transcript pursuant to subparagraph a) of paragraph (1), the data printed on the label shall be affixed to the transcript by the competent SS administrator/coordinator, which shall be certified by the Head of Study Matters at SS the staff member designated by him/her.
- (3) The competent SS administrator/coordinator shall be entitled to fill in the transcript, to delete and correct the data already entered, which shall be certified by the Head of Study Matters or the staff member designated by him/ her, it being understood that the parts of the transcript that concern the legal status and diploma are certified by the competent dean, or, in traditional programmes, by the Vice-Rector for Education.
- (4) While the student status exists, the Student Services shall issue a new transcript to replace a lost or destroyed transcript on the basis of the master data sheet, which shall be certified by the Head of Study Matters at SS or a staff member by him/ her.
- (5) The transcript must be handed over to the student upon the termination of his / her student status. The fact and the time of handing over the transcript must be recorded on the master data sheet. Paragraphs (17) to (21) of Article 97 shall apply to the handover of the transcript.
- (6) The student shall be entitled to request a transcript extract free of charge. The transcript extract shall be printed out from the Neptun by the SS administrator/coordinator, and then shall be certified by his/ her signature and the University's stamp imprint.
- (7) The purpose of the master data sheet is to record and store the personal data and study data of the student with regard to the student status indicated in the master data sheet. The contents of the master data sheet are defined in the Vhr.
- (8) While the student status of the given student exists, in case of every type of student status, one master data sheet shall be maintained by the University in relation to each student. After the termination of the student status, when a new student status is established, a new master data sheet must be created.
- (9) Each master data sheet has an individual serial number. The rules for generating serial numbers are laid down in provisions issued by the Vice-Rector for Education.
- (10) The paper-based certified student master data sheet generated from Neptun, signed by the Head of the Study Matters at SS or a staff member designated by him/her, dated and certified by the University's stamp imprint shall include the data recorded in Neptun, as specified in the Vhr.
- (11) The name and institution identification number of the University as well as the name and

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- the educational identifier of the student and the serial number of the master data sheet must be featured on every page of the paper-based master data sheet. The annexes to the master data sheet shall be:
- a) enrolment form;
 - b) minutes of the final examination;
 - c) minutes of the doctoral rigorosum, minutes of the comprehensive examination and minutes of the doctoral defence;
 - d) final certificate;
 - e) certified copy of the diploma taken before handing it over;
 - f) certified copy of the diploma supplement taken before handing it over
 - g) certified copy of the duplicate of the diploma/diploma supplement, certified copy of the corrected diploma.
- (12) The master data sheet must be certified within three (3) months of the termination of the student status by the Head of Study Matters at SS or a staff member designated by him/her.
- (13) After certification, the master data sheet must be placed in the Central Registry of the University, then, after the expiry of the period specified in the Document Management Regulations, in the Central Archives of the University. In the case of documents placed in the Central Registry/Archives of the University, the registrar/archivist shall be entitled to access them, and such documents may be borrowed by Student Services for the purpose of providing data or processing data and by LARS for the purpose of issuing the documents of former students in accordance with the provisions of the Document Management Regulations.
- (14) The closed and certified master data sheet must be supplemented and recertified, if
- a) the bachelor thesis, the master thesis, the final examination, the language requirements are completed, or the the diploma or the diploma supplement is issued after the termination of the student status,
 - b) the data included in the master data sheet must be amended due to correcting an error or entering a change to data,
 - c) the diploma and/or the diploma supplement is corrected, a duplicate is issued, or the diploma/diploma supplement is invalidated.
- (15) The annexes to the certified master data sheet shall be stored by the Student Services in the student's personal file. The location of the annexes must be indicated in the master data sheet.
- (16) Student Services shall replace a destroyed or lost master data sheet on the basis of the available records, documents and data . The replacement master data sheet shall be certified by the Head of Study Matters at SS or a staff member designated by him/her.
- (17) Upon the termination of the student status, Student Services shall issue a paper-based certified master data sheet extract
- a) ex-officio for a student who concluded his/her studies without earning the final certificate (absolutorium),
 - b) at the request of the student, for the student who obtained the final certificate but concluded his/her studies without earning a diploma,
 - c) at the request of the student, for the student who earned a certificate in a specialist postgraduate programme.
- (18) The contents of the document specified in Paragraph (17) are stipulated in Vhr., and the issued document shall be certified by the Head of Study Matters at SS or a staff member designated by him/ her.
- (19) The fact that the master data sheet extract issued in accordance with subparagraph a) of Paragraph (17) was handed over shall be recorded on the master data sheet. The handover

