

Annex 5
of the Statutes of the University of Pécs

Code of Studies and Examinations
of the University of Pécs



Pécs 2006
effective from 1st July 2014

Pursuant to Act CCIV of 2011 on Higher Education (hereinafter HEA, Hungarian abbreviation Ftv.), to the Government Decree 79/2006. (IV. 05.) on the Implementation of certain provisions of Act CXXXIX of 2005 on Higher Education (hereinafter GD), and to the Government Decree 248/2012 (VIII.31.) on the Implementation of certain provisions of Act CCIV of 2011 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

Article 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 citizenship (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 stated 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 ²Provisions 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 students with foreign citizenship with derogations stipulated in Part Three, Chapter 25.

(6)³ Students' charges and benefits relating to academic matters shall be provided for by the Code of Charges and Benefits of the University.

(7)⁴ Special provisions pertaining to particular Faculties are contained in the Annexes to the Regulation.

(8)⁵ Special provisions pertaining to pedagogical MA training are contained in the 11th Annex of the Regulation.

¹ Repealed by the amendment adopted at the meeting of the Senate held on 29th November 2007.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

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

³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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

⁵ Built in by the amendment adopted at the meeting of the Senate held on 1 October 2009. Effective: from 1 October 2009.

CHAPTER 2.

DEFINITIONS

Article 2. For the purposes of the Regulation:

1. ^{6,7} **recommended curriculum (model curriculum)** means the allotment of the subjects in the curriculum over semesters in a way which renders the possible completion of 30 (± 3) credits in each semester 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. ⁸ **active semester** in respect of student status means a semester in which the student is registered and his/her student status is not temporarily terminated. In an active semester the student exercises 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. **pre-requisite:** it is specified in the curriculum and means course-units that have to be accomplished in advance before registration for specific other course-units,
9. ⁹ **ETR (Hungarian abbreviation for Unified Electronic Studies Record System)** 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. **bettering examination** means an examination opportunity to improve a grade obtained in a successful examination taken during the examination period,
- 10/A. ¹⁰ **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. ¹¹ **semester** means a period of instruction provision of five months divided into registration period and term of study,
12. **mid-semester grade** means the grade 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 presentations or essays,
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

⁶ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

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

⁸ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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.

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 providing 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.¹² **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,

15.¹³ **student (applicant) with disability** means a student (applicant) who suffers from physical, sense, speech disorders, autism spectrum disorders, or other psychological developmental disorders (severe learning problems, attention or behaviour control difficulties),

16.¹⁴ **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, provided that in the claimed period directly prior to matriculation (or submission of application to higher education institute) the claim was valid; in higher education application procedures also the person who is warded by the state or is disbursed by post-child care benefits is considered as disadvantaged student,

16/A.¹⁵ **student (applicant) with multiple disadvantages:** means a disadvantaged student (applicant) whose parent exercising parental control at the time when the student reached the obligatory 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 everybody,

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,

22.¹⁶ **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,

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

¹² Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹³ Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

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

¹⁵ Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

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.

24. programme completion and exit requirements¹⁸ mean the knowledge, skills, proficiency and abilities (competencies) the acquisition of which is a precondition for the specific degree and professional qualification to be awarded,

25. length of programme means the period of time required for obtaining the necessary credits, degree, professional qualification or specialized qualification as defined in the corresponding laws,

26.¹⁹ **period of training:** means a period of time consisting of instruction period and the pertaining examination period,

26/A.²⁰ **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 programme²¹ means the complex training document of the institution, which contains a detailed programme and academic requirements of the undergraduate, graduate and undivided training programs, the plans of 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, the contents of which are similar or partly identical,

29.²² **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 course list,

30. credit²³ 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, provided that the student's accomplishment is accepted the value of the credit does not depend on the evaluation of the student's performance

31. credit allocation means allocating credits to the student's entire academic work generally necessary for the fulfilment of academic requirements specified in the curriculum,

32.²⁴ **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,

33.²⁵ **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 grades shall be divided by the thirty credits obtainable during a semester in the case of prescribed 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 registered for 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,

¹⁸ Amendment adopted by the Senate on its meeting held on 20 June 2013. Effective: from 20 June 2013.

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 30th August 2007. Effective: from 1st September 2007.

²¹ Amendment adapted by the Senate on its meeting held on 20 June 2013. Effective: from 20 June 2013.

²² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²³ Amendment adapted by the Senate on its meeting held on 27 September 2012. Effective: from 27 September 2012.

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 21st June 2007.

35. course means a curricular unit offered in a semester announced together with the name of lecturer, timeslot in the timetable and classroom venue,

36.²⁶²⁷²⁸ **grade 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 grade book is Hungarian except for trainings whose language 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 grade books specified by Article 15/D (1) a) of the GD for students in postgraduate training and for students admitted in or before 2011. The grade book of students admitted in or after 2012/2013 and not participating in postgraduate training is a certificate printed out from ETR, authenticated according to these regulations, and inseparably pinned, which contains all data of all studies implemented by the student at the University on one given training level. The printing shall be executed by printing every page and with every data accessible at the time of printing. Within the framework of the Regulation any note into a grade 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. In case of students admitted in or after 2012/2013 and not participating at postgraduate training (further students admitted in or after 2012/2013) any registration in the grade book will be executed by registering data in ETR. 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 thematically related knowledge, by the educational purpose of the programme or in respect of the purpose of the specialization, or which combines knowledge common for several programmes. Modules can be built upon or substitute each other,

40. training schedule (Article) means a principle of training provision which may be full-time, correspondence, evening and 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.²⁹ **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 pending for any other reason and during which his/her rights and obligations prevail in a restricted manner,

43. parallel student status 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

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

²⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²⁸ Amendment adopted by the Senate on its meeting held on 19 April 2012. Effective: from 19 April 2012.

²⁹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

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 with visiting student status,

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

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

47.³⁰ **major director** means the person responsible for the content of the major and the whole training process, having authority, named in the documents of the major launching or commissioned by the Faculty Council,

48.³¹ **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 in the form of a diploma, such knowledge being determined by the content of the major and that of the specialisation preparing the student for access to the profession,

49/A.³² **vocational and exam 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 Article 54/B of Act LXXVI of 1993 on Vocational Training,

49/B.³³ **vocational exam** 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,

49/C.³⁴ **vocational practice:** professional practice which shall be accomplished in undergraduate or graduate training at an out-of-institute practice place, at an appropriate organisation, or at a practice place belonging to a higher education institute,

50.³⁵ **final exam** means a form of examination for jointly assessing the knowledge of more than one course-unit, the registration for which qualifies as registration for a course-unit,

51. instruction period³⁶ means the part of the term of study during which classes are held while certain forms of testing and assessment may also be carried out,

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

53.³⁷ **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,

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

55.³⁹ **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),

³⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³¹ Built in by the amendment adopted by the Senate on its meeting held on 27 September 2012. Effective: from 27 September 2012.

³² Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

³³ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

³⁴ Built in by the amendment adopted by the Senate on its meeting held on 18 February 2010. Effective: from 18 February 2010.

³⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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

56. programme of course-unit (course descriptions) 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 unit⁴⁰ course elements considered as identical in the ETR are seen as identical course unites – in the case of the Faculty of Humanities and in that of the Faculty of Arts course unit is considered as a sample unit registered as identical in ETR.

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

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

61. 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,

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

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

64. 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 – accomplished 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,

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

66. examination period⁴¹ 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,

67. examination course means a form of a course with no contact hours but with examination opportunities.

CHAPTER 3.

ORGANS OF FIRST INSTANCE IN ACADEMIC AND EXAMINATION CASES, RULES PERTAINING TO THE SUBMISSION OF STUDENTS' APPLICATIONS⁴²

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

(2)⁴³ Cases relating to students' fees and grants, their disciplinary and compensation matters shall not fall within the scope of the Regulation.

(3)⁴⁴ All applications relating to academic and study matters shall be addressed to the organ with executive powers and submitted to the Registrar's Office, which shall promptly file the application and forward it to the organ or person in charge.

⁴⁰ Built in by the amendment adopted by the Senate on its meeting held on 19 December 2013. Effective: from 19 December 2013.

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

(4)⁴⁵ In the case of the student having submitted the application directly to the decision-making organ or person, contrary to Article (3), the organ or person having the authority to assess the application shall forward it or a copy of it to the Registrar's Office for the purpose of Article (3).

AUTHORITY

Article 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 Educational Committee of the Faculty,
- c) the Credit Transfer Committee of the Faculty,
- d)⁴⁶ the Dean or the person assigned by him/her,
- e) the Rector and Vice Rector.

(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 Article 14 herein – the Educational Committee of the Faculty shall proceed at first instance.

(3)⁴⁷ In cases concerning credit the Credit Transfer Committee of the Faculty shall proceed at first instance.

(4)⁴⁸ The rules of procedure of organs proceeding in academic and examination cases are contained in Annex 10 hereof.

COMPETENCE

Article 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 Article 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 Article 6 (1) of the Regulation shall have competence to proceed in the Academic and examination cases of the student.

BASE FACULTY

Article 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)⁴⁹ 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.

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.

⁴⁷ Amendment adopted by the Senate on its meeting held on 27th September 2012.

⁴⁸ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

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

(4)⁵⁰ The Base Faculty cannot be modified even upon the request of the student.

THE REVIEW OF AUTHORITY AND COMPETENCE

Article 7. (1) The organ proceeding in academic and examination cases shall review its authority and competence in all stages of the procedure. In case of lacking 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 representative – about it.

(2) If the organ having authority or competence cannot be identified or the case should be referred to an organ which has already confirmed 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 at the start of the procedure.

(3)⁵¹ The Director of Education is entitled to designate the proceeding organ within 15 days after receiving the request to this effect. This deadline may once be extended by an additional 15 days.

THE EDUCATIONAL COMMITTEE OF A FACULTY

Article 8. (1) The student may seek remedy at the Educational Committee of the Faculty (hereinafter EC) competent under Article 5 of the Regulation if one of her/his educational and examination matters has not been managed in compliance with the provisions of laws or the Regulation.

(2)⁵² The EC 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 EC shall be elected by the Faculty Council on the recommendation of the President of the Faculty Student Union.

(3) If a decision of the EC imposes an obligation on an organisational unit of instruction or the expertise of an organisational unit of instruction the EC shall request the opinion of the organisational unit of instruction concerned.

(4)⁵³ The procedure, the quorum, the decision-making and the frequency of meetings of the EC are regulated by the Rules of Procedure constituting Annex 10 of the Regulation.

(5)⁵⁴ The powers of the EC – in the framework of the Regulation – may be delegated to the persons specified in Article 4 (1) a) and d) by a decision of the Faculty Council. The person proceeding within delegated powers shall adopt resolutions with the assent of the President of the Faculty Student Union.

⁵⁰ Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

⁵¹ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

⁵² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁵³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁵⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

THE CREDIT TRANSFER COMMITTEE OF THE FACULTY

Article 9. (1) A Credit Transfer Committee of the Faculty (hereinafter CTC) shall be established for co-ordinating transfers and examining the equivalence of knowledge contents. The Faculty may establish different committees for the different fields of training and majors.

(2)⁵⁵ 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 grade 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 majors 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.

(6)⁵⁶ The procedure of the CTC is regulated by the Rules of Procedure constituting Annex 10 of the Regulation.

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

WRITTEN NOTIFICATION, REGISTRATION AND IMPLEMENTATION OF DECISIONS⁵⁷

Article 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)⁵⁸ In the cases specified in Article (2) the organ/person having the relevant power shall conclude a resolution containing the obligatory content elements, stipulated in Article 7 (2) of Annex 10 of the Regulation, with special regard to the possibility of legal remedy.

(4)⁵⁹ The Registrar's Office shall register the decisions concerning the student's educational, examination, and financial cases and record them in the ETR. Final decisions concerning student status and the Accomplishment of studies shall be registered in the grade book.

(5)⁶⁰ The decision shall be enforceable only upon becoming final.

⁵⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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

⁵⁷ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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

⁵⁹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

CHAPTER 4.

LEGAL REMEDY

Article 12. ⁶¹(1)⁶² Pursuant to the provisions of Article 57 of the HEA the student shall be entitled to appeal against decisions or actions of the higher education institution, or against lacking action (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 s/he learns about such decision – with exception of decisions concerning the assessment of academic performance. The appeal mailed on the 15th day after notification, or the date of being informed about the decision, with certified proof is considered as valid appeal handed in before the deadline.

(2)⁶³ Decisions on performance assessment can also be appealed against – within fifteen days from the notification of the student in question or in the lack of such notification from the date when s/he 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 Statues of the University, or if rules pertaining to the organisation of the examination have been violated.

(3)⁶⁴ The appeal claim shall be dealt with by the Secondary Educational Committee set up by the Rector along with the rules of procedure set forth in the Rules of Procedure constituting Annex 10 of the Regulation.

(4)^{65,66,67} The Secondary Educational Committee is set up 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)^{68,69,70} The student shall address the appeal to the Secondary Educational Committee and hand it in together with the attached documents to 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 to the secondary Educational Committee along with a copy of the decision appealed against, and all the necessary documents unless the appeal was handed in beyond the deadline and so it is rejected without further investigation, or unless it corrects, supplements, modifies or revokes the contested decision in full conformity with the contents of the appeal.

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

⁶⁰ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁶¹ Amendment adopted by the Senate on its meeting held on 19th December 2013.

⁶² Amendment adopted by the Senate on its meeting held on 27th September 2012.

⁶³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁶⁵ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁶⁶ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

⁶⁷ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁶⁸ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007. The numbering of the Articles is automatically modified.

⁶⁹ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

⁷⁰ Amendment adopted by the Senate on its meeting held on 20th June 2013.

(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 negotiate the appeal claim.

(8) The Secondary Educational Committee may make the following decisions:

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

(9)⁷¹ The decision shall be in a resolution with an explanation. 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 Secondary Educational 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 the personal hearing to be dropped. The representative of the Faculty shall be granted a possibility to attend the meeting; the secretary of the Secondary Educational 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 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 Article (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.

Article 13. (1) No appeal stipulated under Article 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)⁷² 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. There is no time limit to cite invalidity of such decision.

(3) If the student's rights have been violated s/he may turn for legal support to the Student Council or make use of the education mediation service.

⁷¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁷² Amendment adopted by the Senate on its meeting held on 27th September 2012.

(4)⁷³ 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)⁷⁴ 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

Article 14. (1)⁷⁵ 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 Article 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.

(4)⁷⁶

CHAPTER 5.

STUDENT STATUS

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

(2)⁷⁷⁸ 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. Students admitted to a training programme fully or partly supported by Hungarian State scholarship have to state the acceptance of the conditions of the training programme supported fully or partly by Hungarian State scholarship at enrolment. Also the students who were admitted to an MA training in the first consecutive semester after completion of the bachelor training fully or partly supported by Hungarian State scholarship have to state the acceptance of the conditions of the training programme (MA) supported fully or partly by Hungarian State scholarship at the first activation. If the student does not state the acceptance of the conditions of the training fully or party supported by Hungarian State scholarship s/he is only allowed to start his/her studies at the given major in self-financed form. In this case the possible participation in the self-financed training programme has to be offered to the admitted student.

⁷³ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁷⁴ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

⁷⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁷⁶ Repealed by the amendment adopted by the Senate on its meeting held on 21st June 2007.

⁷⁷ Amendment adopted by the Senate on its meeting held on 27th September 2012.

⁷⁸ Amendment adopted by the Senate on its meeting held on 19th December 2013

(3)⁷⁹ The Base Faculty shall create a master file on the enrolled student in line with Article 15/B of the GD.

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

(5)⁸⁰ 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 at the University.

(6)⁸¹ The University can conclude a contract with the persons named by the Contracting part objecting the establishment of student status. On the grounds of such contract the student status can be established by persons who fulfil all conditions necessary for student status establishment. The contract must include that all costs bound to the training must be covered by the Contracting part.

Article 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 and 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

Article 17. (1)⁸² 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)⁸³ 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)⁸⁴

(4)⁸⁵

TRANSFER

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

(2)⁸⁶ The student of another higher education institution may request his/her transfer to the University.

⁷⁹ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

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

⁸¹ Built in by the Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from 27th September 2012.

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 21st June 2007.

⁸⁴ Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁸⁵ Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

⁸⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(3)^{87,88} Considering the capacities, any student

- a) who requests transfer to an identical field of training or group of majors and/or the admission requirements of the original major (the level of requirements, its subject matter and amount of credits) are the same as the admission requirements of the new major, and
- b) who has accomplished at least two semesters in the major where he/she commenced his/her studies and has obtained at least 15 credits per semester on the average – in obligatory and optional course-units, and
- c) whose student status has not been terminated by dismissal or expulsion by a disciplinary sanction, and the conditions of obligatory dismissal or expulsion do not exist at the time of transfer either

may be granted transfer.

(4)⁸⁹⁹⁰ The competent EC shall proceed in transfer cases and may stipulate further conditions. In case of an application requesting the change of the level of training – even if the contents of Article (3) hold – only transfer to a lower level of training may be permitted. Students admitted in or after 2012/2013 can only request transfer into a major identical with their training field. The competent EC shall decide which training offering pedagogical graduation within the frame of pedagogical master training it grants transfer to the requesting student into. The competent EC can disregard the condition mentioned in (3) b, based on its own consideration.

(5)⁹¹⁹² The application requesting transfer shall be addressed to the competent EC and submitted to 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 unless the requesting student has completed any semester in the major s/he commenced her/his studies at. In such cases the application must be submitted not later than 15 days after the last day of the registration period.

(6)⁹³ The certified copy of the grade book, the recommended curriculum and the descriptions of the course-units of the given major(s) of the higher education institution where the student has established student status shall be submitted together with the application unless the student has completed any semester in the major s/he commenced her/his studies at.

(7) If the student also requests the recognition of his/her studies accomplished 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 along 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)⁹⁴⁹⁵ The student having been granted transfer shall pursue his/her studies in the form of fee-paying training – upon decision of the Faculty transfer can be granted to the vacant places which are state-funded or to vacant places which are fully or partly supported by Hungarian State scholarship but then in state-funded or fully or party Hungarian State scholarship supported financing forms. Following the establishment of student status the fee-paying student shall be entitled to apply for re-assignment to a place fallen vacant in state-funded, in fully or partly Hungarian State scholarship supported training in the same manner as other fee-paying students of the University pursuant to the Fees and Grants Regulations. If the transfer student continues his/her studies in fully or partly Hungarian State

⁸⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁸⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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

⁹⁰ Amendment adopted by the Senate on its meeting held on 20th June 2013

⁹¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁹² Amendment adopted by the Senate on its meeting held on 16th December 2010.

⁹³ Amendment adopted by the Senate on its meeting held on 16th December 2010.

⁹⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁹⁵ Amendment adopted by the Senate on its meeting held on 19th December 2013.

scholarship supported training s/he has to state the acceptance of conditions of the fully or partly Hungarian State scholarship supported training. If s/he does not state the acceptance of the conditions s/he is only allowed to start her/his studies in fee-paying form.

Article 18/A.⁹⁶⁹⁷⁹⁸ (1) The student may request his/her transfer from another Faculty, major, level or training schedule within the University in the manner stipulated hereinafter. Transfer within the University does not affect the validity of student status but the transfer student cannot continue his/her studies at the major s/he has transferred away from. In case of students who were granted transfer to a Faculty within the University the accepting Faculty has to confirm the transfer by the copy of the transfer resolution or by its mailing to the Faculty the student has transferred away from.

(2)⁹⁹ In the case of an application requesting the change of the level of training – even if the contents of Article (3) hold – only transfer to a lower level of training may be permitted. Students admitted in or after 2012/2013 can only apply for transfer to a major belonging to their previous training field.

(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 major (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 major where he/she commenced his/her studies and has obtained at least 15 credits per semester on the average – in obligatory and optional course-units, and

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

may be granted transfer.

(4)¹⁰⁰ The competent EC, which may stipulate further academic requirements, shall proceed in transfer cases. The procedure concerning transfer applications shall be identical with the one stipulated in Articles (5)-(8) of Article 18. The competent EC can disregard the condition mentioned in (3) b, based on its own consideration.

(5) In the case of an application requesting change of major (transfer) within the Faculty, the student shall be entitled to pursue his/her studies in state-funded, or in fully or partly Hungarian State scholarship supported training on condition his/her application concerns a major 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

Article 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.

⁹⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁹⁷ Amendments to Articles (1), (2), and (5) adopted by the Senate on its meeting held on 27th September 2012.

⁹⁸ Amendment adopted by the Senate on its meeting held on 19th December 2013.

⁹⁹ Amendment adopted by the Senate on its meeting held on 20th June 2013.

¹⁰⁰ Amendment adopted by the Senate on its meeting held on 16th December 2010.

(3) The student of the University shall apply for consent to the CTC having competence in the major 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.

Article 20. (1) Students of another higher education institution shall be entitled to pursue part-time 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)¹⁰¹¹⁰² (3) Application for establishing visiting student status – together with the document containing expression of consent specified in Article (2) – shall be addressed to the EC of the competent Faculty. The course-units intended to be enrolled for shall be named in the application. The application shall be submitted not later than 15 working days before the establishment of visiting student status.

(4)¹⁰³

(5)¹⁰⁴ The decision of the EC permitting visiting student status shall stipulate the duration of visiting student status, the scope of part-time study in another higher education institution, and the student's financial circumstances.

(6)¹⁰⁵ Visiting student status shall commence on the day of enrolment in the University.

(7)¹⁰⁶ The Registrar's Office shall create a master file on the visiting student upon enrolment in line with Article (11) of Article 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 enrolled for a major 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.

¹⁰¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁰² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁰³ Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

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 21st June 2007.

¹⁰⁶ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

(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)¹⁰⁷ 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, fully or partly Hungarian State scholarship supported 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 Article 9 herein.

COURSES COVERING SPECIFIC SUBFIELDS OF STUDIES¹⁰⁸

21/A.¹⁰⁹ § (1)¹¹⁰¹¹¹ 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 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 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 Article.

(2) 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)¹¹² 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 Article 22 (5) –, to request transfer to state-funded or fully or partly Hungarian State scholarship supported 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)¹¹³ 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 s/he intends to pursue in the specific subfield courses and shall attach documents certifying the validity of conditions stipulated in Articles (1)-(2).

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 30th August 2007. Effective: from 1st September 2007.

¹⁰⁹ Amendments to Articles (2), (4), and (7) were adopted by the Senate on its meeting held on 27th September 2012. Effective from 27th September 2012.

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

¹¹¹

¹¹² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹¹³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(7) The EC shall assess the application in the first week of the semester. The EC shall request the opinion of the organisational unit concerned. The decision of the EC 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)¹¹⁴ 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 grade book for the student accordingly.

(9)¹¹⁵ 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.

(10)¹¹⁶ Chapters 10-12 and 14 of the Regulation shall fully apply to the student during his/her studies.

THE TEMPORARY TERMINATION OF STUDENT STATUS

Article 22. ¹¹⁷ (1) The student's student status shall automatically be temporarily terminated in accordance with the provisions stipulated in Article (4) and Article 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 register necessary to continue his/her studies in the given semester.

(2)¹¹⁸ 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 Article (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)¹¹⁹ 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 Articles (2)-(4) shall not apply to the cases defined in this Article. The student shall promptly report the exceptional circumstance and certify it with documents to the EC, which shall examine the justification of the temporary termination. After two continuously pending passive semesters the student has to request the temporary termination in each semester.

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 26th June 2008. Effective: from 26th June 2008.

¹¹⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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 27th September 2012. Effective from 27th September 2012.

(6) Student status shall be suspended if the student is not allowed to continue his/her studies for a definite period of time as a result of disciplinary sanctions.

(7)¹²⁰ Student status shall be temporarily pending for the period of doing Army Services. In this period the student is exempted from the obligations stated in this Regulation. The certificate proving such cases shall be submitted by the student to the EC prior to the start of the Army Service.

(8)¹²¹ If a student temporarily terminates 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, and no dormitory residency can be granted to him/her.

(9)¹²² 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.

(10)¹²³ If the student pursues studies simultaneously at more than one majors of the University and registering for at least one major (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 major or majors. At the same time, the restrictions pertaining to the temporary termination of student status and the legal consequences set forth in Article 23 (2) shall be separately examined in the particular programmes of the student.

¹²⁰ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from 20th June 2013.

¹²¹ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

¹²² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹²³ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

THE TERMINATION OF STUDENT STATUS

Article 23.¹²⁴ (1) Student status shall be terminated

- a) if the student has been transferred to another higher education institution, on the day of the transfer,
- b) if the student, in written form, announces the termination of his/her student status, on the day the announcement is made,
- c) if the student cannot continue his/her studies in state-funded, in fully or partly Hungarian State scholarship supported 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,
- i) if the condition prescribed in HEA regarding student status establishment (e.g.: health requirements) is no longer fulfilled, on the day the decision on termination becomes final,
- j)¹²⁵ if the student in fully or partly Hungarian State scholarship supported training withdraws his/her statement regarding the acceptance of conditions of fully or partly Hungarian State scholarship supported training and does not wish to study in fee-paying training.

In contrast to section d9 the student status in BA training shall not be terminated if the student was accepted to MA training in the first consecutive semester after gaining BA degree.

