

Annex 5

of the Statutes of the University of Pécs

**Academic and Examination Regulations of
the University of Pécs**



Pécs 2006

effective from 18th December 2008

Pursuant to Act CXXXIX of 2005 on Higher Education (hereinafter HEA, Hungarian abbreviation Ftv.) and Government Decree 79/2006. (IV. 05.) on the Implementation of Certain Provisions of Act CXXXIX of 2005 on Higher Education (hereinafter GD) the Senate of the University of Pécs (hereinafter University), with the assent of the University Students Union, has adopted the following Academic and Examination Regulations (hereinafter the Regulation):¹

PART ONE

GENERAL PROVISIONS

CHAPTER 1.

THE SCOPE OF THE REGULATION

Section 1.(1) The scope of the Regulation shall extend to all trainings (higher-level vocational training, undergraduate training, undivided, single-tier training, graduate training and post-graduate specialist training) establishing student status at the University, to persons taking part in the trainings and having student status at the University regardless of their nationality (hereinafter students) and to employees involved in rendering the trainings.

(2) The Regulation shall apply to the academic and examination matters of students pursuing their studies in the framework of part-time training or distance education - unless provided otherwise in laws and regulations.

(3) Further, the scope of the Regulation shall apply to students establishing visiting student status at the University during the course of their studies at the University.

(4)¹ Provisions pertaining to the academic and examination matters of students pursuing doctoral studies are contained in the Doctoral Regulations of the University in accordance with this Regulation.

(5) The Regulation shall apply to the academic and examination matters of foreign national students with derogations stipulated in Part Three Chapter 25.

(6)² Students fees and grants relating to academic matters shall be provided for by the Fees and Grants Regulations of the University.

(7)³ Special provisions pertaining to particular Faculties are contained in the Annexes to the Regulation.

² Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹ Repealed by the amendment adopted at the meeting of the Senate held on 29th November 2007. Ineffective: from 29th November 2007.

² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

CHAPTER 2.

DEFINITIONS

Section 2. For the purposes of the Regulation:

1. ^{5 6} **recommended curriculum (model curriculum)** means the allotment of the subjects in the curriculum over semesters in a way which renders the accrual of 30 (± 3) credits in each semester possible so that the academic requirements can be fully accomplished within the length of programme specified in the qualification requirements. In the case of post-graduate specialist training the recommended curriculum may not deviate from the average number of credits per semester in excess of ten per cent after having deducted not more than ten credits for the degree thesis,
2. ⁴ **active semester** in respect of student status means a semester in which the student has been registered and his/her student status is not temporarily terminated. The student may exercise all his/her rights and shall fulfil all his/her obligations specified herein in an active semester,
3. **enrolment** means the official procedure to establish student status,
4. **registration** means the student's statement as to whether he/she intends to continue his/her studies in the given semester,
5. **ECTS (European Credit Transfer System)** means the European Credit Transfer System, which facilitates student mobility among European higher education institutions for the students of institutions accepting the principles of ECTS,
6. **individual student academic working hours** means the part of the student's academic work expressed in working hours which the student independently performs out of class (contact hours) in order to acquire the subject-matter of instruction and fulfil the requirements (including the time spent on studying during the examination period),
7. **undivided, one-tier training** means a training, in compliance with the new training system, though not divided into separate cycles, leading to the attainment of a Master degree,
8. **precondition:** it is specified in the curriculum what other course-units have to be accomplished in advance before registration for specific course-units,
9. ⁵ **ETR (Hungarian abbreviation for Electronic Studies Records)** means the electronic record system of the UP for the organisation of education- and study-related matters, and handling students' finances. Students' access to the ETR is ensured by the University through its homepage,
10. **upgrading examination** means an examination opportunity to improve a grade obtained in a successful examination taken during the examination period,
- 10/A. ⁶ **training schedule of evening training** means a schedule of training provision where the contact hours of students are delivered after 4 p.m. on working days or on rest-days during term-time,
11. ⁷ **semester** means a period of instruction provision of five months divided into registration period and term of study,
12. **mid-term grade** means the mark that reflects the mid-term performance of the student and is awarded during term-time on the basis of performance in assignments, classroom tests and recitals,
13. **phasing-out system** means an organisation principle on the basis of which compliance with new or amended academic and examination regulations can be demanded from students who started their studies after the introduction of the new regulation or from students who started their

⁵ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁶ Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

studies before its introduction but chose to conduct their studies in accordance with the new or amended academic and examination regulations,

14. higher-level vocational training means vocational training provided by higher education institutions in the framework of student status at the higher education institution - or in the event of an agreement concluded with the higher education institution, by the vocational secondary school for students having secondary school student status -, which is integrated into the undergraduate course of the higher education institution and awards a higher-level vocational qualification listed in the Hungarian National Qualifications Register,

14/A. ⁸ **funding group** means a group defined with regard to normative training grants specified in the Annex of Government Decree 50/2008. (III. 14.) on the Funding of Higher Education Institutions on the Basis of Normative Training Grants, Research Grants and Management Grants,

15. ⁹ **student (applicant) with disability** means a student (applicant) who suffers from physical, sense, speech disorders, autism, and disorders in cognitive and behavioural development,

16. ¹³¹⁴ **disadvantaged student (applicant)** means a student (applicant) younger than twenty-five years at the time of registration in respect of whom the notary arranged for child protection care during secondary education due to family or social background, or for whom regular child welfare benefit has been disbursed, or who has been eligible for regular child protection benefit, or has been a ward of the state,

16/A. ¹⁰ **multiply disadvantaged student (applicant):** means a disadvantaged student (applicant) whose parent exercising parental control at the time when the student reached the compulsory school age only completed elementary education as stated in the voluntary parental declaration under the procedure regulated in the Act on the Protection of Children and on Child Welfare Administration, or for whom long-term guardianship has been arranged,

17. publication on homepage means publication of information in a domain on the homepage that is accessible to all,

18. Institutional (Academic) Guide means a guide containing the data necessary for the student to pursue and plan his/her studies,

19. repeated retake examination means repeating an unsuccessfully taken examination for the second time in the given examination period,

20. retake examination means repeating an unsuccessfully taken examination for the first time in the given examination period,

21. faculty means the organisational unit in charge of the instruction, research, and artistic activities of related degree programmes in one or more fields of training or discipline of science as defined in the educational programme,

22. ¹¹ **preferential course schedule** means a course schedule in the scope of which the student, upon request, may be granted exemption from meeting certain academic obligations - within the framework of the Regulation - except for exemption from the fulfilment of academic requirements,

23. ¹² **training cycle** means the levels of training (higher-level vocational training, undergraduate training, graduate training, undivided one-tier training, post-graduate professional training and doctorate courses) built on each other within the framework of higher education,

24. programme completion and exit requirements mean the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a precondition for the specific degree and professional qualification to be awarded,

¹³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁴ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September

2007⁸ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁹ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

¹⁰ Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

¹¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹² Amendment adopted by the Senate on its meeting held on 21st June 2007.

- 25. length of programme** means the period of time required for obtaining the necessary credits, degree, professional qualification or specialised qualification as defined in the corresponding laws,
- 26.** ¹³ **term of study:** means a period of time consisting of term-time and the pertaining examination period,
- 26/A.** ¹⁴ **training schedule of correspondence training** means a schedule of training provision where - unless stated otherwise in an agreement concluded with the students concerned - the contact hours of students are delivered in a condensed form, on working days or on weekly rest days once every two weeks at the most,
- 27. educational programme** means the complex training document of the institution, which contains a detailed programme and academic requirements of the undergraduate, graduate and specialist postgraduate programmes, a vocational training programme in higher-level vocational training, in all cases together with detailed rules of training, such as the curriculum, the programme of studies and course-units, and the evaluation and assessment methods together with the pertaining procedures and rules,
- 28. field of training** means the programmes and branches of training defined in a Government decree, whose contents are similar or partly identical,
- 29.** ¹⁵ **consultation** means an opportunity for personal discussion provided by the lecturer of the higher education institution in connection with the student's studies at a time and venue specified by the higher education institution,
- 30. credit** means a unit of students' academic work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours,
- 31. credit allocation** means allocating credits to the student's entire academic work necessary on the average for the fulfilment of academic requirements specified in the curriculum,
- 32.** ¹⁶ **credit accrual (credit accumulation)** means collecting credits in the course of pursuing studies. Credits obtained in each term of study will be added to credits obtained previously until the student reaches the number of credits (including the credits allocated to the body of knowledge to be obligatorily acquired) required for the award of the diploma or until the student completes credit-earning course-units,
- 33.** ¹⁷ **credit index, corrected credit index:** are the tools suitable for the quantitative and qualitative assessment of the student's performance in a semester. To calculate the credit index, the aggregate sum of the products of the credit value of the successfully accomplished course-units and their marks shall be divided by the thirty credits obtainable during a semester in the case of average progression. The corrected credit index can be calculated by the factor corresponding to the ratio of credits obtained during the semester to credits undertaken in the individual course schedule. The calculation of the combined corrected credit index corresponds to the calculation of the corrected credit index with the difference that thirty credits per semester and credits undertaken and credits obtained during the whole period of time shall be taken into consideration,
- 34. criterion requirement** means a requirement to be fulfilled obligatorily - as stipulated by the curriculum - to which no credit is allocated,
- 35. course** means a curricular unit offered in a semester announced together with the name of lecturer, timeslot in the timetable and classroom venue,

¹³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁴ Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

¹⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

36. ²³²⁴ **registration book** means a public document certifying the completion of studies and the pre-degree certificate which contains data with reference to the fulfilment of academic requirements. The language of the registration book is Hungarian except for trainings whose medium of instruction is a foreign language in which case all official notes shall be made in the language of the training. The University shall use registration books specified by Section 15/D (1) a) of the GD. Within the framework of the Regulation any note into a registration book can be made by an authorized person either in his/her own handwriting or by sticking an etiquette label printed out from the ETR. The data contents of the etiquette label shall be authenticated by the authorized person by signing it in the manner specified in the regulations. Any correction can exclusively be made by the person authorized to make the note to be corrected; the correction shall be certified by the authorized person by adding his/her signature and the date.

37. mentoring programme means a particular form of training where disadvantaged students are regularly assisted with preparation by a student or lecturer of the higher education institution, or by a separate organisation,

38. milestone means the indicator of the periodical fulfilment of the curriculum and/or thematic grouping of further curricular units,

39. module means a curricular unit corresponding to the curriculum of the programme comprising the course-units which contain knowledge related thematically, by the educational purpose of the programme or in respect of the purpose of the specialisation, or which combines knowledge common for several programmes. Modules can build upon or substitute each other,

40. training schedule (section) means a principle of training provision which may be full-time, correspondence, evening or distance education,

41. orientation (information) days may be organised for applicants admitted upon the decision of a Faculty at a point of time specified by it. The purpose of orientation days is to inform persons establishing student status at the University about academic and examination requirements and the organisational structure of the University, and to assist in orientation on the premises of the University,

41/A. ¹⁸ **National Qualification Register (NQR)** means a register of qualifications recognised by the state. The NQR contains the qualification code, the qualification description, the assigned FEOR number, the qualification category and trade group, the year of registration, the qualifications only obtainable in the school system, the maximum duration of training necessary for obtaining the qualification (the number of years and the number of hours of the training) and the minister authorised to define the applicable vocational and examination requirements,

42. passive semester means a semester the student does not register with or in which his/her student status is temporarily terminated for any other reason and during which his/her rights and obligations prevail in a restricted manner,

43. additional (parallel) student status (simultaneously pursued studies) means a further student status of a student of another higher education institution established at the University in the case of admission to a further programme, or a further student status of the student of the University established at another higher education institution,

44. studies in another higher education institution means the period when a student obtains credits in another higher education institution in visiting student status,

45. part-field specialisation means a phase of training of the undergraduate course offering further differentiated fields of training which are open only to the students of the undergraduate course. It will not be recorded in the diploma, its accomplishment is certified only by the diploma supplement,

46. programme means training towards a professional qualification, which comprises the pertaining content requirements (knowledge, proficiency, skills) in a uniform system,

²³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁴ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December

2008.

²⁵ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

47.¹⁹: person responsible for the programme means the person responsible for the content of the programme and the whole training process, having authority, named in the documents of launching the programme or commissioned by the Faculty Council,

48. specialisation means training aimed at the acquisition of specialised knowledge which is certified as part of the professional qualification and recorded in the diploma,

49. professional qualification means evidence of specialised knowledge awarded with a Bachelor or Master degree, such knowledge being determined by the content of the programme and specialisation preparing the student for access to the profession,

49/A.²⁰ vocational and examination requirements means the central training document pertaining to the NQR trainings, issued by the minister responsible for the specialised qualification in a statutory instrument under Section 54/B of Act LXXVI of 1993 on Vocational Training, **49/B.²¹ vocational examination** means a state examination organised for the awarding of a specialised qualification specified in the NQR; compliance with the examination requirements specified in the vocational and examination requirements issued by the ministry responsible for the given specialised qualification before an examination board of vocational examinations. The examination board of the vocational examination shall consist of three members,

50.²² comprehensive examination means a form of examination for jointly assessing the knowledge of more than one course-units, the registration for which qualifies as registration for a course-unit,

51. term-time²³ means the part of the term of study during which classes are given while certain forms of testing and assessment may also be carried out,

52. academic year means an instruction provision period of ten months,

53.²⁴ contact hour means a class requiring the continuous personal contribution of the lecturer for the fulfilment of the academic requirements specified in the curriculum (lecture, seminar, practice, consultation), its length is usually 45 minutes,

54.²⁵ course list means all the courses offered in line with the curriculum in the given semester,

55.²⁶ course-unit: means a one-semester unit of the professional (thematic) structure of the curriculum of a programme to which conditions of registration and accomplishment may be assigned, and which has a credit value. A course-unit may be divided into course-element(s),

56. programme of course-unit means a description of the knowledge content to be acquired within the framework of the course-unit and the general conditions of the accomplishment of the course-unit,

57. curriculum means the document containing the detailed rules pertaining to the training and the detailed academic and examination requirements of the training,

58. course-element means the smallest unit of the curriculum which cannot be further divided,

59. subject-course means a course list unit without an independent credit value, comprising classes to be accomplished jointly in the same term of study, which makes it possible that the accomplishment of closely interrelated classes (lectures, practical courses, laboratory courses, field practice courses etc.) may be included in the accomplishment of the course-unit by one grade and by one credit value jointly allocated to the subject-courses,

60. distance education means a particular form of training, involving the use of ICT teaching aids and teaching-learning methods based on the interactive relationship between lecturer and student and the student's individual work, where the number of contact hours is less than 30% of the contact hours in full-time training,

¹⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁰ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

²¹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

²² Amendment adopted by the Senate on its meeting held on 21st June 2007.

²³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

61. disciplines of science mean humanities, health sciences, religion, agriculture, engineering, medicine, social sciences, natural sciences, and arts which diverge into branches of science,

62. organisational unit of instruction means an organisational unit responsible for the instruction of related or neighbouring knowledge contents,

63. pre-degree certificate means a certificate that states that the student has passed the curricular examinations and - except for passing the language examination and writing the degree thesis -satisfied other academic requirements and has earned the number of credits prescribed in the programme completion and exit requirements - except the credit points rendered to the degree thesis, and, without any evaluation and assessment, that the student has fulfilled all the academic and examination requirements prescribed in the curriculum,

64. examination means a form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities,

65. examination period²⁷ means the part of the term of study devoted to testing and assessment in the framework of which only the end-of-semester assessment of the acquired knowledge is conducted and grades are given,

66. examination course means the form of offering a course to which no contact hours are assigned, only an examination opportunity.

CHAPTER 3.

ORGANS OF FIRST INSTANCE IN ACADEMIC AND EXAMINATION CASES, RULES PERTAINING TO THE SUBMISSION OF STUDENTS' APPLICATIONS²⁸

Section 3. (1) All cases relating to students' studies and student status shall qualify as academic and examination cases.

(2)²⁹ Cases relating to students' fees and grants, their disciplinary and compensation matters shall not fall within the scope of the Regulation.

(3)³⁰ All applications relating to academic and study matters shall be addressed to the organ with relevant powers and filed with the Registrar's Office, which shall promptly file the application and forward it to the organ or person proceeding.

(4)³¹ In the case of the student having submitted the application directly to the decision-making organ or person, contrary to subsection (3), the organ or person having the authority to assess the application shall forward that or a copy of it to the Registrar's Office for the purpose of subsection (3).

AUTHORITY

Section 4. (1) At the University the following bodies and persons (hereinafter organs) may proceed in academic and examination cases at first instance within their own powers stipulated in the Regulation or within delegated powers:

- a) the Registrar,
- b) the Academic Committee of the Faculty,
- c) the Credit Transfer Committee of the Faculty,
- d)³² the Dean/Director General or the person assigned by him/her,
- e) the Rector and Vice Rector.

²⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁰ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

³¹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

³² Amendment adopted by the Senate on its meeting held on 21st June 2007.

(2) In academic cases initiated ex officio or by the student - unless provided otherwise by any laws or regulations, especially with the exception of cases concerning credit transfer and equity as defined by Section 14 herein - the Academic Committee of the Faculty shall proceed at first instance.

(3) In cases concerning credit transfer - pursuant to the provisions of Sections 58 (7) and 161 (3) of the HEA - the Credit Transfer Committee of the Faculty shall proceed at first instance.

(4)³³ The rules of procedure of organs proceeding in academic and examination cases are contained in Annex 10 hereof.

COMPETENCE

Section 5. (1) Unless provided otherwise by laws or by the Regulation, competence to proceed in academic and examination cases of the student shall belong to the relevant organ specified in Section 4

(1) of the Faculty where the student takes part in training.

(2) If the student takes part in training at more than one Faculty, the relevant organ of the Faculty providing the training concerned by the application of the student shall have competence to proceed in the academic and examination cases of the student.

(3) If the student's application is not related to training, the relevant organ of his/her Base Faculty specified in Section 6 (1) of the Regulation shall have competence to proceed in the academic and examination cases of the student.

BASE FACULTY

Section 6. (1) The Faculty providing the programme to which the student has first been admitted or transferred shall qualify as the Base Faculty of the student.

(2)³⁴ If the student already has a status at the University for pursuing studies at the time of his/her admission or transfer, his/her Base Faculty shall not change.

(3) The academic matters of the student shall be registered by the Base Faculty.

(4)³⁵ The Base Faculty cannot be modified even upon the request of the student.

THE REVIEW OF AUTHORITY AND COMPETENCE

Section 7. (1) The organ proceeding in an academic and examination case shall review its authority and competence in all stages of the procedure. In the event it establishes its lack of authority or competence, it shall promptly refer the case to the organ having authority or competence and at the same time notify the student - or his/her representative if he/she proceeds through a proxy - about it.

(2) In case the organ having authority or competence cannot be identified or the case should be referred to an organ which has already established the lack of authority or competence, the designation of the proceeding organ shall be initiated. The proceeding organ may be designated upon the request of the student provided the first instance organ cannot be identified when instituting the procedure.

³³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁵ Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

(3)³⁶ The Director of Education is entitled to designate the proceeding organ within 15 days upon the receipt of the request to this effect. This deadline may once be extended by an additional 15 days.

THE ACADEMIC COMMITTEE OF THE FACULTY

Section 8. (1) The student may seek remedy at the Academic Committee of the Faculty (hereinafter AC, Hungarian abbreviation TB) competent under Section 5 of the Regulation if he/she deems a certain academic and examination matter of his/hers has not been managed in compliance with the provisions of laws or the Regulation.

(2)³⁷ The AC shall be comprised of at least six members. Its Chairperson and members shall be elected by the Faculty Council in the manner prescribed in the Statutes of the Faculty. 50% of the members shall be students with voting rights. Student members of the AC shall be elected by the Faculty Council on the recommendation of the President of the Faculty Student Union.

(3) If a decision of the AC imposes an obligation on an organisational unit of instruction or the expertise of an organisational unit of instruction is needed for the AC decision to be made, the AC shall request the opinion of the organisational unit of instruction concerned.

(4)³⁸ The procedure, the quorum, the decision-making and the frequency of meetings of the AC are regulated by the Rules of Procedure constituting Annex 10 of the Regulation.

(5)³⁹ The powers of the AC - in the framework of the Regulation - may be delegated to the persons specified in Section 4 (1) a) and d) by a resolution of the Faculty Council. The person proceeding within delegated powers shall adopt resolutions with the assent of the President of the Faculty Student Union.

THE CREDIT TRANSFER COMMITTEE OF THE FACULTY

Section 9. (1) A Credit Transfer Committee of the Faculty (hereinafter CTC, Hungarian abbreviation KAB) shall be established for co-ordinating permeability and examining the equivalence of knowledge contents. The Faculty may establish different committees for the different fields of training and programmes.

(2)⁴⁰ The CTC shall comprise at least four members. Its members shall be elected by the Faculty Council on the recommendation of the person(s) responsible for the programme and the Dean. 50% of the members shall be students with voting rights. Student members of the CTC shall be elected by the Faculty Council on the recommendation of the President of the Faculty Student Union.

(3) The CTC shall make its decisions considering the contents of the student's written application, the relevant laws and the regulations of the University. The registration book and documents or their copies certifying the accomplishment of studies and the certified copy of the description of curricular units and their syllabuses shall be attached to the application.

(4) The CTC has a decision-making power over programmes for which the Faculty is responsible.

(5) The CTC - in lack of inter-institutional agreement - shall request the opinion of the person professionally responsible for the course-unit of the studies concerned by the application.

³⁶ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

³⁷ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

³⁸ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(6)⁴¹ The procedure of the CTC is regulated by the Rules of Procedure constituting Annex 10 of the Regulation.

Section 10. The supervision of inter-institutional co-operation and conciliations within the University shall fall within the powers of the Academic and Credit Committee.

WRITTEN COMMUNICATION, REGISTRATION AND IMPLEMENTATION OF DECISIONS⁴²

Section 11. (1) The University shall communicate in writing its decisions concerning the student's academic and examination matters in the cases specified by laws and regulations or upon the student's request.

(2) The University shall notify the student about its decision in writing

- a) in case it concerns the validity of the student's student status,
- b) in disciplinary and compensation cases, and
- c) in case the application of the student is - fully or partially - rejected and thus legal remedy is available.

(3)⁴³ In the cases specified in subsection (2) the organ/person having the relevant power shall make a decision containing the obligatory content elements, stipulated in Section 7 (2) of Annex 10 of the Regulation, with special regard to the possibility of legal remedy.

(4)⁴⁴ The Registrar's Office shall register the decisions concerning the student's academic and examination cases and record them in the ETR. Final decisions concerning student status and the accomplishment of studies shall be registered in the registration book.

(5)⁴⁵ The decision shall be enforceable only upon becoming final.

CHAPTER 4.

LEGAL REMEDY

Section 12. (1) Pursuant to the provisions of Section 73 of the HEA the student shall be entitled to appeal against decisions or actions of the higher education institution, or against failure to act (hereinafter jointly referred to as 'decision') - within fifteen days from the notification of the student in question, or, in the lack of such notification, from the date when he/she learns about such decision -with the exception of decisions concerning the assessment of academic performance.

(2)⁴⁶ Decisions on performance assessment can also be appealed - within fifteen days from the notification of the student in question, or, in the lack of such notification, from the date when he/she learns about such decision -if the decision is not based on the requirements adopted by the University, or is in conflict with the provisions of the Statutes of the University, or if rules pertaining to the organisation of the examination have been violated.

⁴¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴³ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁴⁴ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁴⁵ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁴⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(3)⁴⁷ The appeal claim shall be dealt with by the Academic Appeal Committee set up by the Rector in line with the rules of procedure set forth in the Rules of Procedure constituting Annex 10 of the Regulation.

(4)⁴⁸⁴⁹⁵⁰ The Academic Appeal Committee is comprised of three persons. The Chairperson of the Committee is the person designated by the Rector, its further members are the representatives of the Legal Department of the Rector's Office and the Student Union of the University.

(5)⁵⁸⁵⁹ The student shall address the appeal claim to the Academic Appeal Committee, and file it together with the attached documents required for a decision to be made with the organ which adopted the contested decision within the period of time specified. The organ which adopted the contested decision shall promptly forward the appeal claim to the Academic Appeal Committee, and attach a copy of the decision appealed against, its position in respect of the claim and all the necessary documents unless it corrects, supplements, modifies or revokes the contested decision in full conformity with the contents of the appeal claim.

(6) The student or his/her representative (Sections 222-223 of the Hungarian Civil Code) shall be entitled to act in the remedial proceedings.

(7) The person

- a) who has taken the appealed decision, or failed to make a decision,
- b) who is a close relative of the person defined in paragraph a)
- c) who cannot be expected to deliver an impartial opinion may not review the appeal claim.

(8) The Academic Appeal Committee may make the following decisions:

- a) rejects the claim,
- b) orders the person or body having failed to make the decision to actually make the decision,
- c) overrules the decision,
- d) annuls the decision, and orders the decision-maker to conduct a new procedure.

(9)⁵¹ The decision shall be in writing and must be duly explained. The decision shall indicate the possibility of appeal, and the student at least on one occasion shall be interviewed during the procedure. In case the student or his/her representative does not appear at the meeting of the Academic Appeal Committee despite reasonable notice of such an event having been given repeatedly, the procedure may be conducted without a personal hearing. The student or his/her representative may submit comments in writing, at the same time requesting that the personal hearing be dropped. The representative of the Faculty shall be granted a possibility to attend the meeting; secretary of the Academic Appeal Committee shall notify the Registrar of the Faculty concerned about the time of the meeting.

(10) The student may request the judicial review of the decision made by the assessor of the appeal claim within 30 days from notice thereof, on grounds of legal violation or violation of the provisions relating to student status. Such court proceedings shall be subject to Chapter XX of Act III of 1952 on

⁵⁸ *Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007. The numbering of the Sections is automatically modified.*

⁵⁷ *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

⁵⁹ *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.*

⁵⁸ *Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.*

⁴⁹ *Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.*

⁵⁰ *Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.*

⁵⁰ *2008.*

⁶⁰ *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

the Code of Civil Procedure. The court may overrule the decision. The court shall review the case in an expedited procedure.

(11) The decision of the first instance shall become final if no appeal has been lodged within the time limit specified in subsection (1), or if such right is waived. The decision at second instance shall become final upon its publication. The final decision shall be enforceable unless the student has requested the judicial review of the case.

(12) For the purposes of these provisions, the provisions applying to student status shall mean the provisions of laws and institutional documents stipulating the rights and obligations of students.

(13) The provisions of the act on the general rules of official administrative procedures and services shall be, as appropriate, applied concerning the clarification of the case, the determination of time limits, proof of evidence, the form, content and communication of the decision, its correction, replacement, amendment, modification or revocation on request or ex officio.

Section 13. (1) No appeal stipulated under Section 12 may be lodged in case the University and the student agree to the provision of services. In the event of breach of such an agreement, the injured party shall have the right to seek redress in court.

(2) Any decision that concerns the student and violates the requirement of equal treatment and was made within the powers of the maintainer of the institution in the course of practical training shall be deemed null and void pursuant to subsections (2)-(8) of Section 74 of the HEA. There is no time limit to cite invalidity of such decision.

(3)⁵² In the case of the student's rights having been violated, he/she may make use of the education mediation service.

(4)⁵³ The student may request the Commissioner for Educational Rights to proceed if he/she has utilised all possible remedial proceedings - except court proceedings - at the University.

(5)⁵⁴ The right to remedial proceedings shall extend to such actions pertaining to the admission procedure as fall within the powers of the institution and to the enrolment procedure. Those with expired student status shall also have the right to remedial proceedings and to complete such proceedings.

EQUITY

Section 14. (1)⁵⁵ The Dean may grant exemption from a provision of the Regulation not pertaining to the fulfilment of academic requirements once during the training - in an equitable case - and may permit, in particular, beyond the examination opportunities specified in Section 53 (2) of the Regulation, one Dean's retake examination in one course-unit in the given semester.

(2) Equity cannot be exercised against decisions leading to the termination of student status.

(3) In a decision based on equity - besides the content elements of the decision stipulated in Annex 10 - the conditions of permission shall be stipulated, and reference shall be made to the fact that no further favour may be granted on the ground of equity.

⁵² Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁵³ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁵⁴ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁵⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(4)⁵⁶

CHAPTER 5. STUDENT STATUS

Section 15. (1) The precondition of the establishment of student status is admission or transfer to the University.

(2)⁵⁷ Student status shall commence with enrolment, on the day of the University accepting the enrolment. During the validity of student status no re-enrolment shall be necessary.

(3)⁵⁸ The Base Faculty shall create a master file on the enrolled student in line with Section 15/B of the GD.

(4) The detailed rules pertaining to admission shall be contained in the Admission Regulations of the University.

(5)⁵⁹ The candidate admitted (hereinafter Admitted) by an admission decision in any given year shall be entitled to enrol only in the first registration period following the given admission procedure. In the event the Admitted fails to fulfil his/her enrolment requirement, he/she shall lose his/her right to enrol in the University.

Section 16. (1) The student shall be entitled to pursue studies in the framework of student status in the programme he/she enrolled in, in compliance with the laws, the regulations of the University, in particular the Regulation, and the curriculum of the programme.

(2) The University shall ensure the possibility to accomplish the programme in the framework of the laws, the regulations of the University, in particular the Regulation, and the curriculum of the programme.

ADMISSION TO A FURTHER PROGRAMME WITHIN THE UNIVERSITY

Section 17. (1)⁶⁰ In the course of a new admission procedure, the student may request the pursuance of studies within the framework of his/her current student status in order to obtain additional qualifications or specialised qualifications, within the framework of simultaneous training.

(2)⁶¹ Following a successful admission, the student shall register in the programme taken up simultaneously within the framework of his/her current student status at the University. The student shall notify the Base Faculty implementing registration concerning the student about taking up the new programme.

(3)⁶²

(4)⁶³

⁵⁶ Repealed by the amendment adopted by the Senate on its meeting held on 21st June 2007.

⁵⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁵⁸ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

⁵⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶² Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁶³ Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

TRANSFER

Section 18. (1) The student may request his/her transfer to another higher education institution.

(2)⁶⁴ The student of another higher education institution may request his/her transfer to the University.

(3)⁷⁴⁷⁵ Considering the capacities, any student

a) who requests transfer to an identical field of training or group of programmes and/or the admission requirements of the original programme (the level of requirements, its subject matter and amount of credits) are the same as the admission requirements of the new programme, and

b) who has accomplished at least two semesters in the programme where he/she commenced his/her studies and has obtained at least 15 credits per semester on the average - in compulsory and optional course-units, and

c) whose student status has not been terminated by release or expulsion by a disciplinary sanction, and the conditions of compulsory release or expulsion do not exist at the time of transfer either

may be granted transfer.

(4)⁶⁵ The competent AC shall proceed in transfer cases and may stipulate further conditions. In the case of an application requesting the change of the level of training - even if the contents of subsection (3) hold - only transfer to a lower level of training may be permitted.

(5)⁶⁶ The application requesting transfer shall be addressed to the competent AC and filed with the Registrar's Office. The application for enrolment in the given semester shall be submitted not later than 15 days before the commencement of the semester.

(6) The certified copy of the registration book, the recommended curriculum and the descriptions of the course-units of the given programme(s) of the higher education institution where the student has established student status shall be submitted together with the application.

(7) If the student also requests the recognition of his/her studies accomplished so far, a special application to this effect shall be attached to his/her application which the Registrar's Office shall forward to the CTC, which shall make a separate decision on the application in line with general rules and regulations.

(8) The transfer decision shall contain provisions as to the effect of the decision and the recommended curriculum pertaining to the student.

(9)⁶⁷ The student having been granted transfer shall pursue his/her studies in the form of fee-paying training. Following the establishment of student status, the student shall be entitled to apply for re-assignment to a place fallen vacant in state-funded training in the same manner as other fee-paying students of the University pursuant to the Fees and Grants Regulations.

Section 18/A.⁶⁸ (1) The student may request his/her transfer from another Faculty, programme, level or training schedule within the University in the manner stipulated hereinafter. Transfer within the University does not affect the validity of student status.

⁷⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁷⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁶⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁶⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁶⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(2) In the case of an application requesting the change of the level of training - even if the contents of subsection (3) hold - only transfer to a lower level of training may be permitted.

(3) Considering the capacities, the student

a) who requests transfer to an identical field of training or sub-programme and/or the admission requirements of the original programme (the level of requirements, its subject matter and amount of credits) are the same as the admission requirements of the new programme, and

b) who has accomplished at least two semesters in the programme where he/she commenced his/her studies and has obtained at least 15 credits per semester on the average - in compulsory and optional course-units, and

c) whose student status has not been terminated by release or expulsion by a disciplinary sanction, and the conditions of compulsory release or expulsion do not exist at the time of transfer either

may be granted transfer.

(4) The competent AC, which may stipulate further academic requirements, shall proceed in transfer cases. The procedure concerning transfer applications shall be identical with the one stipulated in subsections (5)-(8) of Section 18.

(5) In the case of an application requesting change of programme (transfer) within the Faculty, the student shall be entitled to pursue his/her studies in state-funded training on condition his/her application concerns a programme belonging to the same field of training and the same funding group. In all other cases the student granted transfer shall pursue his/her studies in fee-paying form.