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- of the file must be recorded in a handover document, the contents of which are stipulated in Vhr.
- (20) The certified master data sheet extract relating to the given semester shall be issued at the request of the student free of charge by the Student Services once a semester. The fee for any further extracts is specified in Appendix 4 of the RSFB.
 - (21) Each master data sheet extract has an individual serial number. The rules for generating the serial numbers are defined by provisions issued by the Vice-Rector for Education.
 - (22) If the University fails to comply with the provisions of Paragraph (17), the former student may submit a request to the Head of Student Services for remedying the deficiency. The Head of Student Services shall take the appropriate measures within thirty (30) days of the date of the request. Failure to do so entitles the former student to pursue legal remedies under the SSP.

Duplicate of the diploma, the diploma supplement, corrections**Article 97**

- (1) The provisions of Article 91 shall apply to issuing and registering duplicates of diplomas, diploma supplements, corrected diplomas or diploma supplements, except for the derogations contained in this article.
- (2) In accordance with the provisions of the Nftv. and the Vhr, the University shall upon request, issue a duplicate of a diploma that was lost, stolen or destroyed after it has once been handed over
- (3) The contents of the duplicate are laid down in the Vhr.
- (4) The duplicate shall be issued at request.
- (5) The fee specified in Annex 5 of the RSFB shall be payable for having the duplicate issued
- (6) Following the certification, the procedure specified in Paragraph (21) of Article 91 shall be followed.
- (7) The duplicate shall be issued within sixty (60) days of receiving the request.
- (8) The same procedure is applicable to issuing more than one duplicates of a diploma as the procedure followed relating to the first duplicate.
- (9) The rules of keeping records of duplicates are consistent with the rules of keeping records of diplomas.
- (10) The contents of the duplicate of a diploma awarded before 15 August 2015, issued in accordance with Paragraph (2) above, shall be identical with the content of the original diploma, it being understood that if the diploma was originally issued only in Hungarian, the foreign language page of the form specified in paragraphs (1) and (2) of Article 91 shall not be issued.
- (11) The Student Services shall, ex officio or upon request, withdraw and annul any incorrectly issued diploma, shall enter the correction of the error in the master data sheet, and recertify the closed and certified master data sheet. On the basis of the corrected master data sheet, the diploma shall be reissued from Neptun within thirty (30) days. The diploma shall include the repair clause and the certification specified in Annex 9 of the Vhr. Following the certification, the procedure specified in Paragraph (21) of Article 91 shall be followed.
- (12) If Student Services issue a new diploma in accordance with the provisions of Paragraph 11) and the change affects the contents of the diploma supplement, it shall reissue the diploma supplement from Neptun, and at the same time shall withdraw and annul the former diploma supplement. Following the certification, the procedure specified in (21) of Article 91 shall be followed.
- (13) When issuing a duplicate of a diploma supplement or a reissuing a diploma supplement, the

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- duplicate must be marked with the text DUPLICATE, but the clause does not need to be attached either to the duplicate or the reissued diploma supplement. Student Services shall issue the DUPLICATE of the diploma supplement within sixty (60) working days of receiving the request, which can be issued if the applicant has paid a fee for the issuance of the duplicate as specified in Annex 4 or Annex 5 of the RSFB.
- (14) Student Services shall revoke a diploma issued by the University or its predecessor within five (5) years of its date of issue if the diploma was obtained unlawfully. Otherwise, the provisions of the Ákr. shall apply mutatis mutandis to revocation.
 - (15) Notwithstanding the provisions of Paragraph (14), if the issue of a diploma was influenced by a criminal act, and the commission of the criminal act has been confirmed by a final court decision or a prosecutorial decision, the University shall annul the diploma without any time limitation, provided that the annulment does not affect any right acquired and exercised in good faith. Otherwise, the provisions of Ákr. shall apply mutatis mutandis for annulment.
 - (16) The provisions of the present article shall equally apply mutatis mutandis to the diploma supplement.
 - (17) Once the resolution on the revocation or annulment becomes final, Student Services shall issue a master data sheet extract, as specified in paragraphs (17) and (18) of Article 96, with regard to the studies on which the revoked or annulled diploma was based
 - (18) The duplicate of the diploma shall be certified by the competent dean, or if he/ she is prevented from performing his/her duties, by the Vice-Rector for Education.
 - (19) The corrected diploma shall be certified by the competent dean, or if he/ she is prevented from performing his/her duties, by the Vice-Rector for Education.
 - (20) The duplicate of the diploma supplement and the corrected diploma supplement shall be certified by the Head of Study Matters at SS.