(2)¹²⁶ The University shall terminate, by a unilateral statement, as of the day the decision concerning termination becomes final, the student status in the given major of the student who failed to register for the following semester on two consecutive occasions, except from the students under 22 (5), or who does not commence his/her studies following the temporary termination of his/her student status provided the student has – at least once – 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 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. In case the warning returned undelivered to the Registrar's Office from the address of the student stored in ETR with "Rejected", "Not claimed", "Unknown", or "Moved away" notifications, the warning is considered delivered – considering the fact that the student is responsible in every case for the correctness and completeness of the data which can be modified by the student in ETR, according to Article 37 (2) of the present Code. This way of consideration cannot be applied to students in foreign language training programmes. In their cases the warning letter has to be sent on postal way to the student's address stored in ETR first, and if delivery was unsuccessful within a short period of time the personal handing over shall be attempted at the Registrar's Office and if this was also unsuccessful the warning letter should be sent electronically to

¹²⁴ Amendment adopted by the Senate on its meeting held on 27th September 2012.

¹²⁵ Built in by the amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from 18th December 2013.

¹²⁶ Amendment adopted by the Senate on its meeting held on 20th June 2013.

the student's email address stored in ETR. If the student does not pick up the warning before the stated deadline in person at the Registrar's Office, the warning shall be considered as delivered.

(3)¹²⁷ Student status shall be terminated in the given major 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)

b)

c)¹²⁸ 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) in the first two semesters of the master training the student failed to acquire the missing credits specified as the 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 once – been warned per post, by picking up the warning in person to meet his/her obligation by the given deadline and has been informed about the legal consequences of such omission. In case the warning returned undelivered to the Registrar's Office from the address of the student stored in ETR with "Rejected", "Not claimed", "Unknown", or "Moved away" notifications, the warning is considered delivered – considering the fact that the student is responsible in every case for the correctness and completeness of the data which can be modified by the student in ETR, according to Article 37 (2) of the present Code. This way of consideration cannot be applied to students in foreign language training programmes. In their cases the warning letter has to be sent on postal way to the student's address stored in ETR first, and if delivery was unsuccessful within a short period of time the personal handing over shall be attempted at the Registrar's Office and if this was also unsuccessful the warning letter should be sent electronically to the student's email address stored in ETR. If the student does not pick up the warning before the stated deadline in person at the Registrar's Office, the warning shall be considered as delivered.

In the case of paragraph c) the warning shall be sent to the student one month before the end of the exam registration period in the semester of his/her taking up the course-unit for the third time. In the case of paragraph d) the 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 warning shall be sent to the student before the period of course enrolment of the second semester as reckoned from enrolment.

(4)¹²⁹ The decision concerning the termination of student status shall be made by the Registrar in the cases governed by Articles (2)-(3) herein.

(5)¹³⁰¹³¹ 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 Article (3) d), the Dean may allow him/her a further extension for an exceptionally equitable reason. The Dean's decision herein shall not be considered as application for Dean's Equity regulated by Article (14).

(6)¹³²¹³³ 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

¹²⁷ Amendment adopted by the Senate on its meeting held on 20th June 2013.

¹²⁸ Amendment adopted by the Senate on its meeting held on 19th December 2013.

¹²⁹ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

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 19th December 2013.

¹³² Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

¹³³ Amendment adopted by the Senate on its meeting held on 16th December 2010.

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 Article (3), the student's previous enrolments for course-units shall not be taken into consideration.

(7)¹³⁴ If a student was admitted to a major with an already existing valid student status to that same major he/she has to terminate the former student status according to Article 23 (1) section b) herein latest on the day the new student status is established. The student can have only one student status on a given major, even if in the new major his/her financing circumstances or the new working schedule are different from the ones within his/her former student status.

(8) The appointed registrar shall terminate the student status of students enrolled in or after 2012/2013 if the number of retake and repeated retaken exams failed at the same course unit reaches five. Regarding this cause of student status termination the second exam taken at one course unit qualifies as a retake, the third and every further attempt (including the Dean's chance as well) as a repeated retake exam even if that was the first exam at one course unit in a given semester. The day on which the student status at a given major shall be terminated this way is the day the decision on termination by the first instance is made.

(9)¹³⁵ The student status terminating rules under Section (3) c) of this Article shall be applied only for students admitted in or after 2012/2013.

(10) If the student studies at more than one major on the University within valid student status this Article must be applied with the difference that the student status shall not be terminated but the continuance of studying at the given major shall be prohibited.

RE-ASSIGNMENT FOR ACADEMIC REASONS¹³⁶

Article 23/A.¹³⁷¹³⁸ (1) Students starting their studies in or after 2012/2013 in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training if they do not reach the weighted average and corrected credit index, defined by the Faculty of their given major, stated in the Appendix of this Regulations for Faculty Specialties, in the last two semesters their student status has not pended. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2012/2013.

(2) The Registrar shall make the decision concerning the re-assignment of the student to fee-paying training and shall notify the student about it in writing.

(3)

(4)

¹³⁴ Amendment adopted by the Senate on its meeting held on 16th December 2010.

¹³⁵ Amendments to sections (9) and (10) were built in by the amendments adopted by the Senate on its meeting held on 19th December 2013. Effective from 19th December 2013.

¹³⁶ Built in by the amendment adopted at the meeting of the Senate held on 26th April 2007.

¹³⁷ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from 27 September 2012.

¹³⁸ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from 20 June 2013.

23/B.¹³⁹ § (1) If the Registrar's Office states at the end of the academic year that a student admitted in or after 2007/2008 in state-funded or in fully or partly Hungarian State scholarship supported training does not reach at least 50% of the by the recommended curriculum prescribed credit amount in the last two semesters in which his/her status has not been pending – also applying section (5) rules herein – he/she can only continue his/her studies in the next academic year in fee-paying or in self-financing training. In the academic year the number of students in state-funded and in fully or partly Hungarian State scholarship supported training who are to be re-assigned under the conditions of this Article shall not exceed 15% of the students of the University in state-funded and fully or partly Hungarian State scholarship supported training who can be considered to be re-assigned, the percentage limitation shall be divided according to section (7) hereof. The 50% of the credit amount prescribed by the recommended curriculum shall be determined in integer and if ending at 0,5 then rounded upwards. Only credits registered in ETR (Electronic Studies Records) can be considered as gained credits.

(2) Only fee-paying – or in case of students admitted in or after 2012/2013 also self-financed – training shall be available for students who exceed the maximum number of for support available semesters, or for support available semesters for obtaining diploma according to Articles 7 and 8 of the Code of Charges and Benefits.

(3) According to Section (1) and to 23/A. § (1) of this Regulation the decision about re-assignment among state-funded, fee-paying, partly or fully Hungarian State scholarship supported training, or self-financing forms shall be made at the end of the academic year after closing the instruction period, but latest 30 days prior to the beginning of the next instruction period. In case of Section (2) the decision shall be made every semester after closing the instruction period, but in case of the fall semester latest till the 3rd week of the instruction period of the spring semester; in case of the spring semester latest 30 days prior to the beginning of the next fall semester.

(4) The resolution about the re-assignment is made by the head of the Registrar's Office, the Central Registrar's Office prepares the decision according to the contract with the Faculty.

(5)¹⁴⁰ According to Section (1) and to 23/A. § (1) of this Regulation students who participated only in one instruction period at the University and the ones who could not finish their semester due to child birth, illness, or to other reasons beyond the student's responsibility shall not be considered while making re-assignment decisions. Regarding this Section unfinished semester means – apart from some exceptions – a semester where the student does not complete any courses. According to Section (1) and to 23/A § (1) of this Regulation also students shall not be considered while making re-assignment decisions who participated in scholarship programs (ERASMUS, CEEPUS and so on), studied in higher educational institute abroad, or participated in vocational practice in one of the considered semesters.

(6) If the head of the Registrar's Office states that according to Section (1) more than 15% of state-funded and fully or partly Hungarian State supported (further: state-funded) students should be re-assigned to fee-paying or self-financed (further: fee-paying) training then he/she has to exempt the ones having the best performance according to their corrected credit index.

(7) The resolution mentioned in Section (1) shall be made per vocational training in case of higher vocational training and per major in undergraduate, in undivided, and in master training. If the training at the University takes place at different sites or in different stations then the decision shall be made per site and vocational training or major. Students with identical credit index shall be treated identically. In doctoral training students' re-assignment from state-funded to fee-paying and from fully or partly Hungarian State scholarship supported to self-financing training according to HEA.

¹³⁹ Amendment adopted by the Senate on its meeting on 27th September 2012. Effective: from 27th September 2012.

¹⁴⁰ Amendment adopted by the Senate on its meeting on 19th December 2013. Effective: from 19th December 2013.

(8)

(9) The credits accepted via credit transfer in the given semester shall be taken into consideration while making the decision mentioned in Section (1). The Registrar's Office of the Faculty has the option to investigate which semester the transferred courses belong to according to the student's recommended curriculum and while making the re-assignment decision it only considers the courses that according to the recommended curriculum belong to the semester under investigation for the decision making.

(10) Students re-assigned to fee-paying training shall sign a tuition fee agreement with the University according to 47/A of the Code of Charges and Benefits. Students re-assigned to self-financing training shall sign a student training agreement with the University according to 47/A of the Code of Charges and Benefits. The tuition fee of the re-assigned student is identical with the amount which was set in the academic year he/she started his/her studies in for the fee-paying and self-financing students as tuition fee for the academic year following the re-assignment. If the re-assignment happens in the first academic year of the student's studies or the re-assignment resolution to fee-paying or self-financing training becomes effective from the second semester then the tuition fee of the re-assigned student is identical with the amount which was set in the academic year he/she started his/her studies in for the fee-paying and self-financing students as tuition fee for the academic year following the re-assignment.

PART TWO

PECULIARITIES OF TRAINING

CHAPTER 6.

THE STRUCTURE OF TRAINING

THE FORMS OF TRAINING, THE LENGTH OF TRAINING

Article 24.¹⁴¹ (1) Pursuant to Article 3. (1) 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 divided cycles that are built on each other or in cases specified by laws as an undivided training.

(3)¹⁴² Non-degree courses organized at the University,

- a) higher-level vocational training,
- b) postgraduate specialist training courses
- c) higher educational vocational training

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 Article 17 (1)-(3) of the HEA.

¹⁴¹ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

¹⁴² Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

Article 25. (1)¹⁴³¹⁴⁴ 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)¹⁴⁵ in higher educational vocational training at least 4 semesters
- c) in undergraduate training at least six but no more than eight semesters,
- d) in graduate training at least two but no more than four semesters,
- e) in teacher training no more than five semesters,
- f) in undivided one-tier training at least ten but no more than twelve semesters,
- g) in postgraduate specialist training at least two but no more than four semesters,
- h) on doctorate courses six semesters.

(2)¹⁴⁶ The length of training 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.

THE MAJOR

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

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

(3) New and amended academic and examination requirements in other words the amendments concerning the obligatory and elective modules relating to the major 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.

SPECIALISATIONS¹⁴⁷

Article 26/A.¹⁴⁸ (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.

¹⁴³ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

¹⁴⁴ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

¹⁴⁵ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013.

¹⁴⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁴⁷ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁴⁸ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

(2) The modules required for the completion of the specialisation shall be specified by the curriculum of the given major. 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

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

(2)¹⁴⁹¹⁵⁰ The curriculum and its amendments shall be adopted by the Faculty Council. If more faculties are considered as responsible for the training then every modifying change concerning the curriculum shall be registered in the frames of an educational agreement before the Faculty Council's decision.

(3)¹⁵¹ The amended curriculum shall be applied in a phasing-out system from the semester following the amendment.

(4)¹⁵² The Registrar's Office shall arrange the recording of the curriculum and curriculum amendment adopted by the Faculty Council in the ETR.

(5)¹⁵³¹⁵⁴ 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. Upon the Faculty's request and based on its information the Educational Directorate shall inform the students on the ETR surface.

(6)¹⁵⁵¹⁵⁶ The Educational Directorate shall also be immediately informed about the amendment of the curriculum and it shall implement its formal checking. If any objection to the curriculum amendment arises 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 Educational and Credit Committee on the issue disputed if needed.

(7)¹⁵⁷ Curricula shall be reviewed every five years.

¹⁴⁹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁵⁰ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

¹⁵¹ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁵² Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁵³ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁵⁴ Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

¹⁵⁵ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

¹⁵⁶ Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

¹⁵⁷ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

Article 27/A. (1)¹⁵⁸ 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 training 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 final 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 state examination,
- m) the manner of the classification and grading of the diploma, and
- n) any other provisions essential in respect of the major.

(2)¹⁵⁹ 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)¹⁶⁰ The curriculum of the higher-level vocational training shall specify which majors shall recognise the knowledge acquired there and by what value.

Article 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, makes the completion of studies possible within the length of training rendered to the major.

(3) The recommended curriculum shall contain all the obligatory 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) ¹⁶¹ the course director,
- 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) ¹⁶²
- j) the prerequisite's system.

¹⁵⁸ Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.

¹⁵⁹ Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.

¹⁶⁰ Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.

¹⁶¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁶² Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

(4) A further part of the recommended curriculum shall be the programme of the course-unit which besides the elements specified in Article (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 major.

Article 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 pre-requisite of enrolling for a curricular unit. No semester number shall be referred to when stipulating the pre-requisites of curricular units.

(3) The curricular units specified as pre-requisites 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.

THE COURSE (CURRICULAR UNITS)

Article 30. (1) A **course** shall mean the professional fundamental unit of the structure of the curriculum of the programme. The curriculum shall contain obligatory, elective and optional courses.

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

(3)¹⁶³ Enrolment for and completion of elective courses 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 courses specified in the recommended curriculum of the major actually from the course list based on it.

(4)¹⁶⁴ Optional courses shall mean courses not defined concretely by the curriculum but are recognised by the major responsible for the training. In the case of optional courses the University shall not restrict the choice of the student from the range of courses offered by higher education institutions. The curriculum shall grant the opportunity to enrol for optional courses for at least five percent of the credits required for the award of the diploma or – if made available by the curriculum – beyond these courses the student can participate at voluntary work.

(5) The pre-requisite of the course shall exclusively be a course and/or milestone. Courses belonging to a milestone may be obligatory or non-obligatory.

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

(7)¹⁶⁵ The credit required for the completion of a course – 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)¹⁶⁶ If the student gains more credit points for his/her elective courses than he/she is required to according to his/her recommended curriculum then the Registrar's Office enters the remaining credit points as accomplishment of optional course credit points without consideration.

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

(10) 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.

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

(12) Course-elements may be obligatory or non-obligatory according to their character.

Article 31. (1) A **milestone** shall be completed by accomplishing the obligatory courses classified under the milestone and by accomplishing as many non-obligatory courses classified under the

¹⁶³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁶⁴ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

¹⁶⁵ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007. The numbering of Articles changes automatically.

¹⁶⁶ Amendments (8) – (11) and (12) were built in by their adoption on the Senate's meeting held on 10th November 2011. Effective from: 10th November 2011.

milestone as required by 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 obligatory 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, or a language requirement.

COURSE, EXAM COURSE, COURSE CODE

Article 32. (1) Course shall mean a class held under the name of one or more lecturers at a specified place and points of time where 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 Article 30 of the Regulation. If a course is 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.

(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.

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

(2)¹⁶⁷ The exam 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 exam, mid-term requirements cannot be fulfilled in this way.

(4)¹⁶⁸ Practice oriented course-units cannot be offered in the form of exam course.

(5)¹⁶⁹ In case of announced exam course the student has the possibility to sit one exam within the instruction period, till the by the Faculty defined and in the semester schedule announced date.

(6) In case of a successful exam the student can sign up for the course(s) which are (parallel) pre-requisites by the course in the given semester but in the exam period he/she is not authorized to take a bettering exam. The credit points and grade gained in the frame of an exam course will be considered in the semester when the exam is passed.

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.

¹⁶⁹ Amendments (5) – (9) were built in by their adoption on the Senate's meeting held on 20th June 2013.
Effective from: 20th June 2013.

(7) In case of failing the exam the student does not have the possibility to sign up for the course(s) which are (parallel) pre-requisites by the course, but in the exam period of the same semester he/she can use his/her chances for taking re-take or repeated re-take exams.

(8) If the student does not register for the exam mentioned in (5) then he/she can use his/her three exam chances in the exam period of the given semester.

(9) If the student registers for the exam mentioned in (5) but he/she does not sit the exam the number of his/her exam chances in the exam period will be deducted by one. If his/her absence is certified within 8 days by submitting the certification which clearly confirms the exam date along with written request to the Registrar's Office, and if the head of the Registrar's Office accepts his/her request, the number of his/her exam chances will not be deducted, his/her absence must be registered as "certified exam absence" in the ETR.

THE CAMPUS CREDIT¹⁷⁰

33/A. §¹⁷¹¹⁷² (1) In the frame of Campus credit system the Faculties announce courses available for each student for the spring semester till 15 November and for the autumn semester till 15 May. The announced course can be a course offered before or a newly offered course. All optional courses have to be offered which enable the participation at them for at least 20 students. The announcing Faculty may define limitation in the number of participants, the pre-requisites and the preference of students of a given Faculty.

(2) About the accreditation of the by the Faculties offered courses the Educational and the Credit Transfer Committee shall decide every half a year on the date defined in the Committee schedule. At the announcement the Faculties shall attach the course descriptions and the conditions of completion.

(3) The courses accredited by the Educational and the Credit Transfer Committee shall belong to the so called Campus Credit package. The Educational and the Credit Transfer Committee suggest the Faculties the acceptance of the courses of the Campus Credit package.

(4) Registrar's Offices of the Faculties will register the completion of Campus Credit package courses in the ETR module named Campus Credit.

(5) On their decision the Faculties can accept courses for a given semester from the by the Educational and Credit Transfer Committee accredited and recommended Campus Credit package into the Campus Credit package in each and every student's ETR established by the Educational Directorate on the by the Educational and Credit Transfer Committee recommended credit value; or into their obligatory, elective, or optional courses on the credit value decided by the Faculty every semester latest 30 days prior to the registration period of the given semester.

(6) When accepting courses from the Campus Credit package the Faculties decide and make a statement based on the curricula of their majors about the credit value of the course accepted for the students of each of their majors. The Faculties are obliged to set a credit value for the courses they accept from the campus Credit package. The course completed by the student and accepted by the Faculty shall be accepted on the credit value according to the statement of acceptance given by the Faculty, thus the student does not have to start a credit transfer procedure after completing the course

¹⁷⁰ Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

¹⁷¹ Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

¹⁷² Amendment adopted at the Senate's meeting held on 15th December 2011. Effective from: 15th December 2011.

at the given Faculty. The course completed by the student and accepted by the Faculties for a given semester shall be counted into the student's every average, and in state-funded training also into the student's average calculated for his/her grant.

(7) The rules of the Regulations concerning the Campus credit – especially concerning course announcement and course registration – shall be applied with the above mentioned differences.

CHAPTER 7.

THE ORDER OF THE ACADEMIC YEAR

Article 34.¹⁷³ (1) Academic year shall mean an instruction period of ten months divided into two semesters (autumn semester and spring semester), each being five months long.

(2)¹⁷⁴ Each semester shall be comprised of a registration period and an instruction period. Subject to the programme completion and exit requirements, the instruction period shall be comprised of a term-time of at least 13 weeks and an exam period of at least 20 working days. The first day of the instruction period shall at the same time be the first day of instruction, in other words the first day of the term-time.

(3)¹⁷⁵ 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 same as the autumn break according to the state education,
- 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 starting with Easter Monday.

(4) The exact time scheduling of the particular semesters – in Accordance with Article (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 Article (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.

(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.

Article 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) course registration and course dropping.

¹⁷³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁷⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁷⁵ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.

(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)¹⁷⁶ Enrolment and registration shall be organised before the instruction period.

(4)¹⁷⁷ Enrolment shall be consented to by the University in the first two weeks of the semester.

CHAPTER 8.

THE ORDER OF ENROLMENT AND REGISTRATION

Article 36. (1) Student rights arising from student status can be exercised from 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 resolution 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 matriculation card and on the master file of the student.

(3)¹⁷⁸ The Admitted shall indicate his/her intention to enrol by filling in the matriculation card electronically on the ETR, printing it out, and then attesting by his/her signature (identified by a barcode). The attested matriculation card shall be submitted to 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.

Article 37. (1)¹⁷⁹¹⁸⁰¹⁸¹ The Registrar's Office shall create a master file on the enrolled student under Article 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 grade 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 students admitted before 2012/2013 from the ETR and stick it into the student's grade 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 for students admitted before 2012/2013. For students admitted in or after 2012/2013 the head of the Registrar's Office and an authorized administrative officer of the Registrar's Office shall certify the validity.

(2)¹⁸²¹⁸³ 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 Article 15/G of the GD. The student shall in each case be

¹⁷⁶ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

¹⁷⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁷⁸ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁷⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁸⁰ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

¹⁸¹ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

¹⁸² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁸³ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.

responsible for his/her registered data and the correctness and completeness of data modifiable by him/her and no appeal can be made with subject of missing the obligation of reporting data changes.

Article 38. (1) During the validity of student status no re-enrolment is necessary. In each semester prior to the commencement of the instruction period and in each major, 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 instruction period. The student fulfils his/her obligation to register by enrolment in the semester of enrolment.

(2)¹⁸⁴ The student shall make the statement concerning registration electronically on the ETR not later than the commencement of the instruction period.

(3)¹⁸⁵ In exceptional cases the student may request the EC to allow subsequent enrolment and registration not later than the end of the third week of the semester.

(4)¹⁸⁶ 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 instruction period.

CHAPTER 9.

THE ORDER OF ANNOUNCING COURSES

Article 39. (1) Courses shall be announced by giving contact hours, in other words by launching courses. Consultations concerning the degree thesis, final exams, first proficiency exams, and exam courses may be announced without giving contact hours.

(2)¹⁸⁷ The announcement and the modification of courses linked to courses in line with the curriculum shall be the duty of the major director.

(3)¹⁸⁸ Upon the recommendations of the major director 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 as exam courses 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 registration period, which latter is to be co-ordinated by the Educational Directorate and announced in advance.

(4)¹⁸⁹ 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 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.

¹⁸⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁸⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁸⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁸⁷ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁸⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁸⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(5)¹⁹⁰ In the case of obligatory courses the Faculty shall arrange for the announcement of exam courses in each semester, except from courses to which no exam course may be assigned according to the programme of the course.

Article 40. (1) The requirements of the courses and the form of their assessment shall be contained in the programmes of the courses specified in Article 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, 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, 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 (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-term assessment(s) (signature, mid-term/practical grade or examination grade),
- e) the type of the exam (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 course director,
- i) the pre-requisites of enrolling for the course,
- j) the course description,
- 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 Article 45,
- n) the acceptable ways of verifying absences from classes and exams.

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

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

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

(2)¹⁹¹ 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 registration of the course-units set forth in the recommended curriculum planned for the case of progression at the average pace.

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

¹⁹⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

¹⁹¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

Article 42. (1)¹⁹² Courses can be enrolled for during the period of regular course registration, 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 registration for the given course.

(2)¹⁹³ Following the period of regular course registration the Faculty may announce a period of additional course registration in respect of the remaining places at courses during which the student may take up and drop courses. During the period of additional course registration students progressing in line with the recommended curriculum but having to enrol for the given course for the second time may be given preference.

(3)¹⁹⁴¹⁹⁵¹⁹⁶¹⁹⁷ 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 in the frames of the provisions specified by the Regulation. Students admitted before 2012/2013 can register a course maximum three times. According to the (1) Appendix of the Code of Charges and Benefits the student has to pay the in the Appendix defined fee for the second and every further time registration for a course from the second semester of the academic year 2013/2014 on. Regulations mentioned in this Section have to be applied for exam courses as well. Fees to be paid will be set for the first time based on the courses registered in the second semester of the academic year 2013/2014 independently from the semester the course was registered for the first time. The Central Registrar's Office sets these impositions till the last day of the given semester's instruction period. The deadline for paying these depts shall be the last day of the consecutive semester's registration period. Students taking the final closing examination the given semester shall pay the dept within 15 days after it was set. No payment will be set for the repeated course registration if the student pays his/her tuition fee based on credit numbers. In doctoral training the student has to pay such a fee only if the Specializations for doctoral training prescribe it. Students in preparatory training, part-time studies, or with guest student student status shall not pay a fee when repeating courses.

(4)¹⁹⁸ The student may drop a course taken up in the given semester through the ETR system during the registration period. Following the registration period the EC may allow the course dropping only in justified cases and upon the student's request handed in not later than the commencement of the exam 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 he/she submits his/her request 1 month before the exam period unless the student's academic performance has already been assessed during the semester.

Article 43. (1) In the course of electronic course registration the pre-requisites built in the certain curriculum 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.

¹⁹² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁹³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

¹⁹⁴ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

¹⁹⁵ Amendments to (3)-(4) adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

¹⁹⁶ Amendment adopted by the Senate on its meeting held on 14th November 2013. Effective from: 14th November 2013.

¹⁹⁷ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013

¹⁹⁸ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

(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 major director may permit registration 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 major director 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 registration period.

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

(5)¹⁹⁹²⁰⁰ The Registrar's Office shall print out the courses (subject-courses) recorded in the ETR database and record them in the grade book of the student. The authenticity of the data concerning enrolment for courses shall be certified by the Registrar. Students admitted in or after 2012/2013 shall receive an electronic notification about the course registration in every semester while registering the courses – upon their request submitted on ETR surface.

(6)²⁰¹ Following the closing of the registration period 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. The administrative officer at the Registrar's Office investigates the appeal and if it proves to be justified upon permission of the head of the Registrar's Office or his/her deputy officer the administrative officer does the necessary complementing, deletion, or correction. Following the lapse of the period of time open for appeal the student can print out a course registration and result sheet from the ETR. This course registration and result sheet, which the student is entitled to take along with him/her to the oral exam and use it for certifying accomplishment, is a course registration and result sheet at the same time.