VISITING STUDENT STATUS

Section 19. (1) Following the establishment of student status, the student of the University shall be entitled to pursue studies in another higher education institution in the field that corresponds to his/her actual studies within the framework of visiting student status.

(2) Visiting student status may be established at another higher education institution on condition the University consents to it. The University may refuse to give its consent to visiting student status if it cannot recognise the credits obtained by the student in the framework of visiting student status as part of his/her studies.

(3) The student of the University shall apply for consent to the CTC having competence in the programme which is requested to recognise his/her studies. The descriptions of course-units and courses intended to be enrolled for and their credit values shall be attached to the application for consent. The application shall be submitted not later than 15 working days before the establishment of visiting student status.

Section 20. (1) The student of another higher education institution shall be entitled to pursue studies at the University in the field that corresponds to his/her actual studies within the framework of visiting student status.

(2) Visiting student status may be established on condition the higher education institution at which the student has student status consents to it.

(3)⁸⁰⁸¹ (3) Application for establishing visiting student status - together with the document containing expression of consent specified in subsection (2) - shall be addressed to the AC of the competent Faculty. The course-units intended to be enrolled for shall be named in the application. The

⁸⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁸¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

application shall be submitted not later than 15 working days before the establishment of visiting student status.

(4)⁶⁹

(5)⁷⁰ The decision of the AC permitting visiting student status shall stipulate the duration of visiting student status, the scope of study in another higher education institution, and the student's funding circumstances.

(6)⁷¹ Visiting student status shall commence on the day of enrolment in the University.

(7)⁷² The Registrar's Office shall create a master file on the visiting student upon enrolment in line with subsection (11) of Section 15/B of the GD.

(8) In respect of studies in another higher education institution, the provisions of the Regulation shall apply to the visiting student during the validity of visiting student status.

(9) Visiting student status shall not give title to being awarded a diploma or taking up a programme at the University.

ADDITIONAL (SIMULTANEOUS) STUDENT STATUS

21. § (1) The student of the University can establish additional (simultaneous) student status at another higher education institution in Hungary or abroad for the purpose of obtaining a further diploma or certificate following the establishment of student status at the University.

(2) The student shall report the additional student status to the Registrar's Office within eight days from its establishment.

(3) Students having student status at another higher education institution may establish additional student status at the University following the valid decision concerning admission for the purpose of obtaining a further diploma or certificate.

(4)⁷³ The student shall report his/her valid student status at another higher education institution and the number of his/her state-funded semesters in the case of state-funded training to the Registrar's Office on enrolment.

(5) The student shall be entitled - in both cases - to apply to the CTC for the recognition of studies in another higher education institution together with the credit points allocated to them pursuant to Section 9 herein.

COURSES COVERING SPECIFIC SUBFIELDS OF STUDIES⁷⁴

21/A. § (1)⁸⁸⁸⁹ Admission to courses covering specific subfields of studies (hereinafter specific subfield courses) shall be conditional on the conferral of a Bachelor or a Master degree and the

⁶⁹ Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁷⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁷¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁷² Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

⁷³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁷⁴ Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

pertaining professional qualification, and on the fulfilment of the requirements published on the website of the University. Student status shall be established by enrolment without the need for any additional admission procedure. Students shall have rights and be bound by obligations arising in connection with student status subject to the provisions of this Section.

(2)⁷⁵ In respect of specific subfield courses, the University may grant - on one occasion, for a period no longer than two semesters, as a student enrolled in fee-paying training - student status to persons who have no student status, taking into consideration the maximum headcount of the University and in line with the educational programme of the University.

(3)⁷⁶ Following the completion of such courses, the knowledge acquired and the credits obtained shall be attested by the higher education institution in a certification. Knowledge acquired in this manner may be validated as part of academic studies.

(4) The aforementioned status shall not entitle students to pursue studies for the award of further professional or vocational qualifications, to request transfer, to acquire additional (simultaneous) student status or visiting student status at another higher education institution, to temporarily abandon their student status - except for the reasons specified in Section 22 (5) -, to request transfer to state-funded training and to pursue studies against the state-funded period.

(5) The duration of student status established for the purposes of pursuing specific subfields of study shall be calculated into the period on the basis of which eligibility for the statutorily stipulated bursaries, benefits, and services is established.

(6)⁷⁷ Application for specific subfield courses shall be submitted to the Registrar's Office not later than four weeks before the commencement of the semester. The applicant shall specify what studies he/she intends to pursue in the specific subfield courses and shall attach documents certifying the validity of conditions stipulated in subsections (1)-(2).

(7)⁷⁸ The AC shall assess the application in the first week of the semester. The AC shall request the opinion of the organisational unit concerned. The decision of the AC shall stipulate in what educational programmes of the University the student may enrol for course-units, and - considering the course-units specified in the application and the Fees and Grants Regulations - shall stipulate the amount of tuition fee payable and the training schedule.

(8)⁷⁹ The applicant shall enrol at the Registrar's Office upon the receipt of the decision but until the end of the first week of the semester at the latest. Following enrolment, the Registrar's Office shall make out a master file designating that the student pursues specific subfield courses. The Registrar's Office shall register the courses for the student through the ETR and then shall issue a registration book for the student accordingly.

(9)⁸⁰ The student shall implement registration concerning the continuance of his/her studies in the second semester of the specific subfield courses at the Registrar's Office not later than the third week of the semester. The Registrar's Office shall register the courses for the student through the ETR.

⁸⁸ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

⁸⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁷⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁷⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁷⁷ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁷⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁷⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁸⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(10)⁸¹ Chapters 10-12 and 14 of the Regulation shall fully apply to the student during his/her studies.

THE TEMPORARY TERMINATION OF STUDENT STATUS

Section 22. ⁸² (1) The student's student status shall automatically be temporarily terminated in accordance with the provisions stipulated in subsection (4) and Section 23 (2) (including the semester of enrolment) in case the student:

- a) declares on registration that he/she intends to temporarily terminate his/her student status in the given semester, or
- b) fails to implement registration necessary to continue his/her studies in the given semester.

(2)⁸³ The Registrar may permit the temporary termination of student status upon request in the event the student intends to revoke his/her registration within one month from the commencement of the term of study. The deadline for the submission of applications shall be the end of the fourth week of the semester.

(3) If the student fails to request the temporary termination of his/her studies by the point of time stipulated in subsection (2), the given semester qualifies as active semester even if the student does not attend classes and does not fulfil any of his/her academic requirements.

(4) The student can temporarily terminate his/her student status on more than one occasion, but the student status may be temporarily terminated for a continuous period of no longer than two semesters.

(5) Student status shall also be temporarily terminated if the student cannot meet his/her academic obligations as a result of childbirth, accident, illness or any other unanticipated cause through no fault of his/her own. The restrictions under subsections (2)-(4) shall not apply to the cases defined in this subsection. The student shall promptly report the exceptional circumstance and certify it with documents to the AC, which shall examine the justification of the temporary termination.

(6) Student status shall be suspended if the student is barred from continuing his/her studies for a definite period of time as a result of disciplinary sanctions.

(7)⁸⁴ In the case of a student temporarily terminating his/her studies, his/her semester shall qualify as a passive semester. The student shall not be entitled to take up courses, attend the final examination, this means his/her studies cannot be assessed in the passive semester, further, the student shall not be entitled to grants and benefits stipulated in the Fees and Grants Regulations during the semester.

8)⁸⁵ In the case of training requirements changing during the temporary termination of the student's student status, the Faculty may modify the original recommended curriculum of the student registering after the temporary termination. The Registrar's Office shall promptly inform the student about the modification of the curriculum and the recommended curriculum pertaining to the student in customary manners.

(9)⁸⁶ In the case of the student pursuing studies simultaneously at more than one programme of the University and registering for at least one programme (in other words declaring that he/she intends to continue his/her studies), his/her student status shall be active in the given semester regardless of whether he/she suspends his/her studies in the further programme or programmes. At the same time,

⁸¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁸² Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁸³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁸⁴ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

⁸⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁸⁶ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

the restrictions pertaining to the temporary termination of student status and the legal consequences set forth in Section 23 (2) shall be separately examined in the particular programmes of the student.

THE TERMINATION OF STUDENT STATUS

Section 23. (1) Student status shall be terminated under Section 76 (1) of the HEA:

- a) if the student has been transferred to another higher education institution, on the day of such transfer,
- b) if the student, in written form, announces the termination of his/her student status, on the day such announcement is made,
- c) if the student cannot continue his/her studies in state-funded training, and does not wish to transfer to fee-paying training, on the day announcement to this effect is made,
- d) on the last day of the first final examination period following the given training cycle, or in the case of postgraduate specialist training courses, on the last day of the first final examination period following the last term,
- e) in the case of higher-level vocational training on the last day of the first vocational examination,
- f) as regards higher-level vocational training, in the event the student becomes medically unfit to continue his/her studies, and the University cannot offer any other suitable higher-level vocation training course, or the student does not wish to continue his/her studies, or the conditions necessary for the pursuance of further studies cannot be met, on the day the decision on termination becomes final,
- g) in the event the rector terminates his/her student status - after giving warning to no avail and after reviewing the social condition of the student - because the student is in arrears with payment, on the day the decision on termination becomes final,
- h) on the day the decision on expulsion made under the Disciplinary and Compensation Regulations of the University becomes final.

¹⁰²¹⁰³

(2) The University shall terminate, by a unilateral statement, as of the day the decision concerning termination becomes final, the student status in the given programme of the student who failed to register for the following semester on two consecutive occasions, or who does not commence his/her studies following the temporary termination of his/her student status provided the student has - at least twice - been warned in writing to meet his/her obligation by the given deadline and has been informed about the legal consequences of such omission. The first warning shall be issued after the registration period of the semester in which the student failed to meet his/her obligation to register, or in which he/she suspended his/her studies. The second warning shall be issued not later than two weeks before the registration period of the semester in which the legal consequences of the omission are due.

(3) ¹⁰⁴¹⁰⁵¹⁰⁶ Student status shall be terminated in the given programme by release for academic reasons on the day the decision concerning termination becomes final if the student fails to meet his/her obligations relating to progression in his/her studies stipulated herein and in the curriculum as follows:

a) ⁸⁷

- c) the student has enrolled for a course-unit on three occasions and has not accomplished it,
- d) the student fails to obtain the pre-degree certificate during double the time from enrolment -including both active and passive semesters - specified in the programme completion and exit requirements,
- e) ⁸⁸ in the first two semesters of the training the student failed to acquire the missing credits specified as the

¹⁰² Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁰³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁰⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁰⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁰⁶ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

¹⁰⁸ Repealed by the amendment adopted by the Senate on its meeting held on 26th April 2007.

⁸⁷ Repealed by the amendment adopted by the Senate on its meeting held on 26th April 2007.

⁸⁸ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

requirement of admission to graduate training in the decision concerning the

recognition of credits and in the programme completion and exit requirements or in the case of teachers' graduate training failed to accomplish the teachers' founding module within two years from admission, provided in each case the student has - at least twice - been warned in writing or electronically to meet his/her obligation by the given deadline and has been informed about the legal consequences of such omission. In the case of paragraph c) the first warning shall be sent to the student electronically through the ETR system and/or in writing upon the third enrolment for the course-unit within one month from the end of the period open for course enrolment; the second warning shall be sent to the student in writing one month before the end of the period open for registering for examinations in the semester of his/her taking up the course-unit for the third time. In the case of paragraph d) the first warning shall be sent before the registration period of the semester following the unsuccessful lapse of the length of programme; the second warning shall be sent before the registration period of the semester in which the student may have the last opportunity to satisfy the academic requirements. In the case of paragraph e) the first warning shall be sent to the applicant in writing concurrently with the decision concerning admission; the second warning shall be sent to the student in writing before the period of course enrolment of the second semester as reckoned from enrolment.

(4)⁸⁹ The decision concerning the termination of student status shall be made by the Registrar in the cases governed by subsections (2)-(3) herein.

(5)⁹⁰ If the student fails to meet all the conditions required for the issuance of the pre-degree certificate within the period of time prescribed in subsection (3) d), the Dean may allow him/her a further one year extension for an exceptionally equitable reason.

(6)⁹¹ The student released shall be entitled to request the recognition of his/her previous studies in the event he/she is granted permission by a new admission procedure. Considering the establishment of a new student status, all provisions of the Regulation with unmodified content shall apply to the student with the derogation that when applying the conditions of release for academic reasons specified in subsection (3), the student's previous enrolments for course-units shall not be taken into consideration.

RE-ASSIGNMENT FOR ACADEMIC REASONS⁹²

Section 23/A. (1) The student shall not be entitled to continue his/her studies in state-funded training in the event the number of credits obtained by him/her - in compulsory and elective course-units - is less than 60 after the fourth active semester following the student's enrolment.

(2) The Registrar shall make the decision concerning the re-assignment of the student to fee-paying training within the power delegated to him/her by the AC, and shall notify the student about it in writing. The student shall make a statement about continuing his/her studies in fee-paying form.

(3) If the student does not intend to continue his/her studies in fee-paying form, his/her student status shall be terminated under Section 23 (1) c).

(4) If the student undertakes to continue his/her studies in fee-paying form, an agreement shall be concluded with the student in line with the Fees and Grants Regulations.

⁸⁹ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

⁹⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁹¹ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁹² Built in by the amendment adopted at the meeting of the Senate held on 26th April 2007.

PART TWO

PECULIARITIES OF TRAINING CHAPTER 6. THE

STRUCTURE OF TRAINING THE FORMS OF TRAINING, THE

LENGTH OF TRAINING

Section 24. (1) Pursuant to Section 11 of the HEA, at the University the hierarchically structured training cycles provided by higher education leading to an academic degree are:

- a) undergraduate course,
- b) graduate course,
- c) doctorate course.

(2) Undergraduate and graduate courses may be organised in separate cycles that are built on each other, in the form of separate programmes, or in cases specified by laws as a one-tier programme.

(3) At the University, in addition to the forms defined in subsection (1),

- a) higher-level vocational training,
- b) postgraduate specialist training courses may be organised as non-degree programmes.

(4) Higher education courses may be offered at the University in the framework of full-time training, part-time training or distance learning course pursuant to Section 33 (1)-(4) of the HEA.

Section 25. (1) The length of programme in the particular training cycles specified by laws is as follows:

- a) in higher level vocational training four semesters, unless European Community Law stipulates a longer period in respect of a training,
- b) in undergraduate training at least six but no more than eight semesters,
- c) in graduate training at least two but no more than four semesters,
- d) in teacher training no more than five semesters,
- e) in undivided one-tier training at least ten but no more than twelve semesters,
- f) in postgraduate specialist training at least two but no more than four semesters,
- g) on doctorate courses six semesters.

(2) ¹¹⁴ The length of programme of the given programme shall be defined by the pertaining programme completion and exit requirements or the vocational and examination requirements.

(3) The student may obtain the number of credits necessary for the award of diploma in a period of time shorter or longer than the length of programme. The student shall be entitled to schedule his/her studies within the framework of the Regulation at his/her own discretion and according to his/her own intentions.

PROGRAMMES

Section 26. (1) The programme shall mean the training system aiming at the award of a professional qualification specified by the pertaining programme completion and exit requirements.

¹¹⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(2) The accomplishment of one (in the case of a major-pair, two) compulsory module(s) identifying the programme shall be required for the completion of the programme (core training). Besides the compulsory modules, the accomplishment of further elective or optional (specialisation, minor) modules may also be required for the completion of the programme.

(3) New and amended academic and examination requirements, in other words the amendments concerning the compulsory and elective modules relating to the programme, shall be introduced in a phasing-out system.

(4) In the case of students suspending their studies, the modules valid at the time of continuing their studies may be applied subject to a decision of the CTC.

SPECIALISATIONS⁹³

Section 26/A.⁹⁴ (1) Specialisation shall mean training aimed at the acquisition of specialised knowledge as part of the professional qualification. The specialisations that may be chosen and the number of credits that may be allocated to them shall be specified by the programme completion and exit requirements.

(2) The modules required for the completion of the specialisation shall be specified by the curriculum of the given programme. The number of students pursuing studies in the given specialisation may be restricted by the capacity of the Faculty, thus, only students fulfilling the academic requirements stipulated by the Faculty may attend the given specialisation.

(3) The conditions and the rules of procedure pertaining to the choice of specialisation shall be stipulated in a Dean's order approved by the Faculty Council. Students shall be informed - in the manner customary at the Faculty - about the Dean's order pertaining to the choice of specialisation upon enrolment.

CURRICULUM AND RECOMMENDED CURRICULUM

Section 27. (1) The detailed educational and academic requirements and the detailed rules pertaining to the training shall be set forth by the curriculum.

(2)⁹⁵ The curriculum and its amendments shall be adopted by the Faculty Council.

(3)⁹⁶ The amended curriculum shall be applied in a phasing-out system from the semester following the amendment.