Certificates related to studies, document handover
Article 98

- (1) Upon request or ex officio, the University shall issue the following certificates in relation to the studies of the student or the former student, with the contents specified in the Vhr:
 - a) certificate of student status,
 - b) credit certificate,
 - c) certificate on the issuance of the final certificate (absolutorium),
 - d) certificate on the successful completion of the final exams (on the diploma which may not be issued due to the failure to meet the language requirements)
 - e) Certificate on the issuance of the diploma.
- (2) A student or a former student shall also be entitled to request, in relation to his or her studies, a certificate/certificates with individual content.
- (3) The certificates specified in paragraphs (1) and (2) shall be issued, upon request,
 - a) in the case of current students by SS, within twenty (20) days of receiving the request,
 - b) in the case of former students by LARS, within thirty (30) days of receiving the request.
- (4) In the case set out in subparagraph a) of Paragraph (3), the certificates under subparagraphs a)-d) of Paragraph (1) shall be certified by the Head of Study Matters at SS or a staff member designated by him/ her.
- (5) In the case set out in subparagraph b) of Paragraph (3), the certificates under paragraphs (1) and (2) shall be certified by a staff member designated by the Head of LARS.
- (6) The requests must be submitted in Neptun by students with an existing student status and by e-mail, by post or the designated online interface by student who no longer have student status.


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- (7) The following shall apply to the certificate of student status specified in subparagraph a) of Paragraph (1)
- a paper-based copy shall be issued by the University at request, the electronic copy of which may be later downloaded from Neptun
 - certifies the existence of the the student status of a student/former student,
 - must be given an individual identifier at the time of issue and must be registered on the basis thereof in Neptun. The method of generating individual identifiers is set out in the relevant rules of procedure,
 - shall be issued free of charge during the existence of the student status, and in the case of several programmes, during the existence of the student status in respect of the given programme,
 - shall be issued for a fee to former students, in the case of several programmes, in respect of the programme where student status has ceased. The amount of such fee is specified in Annex 5 of the RSFB.
- (8) The following shall apply to the credit certificate specified in subparagraph b) of Paragraph (1)
- its contents are stipulated in the Vhr
 - It is issued by the University upon request
 - a paper-based copy shall be issued by the University at request, the electronic copy of which may be later downloaded from Neptun. The relevant request by the student/former student shall specify the requirements in respect of whose completion the certificate is requested.
 - includes the description of the subject (subject requirement) completed by the student/former student which for the purposes of taking a decision on the credit recognition procedure allows the University to examine and assess to what extent the knowledge acquired by the student and certified as well as other competences correspond to the specific competences of the substituted subject (curriculum requirement),
 - it must be given an individual identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant rules of procedure.
 - it shall be issued free of charge to a current student and against the payment of a fee specified in Annex 5 of the RSFB to former students .
- (9) The following shall apply to the certificate on the issuance of the final certificate (absolutorium), specified in subparagraph c) of Paragraph (1).
- its contents are stipulated in the Vhr.
 - it is issued by the University upon request
 - a paper-based copy shall be issued by the University at request, the electronic copy of which may be later downloaded from Neptun
 - it must be given an individual identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant rules of procedure.
 - it shall be issued free of charge to a current student and against the payment of a fee specified in Annex 5 of the RSFB to former students
- (10) The certificate on the successful completion of final exams (on the diploma which may not be issued due to failure to meet the language requirements) , specified in subparagraph d) of paragraph (1), may be issued at the request of the former student by LARS from Neptun. The issuance of such a certificate shall be subject to the fee specified in the RSFB.
- (11) The following shall apply to the certificate on the issuance of the diploma specified in