Article 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 cannot launch the course due to lack of lecturer.

(2) Courses linked to obligatory courses cannot be cancelled following announcement.

(3) The major director 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

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

¹⁹⁹ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²⁰⁰ Amendments (5)-(6) in Article 43 adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012

²⁰¹ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

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

(2)²⁰² Attendance at the contact hours of the courses registered 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 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. In this case the note 'not completed' shall be registered in the academic records. The major director may specify 15-30% of the total number of hours as the rate of acceptable absence when announcing the course.

(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 major without special permission. Attendance at practice-oriented contact hours shall need the prior consent of the lecturer. Attendance without registration 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 confidence or 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)²⁰³ 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 instruction period.

PREFERENTIAL COURSE SCHEDULE

Article 46. (1)²⁰⁴²⁰⁵ Upon permission of the EC the student may be granted partial or full exemption from the obligation to attend contact hours, may take his/her exam before the examination period, may close the length of instruction period earlier pursuant to the provisions of law, or may be granted any other similar favour.

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

²⁰² Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁰³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁰⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²⁰⁵ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013

(3)²⁰⁶²⁰⁷ Application for preferential course schedule shall be submitted until the last day of the registration period at the latest. Permission concerning preferential course schedule may be valid for one occasion for maximum two semesters and it shall be applied for again.

(4)²⁰⁸ 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 part-time 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 exam 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.

(6)²⁰⁹ Students participating in scholarship programme in foreign higher education institutes or doing his/her professional practice abroad may close his/her semester in the autumn semester till 20 March and in the spring semester till 20 September upon request. In this case the student may enrol for the semester following his/her semester spent abroad with scholarship and also register courses without closing the semester spent abroad with scholarship; but when the student closes his/her semester spent abroad with scholarship the Faculty's Registrar's Office shall investigate his/her course registration and proceeds according to the specifications about course registration of the Regulations herein. The EC permits this to all students who spends a semester abroad in a higher educational institute with scholarship or does his/her professional practice abroad.

CHAPTER 11.

TESTING KNOWLEDGE, THE ASSESSMENT OF STUDIES

Article 47. (1)²¹⁰ The performance of the student shall be assessed by the higher education institution during the instruction and the exam period. An exam sheet concerning exams as well as grades not obtained in the framework of exams shall be prepared. The exam sheet shall contain the title of the course (curricular unit), the time and date of the exam or other assessment, the name of the lecturer examining, his/her lecturer identification code and signature, the name of the student taking the exam, his/her student identification code, and the assessment of the exam.

(2) Knowledge can be tested by

- a) in the instruction period: 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) exam taken in the exam period,
- c) final exam,
- d) final closing exam.

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

²⁰⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁰⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²⁰⁸ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²⁰⁹ Amendment adopted by the Senate on its meeting held on 16th December 2010.

²¹⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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

(4)²¹¹ 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 the instruction period. 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 exam 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.

(5)²¹² Final exam shall mean a form of exam for jointly assessing the knowledge of more than one course. The courses of final exams shall be stipulated in the recommended curriculum. The final exam shall qualify as registering for a course in respect of the conditions of expulsion for academic reasons.

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

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

(2)²¹³ 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 Article 12 (2).

(5) In the case of a written test the infringement of copyrights 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 EXAMS

Articles 49. (1) Not later than four weeks before the end of the instruction period the Faculty shall publish the date of the certain exams, the maximum number of students stipulated for the certain exam days, the names of the examiners, the time and manner of registering for the exam, and the date of announcing the exam results in the ETR.

(2) Exams shall be organised so that each student concerned shall be able to register for it and – provided all the requirements of registration for exam have been fulfilled – be able to take the exam.

(3) Announced exams cannot be postponed or cancelled based on the small number of students registering for them.

²¹¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²¹² Amendment adopted by the Senate on its meeting held on 21st June 2007.

²¹³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(4) In the course of establishing the order of exams and determining the number of exam days, the experience of exams 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 exam in the given course pursuant to the provisions hereof. In disputed cases the Dean shall designate the exam days.

(5)²¹⁴²¹⁵ The student shall put together his/her exam schedule and register for the exams through the ETR individually. Within the given exam period the student shall plan and put together his/her exam schedule – considering the specified exam days – in a manner to grant him/her the possibility to take the exam in the courses (subject-courses) three times if necessary. The student shall register for the exam twenty-four hours prior to the specified exam day at the latest. The student shall have the opportunity to cancel registration for the exam thirty-six hours prior to the exam day at the latest.

(6)²¹⁶²¹⁷ If the student has registered for the exam in the ETR but has not attended the exam, his/her knowledge cannot be assessed, the number of his/her exam opportunities concerning the given course 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 exam date in the same course (subject-course) provided the examiner has recorded the data concerning the given exam (the grade or the note ‘did not attend’) in the ETR.

(8)²¹⁸ During the exam period further exam dates 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.

(9)²¹⁹²²⁰ If the student does not attend the registered exam and he does not exempt his/her absence by stating the well-grounded reason and verifies it on a request submitted to the Registrar’s Office which clearly identifies the exam within 8 days from the exam date, he/she has to pay the absence fee according to Appendix (1) of the Code of Charges and Benefits. The decision about verifying requests has to be made by the Faculty’s registrar. If the Registrar accepts the request, the number of exam possibilities for the student will not decrease and the note “verified exam absence” shall be registered in ETR. The assessment form is meant as exam in this section where exam sheet is used. Assessment that does not qualify as exam (for example mid-term test or recital during instruction period) does not have to be paid for pursuant to this section.

Article 50.²²¹²²² (1) The conditions of entry to exam shall be communicated to the student when announcing the course. Only students having satisfied these conditions and abode by the provisions of the Code of Charges and Benefits may be granted entry to exam. If a student fails to fulfil his/her obligations stipulated in the Code of Charges and Benefits he/she cannot register for the exam and cannot attend it either. The lecturer is obligated to test the students who have validly registered for the exam on the ETR, are on the exam sheet, and have attended the exam. The student’s exam registration who cannot be granted entry to exam under the provisions of the Regulation shall be null and void.

²¹⁴ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²¹⁵ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.

²¹⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²¹⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²¹⁸ Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

²¹⁹ Built in by the amendment adopted at the meeting of the Senate held on 23rd June 2011. Effective from: 23rd June 2011.

²²⁰ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

²²¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²²² Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

(2)²²³ In the case of a student failing to fulfil an obligation which is a condition of entry to exam pursuant to the requirements and may be made up for in the exam period, the student shall be entitled to attempt to satisfy the requirement of the given course on one occasion not later than the end of the second week of the exam period. If the student does not attend this one occasion the lecturer is not obliged to provide the student with a further appointment for making up for the completion.

(3)²²⁴²²⁵ The student cannot start the exam in lack of proving his/her identity. If a student identifies himself/herself by his/her grade book, it may only serve as a means of identification until the end of the exam. 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 exam and is not recorded on the exam sheet.

(4)²²⁶ An exam shall only be taken – except for exceptional cases – in the official rooms of the University. The examiner shall be responsible for the smooth administration of the exam. If the examining lecturer notices that the student taking the exam 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 exam of the student and shall record the fact of such suspension on the exam sheet. In this case the exam shall be assessed by a fail grade (1). If the fact of cheating is registered or approved by evidence and forwarded to the Dean of the Faculty, the cheating will result in disciplinary procedure according to Appendix 8. of the Statutes of the University of Pécs, the Students' Disciplinary and Compensations Regulations of the University of Pécs.

(5) An electronic exam 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 exam.

(6)²²⁷²²⁸ Exams can exclusively be taken – unless otherwise provided by a provision – in the exam period. The Dean's equitable exam may be taken after the end of the exam period; its date and time shall be specified in a Dean's order.

Article 51. (1) Oral exams 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 exam the examiner shall arrange for the presence of at least one further person competent in the subject-matter and the language of the exam (who may be another student-candidate) throughout the whole exam. A board of two lecturers shall be present at an oral final exam.

(3) In the case of written exams 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 3 o'clock (pm) the third working day.

(4) The inspection of marked test papers shall be ensured until the end of the exam period. The candidate may lodge a complaint with the lecturer or – if this is not possible, in an exceptional case –

²²³ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.

²²⁴ Amendments of Articles (3)-(4) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²²⁵ Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective from: 10th November 2011.

²²⁶ Amendment adopted by the Senate on its meeting held on 16th December 2010.

²²⁷ Built in by the amendment adopted at the meeting of the Senate held on 24th January 2008. Effective: from 24th January 2008.

²²⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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)²²⁹²³⁰ Within fourteen days counted from the end of the exam period the student may challenge the data concerning assessment in the ETR records and/or in the grade book by submitting an objection to the course director, or to the head of department (institute). Missing the deadline the student may submit an excuse petition within 30 days following the exam period 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 exam sheet, the course registration and result sheet attested by the examiner or in the case of a written exam 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 grade book. 17 working days after closing the exam period not even the course director or the head of the department (institute) is allowed to register the unregistered grade in ETR, nor can they ask the Registrar's Office to modify the grade, unless they or the student made an excuse petition as just described – latest 30 days after the exam period is closed.

Article 52.²³¹²³² (1) The grade (assessment) –and the date – shall be recorded on the electronic or paper form exam sheet, and upon request of the student also on his/her course registration and result sheet, and for students admitted before 2012/2013 also in the grade book by the examiner. The student – upon request submitted to the Registrar's Office – can receive a written notification at the Registrar's Office about his/her result of the exam within 5 days after the exam or in case of oral exams at the time the result is established.

(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 exam or the determination of the grade not later than 12:00 on the working day following the exam day. The signed exam sheets shall be forwarded to the Registrar's Office on the last day of the exam period at the latest. When closing the semester, the Registrar's Office shall check whether the data of the exam sheets, the ETR, and/or the grade book are identical. The data of the exam sheet shall be deemed authentic until the contrary is proved. The Registrar's Office shall keep the exam 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 shall keep the exam 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)²³³ Students shall have the right to appeal against any violations of the Regulation concerning exams to the Secondary Educational Committee within fifteen days pursuant to Article 12 (2).

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

(2)²³⁴ The Faculty shall grant the opportunity of taking the unsuccessful exam (hereinafter retake exam) once more and taking the unsuccessful retake exam (hereinafter repeated retake exam) once more provided it is possible in the given exam period considering the announced exam dates, in other words the student selects his/her first exam day in the manner to allow him/her to select the further two exam dates if necessary.

²²⁹ Built in by the amendment adopted at the meeting of the Senate held on 18th December 2008. Effective: from 18th December 2008.

²³⁰ Amendment adopted by the Senate on its meeting held on 16th December 2010.

²³¹ Amendments of Articles (1)-(2) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²³² Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

²³³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²³⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(3) If the oral retake exam has not been successful and the same person was the examiner at both the exam and the retake exam the student, upon request, shall be granted the possibility to take the repeated retake exam in front of another lecturer or of an exam board designated by the head of department. In the case of a written exam 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 exam is taken in a new term of study.

(4)²³⁵ Until the end of the exam period at the times announced in advance the student shall be entitled to take one bettering exam on once in the case of exam successfully taken in the semester. The grade obtained at the first exam may be made worse at the upgrading exam. No additional credit shall be obtainable by improving the grade of a successful exam.

(5)²³⁶

(6)^{237,238} In the case of the student admitted before 2012/2013 having requested the grade book from the Registrar's Office during the semester, the student shall hand it in to the Registrar's Office not later than the third day following the last day of the exam period. If 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 Code of Charges and Benefits. The grade books of students admitted in or after 2012/2013 are at the management of the Registrar's Office, it will only be handed out to the student by the Registrar's Office if the student's status is terminated. Students admitted in or after 2012/2013 are entitled – upon request – to receive an extract of their grade book printed out from ETR once per semester for free.

(7)²³⁹ If the student takes an exam in the same curricular unit three or more times he/she is obliged to pay the fee stipulated by Annex 1. of the Code of Charges and Benefits for the third and every further exams.

CHAPTER 13.

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

Article 54. (1)^{240,241} 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. Students of the University can also apply at the CTC for acceptance of their completed professional practice in line with their curriculum. Students who studied abroad with a scholarship in a higher educational institute have to submit their application for acceptance of these studies to the CTC latest till the last day of the consecutive semester after the semester spent abroad with scholarship. Such applications submitted after the deadline can be rejected by the CTC without further consideration – as late submitted applications. The CTC has to accept all of the courses applied for as courses completed abroad in a higher education institute within the scholarship studies at least into the student's optional

²³⁵ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²³⁶ Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2008. Ineffective from 18th December 2008.

²³⁷ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²³⁸ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

²³⁹ Built in by the amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁴⁰ Amendment adopted by the Senate on its meeting held on 16th December 2010.

²⁴¹ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

courses, provided they fit into the student's professional training according to the student's Training Contract, or if registered in any other documents similar to it.

(2)²⁴² Acquisition of 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 pre-requisites 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. If the student has not yet completed the pre-requisites of the course accepted by the CTC then recognized credit can only be registered in the ETR if the student provides the Registrar's Office with proof of completion of the pre-requisites.

(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 registration period. 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 courses.

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

Article 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.

(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 statement of 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 instruction period of the preceding semester.

²⁴² Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2008.

(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 exam 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 have been 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 Educational and Credit Committee and by the authorization of the Senate.

Article 55/A.²⁴³ (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

Article 56. (1)²⁴⁴²⁴⁵ The academic results of students admitted before 2012/2013 shall be recorded in the grade book and in the ETR database by lecturers and authorized administrative officers. Within 30 working day after the end of the exam period the Registrar's Office shall stick an etiquette label with 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 recognised on the basis of previous studies in the student's grade book once a semester. The Registrar shall attest the printed pages of the grade book. The fulfilment of the requirements of courses and curricular units shall be certified by the examiner with his/her own hand in the grade book under Article 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. Academic results of students admitted in or after 2012/2013 shall be registered in the ETR by the authorized lecturers or administrative officers. Based on the data recorded in ETR the Registrar or the authorized administrative officer can print out the electronic grade book for the student. The printed grade book shall be attested by the Registrar and one authorized administrative officer. The completion of course and curricular unit requirements shall be confirmed by attesting the printed grade book by the

²⁴³ Built in by the amendment adopted at the meeting of the Senate held on 24th January 2008. Effective: from 24th January 2008.

²⁴⁴ Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²⁴⁵ Amendment adopted by the Senate on its meeting on 19th April 2012. Effective from: 19th April 2012.

Registrar and one authorized administrative officer. The Registrar's Office can register the copy of the grade book page for the given semester in the registry book.

(2) Any unauthorized entry in the grade book and the ETR shall incur a disciplinary procedure. Since the grade 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 or 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 calculating the weighted academic average, the aggregate sum of the products of the credit value of the courses successfully accomplished in the given period and their marks shall be divided by the aggregate sum of the credits of the completed courses.

Weighted (academic) average:

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

(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:

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

(7)²⁴⁶ 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:

$$\frac{\Sigma(\text{credits accrued} \times \text{grade})}{30} \times \frac{\text{credits accrued}}{\text{credits signed up for}}$$

(8) When calculating 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)^{247,248} Following the closing of the instruction period 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 grade book for students admitted before 2012/2013; and for students admitted in and after 2012/2013 these data shall be registered in ETR. The data shall be certified by the Registrar; and for students admitted in or after 2012/2013 also by one authorized administrative officer.

(10)²⁴⁹ The calculation of the combined corrected credit index corresponds to the calculation of the corrected credit index with the remark that thirty credits per semester and credits signed up for and credits obtained during the whole period of time shall be taken into consideration.

CHAPTER 15.

²⁴⁶ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²⁴⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁴⁸ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

²⁴⁹ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

PROFESSIONAL PRACTICE

Article 57. (1) The curriculum may prescribe the obligatory completion of a professional practice. The completion of the professional practice may be prescribed as the pre-requisite of other curricular units.

(2)²⁵⁰ The requirements of the professional practice and the conditions of its fulfilment and certification shall be stipulated in the curriculum of the given major or along the usual procedure of majors the professional practice can be regulated by the Dean's Order in agreement with the Student Council of the Faculty. Data concerning the student's professional practice shall be recorded in the master file of the student.

(3)²⁵¹²⁵² In the case of practice-oriented undergraduate programmes a six-month-long uninterrupted professional practice shall be organised. Completion of an uninterrupted professional practice shall be prerequisite to taking the final closing 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.

(5)²⁵³ Besides the obligatory professional practice the student has the opportunity to take part at practical training and obtain professional and work experience within the frame of the Campus Credit.

CHAPTER 16.

PRE-DEGREE CERTIFICATE

Article 58.²⁵⁴ (1) Pre-degree certificate shall mean a certificate that states that the student has passed the curricular exams and – except for passing the language exam and writing the degree thesis (diploma work or final assignment) – satisfied other academic requirements, completed the prescribed professional practice, 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 exam requirements prescribed in the curriculum.

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

(3) In order to obtain the pre-degree certificate the student shall earn at least 30 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. Students admitted in or after 2012/2013 have to complete at least 30 credit points, but at least one third of the credit value of his/her training at the University.

(4)²⁵⁵²⁵⁶ The pre-degree certificate shall be signed by the Dean in the student's grade book for students admitted before 2012/2013. For students admitted in or after 2012/2013 the Registrar or an authorized

²⁵⁰ Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

²⁵¹ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁵² Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013.

²⁵³ Amendment adopted by the Senate on its meeting held on 16th December 2010.

²⁵⁴ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁵⁵ The numbering of the subArticle amended by the amendment adopted at the meeting of the Senate held on 30th August 2007.

²⁵⁶ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

administrative officer of the Registrar's Office shall print out the pre-degree certificate and it must be certified by the signature of the Registrar.

CHAPTER 17.

THESIS (DIPLOMA WORK, FINAL ASSIGNMENT)

Article 59. (1)²⁵⁷ The writing and successful defence of the thesis/diploma work/final assignment (hereinafter degree thesis) shall be a condition of the award of the diploma. 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 thesis being requisite to entry to vocational exam shall – in derogation from this Regulation – be subject to the vocational and exam requirements stipulated by the statutory instrument issued by the minister responsible for the qualification of the given major.

(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 thesis in each major.

(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 thesis individually or from the topics published in writing by the organisational units of instruction responsible for the major.

(5) The writing of the 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 thesis together with the possible permission concerning confidentiality shall be approved by the major director or by his/her representative.

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

(8)^{258,259} The thesis shall be submitted electronically in the by the University determined way. The student is obliged to upload his/her thesis onto the University's electronic system and commit himself/herself to it by submission. The Faculties can prescribe the submission in written form besides the electronic form.

(9)²⁶⁰ The thesis cannot be modified or corrected subsequent to its submission.

(10)²⁶¹ The deadline for the submission and public defence of the thesis shall be determined and published by the Faculty Council in line with the provisions of Article 34 (4) each semester. Upon

²⁵⁷ Amendment adopted by the Senate on its meeting held on 24th May 2012. Effective: from 24th May 2012.

²⁵⁸ Built in by the amendment adopted by the Senate on its meeting held on 24th May 2012. Effective from: 24th May 2012.

²⁵⁹ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013.

²⁶⁰ Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

²⁶¹ Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

request – and with the payment of the fine for delay stipulated in the Code of Charges and Benefits – the deadline for the submission of the thesis may be extended by no more than one week by the major director.

(11)²⁶² The thesis shall be assessed by two readers (opponents) designated by the major director. 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 thesis.

(12)²⁶³ If there is a difference of more than two between the grades proposed by the two readers (opponents) of the thesis, or one of the readers (opponents) assesses the thesis with the fail grade, the major director may designate a third reader (opponent).

(13)²⁶⁴ If at least two of the grades proposed by readers (opponents) in the course of assessment are fails the thesis shall not be entered for defence. In this case the student shall write a new thesis within the deadline stipulated by the major director.

(14)²⁶⁵ If the submitted thesis violates copyrights its assessment shall be fail (1), and the major director shall initiate a disciplinary procedure in front of the Dean.

Article 60. (1) The student shall defend the thesis in front of a board. The board – in line with the provisions of the programme completion and exit requirements or the curriculum – may be the final closing exam board or a board called upon by the major director; 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 experts and the lecturer being the reader (opponent) of the thesis may also be members of the board.

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

(3) In the course of the defence it shall be proven that the student himself/herself has written the thesis, he/she is competent in the topic of the 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 thesis shall be established according to 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 major director without a special review with the assessment 'excellent' provided it complies with the requirements pertaining to the content and form of the thesis.

(6)²⁶⁶ The electronic version of the thesis (in case of teacher training the monograph and the portfolio) shall be saved in the central electronic content managing system designed for this. Uploading the thesis is the obligation of the student. The organization responsible for managing the central electronic content managing system has to forward the electronically submitted theses to the University Archives for long-term data storage on a data medium proper for it within 30 days after the final closing exam period. Theses shall be reserved in accordance with the File Management Regulations. Theses

²⁶² Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

²⁶³ Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

²⁶⁴ Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

²⁶⁵ Modified numbering adopted by the Senate on its meeting held on 24th May 2012..

²⁶⁶ Amendment adopted by the Senate on its meeting held on 24th May 2012. Effective: from 24th May 2012.

submitted in printed form shall be hand out back to the student after the final closing exam by the Faculty's Registrar's Office.

(7)²⁶⁷ In the case of a confidential thesis only the consultant, the readers (opponents), and the members of the board may get to know the thesis provided they confirm 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 thesis. The electronic version of confidential theses shall be managed in the proper electronic content managing system and saved on a disc labelled as confidential and protected by password. The storage of the classification concerning the confidentiality of the thesis shall be ensured by the University Archives.

CHAPTER 18.

FINAL CLOSING EXAM

Article 61. (1)²⁶⁸ The student shall complete his/her studies in the undergraduate, graduate, and postgraduate specialist training courses by taking the final closing exam. Under the regulations pertaining to vocational training, a vocational exam shall be taken in higher-level vocational training. The requirements of the vocational exam in higher-level vocational training shall be subject to the vocational and exam requirements stipulated by the statutory instrument issued by the minister responsible for the qualification of the given major.

(2)²⁶⁹ The final closing exam 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 closing exam may consist of several parts – the defence of the thesis, and additional oral, written or practical exams – as defined in the curriculum. If the final closing exam consists of several parts the results of each part shall also be recorded in the grade book.

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

(4)²⁷⁰ The final closing exam may be taken in the final closing exam period following the award of the pre-degree certificate in the frame of valid student status, or after the expiry of student status, with no deadline specified, during any final closing exam period in accordance with the then prevailing programme requirements. If the final closing exam is taken seven or more years after the issuance of the pre-degree certificate permission for entry to the final closing exam shall be requested from the CTC. In its permit the CTC may require – due to lapse of time – the retake of the exams in the courses which are taken into account when establishing the assessment of diploma. Students admitted in or after 2012/2013 cannot take final closing exam 5 years after their student status was terminated.

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

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

²⁶⁷ Amendment adopted by the Senate on its meeting held on 24th May 2012. Effective: from 24th May 2012.

²⁶⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

²⁶⁹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁷⁰ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

(7)²⁷¹ 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 grade books may attend the final closing exam.

(8) Candidates not having student status any longer may register for and attend the final closing exam with the derogations stipulated in Article (4) and with paying the fee stipulated in the Code of Charges and Benefits provided they have obtained their pre-degree certificates at the University.

Article 62. (1)²⁷² The final closing exam shall be taken in front of the final closing exam board which shall have a chairperson and at least two other members. At least one member of the final closing exam 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 according to the HEA, a lecturer of another Faculty of the University, or a lecturer of another major than the student's taking the final closing exam.

(2) The chairperson of the final closing exam 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. If the chairperson is prevented the Dean shall assign a person to temporarily fill the post of the chairperson of the final closing exam board; in the case of lasting prevention a new chairperson shall be assigned.

(3) The members shall be invited by the major director in a manner that the members shall be competent in the topic of the thesis if it is defended in the framework of the final closing exam. The reader (opponent) or the consultant of the thesis may also be member 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 closing exam shall be announced orally by the chairperson of the board.

(5)²⁷³ If the student fails to complete the given final closing exam (is awarded a fail grade or does not attend) he/she can register for the final closing exam of the next final closing exam period pursuant to the provisions of Article 61 following the termination of his/her student status. The grade of the successful final closing exam cannot be improved unless provided otherwise by the Faculty.

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

CHAPTER 19.

LANGUAGE REQUIREMENTS

²⁷¹ Amendments of Articles (7)-(8) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

²⁷² Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁷³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

Article 63.²⁷⁴ (1) Passing the required language exam 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 training a type 'C' intermediate-level (B2) general language exam,

b) in the case of a graduate training a language exam specified in the programme completion and exit requirements which is recognised by the state or qualifies as an equivalent exam (hereinafter 'language exam').

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

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

(4) If passing a general language exam 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 closing exam in the academic year of 2015/2016.

CHAPTER 20.

DIPLOMA, DIPLOMA SUPPLEMENT

Article 64.²⁷⁵ (1) Successful completion of the final closing exam 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 exam unless provided otherwise by the provisions of law or if the language of instruction is not Hungarian.

(2) The diploma shall be issued and delivered to the student having passed the final closing exam within thirty days from the presentation of the document in evidence of the valid language exam specified in Article (1). In the event the student has at the time of the final closing exam already presented the document attesting that he/she has fulfilled the requirements set forth under Article (1), the diploma shall be issued and delivered to the student within thirty days from the date of the final closing exam. 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 Code of Charges and Benefits to the Faculty.