(4)⁹⁷ The Registrar's Office shall arrange for the recording of the curriculum and curriculum amendment adopted by the Faculty Council in the ETR.

(5)⁹⁸ Students concerned shall be informed about the amendment of the curriculum on the website of the Faculty and through the ETR immediately or before the commencement of the next registration period at the latest.

⁹³ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁹⁴ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁹⁵ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁹⁶ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁹⁸ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹¹⁹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

(6)⁹⁹ The Educational Directorate shall also be immediately informed about the amendment of the curriculum, and it shall implement its formal checking. In the case of any objection to the curriculum amendment arising, the Educational Directorate shall make a proposal concerning the necessary corrections and forward it to the Faculty Council, and shall request the position of the Academic and Credit Committee on the issue disputed if needed.

Section 27/A. (1)¹⁰⁰ In line with the programme completion and exit requirements of the undergraduate and graduate programmes, the curriculum of the programme shall contain especially the following:

- a) the level of qualification,
- b) the professional qualification and the name of the title related to it,
- c) the specification of the educational purpose,
- d) the general and professional competencies to be acquired,
- e) the main academic fields and their ratios in the education,
- f) the length of programme in semesters,
- g) the amount of academic work necessary for the award of qualification specified in terms of credit points,
- h) the course-units leading to comprehensive examinations,
- i) the criterion requirements and the milestones,
- j) the requirements concerning the degree thesis (diploma work), k) the language requirements,
- l) the content and the way of assessment of the final examination, m) the manner of the classification and grading of the diploma, and n) any other provisions essential in respect of the programme.

(2)¹⁰¹ The curriculum shall be related to modules defined pursuant to the decision of the Faculty Council. If a programme may be completed by the accomplishment of one module, the programme and the module has the same curriculum; if a programme may only be completed by the accomplishment of more than one module, the totality of the curricula of the modules corresponds to the programme completion and exit requirements.

(3)¹⁰² The curriculum of the higher-level vocational training shall specify which programmes shall recognise the knowledge acquired there and by what value.

Section 28. (1) The list of curricular units prescribed in the module and the recommended curriculum of the programme shall form part of the curriculum.

(2) The recommended curriculum (model curriculum) shall include the recommendation which, if followed by the student, makes the completion of studies possible within the length of programme rendered to the programme.

(3) The recommended curriculum shall contain all the compulsory and elective course-units broken down by semesters and

- a) the long and short titles of the course-units and the code of registration,
- b) ¹⁰³ the person responsible for the course-unit,

⁹⁹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁰⁰ Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.

¹⁰¹ Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.

¹⁰² Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.

¹⁰³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

- c) the purpose of the course-unit in implementing the aim of professional education,
- d) the rules pertaining to the announcement of elective course-units,
- e) the weekly (or per semester) number of contact hours of the course-units (broken down to lectures + classroom practice + laboratory practice) and the credit points rendered to them,
- f) the type of assessment (signature, mid-term grade, examination grade),
- g) the semesters for announcing the course-unit (autumn and/or spring),
- h) the criterion requirements and the deadline for their fulfilment,
- i) ¹⁰⁴
- j) the preconditions system.

(4) A further part of the recommended curriculum shall be the programme of the course-unit which, besides the elements specified in subsection (3), shall contain

- a) the description of the course-unit and the important deployable technical and other aids,
- b) the way of calculating the grade, the examination requirements and the possible opportunities for making up for it,
- c) the number, type and criteria of the assignments of students to be implemented by individual work.

(5) The student shall have the right to deviate from the recommended curriculum.

(6) The student shall be granted the opportunity to select from courses with credit value in excess of 20% of the total number of credits prescribed in the recommended curriculum of the programme.

Section 29. (1) The curricular units - without broken down to semesters - shall contain all the academic requirements necessary for the completion of the module.

(2) Completion of another curricular unit may be the exclusive precondition of enrolling for a curricular unit. No semester number shall be referred to when stipulating the preconditions of curricular units.

(3) The curricular units specified as preconditions shall be accomplished before enrolment for the given curricular unit.

(4) Simultaneous enrolment for two or more curricular units - in the same term of study - may be required. The student shall not have to fulfil this requirement if he/she has already accomplished one of the curricular units.

COURSE-UNITS (CURRICULAR UNITS)

Section 30. (1) **Course-unit** shall mean the professional fundamental unit of the structure of the curriculum of the programme. The curriculum shall contain compulsory, elective and optional course-units.

(2) Compulsory course-unit shall mean a course-unit the completion of which is required from each and every student of the programme.

(3)¹⁰⁵ Enrolment for and completion of elective course-units with a total credit value corresponding to the credit points stipulated in the curriculum shall be required for the award of the qualification. Students may select course-units specified in the recommended curriculum of the programme and from the annual course list based on it for the completion of elective courses.

¹⁰⁴ Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

¹⁰⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(4) Optional course-units shall mean courses not defined concretely by the curriculum which are recognised by the programme responsible for the training. In the case of optional courses the University shall not restrict the choice of the student from the range of course-units offered by higher education institutions. The curriculum shall grant the opportunity to enrol for optional course-units for at least five percent of the credits required for the award of the diploma.

(5) The precondition of the course-unit shall exclusively be a course-unit and/or milestone. Course-units belonging to a milestone may be compulsory or non-compulsory.

(6) Course-units may be divided into course-elements, or courses in the course list.

(7) ¹⁰⁶ The credit required for the completion of a course-unit - provided it is not divided into course-elements - shall be earned by the joint accomplishment of the courses (lecture, practice, laboratory) assigned to it.

(8) The completion of a **course-element** shall generally be possible by the completion of one **course**, in certain cases by the completion of several **courses**.

(9) The completion of a course-element shall be possible by earning the credits required for the completion of the course-element or by the completion of the course(s) linked to it.

(10) The precondition of a course-element (or the condition of enrolling for the courses linked to the course-element) shall exclusively be a course-element.

(11) Course-elements may be compulsory or non-compulsory according to their character.

Section 31. (1) A **milestone** shall be completed by accomplishing the compulsory course-units classified under the milestone and by accomplishing as many non-compulsory course-units classified under the milestone as is required in the curriculum and/or by accomplishing further modules classified under the milestone.

(2) A module shall qualify as completed if the student has completed all the compulsory milestones within the module.

(3) A **criterion requirement** shall mean a requirement to be fulfilled obligatorily to which no credit is allocated. A criterion requirement may be a practical course, taking part in physical education and a language requirement.

COURSE, EXAMINATION COURSE, COURSE CODE

Section 32. (1) Course shall mean a class held under the name of one or more lecturers at a specified place and points of time in the course of which students have a possibility to acquire knowledge and skills specified in the curriculum.

(2) A course shall always be linked to one or more course-units pursuant to Section 30 of the Regulation. In the case of a course being linked to more than one course-unit, in other words its completion may be recognised in the completion of more than one course-unit, more than one course code shall be assigned to the course.

¹⁰⁶ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007. The numbering of subsections changes automatically.

(3) If several course-elements linked to the given course are included in the training of the student, or he/she pursues several trainings in which the course is linked to a certain course-element, the completion of the course shall be recognised in the case of the student's each course-element concerned pursuant to Section 58 (7) of the HEA.

Section 33. (1) Examination course shall mean a non-contact-hour course ended by an examination, in which the student may enrol on condition he/she satisfied all other conditions of the course-unit in a former semester.

(2)¹⁰⁷ The examination course shall qualify as enrolment for a course-unit in respect of the conditions of release for academic reasons.

(3) An examination course is restricted to taking an examination, mid-term requirements cannot be fulfilled in this way.

(4)¹⁰⁸ Practical course-units cannot be offered in the form of examination course.

CHAPTER 7.

THE ORDER OF THE ACADEMIC YEAR

Section 34.¹⁰⁹ (1) Academic year shall mean an instruction provision period of ten months divided into two semesters (autumn semester and spring semester), each being five months long.

(2)¹¹⁰ Each semester shall be comprised of a registration period and a term of study. Subject to the programme completion and exit requirements, the term of study shall be comprised of a term-time of at least 13 weeks and an examination period of at least 20 working days. The first day of the term of study shall at the same time be the first day of instruction, in other words the first day of the term-time.

(3) At the University, in all training cycles and in any training schedule the time schedule of the academic year shall always be as follows:

- a) the first week of the autumn semester shall be the week beginning with the first Monday of September,
- b) the autumn break shall be the week containing 23rd October,
- c) the first week of the spring semester shall be the week beginning with the first Monday of February,
- d) the spring break shall be the week preceding Easter.

(4) The exact time scheduling of the particular semesters - in accordance with subsection (3) - shall be stipulated by the Faculties in line with the programme completion and exit requirements pertaining to them.

(5) The Faculty shall forward the time schedule of the academic year and the registration period to the Rector for assent not later than 15th April preceding the beginning of the academic year. In justified cases, if it is indispensable due to the peculiarities of the Faculty, the Faculty may deviate from subsection (3) herein with the consent of the Rector. The first week of the semester may be scheduled for an earlier point of time exclusively in the case of students in the training schedule of correspondence training.

¹⁰⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁰⁸ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

¹⁰⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹¹⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(6) The Rector may allow no more than three educational days off. The Dean may allow two further educational days off per semester besides the days off permitted by the Rector; in well justified cases he/she may allow the whole or part of the Faculty to be absent from classes.

Section 35. (1) The following instruction provision activities may be conducted during the registration period:

- a) organisation of orientation (information) days,
- b) enrolment and registration,
- c) enrolment for and dropping courses.

(2) The registration period may either partly precede the semester and/or may be partly part of it. As part of the semester the registration period and the term-time may overlap but cannot last longer than the fourth week of the semester.

(3) ¹¹¹ Enrolment and registration shall be organised before the term of study.

(4) ¹¹² Enrolment shall be consented to by the University in the first two weeks of the semester.

CHAPTER 8.

THE ORDER OF ENROLMENT AND REGISTRATION

Section 36. (1) Student rights arising from student status can be exercised as of the day of enrolment in the University, thus, applicants who have been granted admission (hereinafter Admitted) shall enrol to commence their studies. The ETR can be used by the Admitted upon receipt of the decision concerning admission.

(2) The day of the establishment of student status shall be the day on which the Registrar's Office establishes the validity of enrolment but not earlier than the day of the commencement of the semester. The day of enrolment shall be indicated on the enrolment form and on the master file of the student.

(3) ¹¹³ The Admitted shall indicate his/her intention to enrol by filing the enrolment form filled in electronically on the ETR, printed out, and then attested by his/her signature (identified by a barcode) with the Registrar's Office. After this, the Registrar's Office shall establish the validity of enrolment.

(4) A student card shall be issued upon the request of the enrolled, later the registered student pursuant to the provisions of law.

Section 37. (1)¹³⁶¹³⁷ The Registrar's Office shall create a master file on the enrolled student under Section 15/B of the GD. The University can keep only one master file of the same person during the validity of his/her student status. The University shall keep only one registration book of the same person during the validity of his/her student status - except for studies conducted concurrently at different levels of training. The Registrar's Office shall print out the personal data of the student from the ETR and stick it into the student's registration book. The authenticity of the part of the registration book containing personal data and the admission and enrolment of the student shall be certified by the Dean's signature.

¹³⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹³⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹¹¹ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

¹¹² Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹¹³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(2)¹¹⁴ The student shall report any changes in his/her recorded data immediately but not later than on the eighth day following the occurrence of the change. The change in the data shall be reported on a form for reporting data in compliance with Section 15/G of the GD. The student shall in each case be responsible for his/her registered data and the correctness and completeness of data modifiable by him/her.

Section 38. (1) During the validity of student status no re-enrolment shall be necessary. In each semester prior to the commencement of the term of study and in each programme, the student shall state whether he/she wishes to continue his/her studies or alternatively intends to temporarily terminate his/her student status during the given term of study. The student shall fulfil his/her obligation to register by enrolment in the semester of enrolment.

(2)¹¹⁵ The student shall make the statement concerning registration electronically on the ETR not later than the commencement of the term of study.

(3)¹¹⁶ In exceptional cases the student may request the AC to allow subsequent enrolment and registration not later than the end of the third week of the semester.

(4)¹¹⁷ In exceptional cases the student may request the Registrar to allow the revocation of his/her statement concerning active registration within a month from the commencement of the term of study.

CHAPTER 9. THE ORDER OF ANNOUNCING

COURSE-UNITS

Section 39. (1) Course-units may be announced by giving contact hours, in other words by launching courses. Consultations concerning the degree thesis, comprehensive examinations, first proficiency examinations and examination courses may be announced without giving contact hours.

(2)¹¹⁸ The announcement and the modification of courses linked to course-units in line with the curriculum shall be the duty of the person responsible for the programme.

(3)¹¹⁹ Upon the recommendations of the person responsible for the programme, the courses to be launched the following semester (their lecturers, timetable, venue, the minimum number of students with which the course may be given and the maximum number of applicants that can be admitted, and their requirements) together with the courses to be offered only by examination shall be announced in the customary manner of the Faculty or in the ETR database not later than two weeks before the commencement of the period of course enrolment, which latter is to be co-ordinated by the Educational Directorate and announced in advance.

(4)¹²⁰ The chance of progression in the range of courses on offer in line with the recommended curriculum and the capacity required for it shall be ensured. The number of students that can be admitted to any given course may exclusively be restricted if this condition is satisfied and due to the reasonable capacity of the lecturer giving the classes, the limited amount of equipment and further objective reasons.

¹¹⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹¹⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹¹⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹¹⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹¹⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹¹⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹²⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(5)¹²¹ In the case of compulsory course-units, the Faculty shall arrange for the announcement of examination courses in each semester, except in the case of course-units to which no examination course may be assigned according to the programme of the course-unit.

Section 40. (1) The requirements of the course-units and the form of their assessment shall be contained in the programmes of the course-units specified in Section 28 (4) of the Regulation in line with the curriculum.

(2) On announcing the course, the lecturer shall inform the students about the programme of the course-unit, the tasks and their deadlines so that the course can be completed.

(3) On announcing the course, unless it is contained in the programme of the course-unit, the students shall be informed about the following:

- a) the title and the code of the course,
- b) the weekly (per semester) or total number of contact hours of the course-units (broken down to lectures + classroom practice + laboratory practice),
- c) the number, subject matter and time of mid-term assessments (recitals, classroom tests) and the possibilities of their making up for and correction,
- d) the type of end-of-term assessment(s) (signature, mid-term/practical grade or examination grade),
- e) the nature of the examination (oral, written or both),
- f) the way of calculating the grade,
- g) the amount of academic work necessary for its completion defined in terms of credit value,
- h) the organisational unit of instruction responsible for the course and the lecturer responsible,
- i) the preconditions of enrolling for the course,
- j) the description of its subject matter,
- k) textbooks, study aids, the list of special literature that may be used for acquiring the course knowledge,
- l) the number and type of the assignments of students to be implemented by individual work, m) the requirements of attendance at classes and the possibility of making up for absence with regard to Section 45,
- n) the acceptable ways of excuse in the case of being absent from classes and examinations.

(4) The organisational units of instruction shall specify the requirements of the course and shall submit them to the person responsible for the programme for consent.

THE ORDER OF ENROLMENT FOR THE COURSE (SUBJECT-COURSE)

Section 41. (1) The student shall be entitled to enrol for a course linked to a curricular unit on proviso he/she has satisfied its preconditions and/or has simultaneously enrolled for it in the manner prescribed in the curriculum.

(2)¹²² The student shall be entitled to progress in line with the recommended curriculum but shall also be entitled to develop an individual course schedule. In the individual course schedule, the student may deviate from the order of enrolment for course-units set forth in the recommended curriculum supplied for the case of progression at the average pace.

(3) In the course of his/her studies, the student shall be entitled to take credit-earning course-units ten percent in excess of the compulsory number of credits prescribed for the given programme without having to pay a tuition fee; in excess of it the student shall pay a tuition fee pursuant to the Fees and Grants Regulations.

¹²¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹²² Amendment adopted by the Senate on its meeting held on 21st June 2007.

Section 42. (1)¹²³ Courses can be enrolled for during the period of regular course enrolment, when the student shall finalise the list of courses to be completed by him/her. Students progressing in line with the recommended curriculum may be given preference at enrolment for the given course.

(2)¹²⁴ Following the period of regular course enrolment, the Faculty may announce a period of additional course enrolment in respect of the remaining places at courses during which the student may take up and drop courses. During the period of additional course enrolment, students progressing in line with the recommended curriculum but having to enrol for the given course-unit a second time may be given preference.

(3)¹²⁵ If the student failed to earn the credits of a course he/she had enrolled for in the given semester, he/she shall be entitled to enrol for the same course in a later semester pursuant to the provisions specified by the Regulation with the proviso that the student cannot take up a particular course more than three times during his/her training.