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- subparagraph e) of Paragraph (1):
- a) its contents are stipulated in the Vhr.
 - b) it is issued by the University upon request,
 - c) at the request of the former student, until the diploma is issued, LARS shall issue a certificate on the issuance of the diploma from the tenth (10.) working day following the last day of the final examination period or of the certification on the completion of the language requirements.
 - d) it must be given an individual identifier at the time of its issuance and it must be registered on the basis thereof in Neptun. The rules for generating individual identifiers are laid down in the relevant rules of procedure.
 - e) it shall be issued free of charge to a current student and shall be subject to the payment of a fee specified in Annex 5 of the RSFB to former students
- (12) The certificate on the issuance of the final certificate, the certificate on the successful completion of the final examination and the certificate on the entitlement to the diploma must be issued on the basis of the master data sheet
- (13) The following shall apply to the certificate specified in Paragraph 2)
- a) depending on the subject of the request, its contents in the case of current students shall be defined by the Head of Study Matters, in the case of former students by the Head of LARS.
 - b) it shall be issued free of charge to a current student and shall be subject to the payment of a fee specified in Annex 5 of the RSFB to former students
 - c) it must be given a reference number and must be recorded in accordance with the rules specified in the Document Management Regulations.
- (14) A request for the disclosure of data or for certificates relating to studies from a third party other than the University and a student/former student can only be fulfilled if the student/former student gives his/her written consent, except for the cases specified in Section 3 of Part IV of Annex 3 of the Nftv, and if the parent is entitled to initiate an administrative procedure and he/she requests the issuance of the student certificate within the framework of this procedure. In this case, the certificate issued shall be sent by the competent organisational unit to the e-mail or postal address indicated on the request..
- (15) The fact that the following documents specified in the Vhr. were handed over must be certified on a handover document:
- a) master data sheet extract,
 - b) transcript,
 - c) diploma, corrected diploma, duplicate of diploma,
 - d) diploma supplement, corrected diploma supplement, duplicate of diploma supplement.
- (16) (16) The contents of the handover document are stipulated in the Vhr.
- (17) If the person taking over the diploma is an authorised representative, then the authorisation document must be attached to the handover documentation.
- (18) The handover documentation may cover the handover of several documents. If the handover of the documentation is not performed in person, then the relevant documents shall be posted to the permanent address of the person registered in Neptun or, if relevant, to his/her postal address
- (19) The handover documentation shall be kept by the University in accordance with the provisions of the Document Management Regulations, in the manner specified therein.

Data processing
Article 99

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- (1) The scope of data to be registered on students on a mandatory basis are set out in Nftv. and Onytv. Any further personal or sensitive data may only be recorded with the written consent of the data subject.
- (2) The rules on recording, processing, transferring data and data protection are laid down in the Data Processing Regulations.

**Closing provisions
Article 100**

- (1) The present Regulations were adopted by the Senate at its meeting of 22 June 2021.
- (2) The present Regulations shall enter into force on 1 September 2021, at the same time the Study and Examination Regulations adopted by the Board of Trustees at its meeting of 18 August 2020 under resolution number 31/2020 (8 August) shall be revoked.
- (3) These Regulations constitute Part 3 of the Student Requirement System.
- (4) Annexes of the SER:


Annex 1: The composition and method of calculation of partial results counted towards the result, grading of the diploma

Annex 2: Special provisions applicable to practice periods

Annex 3: The content and format requirements of preparing the thesis

Annex 4. The evaluation of the performance of foreign guest students studying at the University, the conversion of grades obtained abroad

Annex 5. Requirements of the final examination, the rules of conducting the final examination and the method of calculating its result (grade), by study programmes

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Annex 1

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

**Preamble
Article 1**

- (1) Under the provisions of Paragraph (5) of Article 90 of the Study and Examination Regulations, the composition and the method of calculation of partial results towards the result, grading of the diploma are defined pursuant to the provisions of the present annex, it being understood that the grading of the diploma is governed by paragraphs (1) and (4) of Article 90 of the SER.

**Bachelor programmes
Article 2**

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

**Two-cycle and single-cycle master programmes
Article 3**


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

**Specialist postgraduate programmes
Article 4**

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

**Master-level teacher training programme
Article 5**

- (1) In the case of master-level teacher training programmes, the result of the diploma shall be the arithmetic average of the following items, rounded to two decimal places:
- a) the credit-weighted arithmetic average of grades received in compulsory and

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- compulsory elective subjects in the amount stipulated in the curriculum
- b) the result (grade) of the final examination.

Study and Examination Regulations
Annex 2
Special provisions applicable to practice periods
Preamble
Article 1

- (1) Under the provisions of Paragraph (5) of Article 58 of the Study and Examination Regulations (hereinafter referred to as the SER), the rules on commencing, completing the practice period and having it recognised are set out in the present annex.