(3)²⁷⁶ 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

²⁷⁴ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁷⁵ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁷⁶ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

major, professional qualification, specialisation, form of training, the classification of the qualification awarded by the diploma within the Hungarian Qualification Frame and within the European Qualification Frame, the term of training according to the programme and exit requirements, the qualification of the diploma, 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 closing exam board and shall bear the impression of the stamp of the University. If student does not possess proof of the language exam at the time of the final closing exam, and therefore the diploma is issued after the final closing exam period, the diploma can be signed by the major director instead of the chairperson of the final closing exam board.

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

(5) 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 exam 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 closing exam. The certificates issued shall be recorded in a central registry.

(7)²⁷⁷ 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 training, a graduate training, an undivided one-tier programme, or a postgraduate specialist training entitles its holder to hold the jobs and to pursue the activities as defined in laws.

(9) 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 'baccalaurean' (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] in front of the professional qualification (e.g. engineer, economist, teacher) as certified by their diploma (master engineer, master economist, master teacher, etc.). Holders of master degree in teacher training programmes are entitled to use the designation "master of Education" (MEd).

(11) 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 major 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).

(13) 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 major 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).

²⁷⁷ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

(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.

Article 65. (1)²⁷⁸ 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.

(3)²⁷⁹ As well the Dean as the head of the Registrar's Office is authorized to certify the diploma supplement.

Article 66. (1) On the basis of the vocational exam 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 exams shall apply a round seal displaying the coat of arms of the Republic of Hungary.

(2) Vocational and exam regulations or the vocational training programme may stipulate the passing of a language exam 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

Article 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)²⁸⁰ 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

²⁷⁸ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

²⁷⁹ Additional amendment adopted by the Senate on its meeting held on 16th December 2010.

²⁸⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

on Higher Education, they shall be awarded a diploma with college degree or a diploma with university degree. The terms of training available for students and the disruption and temporary 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 from 1 September 2015 onwards.

(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 CCIV of 2011 on Higher Education subject to the validation system of studies and exams.

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

- a)²⁸¹ if the Code of Studies and Examinations 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) in cases of terminating student status for academic reasons the condition stipulated in Article 23 (3) a) shall not apply,
- c) the provisions of Article 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 exam 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,
- d) in addition to students referred to by Article 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 Article 64 (1), Article 64 (4) and the third sentence of Article 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.

Article 67/A.²⁸² (1) Pursuant to Article 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-major training shall be entitled to request the dropping of one of his/her majors from the EC of the Faculty responsible for the major to be dropped.

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

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

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

²⁸¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

²⁸² Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

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

- a) obligatory courses shall not be assigned credit points,
- b) obligatory courses 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 Article 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 Article 19 (2) herein, if it cannot recognise the courses 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 in the given semester, his/her semester shall not be closed and he/she shall be ordered to repeat the semester. Student status shall be temporarily terminated until registration for the repeated semester,
- f) Article 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 Article 14,
- g) Article 42 (3) shall not apply to obligatory courses,
- h) Article 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 TRAINING

Article 69. (1) For state-funded students who commenced their studies subsequent to 1 September 2002 and prior to 1 September 2006 and who do not have the required language competence the Faculty shall provide 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 Article (1) as of the next semester.

(3) In the case of a breach of the duty of notification stipulated in Article (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

Article 70. (1) In the case of students having commenced their studies in full-time training schedule subsequent to 1 September 2002 and prior to 1 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 courses assigned to the main academic fields of the undergraduate major.

(2)²⁸³ The student pursuing his/her studies in full-time training schedule may be granted entry to final closing exam if 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 Sports Centre of PTE TTK, or of one at PTE-ÁOK (UPMS) Sports Centre, or of one of their predecessor in title, or in frames of a programme recognised by the given Faculty the transfer of which shall be implemented by the CTC pursuant to Article 9 herein.

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

CHAPTER 24.

SPECIAL RULES PERTAINING TO DOCTORATE COURSES²⁸⁴

Article 71.

Article 72.

Article 73.

CHAPTER 25.

SPECIAL PROVISIONS PERTAINING TO FOREIGN STUDENTS

Article 74.²⁸⁵²⁸⁶ (1) The following non-Hungarian nationals may pursue studies at the University in state-funded, fully or partly Hungarian State scholarship supported, fee-paying, or self-financing training:

- a) nationals authorized to free-travelling or residency stipulated by law
- b) refugees, asylum-seekers, exiles, immigrants, and residents living in the territory of the Republic of Hungary not falling under the scope of Article 74 (1) point a),
- c) foreign nationals having 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.
- e) persons falling under the Regulations about Hungarians Living in Neighbouring Countries (referred to as Regulations for Beneficiaries) but not having Hungarian citizenship or not authorized to free-travelling and residency
- f) persons falling under the Regulations about the Migration and Residency of Third Countries' Citizens who claim to have Hungarian nationality but are citizens of a Third Country provided they are not under the Regulations for Beneficiaries and do not have Hungarian citizenship.

²⁸³ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

²⁸⁴ 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.

²⁸⁵ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

²⁸⁶ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th december 2013.

- g) citizens of a Third Country possessing permission aimed at accepting job offers demanding high educational degree and at residency (EU Blue Card)
- h) Third Countries citizens possessing contracted permission

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

Article 75.²⁸⁷ (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 C. Recognition Act of 2001.

(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.
- c) student under Regulations for Beneficiaries (LXII Act of 2001 about Hungarians Living in Neighbouring Countries) – having student status at higher educational institute abroad – can take part at fully or partly Hungarian State scholarship supported training maximum for half a year,
- d) foreign citizens – persons claiming to have Hungarian nationality, but not possessing Hungarian permanent address – without considering Hungarian citizenship – can take part at preparatory courses instructed in Hungarian with student status maximum two semesters long before starting their higher educational studies.

CHAPTER 26.

STUDIES OF HUNGARIAN NATIONALS ABROAD

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

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

CHAPTER 27.

SPECIAL PROVISIONS PERTAINING TO STUDENTS WITH DISABILITIES

Article 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 in line with his/her talent, abilities and interests, and within this scope especially to receive provisions and services to start a career 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 to be able to fulfil the obligations arising from their student status. Where appropriate

²⁸⁷ Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

they should be exempted from the obligation to take certain courses or certain parts thereof or to undergo assessment. If necessary such students shall be exempted from the language exam or a certain part thereof, or the level related requirements of such language exams. Disabled students shall be given more time to prepare at the exam and shall be afforded the opportunity to use aids at the written test (typewriter, computer, etc.), or if necessary, to have a written test instead of an oral test, or an oral test instead of a written one.

(3) The exemption under Article (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.

(4)²⁸⁸ Students who got extra points during the admission procedure considering his/her disabilities are obliged to visit the University's coordinator in charge for students with disabilities within 30 days after commencing student status for data check. The University shall notify the student about this. In well-reasoned case further 30 days can be granted for the student for the data check.

Article 78. (1)²⁸⁹²⁹⁰ The Rector of the University shall appoint a person 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 Article 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 exams and arranging possibilities of consultation in the instruction period,
- d) 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) continuous registration of 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.

Article 79.²⁹¹ (1) On the basis of an expert opinion under Article 84 (1), the student may request exemption from his/her academic requirements or partial or full exemption from exams 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 together with an expert opinion certifying the type and extent of disability.

(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 Article 12 herein.

²⁸⁸ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

²⁸⁹ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

²⁹⁰ Amendment adopted by the Senate on its meeting held on 28th June 2012. Effective from: 28th June 2012.

²⁹¹ Amendment adopted by the Senate on its meeting held on 16th December 2010.

Article 80.²⁹² (1) The student with disability may be exempted from the language exam 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 during the admission procedure or the secondary school-leaving exam 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 available, further, the use of an inclinable and adjustable desktop with a skid-proof surface Accessible by a wheel chaired 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 exam 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 exam,
- c) he/she who cannot fulfil the oral requirements of the state accredited type ‘C’ language exam due to his/her impairment may be exempted from the completion of the type ‘A’ (oral) exam,
- d) a sign language interpreter shall be provided upon the request of the student in the case of an oral exam,
- 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 exams,
- g) if necessary, more time to prepare at the exam 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 exam 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 exam due to his/her impairment may be exempted from the completion of the type ‘B’ (written) exam,
- 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,
- 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):

²⁹² Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

- a) the student with severe speech impairment may take a written exam instead of an oral one in all subjects; if the student chooses the possibility of an oral exam more preparation time than that stipulated for non-disabled students shall be provided for him/her;
- b) the student with dyslexia or dysgraphia
 - ba) may take an oral exam instead of a written one or a written exam instead of an oral one,
 - bb) may be exempted from the completion of the type 'B' (written) exam if he/she cannot fulfil the written requirements of the state accredited type 'C' language exam due to his/her impairment,
 - bc) may be exempted from the completion of the type 'A' (oral) exam if he/she cannot fulfil the oral requirements of the state accredited type 'C' language exam due to his/her impairment,
 - bd) shall be provided with more time to prepare than that stipulated for non-disabled students in the case of a written exam,
 - be) shall be allowed to use a computer in written tests,
 - bf) shall be provided with the necessary aids (e.g. typewriter, orthographical dictionary, monolingual dictionary and thesaurus),
 - bg) may be exempted from the completion of the language exam if he/she cannot fulfil the oral and written requirements of the state accredited type 'C' language exam due to his/her impairment;
- c) the student with dyscalculia may be exempted from tasks of calculation, at exams 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 Sections (2)-(5) may be granted on the basis of an expert opinion and upon his/her request.

(8) The longer preparation time in Sections (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.

Article 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)²⁹³ The expert opinion specified in Article (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 exam,
 - b) by the National Rehabilitation and Social Institute, if the disability was established later.

CHAPTER 28.

SUPPORTING GIFTED STUDENTS

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

²⁹³ Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

(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 Article 82 (4). The student college may operate as part of the dormitory or the students' hall of residence if it meets the criteria listed under Article 82 (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) If 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.

Article 83. (1) The University shall provide assistance in order to support gifted or 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 Article 82 (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

Article 84. ²⁹⁴ ²⁹⁵

CHAPTER 30.

CLOSING AND ENACTING PROVISIONS

Article 85. (1) The Regulation shall come into effect on 1st September 2006.

(2) Annex 24/a of the Statutes of the UP the Code of Studies and Examinations, Annex 24/b of the Statutes of the UP the Credit-based Code of Studies and Examinations and the academic and examination regulations of the Faculties shall be repealed upon the commencement of the Regulation.

(3) Where the Regulation disposes the Bachelor degree and professional qualification, it shall also mean a college-level degree and professional qualification. Where the Regulation disposes the Master's degree and professional qualification, it shall also mean a university level degree and professional qualification.

(4) In case of college-level faculties, where the Regulation refers to Dean and Dean's Office, it shall also mean the director general and the office of the director general.

(5) Where the Regulation refers to Registrar's Office, in case of faculties where there is no Registrar's Office, it shall also mean the organisational unit of the Faculty performing the tasks of a Registrar's Office as determined in the special provisions pertaining to the Faculty.

(6) In case of faculties providing education organised in trimesters, where the Regulation refers to a semester, it shall also mean a trimester.

(7) ²⁹⁶ The amendments stipulated in Article 2 (16) shall first apply to persons submitting an application for admission, students applying for dormitory placement, mentor agreements concluded following 1st September 2007, and to students commencing their studies in the first year in state funded bachelor and master training programmes (undivided one-tier trainings) in September 2008 and then shall apply in a phasing-out system. Favours and exemptions already established and the validity of agreements already concluded shall not be affected by the amendment.

²⁹⁴ *Numbering modified by the amendment adopted by the Senate on its meeting held on 19th October 2006.*

²⁹⁵ *Repealed by the amendment adopted by the Senate on its meeting held on 1st October 2009. Ineffective: from 1st October 2009.*

²⁹⁶ *Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.*

(8)²⁹⁷ Fifth and sixth sentence of Article 54 (2) and Article 58 (3) of the Regulation shall enter into force on 1st September 2008.

(9) ^{298 299} Article 59 (8) and 60 (6) shall be applied from the end of the second semester of the academic year 2013/2014. The University shall establish the detailed rules pertaining to electronic storage of the theses and electronic content management system until the end of the second semester of the academic year 2013/2014.

(10) The data of the theses determined by the ETR shall be recorded in ETR retroactively in case of the theses written after September 1, 2006.

Pécs, 22nd June 2006.

dr. László Lénárd
Rector

Additional clause: The Regulation was adopted by the Senate of the University of Pécs on its meeting held on 22nd June 2006.

The amendment of the Regulation was adopted by the Senate on its meeting held on 19th October 2006. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 26th April 2007. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 21st June 2007. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate by its Decision No 189/2007. (August 30) on its meeting held on 30th August 2007. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate by its Decision No 284/2007. (November 29.) on its meeting held on 29th November 2007. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate by its Decision No 54/2008. (January 24) on its meeting held on 24th January 2008. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate by its Decision No 188/2008. (June 26.) on its meeting held on 26th June 2008. Amendments shall come into effect on the day the Senate adopted them.

²⁹⁷ Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

²⁹⁸ Amendment of Article 85 (9)-(10) adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

²⁹⁹ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

The amendment of the Regulation was adopted by the Senate by its Decision No 317/2008. (October 30) on its meeting held on 30th October 2008. Amendments shall come into effect on 1st November 2008.

The amendment of the Regulation was adopted by the Senate by its Decision No 363/2008. (December 18.) on its meeting held on 18th December 2008. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate in its Decision No 121/2009. (June 18) on its meeting held on 18th June 2009. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate in its Decision No 191/2009. (October 1) on its meeting held on 1st October 2009. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate in its Decision No 21/2010. (February 18) on its meeting held on 18th February 2010. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 17th June 2010. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 16th December 2010. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 23rd June 2011. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 10th November 2011. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 15th December 2011. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 19th April 2012. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 24th May 2012. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 28th June 2012. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 27th September 2012. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 29th April 2013. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 23rd May 2013. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 20th June 2013. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 14th November 2013. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 19th December 2013. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 27th March 2014. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 24th April 2014. Amendments shall come into effect on the day the Senate adopted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 26th June 2014. Amendments shall come into effect on the day the Senate adopted them.

dr. József Bódis
rector

Annex 1.

SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF LAW

Article 1. (1) The compilation of the Educational Committee of the Faculty (hereinafter: EC) determined in Article 8 (2) of the Regulation shall be specified in case of the training programmes of the Faculty according to Article 1 (2)-(7) herein.

(2) The EC consists of 16 members and acts in four subcommittees according to the specialties of the training forms.

(3)³⁰⁰ The educational matters of students in undivided, one-tier, full time legal education, fall under the competence of the first subcommittee of the EC. The Faculty Council elects the president of the first subcommittee of the EC – who is also the president of the EC- and a lecturer member for three years. Two student members are delegated by the Faculty Student Union.

(4)³⁰¹ The educational matters of students in undivided, one-tier, correspondent legal education belong to the second subcommittee of the EC. The Faculty Council elects the president of the second subcommittee of the EC and a lecturer member for three years. Two student members are delegated by the Faculty Student Union.

(5)³⁰² The educational matters of students in bachelor programme (BA) (legal administrator), and higher-level vocational training (paralegal training programme) belong to the third subcommittee of the EC. The Faculty Council elects the president of the third subcommittee of the EC and a lecturer member for three years. Two student members are delegated by the Faculty Student Union.

(6) The educational matters of students in postgraduate training belong to the fourth subcommittee of the EC. The Faculty Council elects the president of the fourth subcommittee of the EC and a lecturer member for three years. Two student members are delegated by the Faculty Student Union.

(7) The board of the EC consists of eight presidential members: the presidents of the four subcommittees and the four student members. The duty of the EC is to discuss the current questions and issues of the unified interpretation, adaptation and execution of the Code of Studies and Examinations (hereinafter: CSE), to resolve the disputes and to control the work of the subcommittees.

Article 1/A³⁰³ (1) Rules pertaining to the Credit Transfer Committee (hereinafter: CTC) determined in Article 9 (1) of the Regulation shall be applied at the Faculty with the following derogations.

(2) The CTC functions in three subcommittees.

(3) Requests submitted to the CTC shall be divided to the three subcommittees by the president, who shall also be responsible for the preparations of the committee meetings.

(4) The subcommittees shall make their decision independently, with open vote, by simple majority.

(5) The president of the CTC shall be responsible for providing the practice of the unified decisions of the subcommittees.

(6) The president of CTC shall provide the substitution in case of his/her absence or incapacitation.

³⁰⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁰¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁰² Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁰³ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

Article 1/B^{304 305} (1) Rules pertaining to the EC and the CTC determined in Article 8 (1)-(5) and Article 9 (1)-(6) of the Regulation shall be applied at the Faculty with the restrictions specified in section (2) of this Article.

(2) The student shall submit his/her request to the EC and to the CTC until the last day of the course registration period at latest. In case of missing the deadline, the student may submit an application for extension, within 15 days from the last day of the missed deadline. In case of extraordinary circumstances, the application of extension can be submitted within 15 days from the day the circumstance has occurred.

Article 2³⁰⁶ (1) According to Article 27 (4) of the Regulation the following detailed rules shall be applied in the curricula of the Faculty.

(2) Transferring credits obtained in the higher-level vocational training (paralegal training programme) into the bachelor programme (BA) (legal administrator), as well as into the undivided, one-tier legal education shall be determined by the curricula of the concerned majors.

(3) Transferring credits obtained in the bachelor programme (BA) (legal administrator) into the undivided, one-tier legal education shall be determined by the curriculum of the concerned major.

(4) In case of students who have already obtained a degree certificate and commenced their studies in undivided, one-tier legal education, transferring - in regard to the prescribed subjects - the credits completed in the offered subjects in their previous studies shall be determined by the curriculum of the concerned programme.

Article 3³⁰⁷ According to point e) of Article 28 (3) the following general principle shall prevail in the curriculum: credits of elective subjects completed in a foreign language shall be determined with a double multiplier.

Article 4. (1) Rules pertaining to exam courses of Article 33 shall be supplemented with the following specifications at the Faculty.

(2)³⁰⁸ In case of obligatory exam courses, the student may take one exam in the first week of the instruction period.

(3) In case of a successful exam, the student may register the further subjects that are built on the certain subject in the given semester. Credits and grades obtained with the exam course shall be recorded in the semester in which the student completed the subject.

(4) In case of a failed exam the student is not entitled to register the further subjects that are built on the certain subject according to the prerequisites, but he/she might take the remaining exam chances of the exam course in the exam period of the given semester (retake exam and repeated retake exam).

(5)³⁰⁹ In case the student does not register for the exam offered according to Article 4 (2), he/she might use the three exam chances belonging to the exam course in the regular exam period of the given semester.

³⁰⁴ Built in by the amendment adopted by the Senate on its meeting held on 18th December 2008. Effective: from 18th December 2008.

³⁰⁵ Numbering modified by the amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

³⁰⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁰⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁰⁸ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

³⁰⁹ Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

(6) ³¹⁰ In case the student registers for the exam offered according to Article 4 (2), but he/she fails to attend the exam, the number of his/her exam chances concerning the given exam course shall automatically decrease by one. (Article 49 (6) of the Regulation)

Article 5. (1) Rules pertaining to the registration period in Article 42 of the Regulation shall be applied with the following restrictions at the Faculty.

(2) ³¹¹ The student shall register in the first round of the course registration for only a certain number of elective subjects *recommended* by the curriculum for the given semester.

(3) ³¹² The restriction specified in Article 5 (2) ends in the second round of course registration and the student may register for further courses.

Article 6. ³¹³ (1) ³¹⁴ In derogation of Article 44 (1) of the Regulation, the rules pertaining to cancelling a course that is already announced shall be applied at the Faculty as follows: in case of elective subjects in the different professional fields offered for students in full time training programme, the course shall only be launched with a maximum of 40 and a minimum of 5 students. In case of optional subjects and practices, the course shall only be launched with a maximum of 20 and a minimum of 5 students. Courses offered in foreign language are an exception to the rule and these courses may be launched even under the minimum of 5 students.

(2) ³¹⁵ In case of full time training programmes the optional subjects and practices shall be announced in the form of contact hours.

(3) ³¹⁶ Block schedule courses cannot be offered by a lecturer who is not a state employee of the Faculty.

Article 7. ³¹⁷ ³¹⁸ Point a) of Article 46 (4) of the Regulation regarding the outstanding academic achievement shall be applied at the Faculty as follows: only those students shall be entitled for preferential course schedule, who obtained at least 24 credits in each of their active semesters and achieved a weighted average of at least 4,25.

Article 8. (1) Article 47 (2) of the Regulation regarding forms of knowledge testing shall be supplemented at the Faculty according to the following.

(2) ³¹⁹ The form of assessment in regards of subjects belonging to the basic module of legal education with a duration of one semester, as well as the subjects outside the abovementioned module with a duration of two semesters and the subjects belonging to the different professional fields – in the paralegal training programme those subjects that cannot be transferred to the master programme of legal education (MSc) at the Faculty – is the report. The report may be oral or written.

(3) Within the master programme of legal education (MSc) students are obliged to prepare an academic paper during their studies in the semester specified in the recommended curriculum in order

³¹⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³¹¹ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³¹² Amendment adopted by the Senate on its meeting held on 21st June 2007.

³¹³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³¹⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

³¹⁵ Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

³¹⁶ Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

³¹⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³¹⁸ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³¹⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

to get knowledge in research methods and to develop and control the writing skills. A paper discussed in the Student Researchers' Society can also be accepted as an academic paper. An academic paper may be written in any of the obligatory subjects.

(4) The consultants shall evaluate the academic papers – with a five-grade scale - until the start of the exam period. The result shall be recorded in the gradebook of the student and calculated into the average of the given semester. In case of a fail grade, the deadline for submitting a corrected academic paper is the last day of the exam period.

(5) ³²⁰The proficiency exam is a collective form of knowledge testing in more than one subjects.

Article 8/A.³²¹ (1) Article 49 (4) of the Regulation on the order of exams shall be supplemented with the following at the Faculty.

(2) The educational and research units of the Faculty shall hold at least three exam days per subject in case of oral exams and at least one exam day per subject in case of written exams per every week of the exam period.

Article 8/B.³²² (1) Article 57 (2) of the Regulation shall be specified with the following specifications at the Faculty: the student is obliged to complete a professional practice during his/her studies and prepare a report on it.

(2) The length of the professional practice is 30 workdays in case of students in full time legal education and 50 workdays in case of students in the public administration master programme.

(3) The register of the professional practice shall be uploaded by the student to the surface for this purpose on the webpage of the Faculty in the semester preceding the final closing examinations, until June 15 and October 15 at latest.

(4) The register of the professional practice is a specified form downloadable from the webpage of the Faculty containing the following data:

a) on a weekly basis:

- name of the institute and the professional field
- name and position of the supervisor
- description of the acquired and completed tasks by the student

b) at the end of the practice:

- brief written evaluation on the student's professional practice by the supervisor

(5) The register of the professional practice cannot be submitted earlier than the eighth semester in the legal education training programme and earlier than the second semester in the public administration master programme.

(6) The teacher responsible for this duty shall check the completion of the requirements of the register and shall warn through e-mail the student whose register is not acceptable, to correct the inadequacies.

(7) The electronically stored registers and the collected supervisors' evaluations shall be kept and wasted by the entrusted teacher according to Point 134. of the Code of File Management and Unified Archive Scheme of the University of Pécs.

³²⁰ Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

³²¹ Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

³²² Amendment adopted by the Senate on its meeting held on 15th December 2011. Effective: from 15th December 2011.

Article 9. ³²³ (1) Article 59 and 60 of the Regulation regarding the thesis shall be applied with the following supplements at the Faculty.

(2) The topic of the thesis can be chosen individually or from the topics offered by the department in writing at the beginning of every academic year. The thesis can be written in any of the offered obligatory legal subjects. Upon the request of the student and based on the written recommendation of the consultant, the Dean may allow the student to write the thesis in a different obligatory subject that borders with the legal field.

(3) In Article 59 (6) of the Regulation the programme director and his/her deputy in the undivided training programme of the Faculty shall be the head of the department or another full professor, associate professor or senior lecturer of the department. The programme director and his/her deputy in the bachelor programme and in the public administration master programme shall be the head of the division.

(4) At the Faculty a further requirement of the thesis is that the student shall take counsel with his/her consultant at least two times: first when working out the draft of the topic, then after surveying the literature references. The departments may require more than two consultations.

(5) Article 59 (10) of the Regulation shall be applied at Faculty with the following changes. The head of the department shall invite an opponent for the evaluation of the thesis, who may be a teacher of Faculty, the consultant teacher or an outside expert. The evaluation of the thesis shall be done by the consultant in case of the bachelor programme and the public administrator master programme. The consultant simultaneously makes a suggestion for the qualification on the thesis and a suggestion for two questions for the final closing examination committee.

(6) Instead of Article 59 (11)-(12) the following rule shall be applied at the Faculty: in case the consultant evaluates the thesis with a fail, he/she gives back the thesis with his/her remarks and with an appointed deadline to the student. In case the opponent does not accept the corrected thesis, he/she informs the person specified in section (3) of this Article and this person shall invite another opponent to evaluate the thesis.