(4)¹²⁶ The student may drop a course taken up in the given semester through the ETR system during the period open for course enrolment. Following the period of course enrolment the AC may allow the dropping of a course only in justified cases and upon the student's request handed in not later than the commencement of the examination period unless the student's academic performance has already been assessed during the semester. If the student has taken up the course for the third time in the given semester, upon request the possibility to drop the course specified in the warning shall be provided within eight working days of the receipt of the second warning unless the student's academic performance has already been assessed during the semester.

Section 43. (1) In the course of electronic course enrolment, the preconditions built in the certain curricula shall be checked by the ETR automatically, further, the module in which the student enrolled for the given course and the curricular unit the completion for which he/she enrolled for shall clearly be recorded in the database of the studies system.

(2) When enrolling for the course necessary for his/her curricular progression, the student shall select the appropriate course code to indicate which part of the curriculum he/she intends to accomplish by the course, taking into consideration that the acquisition of a given knowledge content shall yield credit only on one occasion.

(3) The Dean or the person responsible for the programme may permit enrolment for the course in excess of the maximum headcount of the course, provided the technical conditions of completion may be ensured. In this case the Dean or the person responsible for the programme shall publish the places announced in excess of the advance headcount of the course on the advertising surface of the ETR prior to the last week of the period of course enrolment.

(4) The student shall record enrolment for courses on his/her own in the ETR until the end of the period of course enrolment at the latest.

(5)¹²⁷ The Registrar's Office shall print out the courses (subject-courses) recorded in the ETR database and record them in the registration book of the student. The authenticity of the data concerning enrolment for courses shall be certified by the Registrar.

¹²³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹²⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹²⁵ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

¹²⁶ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

¹²⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

(6)¹²⁸ Following the closing of the period of course enrolment, the student shall check the list of courses recorded in the ETR and acknowledge the recorded state. If the student can prove that the recorded data do not agree with the facts (a particular course is not recorded or a course which the student has not enrolled for is on the list), the student can lodge a complaint with the Registrar's Office within eight days of the closing of the course enrolment; missing the deadline shall result in forfeiture. Following the lapse of the period of time open for appeal, the student can print out a course enrolment notice and grade sheet from the ETR. This course enrolment notice and grade sheet, which the student is entitled to take along with him/her to the oral examination and use it for certifying accomplishment, is a course enrolment notice and accomplishment notice sheet at the same time.

Section 44. (1) A course may only be cancelled following its announcement if the total number of those enrolling for the course (under all course codes) does not reach the minimum headcount specified for the course or if the organisational unit of instruction responsible for the curricular unit cannot launch the course due to lack of lecturer.

(2) Courses linked to compulsory course-units cannot be cancelled following announcement.

(3) The person responsible for the programme shall notify the Registrar's Office and the students about not launching the course and the course offered instead of the cancelled course.

CHAPTER 10.

CONTACT HOURS

Section 45. (1) The types of contact hours shall be:

- a) lecture,
- b) practice,
- c) consultation.

(2)¹²⁹ Attendance at the contact hours of the courses enrolled for shall be the obligation of the student. The student may be refused to be granted a grade, an assessment or a signature in the given course-unit for the reason of absence only if he/she has been absent from the contact hours actually given in excess of the rate specified when announcing the course-unit. In this case the note 'not completed' shall be registered in the academic records. The person responsible for the programme may specify 1530% of the total number of hours as the rate of acceptable absence when announcing the course-unit.

(3) Practical requirements necessary for earning a practical grade may be the following:

- a) recital on tasks performed at practices, and/or,
- b) assignment implemented outside the time of the practice, and/or
- c) classroom test, and/or
- d) other requirements specified in the curriculum.

(4) The student of the University shall be entitled to attend the lectures of any Faculty or programme without special permission. Attendance at practical contact hours shall need the prior consent of the lecturer. Attendance without enrolment for the course cannot entail the assessment of the student's performance.

(5) If during any contact hour the student obtains any information the disclosure of which might violate the personal rights of others, especially the human dignity of patients, might qualify as abuse of

¹²⁸Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁵³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

confidence, or might qualify as secret for any other reason, the student shall keep the secret. In the event of a breach of confidence, the student shall suffer the legal consequences thereof.

(6) Making audio or video recordings during contact hours shall be possible exclusively upon prior consent of the lecturer.

(7)¹³⁰ The lecturer and the head of the competent organisational unit of instruction shall be responsible for actually giving the contact hours. Upon request of the representative of the students, contact hours not given due to the fault of the lecturer shall be made up for during term-time.

PREFERENTIAL COURSE SCHEDULE

Section 46. (1)¹³¹ On the ground of permission by the AC, the student may be granted partial or full exemption from the obligation to attend contact hours, may take his/her examinations before the examination period, may close the length of programme earlier pursuant to the provisions of law, may deviate from the order of preconditions in the course of course enrolment, or may be granted any other similar favour.

(2) Students pursuing studies under a preferential course schedule shall also fulfil the academic requirements.

(3)^{156/157} Application for preferential course schedule may be submitted until the last day of the period open for course enrolment at the latest. Permission concerning preferential course schedule may be valid for, at most, two semesters on one occasion following which it shall be applied for again.

(4)¹³² Preferential course schedule may be granted to a student

- a) who achieved outstanding academic results in the two semesters preceding the semester concerned by the application, or
- b) who studies in a higher education institution abroad for the purpose of pursuing professional studies, or
- c) whose exceptional circumstances justify the preferential course schedule, or
- d) who conducts outstanding communal, artistic or sport activities.

(5) Preferential course schedule may be withdrawn if the student fails an examination or proves to be unable to fulfil his/her academic requirements within the framework of preferential course schedule in any other way. Preferential course schedule may be modified upon request of the student.

CHAPTER 11.

TESTING KNOWLEDGE, THE ASSESSMENT OF STUDIES

Section 47. (1)¹³³ The performance of the student shall be assessed by the higher education institution during term-time and the examination period. An examination sheet concerning examinations as well as grades not obtained in the framework of examinations shall be made out. The examination sheet shall contain the title of the course-unit (curricular unit), the time and date of the examination or other assessment, the name of the lecturer examining, his/her lecturer identification code and signature, the

¹⁵⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁵⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹³⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹³¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹³² Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁵⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

name of the student taking the examination, his/her student identification code, and the assessment of the examination.

(2) Knowledge can be tested by

- a) in the term-time: written, oral or practical tests taken during the contact hour, classroom test, assignment prepared by work performed at home (plan, measuring records, essay) and assessment of work performed on practice,
- b) examination taken in the examination period,
- c) comprehensive examination,
- d) final examination.

(3) End-of-semester grade may be given by

- a) mid-term grade in the case of both theory-oriented and practice-oriented course-units on the basis of tests and assessments carried out during term-time,
- b) examination grade which may be defined on the basis of the performance at the examination exclusively or by taken into consideration performance on mid-term tests and the examination jointly. In the latter case the examination shall contribute to the grade by 50% at least and the mid-term tests by 50% at most.

(4) ¹³⁴ In the case of the practical grade (mid-term grade) being determined on the basis of classroom tests, one opportunity shall be granted to make up for the unsuccessful or missed classroom tests in term-time. If the student fails to earn the mid-term grade through the opportunity to make up for it, he/she shall be granted an opportunity to earn the mid-term grade until the end of the second week of the examination period in line with the information given to the student when announcing the course. Making up for laboratory practice may be partly or fully restricted by the requirements concerning the course-unit.

(5) ¹³⁵ Comprehensive examination shall mean a form of examination for jointly assessing the knowledge of more than one course-unit. The course-units of comprehensive examinations shall be stipulated in the recommended curriculum. The comprehensive examination shall qualify as enrolment for a course-unit in respect of the conditions of expulsion for academic reasons.

Section 48. (1) Assessment of student performance can be carried out according to:

- a) a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),
- b) a three-grade scale: excellent (5), satisfactory (3), fail (1).

(2) ¹³⁶ The student shall not earn credit points in case his/her performance is assessed by fail (1) in the five-grade scale and fail (1) in the three-grade scale, further, if the performance of the student could not be assessed and in the academic records the note 'not completed' is registered.

(3) No discrimination shall be made in the assessment of student performance on the ground whether the student pursues his/her studies in state-funded or fee-paying training.

(4) Students shall not have the right to appeal against assessment - except in the case of errors in correction and in calculating the score, and the possibility specified in Section 12 (2).

(5) In the case of a written test, the infringement of copyright shall result in fail (1) in the five-grade scale and fail (1) in the three-grade scale, and a disciplinary procedure.

CHAPTER 12.

THE ORDER OF EXAMINATIONS

¹³⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹³⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹³⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

Sections 49. (1) Not later than four weeks before the end of term-time, the Faculty shall publish in the ETR the date of the certain examinations, the maximum number of students stipulated for the certain examination days, the names of the examiners, the time and manner of registering for the examination and the date of announcing the examination results.

(2) Examinations shall be organised in a manner so that each student concerned shall be able to register for it and - provided all the requirements of registration for examination have been fulfilled -be able to take the examination.

(3) Examinations announced cannot be postponed or cancelled on the ground of a small number of students registering for them.

(4) In the course of establishing the order of examinations and determining the number of examination days, the experience of examinations of the given course (subject-course), the number of student-candidates and the number of lecturer-examiners shall be taken into consideration together with the fact that the student shall have the opportunity to take a further examination in the given course-unit pursuant to the provisions hereof. In disputed cases the Dean shall designate the examination days.

(5) ¹³⁷ The student shall put together his/her examination schedule and register for the examinations through the ETR individually. Within the given examination period, the student shall plan and put together his/her examination schedule - with the knowledge of the specified examination days - in a manner to grant him/her the possibility to take the examination in the courses (subject-courses) three times if necessary. The student shall register for the examination twenty-four hours prior to the specified examination day at the latest. The student shall have the opportunity to cancel registration for the examination forty-eight hours prior to the examination day at the latest.

(6) ¹⁶⁴¹⁶⁵ if student has registered for the examination in the ETR but has not attended the examination, thus his/her knowledge cannot be assessed, the number of his/her examination opportunities concerning the given course-unit shall decrease (by one), and the note 'did not attend' shall be recorded in the ETR.

(7) The student shall be entitled to register for another date of examination in the same course (subject-course) provided the examiner has recorded the data concerning the given examination (the grade or the note 'did not attend') in the ETR.

(8) ¹³⁸ During the examination period, further dates of examination may be announced besides the ones announced formerly upon the decision of the Department or on the initiative of the Faculty Student Union in a manner to make it possible for the students concerned to register for them at least two days earlier.

Section 50.¹⁶⁷¹⁶⁸ (1) The conditions of entry to examination shall be communicated to the student when announcing the course. Only students having satisfied these conditions and abode by the provisions of the Fees and Grants Regulations may be granted entry to examination. In the case of a student failing to fulfil his/her obligations stipulated in the Fees and Grants Regulations, the student cannot register for the examination and cannot attend the examination. The lecturer is obligated to test the students who have validly registered for the examination on the ETR, are on the examination sheet and have attended the examination. The registration for examination of a student who cannot be granted entry to examination under the provisions of the Regulation shall be null and void.

(2) In the case of a student failing to fulfil an obligation which is a condition of entry to examination pursuant to the requirements and may be made up for in the examination period, the student shall be entitled to attempt to satisfy the requirement of the given course-unit on one occasion not later than the end of the second week of the

¹⁶⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁶⁵ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁶⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁶⁸ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹³⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹³⁸ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

examination period.

(3) ¹³⁹ The student cannot start the examination in lack of proving his/her identity and in the case of a repeated retake examination and any further examinations in lack of the check counterfoil certifying the payment of the examination fee. In the case of a student identifying himself/herself by his/her registration book, the registration book may only serve as a means of identification until the end of the examination. The student's other official documents may also be used as means of identification. The lecturer cannot test the student who has not registered for the examination and is not recorded on the examination sheet.

(4) An examination shall only be administered - except for exceptional cases - in the official rooms of the University. The examiner shall be responsible for the smooth administration of the examination. If the examining lecturer notices that the student taking the examination is substituting somebody else or is being substituted by somebody else, is providing help for others or is being helped in any inadmissible way, or uses any inadmissible device, the examiner shall suspend the examination of the student and shall record the fact of such suspension on the examination sheet. In this case the examination shall be assessed by a grade fail (1).

(5) An electronic examination shall exclusively be organised by using the computers of the University located in the buildings of the University. The lecturer shall see to the identification of the candidates prior to the commencement of the examination.

(6) ¹⁷⁰¹⁷¹ Examinations can exclusively be taken - unless otherwise provided by a provision - in the examination period. The Dean's equitable examination may be taken after the end of the examination period; its date and time shall be specified in a Dean's order.

Section 51. (1) Oral examinations are open to the lecturers and students of the Faculty; audio and video recordings of them may be made with the consent of those taking part. The Dean shall be entitled to restrict publicity.

(2) In the case of an oral examination, the examiner shall arrange for the presence of at least one further person competent in the subject-matter and the language of the examination (who may be another student-candidate) throughout the whole examination. An oral comprehensive examination shall be conducted before a board of at least two lecturers.

(3) In the case of written examinations, test papers shall be marked within three working days from writing the test papers, and the results shall be recorded in the ETR not later than 15:00 hours on the third working day.

(4) The inspection of marked test papers shall be ensured until the end of the examination period. The candidate may lodge a complaint with the lecturer or - if this is not possible, in an exceptional case - with the head of department if the points of the test paper have been added up wrongly or no points have been given to a task. The lecturer shall accordingly modify the grade in the case of a mistake in the calculation of points or wrong assessment.

(5) ¹⁴⁰ Within fourteen days counted from the end of the examination period, the student may challenge the data concerning assessment in the ETR records and/or in the registration book by submitting an objection to the lecturer responsible for the course or to the head of department (institute). Missing the deadline, the student may submit an excuse petition within 30 days following the examination period

¹⁷⁰ Built in by the amendment adopted at the meeting of the Senate held on 24th January 2008. Effective: from 24th January 2008.

¹⁷¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹³⁹ Amendments of subsections (3)-(4) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁴⁰ Built in by the amendment adopted at the meeting of the Senate held on 18th December 2008. Effective: from 18th December 2008.

at the latest. Within three working days, the lecturer or the head of department (institute) shall decide on the disputed assessment on the basis of the examination sheet, the course enrolment notice and grade sheet attested by the examiner or in the case of a written examination on the basis of the grade written on the test and in the case of a justified objection he/she shall record the necessary modification in the ETR by using his/her entitlement to modify grade and at the same time shall notify the Registrar's Office about the necessity of correcting the registration book.

Section 52.¹⁴¹ (1) The grade (assessment) - together with the signature and the date - shall be recorded on the examination sheet and/or in the registration book and upon the student's request on the course enrolment notice and grade sheet by the examiner.

(2) The results of the oral examination (the grade or the note 'did not attend') shall also be recorded by the examiner or in the case of the examiner being prevented his/her head of department or his/her proxy (hereinafter the Department) electronically in the ETR after the end of the examination or the determination of the grade not later than 12:00 hours on the working day following the examination day. The signed examination sheets shall be forwarded to the Registrar's Office on the last day of the examination period at the latest. When closing the semester, the Registrar's Office shall check whether the data of the examination sheets, the ETR, and/or the registration book are identical. The data of the examination sheet shall be deemed authentic until the contrary is proved. The Registrar's Office shall keep the examination sheets in accordance with the provisions of the File Management Regulations of the UP. In the interest of the adjudication of the objection, the lecturer of the course-unit shall keep the examination papers until the accomplishment of the procedure initiated on the basis of the objection but at least until the end of the next semester.

(3) ¹⁴² Students shall have the right to appeal against any violations of the Regulation concerning examinations to the Academic Appeal Committee within fifteen days pursuant to Section 12 (2).

Section 53. (1) Unsuccessful examinations can be repeated twice during the given term of study.

(2) ¹⁴³ The Faculty shall grant the opportunity of taking the unsuccessful examination (hereinafter retake examination) once more and taking the unsuccessful retake examination (hereinafter repeated retake examination) once more provided it is possible in the given examination period considering the announced examination dates, in other words if the student has selected his/her first examination day in the manner to allow for selecting a further two examination dates if necessary.

(3) If the oral retake examination has not been successful and the same person was the examiner at both the examination and the retake examination, the student, upon request, shall be granted the possibility to take the repeated retake examination before another lecturer or before an examination board designated by the head of department. In the case of a written examination, the student may request the marking of his/her written test to be countersigned by an additional lecturer. The student shall be entitled to these even if the examination is taken in a new term of study.