Purpose of the practice period
Article 2

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

Length of the practice period
Article 3

- (1) Students shall be required to complete a practice period in the following study programmes:
- In bachelor-level study programmes:**

Field of study of Business and Management:

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

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Finance and Accounting study programme		
Tourism-hospitality study programme ¹		

Field of study of Computer Science:

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

Field of study of Agriculture:

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

Field of Study of Social Sciences:

Bachelor-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Communication and Media Science study programme (in Hungarian and in English)	at least 80 hours	4 th semester (recommended semester)
International Studies study programme (in Hungarian and in English)	120 hours (at least 4 weeks)	6 th semester
Political Science study programme	4 weeks	6 th semester

b) In master-level study programmes:
Field of study Business and Management:

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

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

Field of study of Computer Science:

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

Field of study of Social Sciences:

Master-level study programme	Length of continuous practice period	Scheduling of practice period during the programme
Health Policy, Planning and Financing study programme (in English)	120 hours	in the study period of the 3 rd semester
Communication and Media Science study programme (in Hungarian and in English)	90 hours	3 rd semester (recommended semester)
Sociology study programme (in Hungarian and in English)	180 hours	4 th semester

**Place of the practice period
Article 4**

- (1) The place hosting the practice period (hereinafter referred to as: workplace) is a legal entity or a business organisation pursuant to the Act on Civil Procedures (domestic or foreign company, institution, not-for-profit company etc.) that is considered as such by the University.
- (2) Any organisation specified in paragraph (1) may be declared a workplace for the purposes of the practice period if it meets the following criteria:

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- a) it is able to employ the student in a field of expertise matching his/her studies;
 - b) it ensures the premises, the equipment as well as the necessary professional supervision and direction for the purposes of completing the practice period;
 - c) it provides occupational safety training to the student before employing him/her;
 - d) the length of the employment does not exceed 40 hours per week, but reaches the amount of working hours stipulated in the curriculum during the mandatory practice period.
- (3) A practice period organised through a student cooperation shall be certified by the student cooperation, provided that the employer that has a contractual relationship with the student cooperation meets the criteria of the workplace and the work performed fulfils the requirements for completing the practice period.
 - (4) The student may not become his/her own employer (own business) and the workplace may not be owned by a close relative of the student. The training principal designated by the workplace may not be the student's close relative pursuant to the Ptk., nor may he/she be a person who may not be expected to assess the practice period objectively.
 - (5) If the student completes his/her practice period abroad, legislation in force in the country of jurisdiction of the workplace may be taken into account with regard to legal conditions. The practice period, however, shall have to meet the criteria defined for the practice period and the workplace.
 - (6) A practice period abroad may also be completed in the framework of mobility programmes. The practice period, however, shall have to meet the criteria for the practice period and the workplace.

**General Rules
Article 5**

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

Authorisation process with regard to the practice period

Study and Examination Regulations**Article 6**

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

Acceptance and assessment of the practice period**Article 7**

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- (1) The completion of the practice period, the attitude and performance of the student during the practice period shall be certified by the training principal (mentor, manager directly supervising the practice period) designated at the workplace by filling in and signing the „Assessment by the direct supervisor” form and by signing the written report prepared by the student on the practice period.
- (2) The written report prepared by the student shall include the following:
 - a) Presentation of the workplace.
 - b) Brief presentation of the sector, the competitors.
 - c) Description of the responsibilities.
 - d) Work performed and the results achieved.
 - e) Evaluation of the experience acquired.
 - f) The length of the report shall exceed 1500 words.The exact content and format requirements of the report on the practice period shall be communicated to the students and published on the institute’s website by the study programme leader in the semester preceding the practice period.
- (3) At the time of submitting the request, the student shall upload to Neptun the „Termination of the practice period” request along with the „Assessment by the direct supervisor” within five (5) working days of completing the practice period or if he/she completes the compulsory practice period in the last semester, not later than within twenty (20) working days of the first day of the final examination period.
- (4) If the report does not meet the requirements, the student shall submit a revised version within five (5) working days of the rejection. If the report is rejected for a second time, the practice period shall be repeated.
- (5) The decision on the grading and the acceptance of the practice period shall be taken by the lecturer in charge of the practice period in the light of the contents of the „Assessment by the direct supervisor” and the report on the practice period within five (5) working dyas of receiving them and shall simultaneously
 - a) record the grade granted for the subject in Neptun,
 - b) in the case of rejection, notify the student thereof in the form of a Neptun message.
- (6) The definitive grade of a credit-based practice period shall be the arithmetic average of the grades given for the „Assessment by the direct supervisor” and the grade given for the report on the prcatice period. The grading of the practice period shall be defined within the following limits:
 - a) excellent if the average is 4.5–5.0
 - b) good if the average is 3.5–4.4
 - c) satisfactory if the average is 2.5–3.4
 - d) pass if the average is 2.0–2,4
 - e) fail if the average is below 2.00
- (7) If no credit is assigned to the practice period in the curriculum, the lecturer in charge of the practice period shall decide on granting or refusing the signature.
- (8) If it can be established during the inspection of the practice period or from the report on the prcatice period that the student did not complete the practice period or did not complete it as required (e.g. length or responsibilities), the student shall be obliged to repeat the practice period and the practice period in question may not be evaluated.