(7) Article 60 (1) of the Regulation shall prevail at the Faculty as follows: the thesis shall be defended publicly, in front of a committee consisting of two members who are appointed by the head of the department. The president of the committee shall be a full professor or an associate professor, and exceptionally – with the permission of the Dean – a senior lecturer. A member of the committee can be an outside expert as well. The teacher evaluating the thesis shall be a member of the committee at all times.

Article 10. (1) The rules pertaining to the organisation of the final closing examination shall be supplemented according to the following specifications at the Faculty.

(2) ³²⁴ The Faculty organises two final closing examination periods in the legal education in every academic year:

a) the fall (first) final closing examination period starts at the beginning of September of the given academic year and lasts until the end of December. The number of exam days per subject is 10 days at most.

At least 5 weeks preparation period must be provided for the student between two final closing examination subjects.

³²³ *Amendment adopted by the Senate on its meeting held on 15th December 2011. Effective: from 15th December 2011.*

³²⁴ *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective: from 18th December 2008.*

b) the spring (second) final closing examination period starts in January of the given academic year and lasts until the end of May. The number of exam days per subject is 15 days at most. At least 5 weeks preparation period must be provided for the student between two final closing examination subjects.

(3) The calendar-based schedule of the final closing examination period shall be published in the academic announcement (on the webpage of the Faculty) by the Registrar's Office at the beginning of every academic year.

(4) The student who obtained the pre-degree certificate shall register for the final closing examinations on the webpage of the Faculty (registration). The student shall register for the first exam of the spring (second) final closing examination until 4pm of the tenth day preceding the first day of the announced examination period at latest. The student can register for the further exam(s) of the announced final closing examination period(s) until 4pm of the twentieth day preceding the first day of the announced examination periods at latest. After the registration is completed, the student cannot deregister from the final closing examination.

(5) The final closing examinations are prepared for by the Registrar's Office. The Registrar's Office divides the students registered for the examination in alphabetical order and assigns them to the given exam days. The Registrar's Office shall publish the list of the examinees (with their ETR username) on the webpage of the Faculty within three workdays after the closing of the registration. Modification in this schedule can only be initiated, if:

- the student is a participant of the National Students Researchers' Society Conference or any other national professional competition,
- the student is pursuing studies abroad,
- a close relative of the student passed away,
- an extraordinary circumstance occurred in the student's health status that obstructs his/her appearance on the day of the final closing examination.

In the abovementioned cases the request regarding the modification shall be submitted to the responsible administrative officer. The decision shall be made by the EC.

(6) The Registrar's Office shall assign 25 examinees per day per examination committee at most. The draw of the examination committees shall be done publicly, with the cooperation of the administrative officer of the Registrar's Office before the commencement of the exams.

(7) A student whose student status is already terminated can register for the final closing examinations according to section (4) of this Article (registration). In case the applicant does not have an ETR username, he/she shall demand it at by phone or personally at the Registrar's Office.

(8) The final closing examination committee shall have at least two and at most four members beside the president. The president of the final closing examination committee shall be a full professor, emeritus professor, associate professor of the Faculty or a recognized outside expert of the given professional field. In the higher-level vocational training (paralegal training programme) and in the bachelor programme (BA) (legal administrator) the president of the committee shall be a lecturer of the Faculty taking part in the training or a recognized practical expert. The final closing examination committee shall be compiled as follows: at least one member shall be a recognized expert of the practice and the practical training.

(9) The subjects of the final closing examination in the undivided one-tier legal education are the following: Constitutional Law, Administrative Law, Criminal Law, Civil Law, European Law.

(10) The students shall sit for a complex (contracted) final closing examination in the subjects of Constitutional Law and Administrative Law, but the two subjects shall be evaluated with separate grades. In this case the result of the final closing examination will be the mean average of the grades of the subjects. A retake exam shall only be taken in the subject in which the exam was unsuccessful.

(11) ³²⁵ Students in the bachelor programme (BA) and in the public administration master programme shall take a complex (contracted) final closing examination in the following subjects. In case of the legal administrator bachelor programme: Constitutional Law, Criminal Law, Civil Law, in case of the public administrator master programme: the Legal System of the European Union, Economic Law, Local Government Models.

(12) ³²⁶ An unsuccessful final closing examination can only be retaken within the same final closing examination period in case the student has commenced his/her examinations in the first final closing examination period following the acquisition of the pre-degree certificate, has appeared in all the four final closing examinations organized by the Faculty in the given examination period and his/her degree certificate (diploma) depends exclusively on this one examination. The student cannot be exempted from these requirements with Dean's equity and cannot submit a request for Dean's equity with this purpose. The Dean shall appoint the supplementary exam day and the committee of the retake final closing examination.

(13) After a successfully completed final closing examination subject the student can register for a bettering examination to improve his/her grade provided that he/she appeared in all the examinations of the first final closing examination period following the acquisition of the pre-degree certificate and did not fail any of the final closing examinations. The bettering examination shall be completed within the same examination period on the supplementary exam day. The grade obtained in the subject may also be worsened on the bettering exam.

Article 11. ³²⁷ (1) The rules pertaining to the language requirements in Article 63 of the Regulation shall be supplemented with the following specifications at the Faculty.

(2) Based on Article 107 (2) of the National Higher Education Act (Act no. CCIV of 2011) – in accordance with the regulation of the Faculty – former students in legal administrator bachelor programme and legal administrator college level training programme are acquitted of the completion of the general language exam requirements, who failed to submit the language exam certificate within three years from the day of the successful final closing examination and completed the terminological language exam in domestic law and administration organized by the Faculty. This rule can be last applied in case of students who sit for their final closing examinations in the academic year 2012/2013.

Article 12. (1) Based on Article 70 (2) of the Regulation the following specifications prevail in the curricula of the Faculty.

(2) A programme shall be considered as accredited by the Faculty, if the Faculty makes a contract for it and if it is accepted as accredited by the physical educational administrative officer (hereinafter: officer) of the Faculty.

(3) The officer prepares a list of the accredited programmes, which is published in the academic announcement by the Faculty.

(4) The provider of the accredited programme issues a sports' gradebook for the students who complete their physical education course within the accredited programme. The sports' gradebook shall authentically prove the student's participation in the sports classes. The officer shall accept the physical education course as completed based on the sports' gradebook.

³²⁵ Amendment adopted by the Senate on its meeting held on 15th December 2011. Effective: from 15th December 2011.

³²⁶ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

³²⁷ Built in and numbering modified by the amendment adopted by the Senate on its meeting held on 27th September 2012. Effective: from 27th September 2012.

(5) The officer shall appoint a person for every accredited programme to confirm the student's participation in the classes.

Article 13. ³²⁸ (1) Rules pertaining to the qualification of the degree certificate (diploma) in Article 64 and 65 shall be supplemented with the following at the Faculty.

(2) ³²⁹ The qualification of the degree certificate shall be awarded by the mean average of grade of the proficiency exam and the final closing examination. The result of the proficiency exam at the Faculty shall be the mean average of the grades obtained in the proficiency exam completed in the given major (or in case of visiting student status at a different university, but within the same major). The result of the final closing examination shall be the mean average of the grades of the final closing examination and the thesis.

Article 14. ³³⁰

Article 15. ³³¹ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her corrected credit index does not reach 2,00. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

Article 16. ³³² Article 23 (9) of the Regulation shall not be applied at the Faculty.

³²⁸ Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

³²⁹ Amendment adopted by the Senate on its meeting held on 18th February 2008. Effective: from 18th February 2008.

³³⁰ Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2008. Ineffective: from 26th June 2008.

³³¹ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³³² Built in by the amendment adopted by the Senate on its meeting held 19th December 2013. Effective: from 19th December 2013.

Annex 2.

SPECIAL PROVISIONS PERTAINING TO THE MEDICAL SCHOOL³³³

General provisions

Article 1. (1) The length of the programme at the Medical School of the UP shall be 12 semesters in the General Medicine Programme and 10 semesters in the Dentistry and Pharmacy Programmes within the framework of undivided one-tier training.

(2) Instruction shall be provided in three languages at the Faculty: in Hungarian, English and German. Foreign language training may only be provided in the form of fee-paying training at the Faculty. The topics, the curriculum and the rules of organization of education shall be identical for the same programme with instruction in the three languages.

(3) All the organisational units of instruction at the Faculty and – under special agreement – teaching hospitals and hospitals abroad shall also take part in the provision of English and German language training.

(4)^{334 335 336 337 338} In addition to the cases of the termination of student status specified in Article 23 (3) of the Regulation, student status (within the framework of undivided one-tier training) shall be terminated at the Faculty pursuant to Article 76 (2) of the HEA: if the student who has gained admission or transfer to the Faculty has failed to earn at least 20 credits (out of which at least 15 for obligatory courses) by the end of his/her first two active semesters, further who has failed to earn at least 40 credits (out of which at least 20 for obligatory courses) by the end of his/her first four active semesters, provided the student has – at least once – been warned in writing to meet his/her obligation by the given deadline and has been informed about the legal consequences of such omission. In this case of the termination of student status, the applicable rule is the procedure determined in Article 23 (3) of the Regulation. According to the abovementioned rule, only the credits earned for the completion of courses (including exam courses) registered at the Faculty shall be included in the obtained credits, and credits obtained by credit transfer shall not. For students who requested credit transfer in the first two active semesters following their admission/transfer and at least 10 obligatory credits were accepted for them, the rule of present article shall be applied in the following or the second following active semester.

(5)³³⁹ Where there is a need for assigning students to years for education-organisational purposes, the student shall be assigned to the highest semester of the recommended curriculum all the obligatory courses of which he/she has enrolled for.

(6)^{340 341 342} In derogation of the general provisions of the Regulation pertaining transfer, the transfer from another higher education institution is only possible in case if the student requesting his/her

³³³ Amendment adopted by the Senate on its meeting held on 30th October 2013. Effective: from 1st November 2008.

³³⁴ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³³⁵ Third sentence built in by the amendment adopted at the meeting of the Senate held on 18th February 2010. Effective: from 18th February 2010.

³³⁶ Amendment adopted by the Senate on its meeting held on 16th December 2010.

³³⁷ Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

³³⁸ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³³⁹ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³⁴⁰ Amendment adopted by the Senate on its meeting held on 16th December 2010.

transfer has not completed more than 50 percent of his/her recommended curriculum in the current institution and simultaneously meets the other requirements specified in Article 18 of the Regulation, with the following additional conditions: in case the student status of the student at the University of Pécs has been terminated due to academic or other, not disciplinary reasons, the student can request his/her transfer to undivided training program 2 years after his/her students status at the University of Pécs has been terminated; in case the student status of the student at the University of Pécs has been terminated due to disciplinary reasons, the transfer is not possible. Requesting the change of training program within the Faculty can only be permitted one time during the validity of the student status, in accordance with the requirements specified in Article 18 (3) of the Regulation. Transfer requests can only be submitted for the fall semester. The transfer is also possible between the Hungarian, English and German programs of the given training program, with the conditions determined by the Educational Committee and in accordance with the pertaining regulations.

(7) ³⁴³ In derogation of the general provisions of the Regulation pertaining credit transfer, the subject to be exempted from has to contain the student working hours corresponding to the subject to be accepted in proportion as 1 credit can be given for the completion of at least 12 classes, furthermore, the proportion of the practical classes within the subject to be exempted from has to reach the proportion within the subject to be accepted.

(8) ³⁴⁴ In derogation of the general provisions of the Regulation, for the students of the Faculty the deadline of submitting requests related to transfer, visiting student status and credit transfer is the 30th day preceding the beginning of the instruction period.

(9) ³⁴⁵ According to Article 23/A of the Regulation, re-assignment to fee paying program is necessary in case of a student of the Hungarian state funded or partial state funded scholarship program whose weighted academic average in his/her last two active semesters has not reached 2,00. The present regulation can first be applied at the end of the academic year 2013/2014, in case of students who had active student status in both semesters of the academic year 2013/2014.

(10) ³⁴⁶ The rules of Article 42 (3) of the Regulation pertaining to charges of repeated registration of a course-unit are not applied to the students of the Faculty.

Rules pertaining to attending classes

Article 1/A³⁴⁷ (1) Lectures delivered in lecture halls at the Faculty are open to all the teachers and (active) students of the University of Pécs. The lecturer may restrict attendance at certain lectures to those having enrolled for the course primarily on the grounds of ethics and personal rights.

(2) The order of attending small-group classes (bedside and laboratory practices and seminars – hereinafter practices):

³⁴¹ Amendment adopted by the Senate on its meeting held on 23th June 2011. Effective: from 23th June 2011.

³⁴² Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³⁴³ Amendment adopted by the Senate on its meeting held on 16th December 2010.

³⁴⁴ Built in by the amendment adopted at the meeting of the Senate held on 29th April 2013. Effective: from 29th April 2013.

³⁴⁵ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³⁴⁶ Built in by the amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

³⁴⁷ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

a) Due to education-organisational and financial reasons, practices may exclusively be attended by students who have enrolled for the course. Students who have enrolled for the course as an exam course cannot attend the practical course either.

b) Students do practices in groups assigned to them.

c) If a student cannot attend a practical course for an admissible reason, the leader of the practice may allow the student to attend the practice of another group with the same topic on limited number of occasions per semester. No student shall be admitted to a practical course where the number of students present would exceed the maximum group number specified by the institute, or in lack of this, the original group number (that is only the places of those not present may be taken up).

(3) Maximum group numbers are fixed in the interest of students – students are arranged in groups evenly. Students shall be arranged in groups based on the decision of the course director. His/her work is assisted by the Registrar's Office. Students pursuing their studies in accordance with the recommended curriculum and applying for admission to their former groups shall be favoured when arranging students in groups.

(4) ³⁴⁸The lecturer shall check the attendance at small group classes (practices and seminars) and pass down the list of absences at least once, at the end of the semester to the course director. The course director shall decide on giving or denying the end-of-semester electronic signature in ETR based on the list.

(5) The method of checking the attendance at lectures shall be determined by the course director.

(6) The rules of accepting absences are as follows:

a) the student who has been absent from less than 15% of the classes of the course cannot be condemned for absence.

b) whose absence was between 15 and 25% (for any reason), the course director shall decide on accepting the semester by examining the particular case.

c) he/she whose absence reaches 25% (for any reason, with or without a certified excuse) cannot be granted entry to examination.

From the academic year 2013/2014, the rules of present article can also be applied to small-group classes (practices and seminars) separately, based on the decision of the course director.

The rules of present article can be applied separately for small-group classes (practices, seminars) based on the decision of the course director from the academic year 2013/2014.

(7) The course director shall not have the right to exempt either partially or fully a student admitted to the course from attending classes. Exemption from attending classes may only be granted in the form of exam courses.

(8) ³⁴⁹ ³⁵⁰ Beside the absences the course director is entitled to settle other, educational requirements for the acceptance of the semester (requirements of registration for the exam). The requirements shall be contained by the course description. As of the academic year 2009/2010, at the University of Pécs Medical School the acceptance of the semester is indicated with the course director's electronic signature in the ETR, instead of the signature in the gradebook. The course director is obliged to indicate in the ETR on the last week of the instruction period, if he/she does not accept the student's semester and does not allow him/her to register for the exam. The denial of the electronic signature is

³⁴⁸ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

³⁴⁹ Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 19th February 2010.

³⁵⁰ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

possible until Saturday midnight of the last week of the instruction period at latest. After the deadline only those students can be listed on the exam sheet, who are entitled to register for the exam. The acceptance of the semester does not have to be indicated with a signature in the gradebook, it is represented by the exam grade – in case of elective and optional subjects as well. In case of students admitted before the academic year 2012/2013, the acceptance of the semester has to be indicated with the traditional gradebook signature in two cases: (1) in case of criterion requirements where there is no grade given and (2) in case the student was entitled to register for the exam, but has not attempted it. In the former case, the signature is given by the course director, in the latter one the signature is given by the Registrar based on the data of the ETR.

Provisions pertaining to examinations and grades

Article 2. ³⁵¹ (1) Credits may only be granted on the basis of a grade established under the five-grade scale. Pursuant to the provisions of the curriculum, grades may be granted on the basis of exams (**final exams and end-of-term exams**) or mid-term performance (**mid-term grade, Hungarian abbreviation FJ**). The classification of exams is as follows:

- | | |
|--------------------------|-----------------|
| (a) exam | = A exam |
| (b) retake exam | = B exam |
| (c) repeated retake exam | = C exam |
| (d) Dean's retake exam | = D exam |

(2) The Hungarian, English and German names of the grades under the five-grade scale (with their numeric codes and ECTS grade letter codes in brackets for comparison) are as follows:

jeles	excellent	sehr gut	(5, A),
jó	good	gut	(4, B),
közepes	average	befriedigend	(3, C),
elégséges	satisfactory	genügend	(2, D) and
elégtelen	fail	ungenügend	(1, F).

(3)³⁵² The form and timing of the tests serving as the basis of practical grades shall be specified in the curriculum. In case of obligatory courses mid-semester grades shall be established on the basis of at least two (written or oral-practical) mid-term tests.

(4) Elective and optional courses shall be evaluated with mid-term grades.

(5) In derogation from Article 49 (5) herein, at the Faculty the student shall register for the exam not later than 9am on the working day preceding the given exam day at latest. The student shall have the opportunity to deregister from the exam not later than 9am on the second working day preceding the exam day at latest.

(6) Mid-term performance (oral and written tests) may also be taken into account in case of a course concluded with an exam, but its contribution to the grade cannot be more than 30%. In such a case the grade to be recorded in the student's gradebook or in ETR shall be determined by taking into account the grades of the parts of the exam and the results of the mid-term tests in the proportion and manner specified in the curriculum by the course director.

³⁵¹ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

³⁵² Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

(7) ³⁵³ Before the commencement of the exam the examiner is obliged to check whether the student is entitled to take the exam on the given day. A student may only be tested if he/she:
trustworthily and securely proves his/her identity,
is recorded on the exam sheet printed out from the ETR.

(8) ³⁵⁴ Oral final exams shall be conducted in front of a board of at least two members, involving university lecturers who are experts in the topic of the exam. The head of the examination committee shall be a full professor or an associate professor. In case of an end-of-term exam, the examiner may also be a senior lecturer or a clinical doctor who previously had a senior lecturer position. On an end-term exam, the examiner shall provide the presence of at least one further person competent in the subject-matter and the language of the exam (who may be another student taking the given exam) throughout the whole exam. Upon the justified request of the course director, the Vice Dean for Education may allow in case of an end-term exam an assistant professor or a clinical doctor, in case of a final exam a senior lecturer or a clinical doctor who was formerly employed as a senior lecturer, to act as the head of the examination committee for one exam period.

(9) The theoretical (written and oral) and practical parts of an exam may be conducted in separate venues by different examiners. In such a case the first examiner shall be responsible for checking whether the student is entitled to be tested and the examiner conducting the final part of the examination shall be responsible for recording the final grade into the gradebook of the student and onto the exam sheet, and in case of students admitted in the academic year 2012/2013 and afterwards, for recording the grade only onto the exam sheet.

(10) The lack of basic knowledge and skills in the practical part of exams in practice-oriented courses may in itself result in awarding a fail grade. In such a case the formal requirements of the practical part of the exam shall comply with all the formal requirements (persons present, examiners of an adequate position) imposed on exams. The detailed minimum requirements shall be published for the students before the registration for the course.

(11) Exams (end-of-term exams, final exams) not requiring the testing of practical knowledge and skills may be taken in written form. In this case the form of the test (essay, short answer questions, multiple choice etc.), the handling of exam sheets (exam sheets shall be kept for at least two years – in the case of final exams – for five years, the answer sheet shall bear the signature of the marker and in the case of final exams the signature of the course director or that of the lecturer designated by him/her) and the control of the exam (the statistical analysis of exam questions, the maintenance and update of the question bank) shall meet the international expectations.

(12) If the exam only consists of a written part, in the case of an oral retake exam more than one exam and in the case of a written retake exam more than three exams spread evenly shall be announced in any given exam period.

(13) In respect of non-attendance, the exam shall be considered as finished when the last of the students taking the exam continuously in turns has ended the exam – in case of a separate theoretical and practical exam has ended the first part of the exam.

(14) The examiner shall have the right to exclude a student from the exam on the ground of improper conduct (cheating, behaving in a manner disturbing the exam or apparently being intoxicated). In such cases the examiner may start disciplinary proceedings against the student. In case of observing any kind of conduct, the examiner (person correcting the test) is obliged to immediately suspend the concerned student's exam and record the fact of the suspension on the exam sheet. Furthermore, the

³⁵³ Amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

³⁵⁴ Amendment adopted by the Senate on its meeting held on 26th June 2014. Effective: from 26th June 2014.

examiner shall report the case in written form or in e-mail to the Dean promptly, or within 8 hours at latest.

(15) The course director shall have the right to offer an excellent or good exam grade on the basis of outstanding mid-term performance and if it is accepted by the student, it shall qualify as a grade obtained at exam. The conditions of offering a grade shall be made public by the course director before announcing the course. Due to generating exam sheets electronically, the student shall register for the exam even if he/she accepts the grade.

(16)^{355 356} In case the student had a valid exam registration or his performance during the semester was evaluated (e.g.: mid-term test), he/she can only set his/her student status to passive according to Article 22 (5).

(17)³⁵⁷ The following rules shall apply to announcing exams to be held during the exam period:

a) The number of exam chances in a course announced for the exam period shall exceed double the number of students enrolled for the course.

b) Unless the course director and the representatives of the Faculty Student Union have in complete harmony agreed otherwise, in the case of oral exams:

ba) at least two exam days shall be held in every week of the exam period,

bb) an exam shall be announced for one of the last two days of the exam period, and

c) in the case of written exams:

ca) at least four exams with the same topic and conditions shall be announced,

cb) the exams shall be announced for different weeks, furthermore

cc) an exam shall be announced for one of the last three days of the exam period.

(18)³⁵⁸ The course director shall record the exam results in the ETR promptly, in the case of oral exams not later than until 12:00 on the following working day and in the case of written exams until 12:00 on the second working day following the exam.

(19) In case of students admitted in the academic year 2012/2013 and afterwards, the gradebook can be given to the student only at his/her request, with the permission of the Registrar. The student is obliged to submit the gradebook at the Registrar's Office within 8 workdays after taking it. In case the student fails to submit the gradebook within the deadline, he/she is obliged to pay the fee determined in Annex 1. of the Code of Charges and Benefits.

(20)³⁵⁹ In derogation of Article 50 (6) of the Regulation, even Dean's exam chance can only be given within the exam period at the Faculty.

³⁵⁵ Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2008.

³⁵⁶ Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

³⁵⁷ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³⁵⁸ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³⁵⁹ Built in by the amendment adopted by the Senate on its meeting held on 29th April 2013. Effective: from 29th April 2013.

Provisions pertaining to enrolment for courses and to exam courses

Article 2/A³⁶⁰ (1) Obligatory courses (including exam courses) may exclusively be enrolled for and dropped during the period open for course registration. If enrolment for an obligatory course fails due to a proven administrative default during the registration period (e.g. the exam result has not been recorded in time), the student may enrol for the given course in the first week of instruction free of charge.

(2) Late registration for obligatory courses (including exam courses) may be affected on paying the procedural fee specified in the Code of Charges and Benefits until the end of the 7th week of the instruction period. The request along with the certificate of fee payment shall be submitted to the Registrar's Office. From the second week of instruction of the semester in the case of a non-exam course, a certificate from the course director shall be attached to the request certifying that the student has attended the classes of the course in the given semester and that his/her absence until that time has not reached 15% percent of the number of contact hours per semester of the course. Without attaching the necessary documents, the request shall be rejected without further consideration. Missing the deadline results in forfeiture of the rights.

(3) Obligatory courses, elective and optional courses and criterion requirements may be taken up for and dropped during the registration period preceding instruction period and until 24.00 hours on the third working day of instruction period. Following this, only taking up shall be possible until 24.00 hours on the fifth working day of instruction period. In case of student requesting late activation the deadline for submitting requests on taking up elective and optional courses and criterion requirements is the first day of the fourth week of the instruction period.

(4) The student may take up a course with a language of instruction other than that of his/her training. Its condition is an adequate knowledge of the language. The student shall take the exam in the language of the course taken up. The student shall, not later than five working days prior to the commencement of the registration period, submit a request to this effect containing the consent of the course director to the Registrar's Office, where enrolment for the requested course shall be recorded in the ETR and in the student's gradebook. The course director may limit the number of students taking up the course with a different language of instruction due to education-organisational reasons. During the course of his/her studies the student can take up obligatory courses with a different language of instruction worth altogether 30 credits at the most. There is no such limit in the case of elective and optional courses. Courses enrolled for with a different language of instruction shall be considered as courses taken up in the original language in respect of determining the tuition fee.

(5)³⁶¹ If a course has been enrolled for by fewer students than the minimum number of students stipulated when announcing the course, the course director shall have the right not to launch the course. The Registrar's Office and the students having enrolled for the course shall be notified about it in the fourth day of instruction period at latest. Failing to effect such notification, the course shall be provided even in the case of one student attending it.

(6) The registration (course enrolment) period of the spring semester shall be the week preceding the instruction period.

(7) The registration (course enrolment) period of the fall semester shall be the two weeks preceding instruction period. During the first week only exam courses and pre-scheduled exam dates belonging

³⁶⁰ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³⁶¹ Amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

to them may be registered for. During the second week any course (obligatory, elective, optional, exam courses and criterion requirements) may be enrolled for.