(4) ¹⁴⁴ Until the end of the examination period, at the times announced in advance, the student shall be entitled to take one upgrading examination once in the case of examinations successfully taken in the semester. The grade obtained at the first examination may be made worse at the upgrading examination. No additional credit shall be obtainable by improving the grade of a successful examination.

¹⁴¹ Amendments of subsections (1)-(2) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁴² Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁴³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁴⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(6)¹⁴⁵ In the case of the student having requested the registration book from the Registrar's Office during the semester, the student shall hand in his/her registration book to the Registrar's Office not later than the third day following the last day of the examination period. In the event the student fails to fulfil this obligation by the deadline, he/she shall pay the fee stipulated in the chart constituting Annex 1 of the Fees and Grants Regulations.

CHAPTER 13.

RECOGNITION AND ACCEPTANCE OF STUDIES ANNOUNCED OR COMPLETED IN OTHER INSTITUTIONS, FACULTIES AND PROGRAMMES

Section 54. (1) Students of the University may apply to the CTC for the recognition of their studies completed in other higher education institutions in Hungary or abroad as part of their training.

(2)¹⁴⁶ Acquisition of a certain knowledge content shall yield credit only on one occasion. Student performance having earned credit shall be recognised in studies pursued in any other higher education institution - provided that the relevant preconditions are met - irrespective of the higher education institution and the level of training at which it was obtained. Recognition - on the basis of the programme in the subject concerned - shall exclusively be performed by way of comparing the knowledge content serving as the basis for the credit. The credit shall be recognised if there is a seventy-five percent overlap between the compared knowledge contents. The CTC may recognise prior studies and work experiences as the completion of academic requirements. The number of credits to be recognised on the basis of work experience shall not exceed thirty.

(3) If the student has previously acquired the required competences stipulated in the curriculum and can credibly certify it, he/she does not have to fulfil the requirements again but may apply to the CTC for their recognition.

(4) The student shall be entitled to request the recognition of his/her higher educational studies completed prior to the commencement of his/her studies at the University until the end of the period of course enrolment. The CTC shall determine conditions under which certificates and diplomas issued pursuant to the provisions of Act LXXX of 1993 on Higher Education can be validated in the given training and the number of credits such certificates and diplomas merit. The respective bodies of knowledge shall be compared upon request, regardless of the fact whether the student read for his/her degree in credit-based education or non-credit-based education.

(5) The recognition of studies shall be implemented by establishing the credit value and accepting the grade. The credit value of the recognised academic performance shall be equal to the credit value of the curricular requirement which is qualified as completed; nevertheless, the grade obtained cannot be modified on the recognition of the course-units.

(6) The CTC shall carry out its procedure in accordance with the provisions set forth in Section 9 of the Regulation.

Section 55. (1) On the basis of prior agreement, the Faculties of the University may mutually recognise the credit value of the course-units and courses offered.

¹⁷⁷ Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2008. Ineffective from 18th December 2008.

¹⁴⁵ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁷⁹ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2008.

(2) The student may request the conclusion of an individual study agreement which shall be signed, on behalf of the University, by the deputy head of the Faculty responsible for education on the basis of the position adopted by the CTC. The individual study agreement shall specify the curricular units to be completed in the other higher education institution and their syllabuses, and shall also specify the completion of which curricular units of the recommended curriculum shall be recognised by the University and by what credit value. Study expenses incurring in respect of the study agreement shall not be borne by the University unless provided otherwise by a decision allowing the expenses to be covered from the own resources of the Faculty.

(3) The student may initiate the conclusion of the individual study agreement until the end of the term-time of the preceding semester.

(4) In the semester in which the agreement is effective, the student shall submit the proof of completion not later than the last day of the examination period. The curricular units certified thereby shall be taken into account in the studies of the semester concerned.

(5) Studies which have been completed by the student

a) under an individual study agreement concluded with the student, or

b) under an inter-institutional contract,

and which are contained in the contract stipulating them shall be recognised.

(6) The Rector may conclude an inter-institutional contract pertaining to the comprehensive and mutual recognition of credits only with the consent of the Academic and Credit Committee and by the authorization of the Senate.

Section 55/A.¹⁴⁷ (1) The CTC shall carry out an advance credit transfer procedure upon request. In the course of the advance credit transfer procedure, the CTC shall adopt a decision concerning recognition of the credits of the academic requirements already fulfilled by the student and the recognition (subject to fulfilment) of the credits of the academic requirements to be prospectively fulfilled by the end of the semester in which the application is submitted, and at the same time adopt a decision concerning the validity (subject to fulfilment) of the credits stipulated in the admission conditions.

(2) The University shall regard the credits recognized by the CTC as recognized on the actual commencement of the studies without further request.

(3) The advance statement concerning the recognition of the student's performance made by the institution in the framework of credit-based education in the course of the student's studies in another higher education institution shall not subsequently be revoked. The decision of the CTC shall be needed for the advance statement.

CHAPTER 14. ACADEMIC AVERAGE,

CREDIT INDEX

Section 56. (1)¹⁴⁸ The academic results of the student shall be recorded in the registration book and in the ETR database by lecturers and clerks authorized to do so. Following the 20th working day counted from the end of the examination period, the Registrar's Office shall stick an etiquette label made for this purpose onto which the data recorded in the ETR database, resolutions affecting the student's studies, and the certifications of studies pursued in other higher education institutions and studies

¹⁴⁷ Built in by the amendment adopted at the meeting of the Senate held on 24th January 2008. Effective: from 24th January 2008.

¹⁴⁸ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

recognised on the basis of previous studies are printed on the student's registration book once a semester. The Registrar shall attest the printed pages of the registration book. The fulfilment of the requirements of course-units and curricular units shall be certified by the examiner with his/her own hand in the registration book under Section 52 (1) or in the appropriate blank of the etiquette label made for this purpose or in the case of him/her being prevented, by the Registrar with his/her own hand at the bottom of the etiquette label.

(2) Any unauthorized entry in the registration book and the ETR shall incur a disciplinary procedure. Considering that the registration book is a public document, the falsification of data recorded therein shall be prosecuted.

(3) The amount of the students' academic work in the given semester is indicated by the number of credits earned in the given semester from the commencement of studies.

(4) The weighted academic average is used for tracing the performance of the student in credit-based education. The weighted academic average of the credit points earned by the student in the given semester and in the course of his/her studies so far (cumulative average) can both be computed. When computing the weighted academic average, the aggregate sum of the products of the credit value of the course-units successfully accomplished in the given period and their marks shall be divided by the aggregate sum of the credits of the completed course-units.

Weighted (academic) average:

$$\frac{S(\text{credits accrued} \times \text{grade})}{S \text{ credit points accrued}}$$

(5) The credit index and the corrected credit index are suitable for the quantitative and qualitative assessment of the student's performance in a semester.

(6) In the course of calculating the credit index, the aggregate sum of the products of the credit value of the successfully accomplished course-units and their marks shall be divided by thirty credits obtainable during a semester in the case of average progression.

Credit index:

$$\frac{S(\text{credits accrued} \times \text{grade})}{30}$$

(7) ¹⁴⁹ The corrected credit index may be calculated by the factor corresponding to the ratio of credits obtained during the semester to credits undertaken in the individual course schedule.

Corrected credit index:

$$\frac{S(\text{credits accrued} \times \text{grade})}{30} \times \frac{\text{credits accrued}}{\text{X credits undertaken}}$$

(8) When computing the weighted average and the corrected credit index, the credit value and the associated grade of the (recognised) course-unit completed in the same or in another institution prior to the given semester shall be disregarded.

(9) ¹⁵⁰ Following the closing of the term of study, the number of credits taken up and earned by the student, the credit index and the weighted academic average of the semester shall be indicated in the registration book. The data shall be certified by the Registrar.

(10) ¹⁵¹ The calculation of the combined corrected credit index corresponds to the calculation of the corrected credit index except that thirty credits per semester and credits undertaken and credits obtained during the whole period of time shall be taken into consideration.

¹⁴⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁵⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁵¹ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

CHAPTER 15. PRACTICAL

COURSE

Section 57. (1) The curriculum may prescribe the compulsory completion of a practical course. The completion of the practical course may be prescribed as the precondition of other curricular units.

(2) The requirements of the practical course and the conditions of its fulfilment and certification shall be stipulated in the curriculum of the given programme. Data concerning the student's practical course shall be recorded in the master file of the student.

(3) In the case of practice-oriented undergraduate programmes a six-month-long uninterrupted practical course shall be organised. Completion of an uninterrupted practical course shall be prerequisite to taking the final examination.

(4) Practical training in higher-level vocational training may only be organised in the form of full-time training pursuant to the provisions pertaining to vocational training.

CHAPTER 16. PRE-DEGREE

CERTIFICATE

Section 58. (1) Pre-degree certificate shall mean a certificate that states that the student has passed the curricular examinations and - except for passing the language examination and writing the degree thesis - satisfied other academic requirements and has earned the number of credits prescribed in the programme completion and exit requirements - except the credit points rendered to the degree thesis, and, without any evaluation and assessment, certifies that the student has fulfilled all the academic and examination requirements prescribed in the curriculum.

(2) In the case of a student pursuing studies in more than one programme, a separate pre-degree certificate shall be issued in each programme.

(3)¹⁵² In order to obtain the pre-degree certificate, the student shall earn at least thirty credits at the University even in the case of recognising studies pursued at the University or in the course of other former studies, and work experiences as credit value.

(4)¹⁵³ The pre-degree certificate shall be signed by the Dean in the student's registration book.

CHAPTER 17.

DEGREE THESIS (DIPLOMA WORK, FINAL ASSIGNMENT)

Section 59. (1)¹⁵⁴ The writing and successful defence of the degree thesis/diploma work/final assignment (hereinafter degree thesis) shall be a condition of the award of diploma. Degree thesis shall mean an assignment complying with the requirements of the curriculum concerning its content and form, written individually at the end of the studies. In the case of higher-level vocational trainings, the provisions pertaining to the degree thesis being requisite to entry to vocational examination shall - in derogation from the Regulation - be subject to the vocational and examination requirements stipulated

¹⁵² Built in by the amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2008.

¹⁵³ The numbering of the subsection amended by the amendment adopted at the meeting of the Senate held on 30th August 2007.

¹⁵⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

by the statutory instrument issued by the minister responsible for the qualification of the given programme.

(2) Credits may be assigned to writing the degree thesis in line with the degree completion and exit requirements.

(3) The student shall write a separate degree thesis in each programme.

(4) At the beginning of the semester specified in the recommended curriculum, the student shall be entitled and obliged to choose the topic of his/her degree thesis individually or from the topics published in writing by the organisational units of instruction responsible for the programme.

(5) The writing of the degree thesis shall be assisted by one or more advisors (consultants). The consultant may be a lecturer or researcher of the Faculty or an outside expert if consented to by the Dean.

(6) The topic and the consultant of the degree thesis together with the possible permission concerning confidentiality shall be approved by the person responsible for the programme or by his/her proxy.

(7) The degree thesis may be submitted in a foreign language even in trainings conducted in Hungarian language subject to the permission of the consultant.

(8) The degree thesis cannot be modified or corrected subsequent to its submission.

(9) ¹⁵⁵ The deadline for the submission and public defence of the degree thesis shall be determined and published by the Faculty Council in line with the provisions of Section 34 (4) each semester. Upon request - and with the payment of the fine for delay stipulated in the Fees and Grants Regulations -the deadline for the submission of the degree thesis may be extended by no more than one week by the person responsible for the programme.

(10) The degree thesis shall be assessed by two readers (opponents) designated by the person responsible for the programme. The reader (opponent) may be an outside expert holding a degree if consented to by the Dean. The consultant may also be a reader (opponent). The proposal of the readers (opponents) concerning assessment and grade shall be attached to the degree thesis.

(11) If there is a difference of more than two between the grades proposed by the two readers (opponents) of the degree thesis, or one of the readers (opponents) assesses the degree thesis with the fail grade, the person responsible for the programme may designate a third reader (opponent).

(12) If at least two of the grades proposed by readers (opponents) in the course of assessment are fails, the degree thesis shall not be entered for defence. In this case the student shall write a new degree thesis within the deadline stipulated by the person responsible for the programme.

(13) ¹⁵⁶ If the submitted degree thesis violates copyright, its assessment shall be fail (1), and the person responsible for the programme shall initiate a disciplinary procedure before the Dean.

Section 60. (1) The student shall defend the degree thesis before a board. The board - in line with the provisions of the programme completion and exit requirements or the curriculum - may be the final examination board or a board called upon by the person responsible for the programme; the board shall have at least three members. The chairperson of the board shall be a university (college) professor or an associate professor or - with permission by the Dean - an assistant professor. Outside

¹⁵⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁵⁶ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

experts and the lecturer being the reader (opponent) of the degree thesis may also be members of the board.

(2) The defence of the degree thesis shall be public except for the defence of confidential degree theses.

(3) In the course of the defence, it shall be proven that the student himself/herself has written the degree thesis, he/she is competent in the topic of the degree thesis and familiar with the sources and the relevant literature. The student may be asked questions, the review shall be communicated, and then the student shall be granted the opportunity to reply to the questions and react to the review.

(4) The grade of the degree thesis shall be established under the five-grade scale by the review board taking into consideration the proposals of the readers (opponents). The chairperson of the board shall inform the student about the grade following the defence.

(5) Paper awarded the main prize or the first prize at the National Scientific Students' Associations Conference may be accepted by the person responsible for the programme without a special review with the assessment 'excellent' provided it complies with the requirements pertaining to the content and form of the degree thesis.

(6) ¹⁵⁷ Degree theses shall be reserved in accordance with the File Management Regulations.

(7) In the case of a confidential degree thesis, only the consultant, the readers (opponents) and the members of the board may get to know the degree thesis provided they undertake in writing to keep the secrets which has become known to them. Only the assessing board, the consultant and the student may be present at the defence of a confidential degree thesis. The storage of the classification concerning the confidentiality of the degree thesis shall be ensured by the University Archives.

CHAPTER 18. FINAL

EXAMINATION

Section 61. (1)¹⁵⁸ The student shall complete his/her studies in the undergraduate, graduate, and postgraduate specialist training courses by taking the final examination. Under the regulations pertaining to vocational training, a vocational examination shall be taken in higher-level vocational training. The requirements of the vocational examination in higher-level vocational training shall be subject to the vocational and examination requirements stipulated by the statutory instrument issued by the minister responsible for the qualification of the given programme.

(2) ¹⁵⁹ The final examination shall test and assess the knowledge, skills, and abilities requisite to the award of the diploma, whereby the student shall also prove his/her ability to apply the acquired knowledge in practice. The final examination may consist of several parts - the defence of the degree thesis, and additional oral, written or practical examinations - as defined in the curriculum. In the case of the final examination consisting of several parts, the results of the said parts shall also be recorded in the registration book.

(3) The requirements (topics) and the compulsory reading list of related literature shall be published in manners customary at the Faculty at least three months prior to the final examination.

¹⁵⁷ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁵⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁵⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(4) The final examination may be taken in the final examination period following the award of the pre-degree certificate while still enjoying the student status, or after the expiry of student status, with no deadline specified, during any final examination period in accordance with the then prevailing programme requirements. If the final examination is to be taken seven or more years after the issue of the pre-degree certificate, permission for entry to the final examination shall be requested from the CTC. In its permit the CTC may require - due to lapse of time - the retake of the examinations in the course-units which are taken into account when establishing the assessment of diploma.

(5) Every academic year, the scheduling of the final examination periods shall be specified and published by the Faculty Council in the form stipulated in Section 34 (4).

(6) Students who expect to obtain their pre-degree certificates by the commencement of the final examination at the latest or who have already obtained them may register for the final examination in writing at the Registrar's Office or through the ETR until the deadline specified in the time schedule of the academic year.

(7) ¹⁶⁰ Students who have been awarded their pre-degree certificates at the University and the Registrar's Office has recorded a note to this effect onto the relevant page of their registration books may attend the final examination.

(8) Candidates not having student status any longer may register for and attend the final examination with the derogations stipulated in subsection (4) and with paying the fee stipulated in the Fees and Grants Regulations provided they have obtained their pre-degree certificates at the University.

Section 62. (1) The final examination shall be taken before the final examination board, which shall have a chairperson and at least two other members. At least one member of the final examination board shall be a university (college) professor, or university (college) associate professor, and at least one of its members shall have no employment relationship with the University.

(2) The chairperson of the final examination board shall be appointed - with the consent of the Faculty Council - by the Dean for a period of 1-3 years. The chairperson of the board shall be a university (college) professor or university (college) associate professor or an outside expert with a high reputation. In the case of the chairperson being prevented, the Dean shall assign a person to temporarily fill the post of the chairperson of the final examination board; in the case of lasting prevention a new chairperson shall be assigned.