The rights and obligations of persons involved in the practice period

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Article 8

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

Quality assurance

Article 9

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

Closing provisions

Article 10

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

Study and Examination Regulations**Annex 3****The content and format requirements of preparing the thesis****Preamble****Article 1**

- (1) In accordance with the provisions of Paragraph (13) of Article 74 and Paragraph (2) of Article 77 of the Study and Examination Regulations, the content and format requirements of the thesis are set out in the present annex.

The content requirements of the thesis**Article 2**

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

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- the study programme leaders individually in the case of each study programme.
- b) Presentation of the given project and the creative process.
 - c) Methodological presentation of the collection of materials.
 - d) Analysis, evaluation, presentation of the different views.
 - e) Critical reflection on the project.
 - f) Connecting and synthesising the materials presented, explaining how they are related to the programme.
 - g) List of references, a listing of references to help retrieve the references featured in the thesis.
 - h) The project work itself shall be attached to the thesis.

The format requirements with regard to the thesis
Article 3

- (1) Format requirements with regard to the research-based thesis
 - a) Name of the thesis file: NAME_NEPTUNCODE_thesis_study programme_year
example: SAMPLEMARCELL_KLMN34_THESIS__2021
 - b) Cover page:
 - ba) First cover page: may not include anything besides the word “thesis”, the name of the author and the year.
 - bb) Second cover page: includes the name of the University, the name of the author, his/her study programme and specialisation, the title of the thesis, as well as the name of the supervisor and the year.
 - c) The table of contents shall come after the second cover page of the thesis.
 - d) Format requirements with regard to the text:
 - da) The thesis shall be submitted in 12-point font with a decorative stroke (“serif”), using 1.5 line spacing in justified paragraphs (with the exception of lists), the structural levels shall be marked consistently, page numbering shall be continuous, with the appropriate indication of the appendices
 - e) Figures and tables:
 - ea) The figures and tables shall be numbered.
 - eb) If necessary, a list of figures shall be added.
 - f) References:
 - fa) Theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).
 - g) List of references:
 - ga) The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations, as well as the contents of the annexes.
- (2) Format requirements with regard to the portfolio-type thesis
 - a) Name of the thesis file: NAME_NEPTUNCODE_thesis_study programme_year,
example: SAMPLEMARCELL_KLMN34_THESIS__2021
 - b) The thesis shall consist of two parts:
 - ba) Critical reflection, the format requirements of which are identical with those of the research-based thesis.
 - bb) Presentation, with the following format requirements:

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- bba) The first page of the presentation may not include anything besides the title of the thesis, the name of the author, the year of submission and the official logo of the University.
 - bbb) The second page of the presentation shall feature the table of contents.
 - bbc) The presentation consists of numbered pages.
 - bbd) Portfolio-type theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).
 - bbe) The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations as well as the contents of the annexes
- (3) Format requirements of entry-to-competition type theses
 - a) Name of the thesis file: NAME_NEPTUNCODE_thesis_study programme_year
example: SAMPLEMARCELL_KLMN34_THESIS__2021
 - b) The thesis shall consist of two parts:
 - ba) Executive summary, whose format requirements are identical with those of the research-based thesis.
 - bb) The creation itself, whose expected format shall be regulated by the study programme leaders individually for each study programme.
- (4) Format requirements of project-type theses
 - a) Name of the thesis file: NAME_NEPTUNCODE_thesis_study programme_year
example: SAMPLEMARCELL_KLMN34_THESIS__2021
 - b) The thesis shall consist of two parts:
 - ba) Executive summary, whose format requirements are identical with those of the research-based thesis.
 - bb) Presentation, with the following format requirements:
 - bba) The first page of the presentation may not include anything besides the title of the thesis, the name of the author, the year of submission and the official logo of the University.
 - bbb) The second page of the presentation shall feature the table of contents.
 - bbc) The presentation consists of numbered pages.
 - bbd) Project-type theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).
 - bbe) The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations as well as the contents of the annexes.