(8) Exam courses may only be announced in obligatory courses during the regular period for announcing courses according to the decision of the course director. Exam courses may be announced in either one or both of the semesters regardless of the place of the courses, however, in derogation from Article 39 (5) hereof, their announcement is not obligatory in every semester.

(9) An exam course may only be enrolled for (in the ETR) by the student who has previously enrolled for the course now announced as an exam course, has fulfilled the mid-term requirements (“signature in the gradebook”) of the course, nevertheless has not accomplished the course (did not attend the exam or obtained a fail grade).

(10) In the case of exam courses having been enrolled for during the first week of the fall semester the student may attempt to take the exam on one of the first three days of the second week of the registration period (pre-scheduled exam period). Pre-scheduled exams shall be registered for at the same time as enrolling for the exam courses but not later than at the end (12:00 on Friday) of the first week of the course registration period. Rules pertaining to enrolling for exam courses are otherwise the same as those for other courses.

(11) In order to facilitate course registration, the results of pre-scheduled exams shall be recorded in the ETR by the course director within the time period stipulated by Article 2 (18) hereof. In the case of an unsuccessful exam the remaining exam chances may be taken in the regular exam period of the semester.

(12) If the student has registered for the exam date announced in the registration period but fails to attend the exam, the number of his/her exam chances concerning the given exam course shall automatically decrease by one.

(13) Exam courses shall be regarded as courses enrolled for in the given semester even in the case of a pre-scheduled exam. Credits and grades obtained by pre-scheduled exams shall be taken into account in the given semester. In addition to the above, enrolment for exam courses have the same rules and the same consequences as those regarding all other courses.

(14) The maximum number of students that may be given when announcing the course shall be specified by the course director taking into consideration education-organisational conditions. In the case of obligatory courses (except for exam courses) its minimum value shall be 120% of the number of students having been admitted to the programme. In the case of optional courses the minimum number of students cannot be less than five.

Special provisions pertaining to the sixth year

Article 3. (1) The final (sixth) academic year (**rotational year**) of the General Medicine programme shall be an undivided academic year with a different schedule than the regular academic year. Students shall take part in clinical practices in the manner stipulated in the curriculum, for a different period of time in the case of the different courses, and in different sequences of the practices for groups of students. Students shall take an exam in the course after completing each practice. Thus the rotational year shall qualify as a continuous exam period. The thesis shall also be defended during this year.

(2) Students shall register for the rotational year not later than the last day of the (spring) exam period preceding the rotational year.

(3)³⁶² Students of the General Medicine programme:

- a) who have earned credits in all the obligatory courses listed in the course lists of the first five years,
- b) who have earned at least 90% of the required minimum number of credits in the elective and optional courses (not including the 20 credits to be given for the thesis),
- c) who have fulfilled all the criterion requirements prescribed in the recommended curriculum for the first five years,
- d) whose consultant has certified that the student has made considerable progress in writing his/her thesis, and
- e) who have fulfilled the physical education requirements stipulated in Article 6 (1) hereof shall have the right to register for the sixth year (rotational year).

(4) The clinical practices of the rotational year may be accomplished in the university clinics or in other hospital departments accredited for medical training in Hungary or abroad. Only the course director has the right and responsibility to give permission to the student to complete his/her practice outside the university clinics. The detailed rules pertaining to the administration of practices completed outside the university clinics can be found on the homepage of the Registrar's Office.

(5) The exams of the rotational year shall be taken at the clinics of the Faculty. In order to be able to register for exam, the successful accomplishment of the practice of the given course shall credibly be certified in the ETR. Following the accomplishment of the practice, the exam may be taken in any of the announced exam periods of the given course.

(6) In the sixth year an exam week shall be announced for each course in each month (from August to May) of the rotational year. Students may also register for exam (have their names included in the list) before accomplishing the practice, but only after having registered for the sixth year. Other rules pertaining to the order of exams shall also apply to the exams in the sixth year.

(7) Preparing for an exam not passed for any reason in the exam period following the practice and taking it shall be managed without causing any disturbance to the next practice. No exemption from the practices of the year of final exam may be granted because of exams.

(8) Unsuccessful exams may be repeated twice (B and C exams) without having to repeat the practice.

Practices

Article 4. (1) A special form of education at the Faculty is the practices to be done at bedside and in examination and treatment rooms (hereinafter practices). Practices are classes specified in the curriculum. There may be mid-term and summer practices.

(2) Mid-term practices (practical classes) of preclinical and clinical modules shall mean classes which are specified in the curriculum and are to be held in groups, in direct contact with patients, in accordance with a defined list of topics, and under the continuous supervision and guidance of a lecturer. Mid-term practices shall constitute the major part of the education in clinical modules. The lecturer shall exclusively perform educational work – case discussions, examinations of patients for educational purposes and diagnostic and therapeutic demonstrations.

(3) Further to the above, in each semester in the clinical module the course director shall have the right to oblige students to serve out-of-class bedside practice (e.g. obligatory on-duty service) the length of which cannot exceed 10% of the number of hours of the given course in the given semester. The accomplishment of these is included in the criterion requirements – no extra credit shall be granted for them. The course director shall stipulate the rules of such practices, draft the duty schedule for the

³⁶² Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

students and organise the practices. The end-of-semester signature may be denied for non-attendance which are not made up for.

(4) Summer practices shall mean a two-four-week long form of education during which personal contact is established with the patient and is performed in small groups or individually in clinics, outpatient departments of training hospitals and ambulances. Its form is similar to that of the sixth year practices for developing professional skills. Its duration, timing (after which semester) and guiding principles are included in the curriculum. Summer practices are criterion requirements; no extra credit shall be granted for them.

(5) Practices of the sixth year shall mean individual practices for developing professional skills under the periodical supervision of a lecturer. In the course of a practice students shall observe the lecturer's activity while providing medical care, applying methods of medical examination and his/her manner of treating patients, shall train themselves in simple procedures for diagnosing, medical examination and treatment and shall attend ward rounds and case discussions. During the practices students shall attend classes (seminars with a list of topics set forth in the curriculum and held in small groups in the continuous presence of a lecturer or demonstrations of examining patients with educational purposes) the proportion of which (approx. 10%) is stipulated in the curriculum. The length of practices shall be six hours per day (30 hours per week). In case of a successful exam, the student shall earn one credit for each week of the practice.

(6) The leader of the practice shall have the right to exclude a student from bedside practice (class) in case of any unpreparedness endangering the health of the patient. Exclusion from the given practice shall qualify as uncertified absence.

(7) Students shall be provided with a *"Booklet for Clinical Skills"* for checking the acquisition of practical skills required for pursuing medical activities as required by the completion and exit requirements of the programme and the acquisition of which is time consuming and cannot be scheduled to a given time due to the peculiarities of health care provision. The booklet shall contain the practical requirements and the expected level of the acquisition of such skills. Students shall acquire the skills listed in the booklet in the university clinics – in and out of classes – and in the training hospitals accredited by the University. An authorised lecturer shall certify the acquisition of skills by his/her signature. Specialists having passed the specialist examination in the given field shall be entitled to give their signature. If the specialist is not a clinical lecturer, the hospital director shall authorise (accredit) the specialist to perform such activity.

Thesis (diploma work)

Article 5. (1) Before taking the final closing examination students shall write and defend a thesis. The purpose of the thesis is to develop students' ability to grasp the essence by individually studying, processing and scientifically elaborating on a chosen issue of the medical science, to make them acquire library skills and the methods of literary research and to express their data and conclusion briefly and accurately.

(2) The student shall write the thesis with the help of a consultant. In case of a theoretical institute the consultant shall hold a PhD degree, in case of a clinic or training hospital the consultant shall have passed a specialist examination in the given field. The acceptance of the student shall be certified by the signature of the consultant on a special form to be submitted to the Registrar's Office.

(3)³⁶³ The consultant shall be responsible for the quality of work behind the thesis. In case of the student not progressing with the thesis to the extent expected by the consultant, the co-operation may be terminated by the consultant not later than the student registering for the sixth year (in the case of

³⁶³ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

dentistry students for the fifth year). The consultant may only be changed after registration for the sixth year if the original consultant does not work at the Faculty long-term (due to illness or study trip) or has quit the Faculty.

(4) The thesis shall orally be defended in the institute of the consultant. The head of the institute / clinic shall be responsible for scheduling and conducting the defence and for the compliance with the formal requirements. The formal requirements of the thesis and the procedure of its writing and defence are stipulated in the curriculum.

(5) The thesis and its defence shall jointly be assessed under a five-grade scale. This grade shall contribute to the grade of the final closing examination.

(6) In case of a student having been awarded a prize at the Dean's Competition for Student Researchers' Society paper, his/her paper shall be recognised as a thesis. If the student having been awarded such a prize has given a presentation on the topic of the thesis at the Conference of the Student Researchers' Society, the thesis does not need to be defended orally either, it shall automatically be acknowledged as a thesis evaluated with an excellent grade.

(7) If the student is evaluated with a fail grade at the defence of the thesis, he/she can be granted entry to the final closing examination only after he/she has corrected it. The corrected thesis can be submitted two months after the defence at the earliest.

Pre-degree certificate, final closing examination and degree certificate (diploma)

Article 6. ³⁶⁴ ³⁶⁵ (1) In derogation from Article 70. (2) hereof, a student pursuing his/her studies at the Medical School may be issued with a pre-degree certificate only if during his/her studies, the student has completed two hours per week in any four semesters of the first ten semesters in the framework of any of the courses and programmes offered by the Physical Education and Sportcentre and any programmes of the Medical Students' Sports Circle and the Medical Students' Sports Association included in the curriculum. In derogation of Article 58 (4) of the Regulation, the pre-degree certificate is to be certified by the Vice-Dean of Education or the Registrar at the Faculty.

(2) The student who:

- a) has been granted a pre-degree certificate,
 - b) has successfully defended his/her thesis, and
 - c) is a student of the General Medicine Programme – has certified by the “Booklet of clinical skills” the successful acquisition of all the skills listed in the booklet
- shall be granted entry to the final closing examination.

(3) The final closing examination shall consist of three parts:

- a) a national written test unified for each programme,
- b) a practical examination, and
- c) an oral examination.

(4) The practical and oral parts of the final closing examination shall be taken in front of an examination board consisting of three to five members. At least one member of the examination board shall be an outside expert not belonging to the Faculty. The chairperson of the examination board shall be approved by the Faculty Council for a period of no more than three years. The members of the board shall be invited by the Dean.

(5) The grades of the different parts of the final closing examination shall be established under a five-

³⁶⁴ Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

³⁶⁵ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

grade scale. The complex final closing examination shall be successful and shall be allocated a grade if all the grades of all the parts of the examination are evaluated by at least a grade 2 (satisfactory). The assessment of the complex final closing examination shall be the simple mean average of the grades awarded for the parts of the examination and the grade of the thesis.

(6) In case a part of the final closing examination is failed, only the unsuccessful part shall be retaken. Retake final closing examinations can only be taken in the next final closing examination period. In case of a student having attempted a part of the final closing examination three times without success or having failed to pass all the parts of the final closing examination within 12 months of passing the first part of the examination, the complex final closing examination shall be retaken.

(7) In case of a student failing to accomplish his/her final closing examination until the termination of his/her student status, he/she can take the final closing examination at any later date in accordance with then prevailing provisions pertaining to the final closing examination.

(8) A degree certificate (diploma) may be awarded to the student who has passed his/her final closing examination and has fulfilled all other requirements determined in the qualification requirements necessary for the award of the degree certificate (language certificate requirements).

(9) The average of a degree in medicine, dentistry and pharmacy shall be the credit-weighted average of the grades of all the courses successfully completed by the student during his/her studies and evaluated by credits and a five-grade scale. In the course of calculating the average the grade of the final closing examination shall be weighted by the 20 credits (in the case of pharmacy students 10 credits) awarded for the successful defence of the thesis.

(10) The diploma shall be issued in Hungarian and in Latin and in the case of the instruction having been delivered in a foreign language in the language of the instruction.

Special provisions pertaining to the Pharmacy Programme

Article 7. (1) Pharmacy students shall do a four-week summer practical course following the fourth semester and another four-week summer practical course following the sixth semester in a public pharmacy. With the consent of the leadership of the programme two weeks of each practical course may be done in a pharmaceutical factory or in an institutional pharmacy. Summer practices are criterion requirements; no extra credit shall be granted for them.

(2) The structure of the fifth academic year of the pharmacy training essentially differs from that of the first four academic years. The ninth semester shall begin with the two-month practical course called "Professional Practice 1", which is scheduled for the months August and September. The semester shall then be continued in October by the traditional 12-week period of instruction based on a weekly timetable and concluded by an exam period. The tenth semester shall be a four-month practical course ("Professional Practice 2").

(3) Practices of the fifth semester shall be done in (public or institutional) pharmacies. The venue of the practices may be selected by the student from among the "Teaching pharmacies of the programme". Upon the justified request of the student the leader of the programme may consent to doing the practical course in another pharmacy.

(4) If the student fails to commence "Professional Practice 2" within 18 months from the completion of "Professional Practice 1" for any reason, he/she shall repeat "Professional Practice 1".

(5) The detailed rules of the practices are laid down in the curriculum.

(6) The provisions of Article 5 herein shall apply to the degree thesis of pharmacy students with the

following modifications:

- a) the person of the consultant may be changed until registering for the fifth year,
- b) the successful defence of the thesis shall be awarded 10 credits.

(7) Teaching hospitals referred to in the parts of provisions pertaining to medical and dentistry students as well as to pharmacy students shall be understood as teaching pharmacies.

Transitional provisions

Article 8. ³⁶⁶ ³⁶⁷ Article 1 (4) of the Regulation hereof shall apply to students having established student status in the fall semester of the academic year 2009/2010 and afterwards.

³⁶⁶ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³⁶⁷ Amendment adopted by the Senate on its meeting held on 16th December 2010..

Annex 3.

SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF HUMANITIES

Article 1.^{368 369} (1) Provisions pertaining to transfer stipulated by Article 18 herein shall apply to the Faculty with the restriction that transfer shall exclusively be possible from the same major to the same major.

(2)³⁷⁰ The deadline of submitting requests related to transfer is the date determined in the schedule of the academic year of the Faculty.

Article 2.³⁷¹ In respect of the Faculty, Article 23 (3) c) herein shall be supplemented by the following: student status shall be terminated in the given major/double major for academic reasons on the day the decision concerning termination comes in effect if the student has registered for the amount of credits required for the completion of a given course three times within the same course-unit and has not accomplished it; provided the student has been warned in writing or electronically – at least twice – to meet his/her obligation by the given deadline and has been informed about the legal consequences of such omission.

Article 3.³⁷² (1) The forms of knowledge testing specialized in Article 47 (2) herein shall be supplemented by the first proficiency exam at the Faculty.

(2) The first proficiency exam shall be laid down in the curricula of certain language majors and shall mean an exam representing the basic language requirements of the major and measuring language knowledge. Its successful completion presumes that the student will be able to meet the linguistic conditions of further requirements.

(3) The first proficiency exam may consist of two parts according to the curriculum: a written and/or an oral part. The parts of the first proficiency exam shall be offered and registered as separate courses. The oral part can only be commenced in case the written part had been taken successfully.

(4)³⁷³ From the provision specified in Article 47 (4) of the Regulation, exclusively the following part shall apply to the Faculty: in case the practical grade (mid-semester grade) is determined based on classroom tests, one opportunity shall be granted in the instruction period to make up for the unsuccessful and missed classroom tests. There shall be no further opportunity to retake at the Faculty.

(5)^{374 375} At the Faculty a further rule of the final exam specified in Article 47 (5) herein shall be that the final exam shall be written and/or oral, according to the curriculum. The final exam may have four parts at most. The parts of the final exam shall be offered and registered as separate courses, except in case of students having commenced their studies before 2002. When completing only a part of the final exam, the combined final exam shall also be registered in the given semester.

³⁶⁸ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

³⁶⁹ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

³⁷⁰ Built in by the amendment adopted at the meeting of the Senate held on 23rd June 2011. Effective: from 23rd June 2011.

³⁷¹ Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

³⁷² Amendment of Article 3 (2) (3) and (6) (7) adopted by the Senate on its meeting on 26th June 2014. Effective: from 1st July 2014.

³⁷³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁷⁴ Amendment adopted by the Senate on its meeting held on 19th October 2006.

³⁷⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

(6)^{376 377} The final exam – in case it consists of several parts – shall be considered as completed if all the parts are evaluated with at least a satisfactory grade. In case the student failed any part of the exam, he/she will have to retake the given part. In case if any part of the exam is unsuccessful, the final exam can only be retaken twice. In case the repeated retake of a part of the final exam is still a fail, the whole final exam shall qualify as a fail. The grade of a part of the final exam shall exclusively be taken on to the next semester.

(7) In respect of the first proficiency exam at the Faculty, the cases leading to the termination of student status listed in Article 23 (3) shall be supplemented by the following: student status shall be terminated for academic reasons in case the student does not complete the first proficiency exam until the end of the 5th semester.

Article 4. (1) At the Faculty the order of announcing the exams specified in Article 49 (2) herein shall be supplemented by the following: at least two exam days shall be specified for a certain exam per course and per final exam and a further exam day shall be provided depending on the number of candidates considering not more than 20 candidates per exam day.

(2)³⁷⁸ At the Faculty the final exam may also be taken during the instruction period preceding the exam period with the consent of the lecturers and the students. The Faculty shall notify the students concerned in the usual ways about the date of the final exam organised during the instruction period preceding the exam period not later than a week before the exam day.

Article 5.³⁷⁹

Article 6.³⁸⁰ (1) Provisions pertaining to the thesis specified in Article 17 herein shall be amended and supplemented at the Faculty as follows:

(2)³⁸¹ The consultant shall be at least a senior lecturer of the competent department. A lecturer below the rank of senior lecturer may be a consultant exclusively upon the recommendation of the head of department and with the consent of the Dean. The head of department may invite an outside expert (under the same conditions) to be a consultant. The topic of the thesis shall be reported to the Registrar's Office when designating the consultant. If the consultant agrees to the modification of the topic, it shall immediately be reported to the Registrar's Office.

(3) The person of the consultant may be changed at the Registrar's Office at the beginning of the semester, during the enrolment, preceding the submission of the thesis at latest.

³⁷⁶ Amendment adopted by the Senate on its meeting held on 19th October 2006.

³⁷⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁷⁸ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁷⁹ Repealed by the amendment adopted by the Senate on its meeting held on 19th April 2012. Ineffective: from 19th April 2012.

³⁸⁰ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁸¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(4) The thesis shall be reviewed and evaluated with a grade by the consultant and opponent. The grade of the thesis shall be calculated from the average of the two grades (in case of a joint thesis written for two major the average of the three grades).

(5) If the consultant evaluates the thesis with a fail grade, the student shall not be entitled to sit for the final closing examination. He/she may register for a new final closing examination with a new, revised thesis. If the opponent evaluates the degree thesis with a fail grade, another opponent shall also be invited to assess the degree thesis. If the thesis got a fail grade from the other opponent as well, the student shall not be granted entry to the final closing examination. The student may later register for the final closing examination with an improved thesis.

(6) In case the consultant does not agree with the evaluation by the opponent, a new opponent may be designated with the consent of the chairperson of the final closing examination committee.

(7) If the thesis is unacceptable due to professional reasons, it may be improved only once. If this is not successful, the student shall write a new thesis and report a new topic.

(8)³⁸² In case of students having commenced their studies before 2002, the following detailed provisions pertaining to the thesis shall apply.

a) A thesis shall be made for each major (J) programme, or in case of two minor (N) programmes for at least one of the minor (N) programmes; in case of three minor (N) programmes separately for at least one of the minor (N) programmes and jointly for the other two minor (N) programmes. The topic of the thesis may be selected from the disciplines related to the major (J) programme. In case of more than one programme, the chosen topic shall also concern a discipline related to the minor (N) programme or in case of two minor (N) programmes a discipline related to the other minor (N) programme. The fact and acceptance of the relation shall be certified by the head of department of both programmes on the thesis topic declaration form. In case of pairing a major and a minor programme, the thesis shall be defended within the major programme if the student writes a joint thesis.

b) The condition of the thesis topic declaration:

ba) in case of single-major students the completion of a preparatory thesis seminar,

bb) in case of double-major students (if the student writes a joint thesis for the two programmes) the completion of a preparatory thesis seminar in the major (J) programme and in the case of two minor (N) programmes in either of the minor (N) programmes.

c) Following the thesis topic declaration, for single-major students two further thesis consulting courses, for double-major students (if the student writes a joint thesis) one further tutoring thesis consulting course in his/her major (J) and one in his/her minor (N) programme, and in case of two minor (N) programmes one in each of his/her programmes shall be completed which shall be evaluated by a grade and the student shall earn credits for their completion.

d) The topic of the thesis may relate to the teacher training programme, but in this case the topic shall also relate to the discipline of the major (J) programme in case of one programme and to the discipline of the other or both minor (N) programmes in case of more than one programme. The fact of the relation shall be certified by the head of department of both programmes as well as the Teacher Training Institute on the thesis topic declaration form. The student may decide to write a separate thesis for each of his/her programmes.

³⁸² Article 99 (7)-(11) built in by the amendment adopted at the meeting of the Senate held on 19th October 2006.

(9) In case of teacher training, students having commenced their studies in the academic year 1998/99 and afterwards shall write a separate teacher thesis that meets the teacher training's programme completion requirements.

a) The teacher thesis may be a separate chapter of the diploma work/ thesis and may deal with the pedagogical, psychological and special methodological aspects of the topic of the thesis.

b) The teacher thesis may be identical with the thesis accepted in the major provided it complies with the prescribed requirements; it may integrate pedagogical and subject-related knowledge; it may elaborate on a separate pedagogical psychological or special methodological topic.

(10) Students having commenced their studies between 1 September 2002 and 1 September 2006 shall write a separate thesis for both of their majors in case of double-major.

Article 7.³⁸³ (1) In derogation from Article 61 (6) herein, students shall register for the final closing examination at the Faculty in writing by submitting the form and the thesis to the Registrar's Office.

(2) At the Faculty the provisions of Article 62 (4) herein pertaining to the detailed rules of establishing the grade of the final closing examination shall be supplemented as follows: the result of the final closing examination shall be the average of the grade obtained in the oral final closing examination and the grade awarded to the thesis rounded to a whole number. The grade of the thesis is the average of the grades awarded by the consultant and the opponent.

(3) If the grade of the oral final closing examination is a fail, the final closing examination shall be retaken.

(4) In case of students having commenced their studies in the academic year 1996/97 or afterwards in social training, the result of the final closing examination shall be the average of the grades of the thesis, the defence of the thesis and the whole final closing examination.

(5) The grade of the qualifying exam for teacher training shall be the average of the average result of the grade of the teacher thesis and the grade of the defence of the thesis, the grade of the complex oral examination, the grade of the complex final examination in pedagogy and psychology, and the combined grade of the school teaching practices rounded to a whole number.

Article 8. (1)³⁸⁴ At the Faculty, when establishing the qualification of the degree certificate (diploma) specified in Article 64 (12) herein

a) in case of majors combinable with teacher training, the average of the completed final exams (in case of a failed final exam, the final exam with the improved grade) of the major, the grade of the final closing examination and the average of the qualifying exam rounded to a whole number shall be taken into consideration; the average of the three results rounded to an whole number shall establish the qualification of the degree certificate;

³⁸³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁸⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

b) in case of majors non-combinable with teacher training, the average of the accomplished final exams (in case of a failed final exam, the comprehensive exam with the improved grade) of the major and the grade of the final closing examination of the major shall be taken into consideration; the rounded average of the two results shall establish the qualification of the degree certificate.

(2)³⁸⁵ In case of students having commenced their studies between 1998 and 2002, when establishing the qualification of the degree certificate, the average of the accomplished final exams (in case of a failed final exam, the final exam with the improved grade) of the major, the grade of the final closing examination, and the grade of the qualifying exam shall be taken into consideration in case of majors combinable with teacher training; the rounded average of the three results shall establish the qualification of the degree certificate.

(3) In case of students having commenced their studies before 1998, the accomplished final exams (of the major and the teacher training) – in case of a failed final exam, the final exam with the improved grade – and the grade of the final closing examination shall be taken into consideration; the rounded average of the two results shall establish the qualification of the degree certificate.

(4) Based on the authorization specified in Article 64 (14) herein, the student whose final closing examination grade and final exam grades are excellent and who has no worse grade than average (3) shall be awarded a degree certificate with honours.

Article 9.³⁸⁶ (1) In case of students having commenced their studies before 2002, the transitional provisions stipulated in Article 67 herein shall be supplemented with the following provisions.

(2) A programme (major) may have a major (J) and a minor (N) version. There shall be no difference between the degree certificates to be awarded in the major (J) and minor (N) versions of the programme.

a) In the major (J) version of a programme 120 credits shall be completed and in the minor (N) version of a programme 90 credits shall be completed. A specialisation shall be at least 40 credits. A college programme shall be 90 credits in the major (J) version, 80 credits in the minor (N) version and 96 in the language teacher programme,

b) The training structure of the Faculty shall not limit the number of programmes that may be registered for, but it shall regulate the manner in which the major (J) and minor (N) versions of the programme may be registered for. In case of pursuing two or three programmes, the student shall permanently decide by the end of the registration period at the beginning of the sixth semester of the university training and at the beginning of the fifth semester of the college training, whether he/she intends to pursue his/her studies according to the major (J) or minor (N) versions of the programmes. This decision cannot be changed later. Those admitted to a double-major programme, two combinable single-major programmes, or a second or third combinable single-major programme in the year of 2000 or afterwards may also complete the double-major programme, two or maybe three combinable single-major programmes or one combinable major programme and one major-pair programme in minor (N) versions too,

³⁸⁵ Article 101 (2)-(3) built in and renumbered by the amendment adopted at the meeting of the Senate held on 19th October 2006.