(3) The members shall be invited by the person responsible for the programme in a manner that the members shall be competent in the topic of the degree thesis in case the degree thesis is defended in the framework of the final examination. The reader (opponent) or the consultant of the degree thesis may also be members of the board.

(4) The members of the board shall carry out the assessment of the candidate's performance according to the five-grade scale, and then establish the grade - in the case of a debate by voting - in a closed session. In the case of a tied vote the chairperson shall have the casting vote. The result of the final examination shall be announced orally by the chairperson of the board.

(5) ¹⁶¹ If the student fails to complete the given final examination (is awarded a fail grade or does not attend) he/she can register for the final examination of the next final examination period pursuant to the provisions of Section 61 following the termination of his/her student status. The grade of the successful final examination cannot be improved unless provided otherwise by the Faculty.

¹⁶⁰ Amendments of subsections (7)-(8) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁶¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(6) If no diploma is issued following a successful final examination due to non-fulfilment of language requirements, the Faculty shall issue a certificate specified in Section 64 (6) herein.

CHAPTER 19. LANGUAGE

REQUIREMENTS

Section 63. (1) Passing the required language examination shall be a precondition of the award of the diploma. Unless programme completion and exit requirements stipulate more stringent criteria, for the award of the diploma the student shall present the documents certifying that he/she has passed

- a) in the case of an undergraduate course, a type 'C' intermediate-level general language examination,
 - b) in the case of a graduate course, a language examination specified in the programme completion and exit requirements
- which is recognised by the state or qualifies as an equivalent examination (hereinafter 'language examination').

(2) The Faculty Council may specify in the curriculum the languages in which the language examination can be taken for it to be accepted, on proviso that it shall recognise as a general language examination any language examination evidenced in the secondary school-leaving certificate, or any language examination accepted as a valid secondary school-leaving examination.

(3) Pursuant to the provisions of Act LXXX of 1993 on Higher Education, the language examination certificate shall be required as a prerequisite for of the award of the diploma if it was required at the time of commencing the training.

(4) If passing a general language examination is a precondition of the award of the diploma, students attaining the age of at least forty in the year of commencing their studies in the first year shall be exempted from fulfilling the obligation. This provision shall last apply to those taking their final examination in the academic year of 2015/2016.

CHAPTER 20.

DIPLOMA, DIPLOMA SUPPLEMENT

Section 64. (1) Successful completion of the final examination shall be prerequisite to the award of the diploma certifying the accomplishment of academic studies. A further prerequisite of the award of the diploma shall be passing the required language examination unless provided otherwise by the provisions of law or if the language of instruction is not Hungarian.

(2)¹⁹⁵¹⁹⁶ The diploma shall be issued and delivered to the student having passed the final examination within thirty days from the presentation of the document in evidence of the valid language examination specified in subsection (1). In the event the student has at the time of the final examination already presented the document attesting that he/she has fulfilled the requirements set forth under subsection (1), the diploma shall be issued and delivered to the student within thirty days from the date of the final examination. In agreement with the student, the diploma may be delivered to the student later than 30 days with all solemnity and in the manner customary at the Faculty. Graduation ceremony is an additional service provided by the Faculty at which attendance shall be voluntary. If the student wants to attend, he/she shall pay the sum stipulated in the Fees and Grants Regulations to the Faculty.

¹⁹⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁹⁶ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

(3)¹⁶² The diploma is a public document bearing the coat of arms of the Republic of Hungary and displaying the name of the University, its OM-identifier, the serial number of the diploma, the name, name at birth, place and date of birth of its holder, the level of qualification, or the degree awarded, the programme, professional qualification, specialisation, as well as the place, year, month, and day of issue. The diploma shall also be furnished with the original signature of the Dean and the chairperson of the final examination board, and shall bear the impression of the stamp of the University. In the event the student does not possess evidence of the language examination at the time of the final examination, and therefore the diploma is issued after the final examination period, the diploma can be signed by the person responsible for the programme instead of the chairperson of the final examination board.

(4) The diplomas issued shall be recorded in a central registry.

(5)¹⁶³ The form of the diploma shall be determined by the Government. Higher education institutions can issue a copy of the diploma in a form compliant with their traditions.

(6) If the diploma cannot be issued because no language certificate could be presented, the University shall issue a certificate. Such certificate shall not evidence any academic or professional qualification; it shall certify the completion of the final examination. The certificates issued shall be recorded in a central registry.

(7) The diploma shall be issued in Hungarian and English, or in Hungarian and Latin, or, in the case of national and ethnic minority courses, in Hungarian and the language of the national or ethnic minority, whereas if the instruction is not delivered in Hungarian, in Hungarian and in the language of instruction. On request of the student, the diploma can be issued in another language, the incurring costs of which shall be borne by the student.

(8) The diploma awarded after the completion of an undergraduate course, a graduate course, a one-tier programme, and a postgraduate specialist training course entitles its holder to hold the jobs and to pursue the activities as defined in laws.

(9)¹⁶⁴ The English and Latin description of the levels of education corresponding to the degrees certified by the diplomas awarded in Hungary are as follows:

- a) Bachelor degree or 'baccalaureus' (abbreviation: BA, BSc),
- b) Master degree or 'magister' (abbreviation: MA, MSc).

(10) Holders of a Master degree are entitled to use the designation 'okleveles' [i.e. Master] before the professional qualification (e.g. engineer, economist, teacher) as certified by their diploma (master engineer, master economist, master teacher, etc.).

(11)¹⁶⁵ The diplomas of physicians, dentists, pharmacists and lawyers certify a doctorate title. The associated abbreviated forms are: dr. med., dr. med. dent., dr. pharm. and dr. jur.

(12) On the basis of the average specified in the curriculum of the programme, the assessment of the diploma shall be as follows: outstanding (5.00), excellent (4.51-4.99), good (3.51-4.50), satisfactory (2.51-3.50), pass (2.00-2.50).

¹⁶² Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

¹⁶³ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

¹⁶⁴ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

²⁰⁰ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

²⁰¹ ²⁰²
(13)²⁰¹ ²⁰² In the diplomas of lawyers, physicians, pharmacists and dentists certifying a university degree, the average result calculated in line with the provisions of the curriculum of the programme shall be recorded by using the following assessments: Summa cum laude (4.51-5.00), Cum laude (3.51-4.50), Rite (2.00-3.50).

(14) In the case of outstanding academic results, the Faculty may award a diploma with honours, the detailed conditions of which shall be stipulated by the special provisions applying to the Faculty.

Section 65. (1) The Diploma Supplement defined by the European Commission and the Council of Europe shall be issued together with the Bachelor and the Master degree, in Hungarian and English, or in the case of national or ethnic minority courses, on the request of the student, in the language of the minority concerned. The diploma supplement is a public document.

(2) The fundamental requirements concerning the contents and form of diploma supplements are regulated by Decision No 2241/2004 EC of the European Parliament and of the Council of 15 December 2004. The diploma supplement shall contain

- a) information identifying the holder of the diploma
- b) information identifying the diploma
- c) information on the level of the training
- d) information on the contents of the training and results gained
- e) information on certain entitlements consequent upon the diploma
- f) certification of the diploma supplement
- g) information on the Hungarian higher education system.

Section 66. (1) On the basis of the vocational examination passed in the scope of higher-level vocational training, the higher education institution, if requested by the student, shall issue a certificate attesting the vocational qualification as defined in the National Qualifications Register as well as a Certificate Supplement. The issued certificate entitles its holder to hold jobs and to pursue activities as defined in laws. The preparation, issuance, content and the registration of the issued certificates shall be subject to the provisions applying to vocational education. The examination board of vocational examinations shall apply a round seal displaying the coat of arms of the Republic of Hungary.

(2) Vocational and examination regulations, or the vocational training programme may stipulate the passing of a language examination as a precondition of the issue of the certificate. The certificates issued shall be recorded in a central registry.

PART III. SPECIAL AND TRANSITIONAL PROVISIONS

CHAPTER 21.

TRANSITIONAL PROVISIONS

Section 67. (1) Trainings launched under Act LXXX of 1993 on Higher Education shall be completed - in case of continuous student status - without modification of the programme requirements or the diplomas issued.

(2)¹⁶⁶ Students who started their higher education studies before 1 September 2006 may complete such studies in line with the former degree requirements on the basis of the curricular requirements adopted by the respective higher education institutions, and pursuant to the provisions of Act LXXX of 1993 on Higher Education, they shall be awarded a diploma with college degree or a diploma with university degree. The terms of study available for students and the disruption and temporary

²⁰¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁰² Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

¹⁶⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

termination of studies shall be determined in accordance with the provisions in effect at the time of establishment of student status. The University may derogate from these provisions as of 1 September 2015.

(3) Students who started their studies before 1 September 2006, but have not completed such studies under the provisions of Act LXXX of 1993 on Higher Education for any reason, may continue their studies in accordance with the provisions of Act CXXXIX of 2005 on Higher Education, subject to the validation system of studies and examinations.

(4) Provisions contained in Parts I. and II. herein shall also apply as of 1 September 2006 to students who commenced their studies prior to that date with the following derogations:

- a)¹⁶⁷ if the Academic and Examination Regulations of the Faculty also contained provisions concerning curricular requirements pertaining to the student, the provisions effective at the time of the establishment of student status shall continue to apply,
- b) from among the cases of terminating student status for academic reasons, the condition stipulated in Section 23 (3) a) shall not apply,
- c) the provisions of Section 63 (1)-(2) herein pertaining to language requirements shall not apply. Pursuant to the provisions of Act LXXX of 1993 on Higher Education, the language examination certificate shall be required as a prerequisite for the award of the diploma if it was required at the time of commencing the training,
- d) in addition to students referred to by Section 63 (3) herein, those for whom it is rendered possible by the provisions of laws in force at the time of the commencement of their student status shall be exempt from language requirements,
- e) the second sentence of Section 64 (1), Section 64 (4) and the third sentence of Section 64 (6) herein pertaining to the conditions and manner of the issue of diploma shall not apply,
- f) in the case of Students having commenced their studies prior to 1st January 2000, the name of the predecessor institution shall also be indicated in the diploma.

Section 67/A.¹⁶⁸ (1) Pursuant to Section 16 (2) of Government Decree 289/2005. (XII. 22.) on the New Degree Structure, the University may stipulate provisions derogating from the qualification requirements concerning the pairing of programmes in respect of students having commenced their studies prior to 1st September 2006 in line with the qualification requirements stipulated by the Government under the Higher Education Act.

(2) The student pursuing his/her studies in double-programme training shall be entitled to request the dropping of one of his/her programmes from the AC of the Faculty responsible for the programme to be dropped.

(3) The AC may allow the dropping of the programme - in other words continuing studies in a single-programme training - in a justified case by providing for the curricular requirements of the single-programme training in its decision.

(4) If two Faculties are concerned in the double-programme training, the AC of the Faculty responsible for the programme to be dropped shall adopt a decision concerning the permission to drop the programme, after which the student shall apply to the AC of the Faculty where he/she intends to continue his/her single-programme training for the stipulation of the curricular requirements of the single-programme training.

(5) The number of credit points required by the qualification requirements shall be earned in the permitted single-programme training taking into consideration the level of training as well. Recognition of studies completed in the dropped programme shall be requested from the CTC.

¹⁶⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁶⁸ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

Section 68. The Regulation shall apply to students pursuing their studies in non-credit-based education with the following derogations:

- a) compulsory course-units shall not be assigned credit points,
- b) compulsory course-units shall continue to be enrolled for in line with the undivided curriculum applicable formerly,
- c) with respect to the rules of transfer, in accordance with the modified interpretation of Section 18 (3) b) herein, the student shall have at least one completed valid semester (or corresponding academic period),
- d) in the case of establishing visiting student status, the University shall *mutatis mutandis* be entitled to refuse consent specified in Section 19 (2) herein, if it cannot recognise the course-units completed by the student in the framework of visiting student status as part of his/her studies,
- e) in the case of the student obtaining a fail grade in at least one course-unit in the given semester, his/her semester shall not be closed and he/shall shall be ordered to repeat the semester. Student status shall be temporarily terminated until registration for the repeated semester,
- f) Section 23 (3) a)-c) herein shall not apply, at the same time student status shall be terminated for academic reasons if the student has already repeated a semester and a further semester of his/hers cannot be closed. The Dean may grant exemption from this provision once during the training in an especially equitable case in addition to Section 14,
- g) Section 42 (3) shall not apply to compulsory course-units,
- h) Section 56 (3)-(8) herein shall not apply. Academic progression shall be assessed by the simple academic average instead of the methods listed there.

CHAPTER 22. LANGUAGE

EDUCATION

Section 69. (1) In the case of students having commenced their studies subsequent to 1st September 2002 and prior to 1st September 2006, the Faculty shall provide state-funded students not having the required language competence with free language education necessary for the acquisition of language competence prescribed by the qualification requirements in 2X2 hours for a period of two semesters.

(2) The student acquiring the required language competence during his/her studies shall inform the Registrar's Office about it and shall not be entitled to language education specified in subsection (1) as of the next semester.

(3) In the case of a breach of the duty of notification stipulated in subsection (2), the student may be ordered to pay compensation pursuant to the provisions of the student Disciplinary and Compensation Regulations.

(4) Rules pertaining to the language education of students commencing their studies subsequent to 1st September 2006 shall be contained in the curriculum of the Faculty.

CHAPTER 23. PHYSICAL EDUCATION

REQUIREMENTS

Section 70. (1) In the case of students having commenced their studies in full-time training schedule subsequent to 1st September 2002 and prior to 1st September 2006, the attendance at physical education shall be a criterion requirement. The criterion-like requirements of physical education and the number of hours per week shall be contained in the curriculum, provided such requirements do not belong to the professional course-units assigned to the main academic fields of the undergraduate programme.

(2) The student pursuing his/her studies in full-time training schedule may be granted entry to final examination on condition in the course of his/her studies - unless provided otherwise by the Faculty herein - he/she has completed one hour per week in two semesters in the framework of a course offered by the Centre of Physical Education and Leisure-sports of the University or a programme recognised by the given Faculty the transfer of which shall be implemented by the CTC pursuant to Section 9 herein.

(3) Rules pertaining to the physical education requirements of students commencing their studies subsequent to 1st September 2006 shall be contained in the curriculum of the Faculty.

CHAPTER 24.

SPECIAL RULES PERTAINING TO DOCTORATE COURSES¹⁶⁹

Section 71.

Section 72.

Section 73.

CHAPTER 25.

SPECIAL PROVISIONS PERTAINING TO FOREIGN STUDENTS

Section 74. (1) Under Section 39 of the HEA, the following non-Hungarian nationals may pursue studies at the University on the basis of conditions stipulated by law:

- a) nationals of countries belonging to the European Economic Area, and the members of their families,
- b) refugees, asylum-seekers, exiles, immigrants, and residents living in the territory of the Republic of Hungary not falling under the scope of paragraph a),
- c) foreign nationals enjoying the same rights as Hungarian citizens on the basis of an international agreement,
- d) the nationals of countries where Hungarian citizens have recourse to the higher education services of the country concerned based on the principle of reciprocity.

(2) Persons not falling under the scope of subsection (1) may only pursue studies in the form of fee-paying training.

Section 75. (1) The recognition of diplomas and certificates of completion of secondary studies awarded by foreign education institutions that have been granted an operating license abroad or in Hungary shall be subject to the provisions of the Recognition Act.

(2) For the studies of non-Hungarian nationals in Hungary, the provisions of the Regulation shall apply subject to the following derogations:

- a) if a non-Hungarian national has no residence in the territory of Hungary, prior to acquiring student status he/she shall obtain an entry visa and a residence license as stipulated by other laws,
- b) non-Hungarian nationals may undertake preparatory studies in student status prior to enrolling in higher education for a period of maximum two semesters.

CHAPTER 26.

STUDIES OF HUNGARIAN NATIONALS ABROAD

Section 76. (1) Hungarian nationals shall have the right to pursue studies in foreign higher education institutions without the need for any authorisation.

(2) Special provisions pertaining to students taking part in the Erasmus programme shall be stipulated by the Erasmus Regulations of the University.

¹⁶⁹ Provisions pertaining to doctorate courses are repealed by the amendment adopted at the meeting of the Senate on 29th November 2007. Rules pertaining to doctorate courses shall be contained in the Doctoral Regulations.

CHAPTER 27.

SPECIAL PROVISIONS PERTAINING TO STUDENTS WITH DISABILITIES

Section 77. (1) The student shall have the right to pursue his/her studies in a safe and healthy environment in the higher education institution, and to receive assistance with his/her studies and start of a career in line with his/her talent, abilities and interests, and within this scope especially to receive provisions and services in accordance with his/her condition, personal capabilities, or disability.