Study and Examination Regulations**Annex 4****The evaluation of the performance of foreign guest students studying at the
University, the conversion of grades obtained abroad****The evaluation of the performance of foreign students, guest students
Article 1**

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

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

**Conversion of grades acquired abroad
Article 2**

- (1) The principles of converting grades acquired abroad shall be developed by the competent credit transfer committee in the framework specified in the Study and Examination Regulations. The decisions on individual students shall be adopted according to these principles.
- (2) The principles referred to in paragraph (1) shall be published by Student Services on their website.

Study and Examination Regulations**Annex 5****Requirements of the final examination, the rules of conducting the final examination and the method of calculating their result (grade), by study programmes****Preamble****Article 1**

- (1) In accordance with the provisions of Paragraph (21) of Article 87 of the Study and Examination Regulations, the Requirements of the final examination, the rules of conducting the final examination and the method of calculating its result (grade) by study programmes shall be included in the present annex.

Bachelor programmes**Article 2**

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

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arithmetic average of the three grades received for the parts specified in subparagraphs a), b), c) and d) of paragraph (3), rounded to two decimal points.

Two-cycle and single-cycle master programmes and specialist postgraduate programmes
Article 3

- (1) The requirements of the final examination with respect to all two-cycle and single-cycle master programmes (with the exception of master-level teacher training programmes) and specialist postgraduate programmes:
 - a) the student shall defend the thesis before the final examination board in the framework of the final examination, furthermore
 - b) he/she shall complete the portfolio-based oral exam if this is stipulated in the curriculum or
 - c) take a comprehensive examination as part of the final examination in the topics defined in the curriculum of the study programme, if this is stipulated in the study programme.
- (2) During the final examination the events of the final examination follow each other in the order specified in paragraph (1).
- (3) The provisions included in paragraph (2) shall be applied, except that the written part of the comprehensive examination – or if the comprehensive examination consists of only a written part, then the whole comprehensive examination – precedes the event included subparagraph a) of paragraph (1).
- (4) The result of the final examination, that is, the grade awarded for the final examination shall be composed of the following:
 - a) the grade for the thesis awarded by the referee(s) on a five-grade scale, in the case of more than one referees, the average of the grades given by the referees rounded to two decimal places and
 - b) the grade received for defending the thesis and for answering the questions related to the thesis, graded on a five-grade scale, as well as
 - c) as the grade awarded for the portfolio-based oral examination on a five-scale grade as specified in subparagraph b) of paragraph (1) and/or
 - d) if cases referred to in subparagraph c) of paragraph (1), the grade received for the comprehensive examination on a five-scale grade (if it consists of a written and an oral part, the average of the two grades rounded to two decimal places) with double weight.
- (5) Method of calculating the result of the final examination, that is, the grade received for the final examination:
 - a) in cases referred to in subparagraph a) of paragraph (1): the arithmetic average of the two grades received for the parts specified in subparagraphs a) and b) of paragraph (4), rounded to two decimal places,
 - b) in cases where subparagraphs a) and b) of paragraph (1) both apply: the arithmetic average of the three grades received for the parts specified in subparagraphs a), b) and c) of Paragraph (4), rounded to two decimal places,
 - c) in cases where subparagraphs a) and c) of paragraph (1) both apply: the weighted arithmetic average of the three grades received for the parts specified in subparagraphs a), b) and d) of paragraph (4), rounded to two decimal points,
 - d) in cases where subparagraphs a), b) and c) of paragraph (1) all apply: the weighted arithmetic average of the three grades received for the parts specified in subparagraphs a), b), c) and d) of paragraph (4), rounded to two decimal points.

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Master-level teacher training programmes

Article 4

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

Joint programmes

Article 5

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