³⁸⁶ Amendment adopted by the Senate on its meeting held on 21st June 2007.

ba) The Faculty shall restrict registering for or dropping a major according to the following: at least one major (J) version programme shall be completed in case of pursuing studies at the Faculty. Apart from the curricular provisions, the Faculty shall not stipulate any other restrictive provisions pertaining to the completion of the major registered for (for instance there is no need to change the minor (N) version of a programme pursued parallel with a major (J) version programme into the major (J) version because the student has completed his/her studies in the other programme, however, in case of a major (J) and a minor (N) version programme being pursued the pre-degree certificate cannot be first obtained in the minor (N) version programme). In case of two minor (N) version programmes, the pre-degree certificates shall be obtained at the same time and in the third minor (N) programme the pre-degree certificate may be obtained only if the pre-degree certificates have been obtained in the other two minor (N) programmes. The Faculty shall not tie registering for and dropping another programme in other higher education institutions to the consent of the Faculty. Dropping a programme of the Faculty shall be reported on the datasheet No A/1.01.,

bb) In case of registering for one programme, training shall be provided according to the major (J) version. In case of two registered programmes, training may also be provided according to the minor (N) version of one of the programmes. However, a programme may be registered for in the minor (N) version, if the two programmes are compatible. A programme coupled with a compatible programme may be pursued in either the major (J) or the minor (N) version. Non-compatible programmes coupled with each other shall be pursued in their major (J) versions. Programmes may be pursued in their minor (N) versions only if they can be coupled with each other at the Faculty of Humanities.

Article 10. ³⁸⁷ Article 70 (2) herein shall be amended at the Faculty according to the following: the student pursuing his/her studies in full-time training shall be granted entry to final closing examination only if he/she has completed during his/her studies one hour per week in one semester of a course offered by the Physical Education and Sportcentre of the University or a major recognised by the given Faculty the transfer of which shall be accepted by the CTC according to Article 9 herein.

Article 11. ³⁸⁸ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,20. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

³⁸⁷ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³⁸⁸ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

Annex 4.

SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF HEALTH SCIENCES

Article 1. Article 45 (2) herein shall apply to the Faculty with the following modifications. The attendance of the student at the classes of courses registered for shall be prerequisite to the signature at the end of the semester. The lecturer shall refuse to give a grade, assessment or signature at the end of the semester if the student has been absent from more than 15% of the classes without a certified excuse.

Article 2. At the Faculty, the provisions pertaining to the announcement of exams determined in Article 49 herein shall be supplemented as follows: if the number of students registering for one exam day has been limited, the number of exam opportunities to be provided in the exam period shall be calculated by counting with a double headcount of students.

Article 2/A.³⁸⁹ (1) Article 33 of the Regulation on the exam courses shall be supplemented with the following specifications at the Faculty.

(2) In case of announced exam course the student shall have the opportunity to take one exam until the end of the first week of the instruction period in the given semester.

(3) In case of a successful exam the student is entitled to register the courses that are built on the given subject or which are parallel prerequisites of it, but he/she is not entitled for a bettering exam in the regular exam period of the given semester. Credits and grades obtained in an exam course shall be counted in to the average of the semester of completion.

(4) In case of an unsuccessful exam is not entitled register the courses that are built on the given subject or which are parallel prerequisites of it, but he/she is entitled to take a retake and the repeated retake exam in the regular exam period of the given semester.

(5) In case the student does not register for the exam specified in section (2) of this Article, he/she is entitled to use the exam chances belonging to the exam course in the regular exam period of the given semester.

(6) In case the student registers for the exam offered according to section (2) of this Article, but he/she fails to attend the exam, the number of his/her exam chances concerning the given exam course shall automatically decrease by one, but if the student can certify his/her absence for a solid reason by submitting a certificate and request clearly referring to the given exam to the Registrar's Office within 8 days from the day of the unattended exam, with the approval of the Registrar his/her exam chance shall not decrease and the status of his/her of exam shall be modified to "certified absence" in ETR.

(7) A course to be evaluated with a mid-semester grade or an end-of-semester signature cannot be offered as an exam course at the Faculty.

Article 3. (1)³⁹⁰

(2)³⁹¹ Article 59 herein shall apply to the Faculty with the following modifications. In case of a submitted, but according to the formal requirements unacceptable thesis, the Registrar is entitled to

³⁸⁹ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

³⁹⁰ Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

³⁹¹ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

make the decision that the thesis is not evaluable and cannot be defended. In this case the student may only submit the thesis after the formal inadequacies are corrected.

(3) Article 59 (10) shall be applied with the following modifications at the Faculty. One of opponents of the thesis shall be the consultant, who shall also make a separate evaluation. The consultant and the opponent shall take separate proposals for the qualification of the thesis.

(4)³⁹² In respect of the Faculty, Article 60 (5) hereof shall be amended as follows. A paper awarded the main prize or the first, second or third prize at the Faculty's Students Researchers' Society Conference and the National Student Researchers' Society Conference may be accepted by the programme director without a special review with an excellent grade, in case it meets the formal and content requirements of the thesis. The thesis of the student being awarded the first prize at the Dean's Competition Essay may be accepted by the programme director as a thesis, in case it meets the formal and content requirements of the thesis. The written assessment of the Dean's Competition Essay shall substitute the opinion of the opponent, but the student shall orally defend his/her thesis.

Article 4. (1) At the Faculty, the final closing examination referred to in Article 61 (2) – unless provided otherwise by the curriculum – shall be compiled of the following parts:

- a) the defence of the thesis, and simultaneously or separately
- b) the prescribed written and/or oral examination
- c) the completion of certain practices defined in the particular majors.

(2) Article 62 (2) herein shall apply to the Faculty with the following amendments: the president of the final closing examination committee shall be assigned – with the consent of the Faculty Council – by the Dean for a period of one year.

(3)^{393 394} At the Faculty, the complex final closing examination shall be regarded as successful if each of its parts – the defence of the thesis and the written, practical and oral final closing examinations – has separately been awarded at least a satisfactory grade. Unsuccessful parts of the examination may be retaken separately. The results of the successful parts of the examination shall be taken into account until the date of the first retake final examination. In case of a final closing examination taken at a later date, all three parts of the examination – apart from the successful defence of the thesis – shall be retaken.

(4) The qualification of the complex final closing examination at the Faculty shall be as follows: outstanding (5.00), excellent (4.51-4.99), good (3.51-4.50), average (2.51-3.50), satisfactory (2.00-2.50)

(5)³⁹⁵ The method of calculating the result of the complex final closing examination at the Faculty – unless provided otherwise in the curriculum of the major – shall be as follows: the mean average of the results of the successful final closing examination parts (that is the sum of the results of the final closing examination parts divided by the number of examination parts) rounded to two decimals.

(6)^{396 397} The method of calculating the qualification of the degree certificate (diploma) at the Faculty – unless provided otherwise in the curriculum of the major – shall be as follows: the mean average of the grades of the final exams and the result of the final closing examination (that is the sum of the results of the final exams and final closing examination divided by the number of final exams plus one)

³⁹² Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

³⁹³ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

³⁹⁴ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

³⁹⁵ Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

³⁹⁶ Built in by the amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

³⁹⁷ Amendment adopted by the Senate on its meeting held on 26th June 2014. Effective: from 1st July 2014.

rounded to two decimals. In case of students commenced their studies in the academic year 2014/2015 and afterwards – unless provided otherwise in the curriculum of the major – the qualification of the degree certificate (diploma) is equal to the average of the final closing examination.

Article 5.³⁹⁸ (1) At the Faculty, the student shall receive his/her degree certificate (diploma) in person and shall take an oath at the same time.

(2)³⁹⁹ Based on the authorization specified in Article 64 (14) herein, the students of university and college level programmes under Act LXXX of 1993 whose final exam grades are all excellent (5), who has been awarded a grade excellent (5) for all parts of the final closing examination, whose average of all other exam grades and practical grades is at least 4.00 and whose weighted average is at least 4.00 in every semester shall be awarded a diploma with honours.

Article 6. (1)⁴⁰⁰ The provisions of Dean's Order No. 3/2008 shall apply to language education at the Faculty.

(2)⁴⁰¹

(3)⁴⁰²

(4)⁴⁰³

Article 7.⁴⁰⁴ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,00. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

³⁹⁸ Amendment adopted by the Senate on its meeting held on 21st June 2007.

³⁹⁹ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

⁴⁰⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁰¹ Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

⁴⁰² Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

⁴⁰³ Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

⁴⁰⁴ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

Annex 5.

SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF ADULT EDUCATION AND HUMAN RESOURCES DEPARTMENT⁴⁰⁵

Article 1. Based on the authorization stipulated in Article 64 (14) of the Regulation a diploma with honours shall be awarded to the student who completed all the end-term exams and final exams as well as the final closing examination with excellent grades during his/her studies.

Article 2. (1) Rules pertaining to course registration in Article 42 of the Regulation shall apply to the Faculty with the following restrictions.

(2) The student shall register in the first round of the course registration for a certain number of elective subjects for the given semester recommended by the curriculum.

(3) The restriction specified in Article 2 (2) ends in the second round of course registration and the student may register for further courses.

(4)⁴⁰⁶ Late enrolment or activation, late course registration or course cancellation carried out by the Faculty after the deadline may come with a procedural fee to be paid by the student determined in Annex 1 of the Code of Charges and Benefits. The deadline specified in Article 38 (3) of the Regulation shall not be exceeded even in case of late enrolment and late activation. The Educational Committee may exempt the student from paying the procedural fee.

Article 3. (1)⁴⁰⁷ Article 59 (10) of the Regulation shall be applied with the following modifications at the Faculty. The programme director shall invite for the evaluation of the thesis

- a) two opponents in case of students in the former university level training,
- b) one opponent in case of students in the former college level training,
- c) one or two opponents depending on the undergraduate qualification (university level or college level) in case of students taking part in postgraduate training,
- d) ⁴⁰⁸ one or two opponents depending on the professional and exam requirements of the given major in case of students in higher level vocational training,
- e) one opponent in case of students in bachelor training,
- f) two opponents in case of students in master training, who may be a lecturer of the Faculty or an outside expert proficient in the given field.

The calculation of the qualification of the final closing examination

Article 4. ⁴⁰⁹

The calculation of the qualification of the degree certificate (diploma)

Article 5.⁴¹⁰ At the Faculty the qualification of the degree certificate (diploma) shall be calculated according to the following:

⁴⁰⁵ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴⁰⁶ Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

⁴⁰⁷ Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

⁴⁰⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁰⁹ Repealed by the amendment adopted by the Senate on its meeting held on 24th April 2014. Ineffective: from 24th April 2014.

- a) in case of students in the former university and college level trainings the qualification of the degree certificate is the mean average of the following results: the result of the final closing examination multiplied by two + the results of the final exams;
- b) in case of students in andragogy major in bachelor training: the result of the final closing examination + the average of the academic results' average;
- c) in case of students in IT specialist librarian bachelor training: the average of the results of the final exams and the final closing examination;
- d) in case of students in master training: the result of the final closing examination + the average of the academic results' average.

Article 6.⁴¹¹ (1) Provision pertaining to the language requirements in Article 63 of the Regulation shall be supplemented by the following specifications at the Faculty.

(2) Based on Article 107 (2) of the National Higher Educational Act (no. CCIV / 2011) – according to the special provisions of the Faculty – former students in bachelor training (BSc) and college level training, who have not submitted the language examination certificate within three years from the successful final closing examination, but completed the professional language exam organized by the Faculty, shall be exempted from the general language requirements. The present rule can be last applied in case of students taking their final closing examination in the academic year 2012/2013.

Article 7.⁴¹² According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,10. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

⁴¹⁰ Built in by the amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

⁴¹¹ Built in by the amendment adopted by the Senate on its meeting held on 27th September 2012. Effective: from 27th September 2012.

⁴¹² Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

Annex 6.

SPECIAL PROVISIONS PERTAINING TO THE ILLYÉS GYULA FACULTY⁴¹³

Article 1. In respect of the Faculty in the present regulation the Registrar's Department shall be meant as the Registrar's Office. In a faculty unit where there is no department, the head of the departments shall be meant as the director of the institute and the programme director shall be meant as the lecturer of the Faculty who is responsible for the given major.

Article 2. (1) Article 33 of the Regulation regarding exam courses shall be specified at the Faculty as follows.

(2) In case of exam courses in obligatory subjects, the student may take one exam in the first two weeks of the instruction period.

(3) In case of a successful exam, the student may register the further subjects that are built on the certain subject in the given semester. Credits obtained with the exam course shall be taken into account in the semester in which the student completed the subject.

(4) In case of a failed exam the student is not entitled to register the further subjects that are built on the certain subject according to the prerequisites, but he/she might take the remaining exams of the exam course in the exam period of the given semester (retake exam and repeated retake exam).

Article 3. Article 45 (2) on the rules of accepting absences shall apply to the Faculty supplemented by the following: the maximum extent of absence to be accepted in a registered course is 30 % of all the classes. The fact of the absence shall be recorded by the lecturer in a verifiable way.

Article 4. Point a) of Article 46 (4) of the Regulation on the outstanding academic achievement shall be applied at the Faculty as follows: only those students shall be entitled for preferential course schedule, who obtained at least 28 credits in each of their active semesters and achieved a weighted average of at least 4,51.

Article 5. (1) Article 49 of the Regulation regarding the order of announcing exams shall be supplemented at the Faculty with the following specifications.

(2) In case of written exams at least three exam dates shall be offered evenly divided in the exam period.

(3) In case of oral exams at least one exam day shall be offered per week. In case there is a limitation in the number of students registering for the exam, the number of exam days shall be calculated with the number of students multiplied with 1,2.

Article 6.⁴¹⁴ The second sentence of Article 52 (5) of the Regulation shall be modified as follows: The signed exam sheets shall be sent to the Registrar's Office within one workday following its recording in the ETR.

Article 7. (1) Based on the authorization stipulated in Article 70 (3) herein, the rules pertaining to physical education at the Faculty shall be the following:

⁴¹³ Provisions pertaining to the Illyés Gyula Faculty built in by the amendment adopted by the Senate on its meeting held on 19th October 2006.

⁴¹⁴ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(2) In case of non-pedagogic majors the obligatory criterion requirements of physical education shall be determined by the curriculum of the major.

(3) The Faculty may give exemption from the sports requirements to the students who:

a) is pursuing sports activities competitively and can certify it with one of the below documents:

- valid license from a sports doctor,
- valid registration at the professional association
- team sports: regular participation in competitions in team sports in level 3 in the national championship and level 1 in the county championship,
- individual sports: level 3,
- in case the sport cannot be classified into any of the above categories, the exemption shall be granted based on individual treatment.

b) has a health condition that makes the exemption reasonable. The student shall attach to the exemption request the detailed medical expertise of a specialist which shall mention the congenital or acquired illness or disorder.

(4) The exemption request shall be submitted to the head of the Pedagogue Training Institute who is obliged to make his/her decision within 15 days.

(5) The exemption request can be submitted in the enrolment period preceding the registration of the physical education courses according to the recommended curriculum (first and second semester).

Article 8.⁴¹⁵ Based on the authorization stipulated in Article 64 (14) of the Regulation a diploma with honours shall be awarded to the student in bachelor or master training who has completed the final closing examination and all the final exams with excellent grades, whose weighted average is at least 4,51 in every semester and who has no worse than good results in all the retake exams.

Article 9.⁴¹⁶ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,00. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

⁴¹⁵ Built in by the amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

⁴¹⁶ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

Annex 7.

SPECIAL PROVISIONS PERTAINING TO FACULTY OF BUSINESS AND ECONOMICS

Article 1. ⁴¹⁷⁴¹⁸ Article 42 (4) of the Regulation shall be supplemented at the Faculty with the following. In the correction week after the registration week that student may freely register and cancel courses, but in the following two weeks only with the permission of the Educational Committee of the Faculty and after paying the procedural fee determined by the Code of Charges and Benefits. After this period the Educational Committee can give permission to late course registration and cancellations only in vis maior cases in which cases the student does not have to pay the procedural fee.

Article 1/A. ⁴¹⁹ Article 47 (2) and (4) shall be supplemented with the following: the student can obtain a midsemester grade in the instruction period with a classroom test, which can be improved with a retake classroom test in the first week of the exam period. In case the result of the retake classroom test is a fail, the repeated retake test shall be written only in the last week of the exam period.

Article 2.⁴²⁰

Article 3. (1) According to Article 50 (4) - in case of written exam – the undisturbed execution of the examination shall also involve the preparation of the seating charts and the identification of students.

(2) The examiner shall initiate the disciplinary impeachment of the student – depending on the severity of the case -, if the student

- a) is substituting another person during the assessment or is substituted by someone else,
- b) is helping other students in illicit ways or is helped by others,
- c) is using an illicit tool during the exam.

Article 3/A.⁴²¹

Article 3/B.⁴²² Article 59 (9) of the Regulation shall be supplemented with the following: the request shall be submitted to the leader of the major 5 workdays before the deadline at latest.

Article 4.⁴²³ Article 64 shall be applied with the following specification: the Dean may allow with an exceptional equity the issuing of the college level degree certificate (diploma) for the students who still has student status in the given major and completed the requirements of the

⁴¹⁷ Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

⁴¹⁸ Article 1 repealed and the article numbering modified by the amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

⁴¹⁹ Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective: from 17th June 2010.

⁴²⁰ Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2014. Ineffective: from 1st July 2014.

⁴²¹ Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2014. Ineffective: from 1st July 2014.

⁴²² Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective: from 17th June 2010.

⁴²³ Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective: 17th June 2010.

1st – 6th semesters according to the recommended curriculum, whose weighted academic average reaches 3,00 taking into account all of his/her obtained grades and who completed at least one intermediate, type C professional language exam and who successfully prepared and defended his/her thesis.

Article 5. (1) The special provisions pertaining to the Bachelor of Arts in Business Administration (BA-BA) and the Master of Science in Applied Management (MSc – AM) training programmes at the Faculty are the following.

(2) The organizations listed in Article 4 (1) of the Regulation shall be supplemented with the Assessment Board (hereinafter: AB). The following provision shall apply to the AB:

a) In case of the BA-BA and MSc-AM programmes the AB decides about the academic progress of the students and the qualification of the degree certificate (diploma) based on the students' academic performance in the instruction period and in the exam period.

b) The president of the AB shall be the director of the bachelor or the master programme or the person delegated by them; the members of the AB shall be programme directors, external examiners, course directors.

c) The AB shall make a positive decision on the student's academic progress, in case the student completed the requirements of the subject in the instruction period and achieved at least 51 % in the exam.

d) In case of the student failed to complete a requirement-unit, the AB may allow the student to re-submit the unit.

e) The AB decides on the result of the exam course.

(3) Article 12 (1) shall be applied with consideration to the procedures of legal remedy and appeal of the partner institute.

(4) In case of students in the BA-BA programme, Article 19 (2) shall be applied as follows: visiting student status shall be permitted only after paying the tuition fee.

(5) ⁴²⁴

(6) The tuition fee exemption up to 10 % determined in Article 41 (3) herein shall not apply to the fee-paying courses of the BA-BA/MSc-AM programmes.

(7) Article 46 (1) of the Regulation shall be applied as follows: when awarding preferential course schedule to the student, the Educational Committee shall take into consideration the requirements of the partner institute.

(8) Article 49 (5) and 53 (1)-(2) shall be applied with the following modifications: in case of the BA-BA and the MSc-AM programmes there is no opportunity to repeat the unsuccessful retake exam. The repeated retake exam can only be taken in the frame of the exam course in the next exam period.

Article 6. (1) The following special provision shall apply to the part-time (correspondent) training.

⁴²⁴ Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2014. Ineffective: from 1st July 2014.

(2) Article 28 (6) shall be applied as follows: the circle of elective subjects may be restrained due to the specialities of the training.

(3) In case of part-time training the semester may be organized contrary to Article 34 (2)-(3), the academic holiday is not obligatory.

(4) Article 45 (7) shall be applied with the following specification: in the part-time training the programme director shall decide on the making up for cancelled classes.

Article 6/A.⁴²⁵ Article 21/A of the Code of Studies and Examinations contains the chapter “on courses covering special subfields of studies”, which gives the opportunity to establish a fee-paying student status – without entrance exam – for two semesters at the most for those who have already been awarded a degree certificate in bachelor or master training. The student can register 30 credits per semester at the most within the framework of a training programme covering special subfields.

Article 7. (1) Based on Article 70 (2) of the Regulation the following specifications shall prevail in the curricula of the Faculty.

(2) A programme shall be considered as accredited by the Faculty, if the Faculty makes a contract for it and if it is accepted as accredited by the physical educational administrative officer (hereinafter: officer) of the Faculty.

(3) The officer prepares a list of the accredited programmes, which is published in the academic announcement by the Faculty.

(4) The provider of the accredited programme issues a sports’ gradebook for the students who complete their physical education course within the accredited programme. The sports’ gradebook shall authentically prove the participation in the sports classes. The officer shall accept the physical education course as completed based on the sports’ gradebook.

(5) The officer shall appoint a person for every accredited programme to confirm the student’s participation in the classes.

Article 8.⁴²⁶ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,10 in the bachelor and master programmes and at least 2,30 in the other majors. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

Article 9.⁴²⁷ (1) Article 64 (14) of the Regulation gives the authorization to the faculties to award a degree certificate with honours, which applies to the Faculty of Business and Economics as follows.

⁴²⁵ Built in by the amendment adopted by the Senate on its meeting held on 27th March 2014. Effective: from 27th March 2014.

⁴²⁶ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

⁴²⁷ Built in by the amendment adopted by the Senate on its meeting held on 27th March 2014. Effective: from 27th March 2014.

(2) The students who successfully completed the final closing examinations and

- a) took part in one of the master trainings,
- b) finished their studies according to the recommended curriculum,
- c) studied at least 3 semesters at the Faculty and
- d) the qualification of their degree certificate (diploma) is at least excellent (above 4,50),
- e) evaluated per major and division,

upon selecting the student(s) with best diploma qualification(s) (in case of more, equivalent qualifications everyone shall be entitled), shall be awarded a diploma with honours from the Faculty of Business and Economics with strict accountability determined by the Educational Authority.

Article 10. ⁴²⁸ (1) Article 59 shall be supplemented with the following provisions at the Faculty.

(2) Students who successfully qualified for the National Student Researchers' Society Conference and presented their paper at the conference, may submit their paper (not with a joint authorship) without any modifications as thesis, in case it meets the formal and content requirements of the thesis.

(3) Students who successfully qualified for the National Student Researchers' Society Conference and presented their paper on the conference, in case of a joint authorship may use their part of the paper without any modifications for their thesis, in case it meets the formal and content requirements of the thesis.

(4) The papers determined in Article 10 (2)-(3) - if submitted as theses - shall be handled the same way as the other theses.

(5) Article (2)-(4) shall be first applied in the spring semester of the academic year 2013/2014.

⁴²⁸ Built in by the amendment adopted by the Senate on its meeting held on 24th April 2014. Effective: from 24th April 2014.

Annex 8.

SPECIAL PROVISIONS PERTAINING TO FACULTY OF MUSIC AND VISUAL ARTS

Article 1. (1) The definitions of the Regulation shall be modified as follows in respect of the Faculty.

(2) ⁴²⁹ **contact hour:** 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, however, due to the special characteristics of arts education, this can be modified in case of certain practical classes

(3) ⁴³⁰ **exam period:** means the part of the period of the training 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, but in case of arts education and in case of certain practical courses the instruction may continue in the exam period. The instruction shall not obstruct the order of the examinations.

Article 2. ⁴³¹ At the Faculty the cases specified in Article 23 (3) of the Regulation regarding the termination of the student status shall be supplemented in case of the professional main subjects determined in the curricula – if the student had already used up his/her opportunity specified in Article 7 (2) – as follows. The student status shall be terminated for academic reasons in the following cases:

- a) in case the student took an unsuccessful exam in front of an examination board, that is to say he/she was evaluated with a fail grade,
- b) in case there was no examination board in the exam and the retake exam - with an examination board appointed by the head of the department for the student's request – was also unsuccessful.

Article 3. Rules pertaining to exam courses of Article 33 (1) of the Regulation shall be supplemented with the following specifications at the Faculty: professional main subject or a course ending with a practical grade cannot be registered as exam course.

Article 4. Article 45 (2) on the rules of accepting absences shall apply to the Faculty supplemented by the following: the maximum extent of absence to be accepted in case of lectures is 30 % of all the classes, in case of practices and seminars 20 % of all the classes.

Article 5. (1) Article 39 (1) of the Regulation shall be applied with the following amendment at the Faculty: all the final exams determined by the curriculum have to be announced at least one time per semester by the responsible departments.

(2) At the Faculty the final exam specified in Article 47 (5) herein shall be written and/or oral, according to the curriculum. The final exam may have four parts at most.

(3) The final exam shall be considered as completed if all the parts are evaluated with at least a satisfactory grade. In case the student failed any part of the exam, he/she will have to retake the given part. In case if any part of the exam is unsuccessful, the final exam can only be retaken twice. In case the repeated retake of a part of the final exam is still a fail, the whole final exam shall qualify as a fail and shall be repeated. The grade of a part of the final exam shall exclusively be taken on to the next semester.