(2) Disabled students shall be offered convenient circumstances for preparation and examination, and shall be assisted in their fulfilment of obligations arising from their student status. Where appropriate, they should be exempted from the obligation to take certain course-units or certain parts thereof or to undergo assessment. If necessary, such students shall be exempted from the language examination or a certain part thereof, or the level related requirements of such language examinations. Disabled students shall be given more time to prepare at the examination, and shall be afforded the opportunity to use aids at the written test (typewriter, computer, etc.), or if necessary, to have, in the case of such students, a written test instead of an oral test, or an oral test instead of a written one.

(3) The exemption under subsection (2) shall exclusively be granted in the context of the condition justifying such exemption and may not result in exemption from the fulfilment of basic academic requirements that are requisite to the award of the professional qualification certified by the Bachelor and the Master degree, or of the vocational qualification evidenced by the certificate of higher-level vocational training.

Section 78. (1)²⁰⁷ The Rector of the University shall appoint a full-time lecturer to be responsible for the assistance of disabled students. The institutional co-ordinator's duty shall cover especially the following:

- a) taking part in assessing and registering applications submitted by students with disability pursuant to Section 82,
- b) keeping contact with disabled students and their personal helpers,
- c) ensuring disabled students possibilities of assistance in the course of their studies and examinations and arranging possibilities of consultation in term-time,
- d) putting forward proposals concerning the utilisation of normative grants for assisting the studies of disabled students and the purchase of devices necessary for giving assistance.
- e) continuously registering the headcount of disabled students in line with the provisions pertaining to data protection and ensuring the use of data for statistical purposes,
- f) reporting the statistical data of disabled students to the Educational Directorate within 60 days from enrolment and registration.

(2) The Supporting Service helps the work of the institutional co-ordinator and the studies and everyday life of students with disability.

Section 79. (1) On the basis of an expert opinion under Section 84 (1), the student may request exemption from his/her academic requirements or partial or full exemption from examinations or to be permitted to take them in a different way.

(2) The application concerning exemption shall be addressed to the Dean and submitted to the institutional co-ordinator, further, it shall be attached with an expert opinion certifying the type and extent of disability.

²⁰⁷ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

(3) The committee assessing the application shall be comprised of at least three members, its permanent member shall be the institutional co-ordinator and the further members shall be appointed by the Dean. The institutional co-ordinator shall register the student with disability on assessing the application.

(4) The decision of the committee may be appealed against under Section 12 herein.

Section 80.²⁰⁸ (1) The student with disability may be exempted from the language examination or a certain part thereof - depending on the type of disability - upon his/her request.

(2) If the candidate with disability was granted preferential treatment in the course of the admission procedure or the secondary school-leaving examination, this shall also be granted to him/her during his/her studies.

(3) In the case of a student with a physical disability:

- a) full or partial exemption from the obligation to fulfil practical requirements or their fulfilment in a different form shall be granted in line with the provisions herein,
- b) a written test may be substituted with an oral test, or an oral test with a written one,
- c) the student may be exempted from geometric and constructing tasks if he/she cannot use the necessary instruments but the knowledge of rules may be tested orally,
- d) the use of special instruments (especially special exercise-books, typewriters, computers) needed for the written tasks shall be made possible, further, the use of an inclinable and adjustable desktop with a skid-proof surface accessible by a wheelchair person or any other aid shall also be made possible.,
- e) if necessary, more time to prepare at the examination than that stipulated for non-disabled students shall be given, and/or a personal helper shall be provided.

(4) In the case of a student with hearing impairment (deaf and hard of hearing):

- a) the possibility of a written examination shall be offered instead of an oral one,
- b) a student with severe hearing impairment (a deaf student) may also be exempted from the requirement of the state accredited language examination,
- c) he/she who cannot fulfil the oral requirements of the state accredited type 'C' language examination due to his/her impairment, may be exempted from the completion of the type 'A' (oral) examination,
- d) a sign language interpreter shall be provided upon the request of the student in the case of an oral examination,
- e) in the interest of clarity and understanding, questions and instructions shall simultaneously be produced both in writing and orally for the student,
- f) the necessary aids (e.g. a monolingual dictionary, a calculator) and visual demonstration shall be provided in the case of all examinations,
- g) if necessary, more time to prepare at the examination than that stipulated for non-disabled students shall be given.

(5) In the case of a student with visual impairment (blind and vision impaired):

- a) the possibility of an oral examination shall be offered instead of a written one, and in the case of a written test the use of special technical instruments shall be ensured,
- b) he/she who cannot fulfil the written requirements of the state accredited type 'C' language examination due to his/her impairment, may be exempted from the completion of the type 'B' (written) examination,
- c) he/she may be granted full or partial exemption from the obligation to fulfil certain practical requirements, or the fulfilment of appropriate (non-practical) requirements may substitute for the fulfilment of practical requirements,

²⁰⁸ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

- d) the student may be exempted from geometric and constructing tasks if he/she cannot use the necessary instruments but the knowledge of rules may be tested orally,
- e) accessibility of questions and topics on a videocassette, a record, in Braille writing or in a magnified form, appropriate lighting, a personal helper and if necessary more preparation time than that stipulated for non-disabled students shall be provided.

(6) In the case of a student with speech or other impairment (especially severe speech impairment, dyslexia, dysgraphia and dyscalculia):

- a) the student with severe speech impairment may take a written examination instead of an oral one in all subjects; if the student chooses the possibility of an oral examination, more preparation time than that stipulated for non-disabled students shall be provided for him/her;
- b) the student with dyslexia or dysgraphia
 - u) may take an oral examination instead of a written one or a written examination instead of an oral one,
 - v) may be exempted from the completion of the type 'B' (written) examination if he/she cannot fulfil the written requirements of the state accredited type 'C' language examination due to his/her impairment,
 - w) may be exempted from the completion of the type 'A' (oral) examination if he/she cannot fulfil the oral requirements of the state accredited type 'C' language examination due to his/her impairment,
 - x) shall be provided with more time to prepare than that stipulated for non-disabled students in the case of a written examination,
 - y) shall be allowed to use a computer in written tests,
 - z) shall be provided with the necessary aids (e.g. typewriter, orthographical dictionary, monolingual dictionary and thesaurus),
 - aa) may be exempted from the completion of the language examination if he/she cannot fulfil the oral and written requirements of the state accredited type 'C' language examination due to his/her impairment;
- c) the student with dyscalculia may be exempted from tasks of calculation, at examinations he/she may be allowed to use all the aids (charts, calculator, configuration, mechanical and manipulative instruments) he/she has worked with in the course of his/her studies till then, further a longer preparation time shall be provided for him/her.

(7) In the case of an autistic student, favours under preferential treatment set forth in subsections (2)-(5) may be granted on the basis of an expert opinion and upon his/her request.

(8) The longer preparation time in subsections (3)-(7) may be 30% longer than the time stipulated for non-disabled students.

(9) The Dean shall be responsible for complying with the preferential treatment granted to students with restricted abilities.

Section 81. (1) The student with a disability shall certify the type and extent of the disability and its temporal or permanent nature by an expert opinion.

(2)²⁰⁹ The expert opinion specified in subsection (1) shall be issued

- a) by the Specialist and Rehabilitation Committee defined in Act LXXIX of 1993 on Public Education if the candidate had the disability during his/her studies in public education and with regard to it, he/she was granted preferential treatment during his/her studies and in the secondary school-leaving examination,
- b) by the National Rehabilitation and Social Institute, if the disability was established later.

²⁰⁹ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

CHAPTER 28. SUPPORTING GIFTED

STUDENTS

Section 82. (1) Students shall be assisted in nurturing their talents by means of high-quality education, scientific students' associations, student colleges and doctorate courses.

(2) As part of high-quality education, students with exceptional abilities shall be provided assistance in satisfying those extra requirements that encourage them to cultivate their talents.

(3) The scientific students' association shall serve to deepen and expand curricular, academic and artistic knowledge, as well as facilitate research and creative activity by students.

(4) The aim of the student college is to provide high-standard and good quality professional education by way of developing a professional programme, and thereby to give support for gifted students, to encourage them to play an active role in public life, to contribute to the creation of infrastructure conditions and personal criteria of preparation for professional duties, and to educate students so that they become professionals who are receptive to social problems and ambitious enough to sustain a high standard in their profession. The student college rests on the principle of self-governance and the independent activity of student college members. Members of the student college shall especially decide on granting or terminating student college membership, the adoption of bylaws of the independent student college, the professional programme of the student college and pertaining performance criteria.

(5) A student college shall qualify and operate as such if it is established to offer further support for gifted students under the stipulations of subsection (4). The student college may operate as part of the dormitory or the students' hall of residence if it meets the criteria listed under subsection (4). The student college may give home to a scientific students' association. Students with no dormitory membership can also access the services of the student college.

(6) In the event the student college operates as part of the higher education institution, it shall be entitled to receive funds from the institutional budget for the fulfilment of its tasks.

Section 83. (1) The University shall provide assistance in order to support gifted, disadvantaged students and to help them to prepare in the course of their studies by means of a mentoring programme.

(2) Lecturers and students of the University (hereinafter mentor) shall provide assistance within the framework of the mentoring programme.

(3) Activities performed in the framework of the mentoring programme shall be co-ordinated by the organisation assigned by the Minister of Education and Culture. The Minister of Education and Culture shall conclude a contract with the organisation implementing the co-operation (hereinafter mentoring organisation) stipulating the responsibilities of the mentoring organisation, the rules of financing its activities, the general description of the activities of the mentors and the individual professional requirements imposed on the mentors.

(4) The mentoring organisation shall enter into a contract with the mentor stipulating the obligations concerning keeping contact arising from the responsibilities undertaken, the contents of the mentor's task, its duration, remuneration and the rights and duties of the mentoring organisation.

(5) The mentoring organisation shall enter into a contract with the student taking part in the mentoring programme which shall contain:

- a) the description of the activities of assistance implemented in the framework of the mentoring programme, their regularity and the rules pertaining to their utilization,
- b) the fees to be charged for the special services rendered on the individual request of the student,
- c) the cases of terminating the contract and their legal consequences,
- d) the consent pursuant to subsection (6).

(6) The student taking part in the mentoring programme shall give his/her consent to and allow the mentoring organisation to manage his/her data in relation to the mentoring programme, namely his/her name, name at birth, place and date of birth, mother's name at birth, address, name of institution, data pertaining to training (title of programme, level of training, form and training schedule), academic average in each semester, the number of credits obtained and the reason for and the date of the termination of student status, and to forward these data to the Ministry of Culture and Education in the interest of monitoring the implementation of the mentoring programme and professionally and financially checking the implementation of the mentoring programme.

(7) The student taking part in the mentoring programme shall report any changes in his/her personal data to the mentoring organisation within 15 days from the occurrence of the change.

CHAPTER 29.

TEACHER TRAINING

Section 84.²¹⁰ (1) Teacher qualification may be obtained in a teacher training graduate programme awarding a master degree in a training organized in separate cycles.

(2) Teacher qualification may be obtained in the possession of a master degree and a non-teacher qualification, or in a second, further master programme simultaneously with studies aiming at obtaining a master degree.

(3) Two qualifications - except for the cases specified in subsection (4) - preparing to teach subjects and subject modules and to fulfil special tasks of a pedagogic nature in grades 5-12 and 13 of school education and in the years of vocational trainings specified in the National Qualifications Register may be acquired in the teacher training programme of a training organized in separate cycles.

(4) One teacher qualification may also be obtained - in a one or two semester shorter training -pursuant to the programme completion and exit requirements of vocational and art teacher qualification in a training organized in separate cycles.

(5) The condition of admission to the teacher training programme specified in subsection (1) shall be the successful completion of an undergraduate programme in which

- a) at least 110 credits had to be accrued in the generally compulsory and specialised fields of knowledge for the award of the professional qualification in the undergraduate programme;
- b) the candidate obtained at least 10 credits by satisfying the requirements of course-units of a pedagogical or psychological nature grounding teacher training and helping career orientation in the undergraduate programme with the exceptions specified in the programme completion and exit requirements of the teacher training programme.

²¹⁰ Numbering of the Section amended by the amendment adopted at the meeting of the Senate on 19th October 2006.

6) Requirements stipulated in subsection (5) b) may be fulfilled in the first two semesters of the training - aiming at the acquisition of teacher qualification - following the award of a Bachelor or Master degree.

(7) Undergraduate programmes and in the case of certain undergraduate programmes specialisations leading to an independent professional qualification indicated in the diploma which may serve as a basis for the teacher training programme shall be specified by the programme completion and exit requirements of the teacher training programme.

(8) The first general education teacher qualifications may be chosen freely as a second teacher qualification, provided the student obtained at least 50 credits before entering graduate teacher training. The programme completion and exit requirements of the teacher training programme may stipulate exemption from this condition in the case of certain professional qualifications.

Special provisions related to the Faculty of Health Sciences

§1 The stated affairs in paragraph (2) of §45 apply to the Faculty with the following modifications. Students' participation in courses is the condition of semester signature. Grade, qualification, and semester signature acquisition should be denied by the tutor, if the student has missed more than 15% of the classes unjustifiably.

§2 The rules for the examinations at the Faculty are supplemented by the following fact: If the number of students on an examination day has been restricted, double headcount examination time should be given for the students.

§2A (1) §33 of the Regulation is supplemented by the following specific provisions.

1. In case of an examination course, the student has the opportunity to sit for an examination once until the end of the first week of the semester.
2. In case of a passed examination, the student in a given semester can add subjects based on the subject or subjects prescribed as parallel condition to the subject. However, during the examination period, the student is not entitled to pass a value enhancing examination. The grades and credits are taken into account in the accomplished semester.
3. In case of a failed examination, the student has no opportunity to take subjects based on the subject or subjects prescribed as parallel condition to the subject, however, the student may retake examination or take a repeated retake examination.
4. According to paragraph (2), if the student does not log in the announced examination, he or she can use the three options for the examination in the examination period of the given semester.
5. According to paragraph (2), if the student logs in, but does not appear for the examination, examination options for the particular subject is decreased by one. If absence is duly justified by a petition indicating the examination in question submitted to the Faculty Registrar within eight days, the comment „not present at the examination with justification” should be entered in USS, provided the petition is accepted by the Head of the Registrar, thus the number of the options for examination does not decrease.
6. Examination courses can not be completed by mid-term courses authorized by grade or signature.

§3(1)

(2) The regulation applies to the Faculty with the exception that the Head of the Registrar is entitled to make a decision on the submitted but formally inappropriate theses. In these cases the theses are not permitted to be evaluated and should not be defended. The student is entitled to submit the thesis after the corrections of the formal deficiencies.

(3) Paragraph (10) of §59 applies to the Faculty with the exception that one of the reviewers is the consultant who proposes evaluation of the thesis on his or her own. Reviewer and consultant propose a separate evaluation.

(4) Paragraph (5) of §60 applies to the Faculty with the following exceptions. The head of the programme can accept the paper won main or first- second- third prizes with excellent qualification, regardless of having reviewed in Faculty or National Students' Research Conference, if it meets the standards of a thesis. The head of the programme can accept the winner student's paper as thesis within the Dean competition work if it meets the content and formal requirements of thesis. The written evaluation of the Dean competition work substitutes the

opponent's assessment, however, it should be defended by the student.

(4) § 1 The final examination written in paragraph (2) of §61 consists of the following parts, if the curriculum otherwise orders:

- a) the defence of thesis at the same time or separately,
- b) the written or oral examination
- c) accomplishment of the prescribed practical courses in some programmes

(2) paragraph (2) of §62 applies to the Faculty with the following exception. The Dean appoints the Chair of the final examination for a year with the consent of the Faculty Council.

(3)The complex final examination will be considered passed, if each part separately-written, oral and practice-is qualified satisfactory. Failed part examinations can be repeated separately.The results of the passed examinations can be accounted until the date of the first repeated final examination.In case of a passed final examination at a later date, all three part examinations should be repeated, except for the passed defence of the thesis.

(4) Qualification of the complex final examination is the following: distinguished (5,00), excellent (4,51-4,99), good (3,51-4,50), average (2,51-3,50), satisfactory(2,00-2,50).

(5) The calculation method for the result of the final examination at the Faculty –if it is not regulated otherwise : the mean of the part examination results within the passed final examination (or, the sum of the results of the part examinations divided by the number of part examinations)rounded to two decimal places.

(6) The calculation method for the diploma qualification is the following for the student,if he or she commences the studies before the academic year of 2014-2015-and it is not regulated otherwise by the curriculum of the programme-: the mean of the results of the comprehensive and final examinations (the sum of the results of the comprehensive and final examinations divided by the number of comprehensive examinations plus one) rounded to two decimal places.The qualification of the diploma agrees with the mean of the final examination if the student commences the studies in or after the academic year of 2014-2015.

(5) § 1 The student should receive the diploma in person and take an oath.