⁴²⁹ Amendment adopted by the Senate on its meeting held on 21th June 2007.

⁴³⁰ Amendment adopted by the Senate on its meeting held on 21th June 2007.

⁴³¹ Amendment adopted by the Senate on its meeting held on 21th June 2007.

Article 6. (1) Contrary to Article 50 (6) of the Regulation, the Educational Committee may allow - upon request, in a particularly reasonable case – the student to take an exam outside the exam period, but until the end of the second week of instruction period of the next semester at latest. Such exam shall be considered as an exam taken in the exam period.

(2) ⁴³² The Faculty shall notify the students concerned in the usual ways about the date of the exam organised outside the exam period not later than one week before the exam day.

Article 7.⁴³³ (1) In case of professional main subjects specified in the curriculum Article 53 shall prevail according to the following.

(2) ⁴³⁴ The exam in a professional main subject shall be repeated only once during the studies with the permission of the lecturer of the subject and the programme director. The permission shall be submitted to the Registrar's Office until the last day of the exam period.

(3) The exam shall be repeated until the end of the second week of the next semester at latest.

(4)

Article 8. (1) In consideration of the special characteristics of arts education, Article 17 shall be supplemented by the following at the Faculty.

(2) The diploma work / diploma concert shall mean the demonstration of the acquired skills and proficiency in the work of arts during the training according to the curriculum.

(3) ⁴³⁵ In case of all fine arts and applied arts major the preparation of the diploma and in case of all musical arts – with the exception of teacher training majors – the completion of the diploma concert is obligatory.

(4) The diploma work is a product of art that the student shall prepare in the last year of his/her training with the help of his/her consulting teacher.

(5) The consulting teacher is a lecturer of the responsible department who took part in the professional training of the student. The consulting teacher shall be a lecturer in a leader position. Exemption from this provision can only be accepted based on the recommendation of the head of the department, with the Dean's permission. The head of the department (with the same conditions) may invite an outside expert as consulting teacher.

(6) The diploma work shall be presented within 30 days after registering for the final closing examination at latest. The presentation shall be public.

(7) The head of the responsible department shall make a suggestion to the president of the final closing examination committee about the date of the diploma concert. The dates shall be announced 30 days before the due date.

(8) The diploma concerts shall be evaluated by a professional jury. The jury shall be invited by the president of the final closing examination board based on the recommendation of the head of the responsible department.

⁴³² Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴³³ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴³⁴ Section (2)-(3) modified by and section (4) repealed by the amendment adopted by the Senate on its meeting held on 23rd May 2013.

⁴³⁵ Amendment adopted by the Senate on its meeting held on 23rd May 2013.

(9) The administrative organization of the diploma work and the diploma concert belongs to the departments of the Faculty, in cooperation with the president of the final closing examination committee and the Registrar's Office. The administration related to the diploma work shall be the same that is determined in relation with the thesis.

Article 9.⁴³⁶ (1) Students shall register to the final closing examination with the help of the Registrar's Office and in the ETR:

- a) in musical majors (bachelor and master training) by accepting the program of the diploma concert,
- b) in teacher training majors by submitting the portfolio and the thesis,
- c) in fine arts and applied arts majors by submitting the thesis.

(2) The student may withdraw his/her registration from the oral final closing examination based on a written statement submitted to the Registrar's Office two weeks before the final closing examination at latest.

(3) At the Faculty the result of the final closing examination shall consist of the following parts:

- a) in fine arts majors the average of the grades of the diploma work and the defense of the diploma work and the grades of the thesis and the defense of the thesis,
- b) in applied arts majors the average of the grades of the diploma work and the defense of the diploma work and the grades of the thesis and the defense of the thesis, plus the result of the complex oral examination,
- c) in bachelor and master training musical majors the average of the grades of the diploma concert and the complex oral examination,
- d) in teacher training majors the average of the grades of the thesis and the portfolio and their defense, the result of the complex oral part of teacher training final closing examination, the grade(s) of the grouped (teaching) practice(s) and the grade of the individual (continuous professional) practice in the last semester of the teacher training.

The average shall always be calculated according to the rules of rounding.

(4) In case any (oral) part of the final closing examination is a fail, the final closing examination shall be repeated.

Article 10. In case of the provisions in Article 67 of the Regulation, the date of 1st September 2006 shall be modified to 1st September 2007 in case of students of the Faculty.

Article 11.⁴³⁷ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,75. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

⁴³⁶ Amendment adopted by the Senate on its meeting held on 23rd May 2013.

⁴³⁷ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

Annex 9.

SPECIAL PROVISIONS PERTAINING TO THE POLLACK MIHALY FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

Article 1. Article 28 of the Regulation shall be supplemented as follows: in the recommended curriculums the average number of exams to be taken – without the exams of the optional subjects – shall be five, the maximum number shall be seven.

Article 2. According to Article 34 (4) every semester shall consist of – depending on the programme completion and exit requirements – instruction period of 15 weeks in case higher level vocational training programmes and the full time bachelor programmes and an instruction period of 96 contact hours in case of postgraduate training, plus an exam period of at least 20 workdays.

Article 3. Article 45 (2) of the Regulation shall be supplemented and modified according to the following. The attendance of the classes is a prerequisite of the end-of-semester signature. The grade or qualification in the given subject shall only be denied for the student in case he/she

- a) has been absent from more than 30% of the classes stipulated in the course description of the subject in case of full-time training,
- b) has been absent from more than 50 % of the classes stipulated in the course description of the subject in case of correspondent training programme.

Article 4. Article 47 of the Regulation shall be supplemented and modified according to the following: the making up for missed laboratory practices may be partly or fully restricted by the requirements of the given subject. A requirement prescribed for the instruction period can only be completed in the exam period by the paying the procedural fee. The making up for missed laboratory practices may be partly or fully restricted by the requirements of the given subject.

Article 5. (1) The order of announcing exams specified in Article 49 of the Regulation shall be supplemented with the following provisions at the Faculty.

(2) In case of written exams at least three dates shall be announced spread evenly in the exam period.

(3) In case of oral exams at least one exam day shall be announced per week in the exam period. If there is a limitation in the number of examinees for an exam day, the double of the number of students shall be taken into account when announcing the exam days.

Article 6.⁴³⁸ In contrary to Article 51 (3) of the Regulation, the following provision shall apply to the Faculty. In case of written exams, the papers shall be corrected on the day of the exam and the results shall be recorded in the ETR within one workday. In a very reasonable case this deadline may be extended to three workdays with the permission of the programme director.

Article 7.⁴³⁹ The second sentence of Article 52 (2) shall be supplemented as follows: the signed exam sheets shall be sent to the Registrar's Office within one workday from recording the exam results in the ETR.

Article 8. (1) Article 57 of the Regulation on the professional practice shall be supplemented according to the following.

⁴³⁸ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴³⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

(2) The professional practices may be criterion requirements or subjects in the recommended curricula. The recommended length of the practice is 4-8 weeks in the bachelor training and 8-12 weeks in the master training.

(3) Professional practices shall be organized during the summer holiday or in the preceding exam period. In case of teacher of engineering major, teacher training practice may be organized during the instruction period.

(4) In case the obligatory practice is organized in the exam period, the exam period is increased with the length of the practice.

Article 9. (1) Article 59 of the Regulation on the thesis shall be supplemented according to the following.

(2)⁴⁴⁰ The thesis / diploma work (hereinafter: thesis) is a subject ending with a grade evaluation. The registration of the thesis has its own prerequisite determined by the programme of the subject.

(3)⁴⁴¹ The signature for the subject shall be given by the consultant, the grade evaluation shall be awarded by the Final Closing Examination Committee. The grade of the thesis shall be recorded in the student information system according to the Rules of Procedure of Studies. The student shall receive the signature in case he/she submitted the thesis within the deadline and consultant evaluated with at least a satisfactory grade, or if he/she will be able to finish the thesis without the further cooperation of the consultant until the submitting deadline of a later semester.

(4)⁴⁴² In case the student received the signature, the thesis shall be evaluated by an opponent. The evaluation shall be available for the student five days before the defense of the thesis at latest. The opponent and the consultant shall make separate evaluations for the qualification of the thesis.

(5) In case the difference between the grades suggested by opponent and the consultant is bigger than two or in case one of the evaluations is a fail, the programme director shall call the attention of the Final Closing Examination Committee. In case the thesis is evaluated with a fail, the Committee shall decide on their opening meeting whether the thesis shall be defended.

(6)⁴⁴³ The defense of the thesis may be organized separately before the final closing examination. The members of the professional jury shall be invited by the president of the Final Closing Examination Committee based on the suggestion of the head of the responsible major. The president may grant in writing the right of the invitation to the programme director.

(7)⁴⁴⁴ In case the difference between the grades suggested by opponent and the consultant is bigger than two or in case one of the evaluations is a fail, the programme director shall call the attention of the professional jury. In case the thesis is evaluated with a fail, the jury shall decide on their opening meeting whether the thesis shall be defended.

(8)⁴⁴⁵ In case the thesis is defended in front of a professional jury, the jury shall give an oral evaluation of acceptance or rejection (non-acceptance) on the candidate's work. The jury shall also make a written suggestion for the Final Closing Examination Committee about the qualification on the defense.

⁴⁴⁰ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁴¹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁴² Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁴³ Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁴⁴ Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁴⁵ Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

Article 10. (1) Article 62 of the Regulation on the final closing examination shall be supplemented with the following provisions.

(2) The final closing examination shall be considered successful in case the qualification of all the exam subjects and the thesis/diploma work is at least a satisfactory. Successful final closing examination cannot be retaken.

(3) In case the diploma work has not been accepted (evaluated with a fail) by the Final Closing Examination Committee, it can only be improved one time. The conditions and the earliest deadline of the improvement shall be determined by the Dean based on the suggestion of the department the diploma work belongs to.

(4) In case the completion of one of the final closing examination subjects has been unsuccessful, the student shall retake only the given subject which can be repeated two times at most. Retake final closing examination shall only be taken in the next final closing examination period(s).

(5) The president of the Final Closing Examination Committee shall inform in writing the Dean of the Faculty about the experiences of the final closing examination. The committee shall also prepare the suggestions regarding the thesis / diploma work competitions announced by various professional organizations.

Article 11. ⁴⁴⁶ (1) The rules pertaining to the language requirements in Article 63 of the Regulation shall be supplemented with the following specifications at the Faculty.

(2) Based on Article 107 (2) of the National Higher Educational Act (no. CCIV / 2011) – according to the special provisions of the Faculty – former students in bachelor training (BSc) and college level training, who have not submitted the language examination certificate within three years from the successful final closing examination, but completed the professional language exam organized by the Faculty, shall be exempted from the general language requirements. The present rule can be last applied in case of students taking their final closing examination in the academic year 2012/2013.

Article 12. ⁴⁴⁷ Based on the authorization specified in Article 64 (14) herein, the students who has been awarded a grade excellent (5) for all parts of the final closing examination, whose weighted academic average of all credits obtained in the whole training period is at least 4.00 and who has no worse than average grades, shall be awarded a diploma with honours.

Article 13. ⁴⁴⁸ According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two active semesters his/her weighted average does not reach 2,00. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

⁴⁴⁶ Built in and numbering modified by the amendment adopted by the Senate on its meeting held on 27th September 2012.

⁴⁴⁷ Amendment adopted by the Senate on its meeting held on 21st June 2007.

⁴⁴⁸ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

Annex 10.

RULES OF PROCEDURE OF COMMITTEES DEALING WITH ACADEMIC AND EXAMINATION CASES

Article 1. The scope of the Annex shall extend to the procedures of the Educational Committee of the Faculty, the Credit Transfer Committee of the Faculty and the Secondary Educational Committee (hereinafter jointly referred to as committee).

The rights and obligations of the members and the secretary of the committee⁴⁴⁹

Article 2. (1) Facilitating the efficient operation of the committee shall be the right and the obligation of its members.

(2) The member shall be entitled and obliged to:

- a) attend the meetings of the committee,
- b) if prevented, notify the chairperson or the secretary about his/her absence,
- c) observe the measures and the university regulations during his/her activities,
- d) ask questions and initiate actions and amendments in any case falling within the scope of authority of the committee at its meetings,
- e) have access to any information necessary for fulfilling his/her duties arising from committee membership.

(3)^{450 451} The secretary of the Educational Committee of the Faculty and the secretary of the Credit Transfer Committee of the Faculty shall be the Registrar, the secretary of the Secondary Educational Committee shall be the representative of the Legal Department of the Rector's Office. The secretary shall not have a right to vote. The secretary may be substituted by a person assigned by the chairperson of the committee.

The order of the meetings of the committee

Article 3. (1)⁴⁵² The Educational Committee of the Faculty shall hold a meeting within 15 days, the Credit Transfer Committee of the Faculty and Secondary Educational Committee within 30 days of the submission of the request. In case the committee notices an increase in the number of requests during any period of the academic year, the designated committee of the committee shall hold meetings weekly, based on the decision of the chairperson of the committee.

(2) The chairperson of the committee shall from time to time invite to the meeting all those whose presence is required for debating the agenda with the right of consultation.

(3) The meeting shall be conducted by the chairperson of the committee, in case he/she is prevented, a member of the committee called upon by the chairperson.

(4) The members of the committee – in case of their absence – may be represented by a person designated by them who shall have the right to vote.

⁴⁴⁹ Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁵⁰ Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

⁴⁵¹ Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 1st January 2012.

⁴⁵² Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

(5) The secretary shall report on the implementation of the resolutions of the committee at each meeting.

Arrangements for committee meetings

Article 4. (1) The meetings of the committee shall be arranged by the secretary of the committee.

(2) Invitations to the meeting and the proposals shall be sent to the members of the committee and persons invited by the secretary of the committee five working days before the meeting at earliest.

(3) In exceptional cases, the committee may be summoned on short notice, orally as well.

The meeting of the committee

Article 5. (1) After opening the meeting the chairperson shall state the quorum of the committee. The meeting has a quorum if at least half of its members are present. After stating the quorum, the chairperson of the committee shall expose the agenda and then the committee shall decide whether to accept the agenda of the meeting. At the same time the chairperson calls the members of the committee and the applicant to make a statement concerning any conflict of interests.

(2) In case the committee does not have a quorum, the chairperson of the committee shall attempt to re-establish a quorum and shall provide for arranging a new meeting to be held within 24 hours. The repeated meeting shall have a quorum regardless of the number of persons present.

Article 6. (1) The secretary shall briefly describe the request and the legal situation, or if the applicant is also present at the meeting, he/she may briefly present his/her request orally before the secretary reviews the case.

(2) Then the members of the committee may ask the applicant and the concerned persons questions. The applicant may react to the observations made by the concerned persons concerned present at any time during the meeting.

(3) If there are persons invited with the right to consultation present at the meeting, and the members of the committee do not intend to ask the persons present any further questions, the chairperson of the committee shall call on those present who are not members of the committee to leave the room for the time of the decision-making.

(4) In case the applicant is present at the meeting, the chairperson of the committee shall announce the decision orally. In this case the resolution is communicated by the announcement.

(5) In case the applicant is not present at the meeting, the decision shall be announced by delivery.

(6) Following the announcement of the decision, the chairperson of the committee prorogues the meeting unless there are more requests to be discussed at the meeting.

Decision-making

Article 7. (1) The resolutions of the committee shall be adopted by open vote and by simple majority. In case of a tied vote, the chairperson (or the current acting chairperson) shall have the casting vote.

(2) ⁴⁵³ The Educational Committee of the Faculty shall notify the applicant within 8 workdays, the Credit Transfer Committee of the Faculty and Secondary Educational Committee within 30 workdays

⁴⁵³ Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

from the decision-making in case the it shall be announced in written form according to Article 11 (2) of the Regulation or based on the student's request. The resolution shall contain the following:

- a) the name and address of the student, his/her ETR username, the number of the case and the subject of the case,
- b) in the purview, the decision of the committee and information on possible legal remedy,
- c) in the reasoning, the ascertained facts of the case and the evidences admitted on the basis of them, the referred measurer under which the committee has adopted its resolution,
- d) the place and date of the decision-making, its registry number and the signature of the chairperson or acting chairperson of the committee.

(3) If the student has suffered any further detriment in connection with the injury serving as the basis of the resolution adopted in the academic and examination related case, the resolution shall provide for its remedy as well.

(4) The first instance resolution shall be put into writing by the Registrar's Office and the second instance resolution by the secretary of the committee and he/she shall forward it to the student and in certain cases to the head of the concerned organisational unit of instruction.

(5) Resolutions concerning student status and the academic and examination cases of the student shall be recorded in the student's gradebook and in the ETR on the 'official notes' surface.

Memorandum

Article 8. (1) A memorandum shall be drafted about the meeting of the committee; it shall be drafted by the secretary of the committee.

(2) The main content elements of the debate and the resolution and/or the committee's position on the matter – for each item of the agenda – shall be recorded in the memorandum.

(3) The memorandum shall be signed by the chairperson or acting chairperson and the secretary of the committee.

**SPECIAL PROVISIONS PERTAINING TO TEACHER TRAINING MASTER
PROGRAMME⁴⁵⁵**

Article 1. The teacher qualification shall be awarded in a multi-cycle, divided teacher training master programme offering a master's degree, as well as in an undivided teacher training programme offering a master's degree. Certain provisions of the regulations shall be applied with the supplements and amendments of present Annex in case of students in the teacher training master programme. In case of matters not regulated by present Annex, the provisions of the Regulation are in effect with unamended content.

Definitions

Article 2. The definitions determined in Article 2 of the Regulation shall be supplemented with the following definitions in the teacher training.

1.⁴⁵⁶ Practice leading mentor: *the maintainer of every school activities* during the individual (continous) professional practice. He/she shall *support* and help the student in the professional execution of the individual development plan.

2. Practice leading tutor (practice leading tutor of the supporting seminar): he/she is responsible for the professional guidance of the student's individual (continous) professional practice. He/she shall lead the pedagogical and methodological supporting seminars supplementing the individual (continous) professional practice. Helps and approves the making of the student's individual development plan and activity network. Supports and helps the student in determining the types and criteria of the concrete documents presenting the completion of the certain activities. Helps establishing the connection between the practical and theoretical knowledge, the professional development of the teacher candidate and the intensification of his/her professional (self)reflections, the more conscious shaping of the practical competences. He/she shall evaluate the portfolio.

3. Practice leading teacher: helps the work of the student – including the making of the individual (competence) development plan and the activity network – during the grouped (teaching) practice.

4. Pedagogue Training Coordination Center (hereinafter: PTCC): responsible for uniting the educationa work of the teacher training in the organisational units of the University and the related practical training.

5. PTCC faculty coordinator: a person delegated by the PTCC to the faculty for a fixed period to complete the administrative tasks determined in present Annex. The contact of the faculty coordinator shall be published on the homepage of the University and in the usual ways of the Faculty.

6. Portfolio: a document being part of the teacher thesis or – in case of its forms specified in the completion and exit requirements of the teacher training –substituting the thesis, demonstrating and illustrating the competences of the student. It shall reflect the professional differences varying from person to person that evolve based on the individual (competence) development plan and its defense shall be a part of the teacher final closing examination.

⁴⁵⁴ Annex built in by the amendment adopted by the Senate on its meeting held on 1st October 2009. Effective: from 1st October 2009.

⁴⁵⁵ Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

⁴⁵⁶ Amendment adopted by the Senate on its meeting held on 16th December 2010.

7. Person responsible for the qualification: the person responsible for the content of the qualifications of the teacher training programme and whole training process, having authority named in the documents of launching the programme and determined in present Annex. The list and contacts of the persons responsible for the qualification shall be published on the homepage of the University and the concerned Faculties.

8. Specialty final examination: students taking part in the teacher training shall sit for a specialty final examination per qualification following the professional training. The specialty final examination is a form of assessment that contains the whole knowledge of the given specialty in a complex way.

Competency

Article 3. (1) In the teacher training the provisions of Article 5 of the Regulation pertaining to competency shall be supplemented as follows. In case the student takes part in a training that offers qualifications belonging to different faculties, competency to proceed in academic and examination cases of the student shall belong to the relevant organ of the Faculty that is responsible for the qualification concerned by the student's request.

(2) In case the student's request affects all the qualifications in his/her studies, the competency shall belong to the relevant organ of the base faculty of the student.

Major

Article 4. (1) In the *base case* of the multi-cycle, divided teaching major – a training programme specified in Point 4.1. a) of Annex 4 of the ME (Ministry of Education) Order nr. 15/2006. (April 3) regarding the completion and exit requirements of bachelor and master training programmes – for the fulfilment of the special pedagogical tasks and the teaching of subjects, subject modules in the 5th-12th and 13th grades of public education and in the classes of vocational training determined in the National Qualification Register, **two** qualifications shall be gained.

(2) In *special* – specified by the completion and exit requirements – cases of the teaching major, following certain preliminary studies or according to the completion and exit requirements of the professional and arts teaching qualification in the multi-cycle, divided training – for a shorter period according to number of the semesters determined therein – **one** teacher qualification shall be acquired.

Article 5. (1) The master training programme offering a teacher qualification shall contain the following three component *in the base case*:

- a) knowledge in the specialties – including subject-pedagogy and methodology – according to the teacher qualification,
- b) the practical and theoretical pedagogical and psychological knowledge of the teacher qualification,
- c) the continuous professional practice arranged in a public educational or in adult educational institution.

(2) In the teaching major, the components specified in Point a)-b) of Article 5 (1) herein shall only be instructed simultaneously. The continuous professional practice determined in Point c) shall only be started after the successful completion of the educational requirements of the components specified on Point a)-b).

(3) In the cases determined in the completion and exit requirements – in contrary to Article 5 (1) herein – certain components of the teacher training master programme are partly or fully not part of the educational requirements.

Article 5/A.⁴⁵⁷ The student might request the modification of his/her teacher training master programme from the Educational Committee (EC) in charge according to the following. The student might request that from the semester following the submitting of the request he/she shall pursue his/her studies in a training programme offering one teacher qualification or – in case the student has already been awarded a college-level teacher qualification – in a training programme offering one teacher qualification that is corresponding to his/her previous qualification. The student shall submit the request only if he/she had already had the possibility at the time of his/her admission procedure to pursue his/her studies in a training programme offering a teacher qualification, or – in case the student has already been awarded a college-level teacher qualification in a training programme offering one teacher qualification that is corresponding to his/her previous qualification. The modification might also mean the modification of the student's base faculty. In case the student takes part in a training programme offering one teacher qualification, his/her request shall not concern the permission of a training programme offering two teacher qualifications.

(2) The request concerning the modification of the teacher training master programme shall be addressed to the competent EC and submitted to the competent Registrar's Office 15 days preceding the start of the concerned semester at latest.

Curriculum and recommended curriculum

Article 6. (1) Corresponding to the different preliminary qualifications of the students there shall be **more** curricula belonging to the teacher training master programme – based on the completion and exit requirements. Depending on the preliminary qualification of the students – in the way determined in the certain pedagogical curricula – the components of the teacher training master programme specified in Article 5 (1) shall be completed with different credit numbers.

(2)⁴⁵⁸ The amendment of the recommended curriculum belonging to the teacher training master programme – in contrary to the provisions of Article 27 of the Regulation – shall be adopted by the Faculty Council regarding Point a) of Article 5 (1) and the Council is obliged to notify the PTCC about the amendment. In regards of Point b)-c) of Article 5 (1), the amendments of the curriculum shall be adopted by the Faculty Council based on the suggestion of the PTCC.

The order of the announcement of courses

Article 7.⁴⁵⁹ (1)⁴⁶⁰ In derogation of Article 39 (2) of the Regulation, in the teacher training master programme the announcement of courses relating to the pedagogical-psychological subjects and the professional practice is the duty of the programme director and the appointed persons at the Faculty being responsible for the organization of the given training and who are obliged to notify the PTCC.

⁴⁵⁷ Supplement adopted by the Senate on its meeting held on 16th December 2010.

⁴⁵⁸ Amendment adopted by the Senate on its meeting held on 16th December 2010.

⁴⁵⁹ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

⁴⁶⁰ Amendment adopted by the Senate on its meeting held on 16th December 2010

(2) The PTCC faculty coordinator shall be responsible for the announcement of the grouped (teaching) practice and the individual (continuous professional) practice, as well as the supporting seminars.

(3) The PTCC shall check course plans specified in Section (1) in every semester in order the University provides the students with the progress corresponding to the recommended curricula of the teaching major.

(4) The Faculties are obliged to announce the courses in the course plan approved by the PTCC and which are compulsory according to the curriculum, but in case of the incapacitation of the lecturer or in case more or less students registered as planned, it is the Faculty's authority to modify the person of the lecturer or the number of the courses.

Specialty final examination

Article 8. (1) The provisions of Article 47 (2) of the Regulation pertaining to the forms of knowledge testing shall be supplemented with the following provisions regarding the *specialty final examination* in the teacher training master programme.

(2) Following the professional training the students shall take a specialty final examination in per qualification. The specialty final examination shall be taken after obtaining the required professional credits beside the methodology, but before the individual (continuous) professional practice.

(3) The specialty final examination is a form of assessment that contains the whole knowledge of the given specialty in a complex way. The publishing of the requirements is the duty of the Faculty offering the qualification. The organization of the final examination is the duty of the person responsible for the qualification.

(4) The specialty final examination shall be taken in front of an examination board of at least two members. In the oral examination the student shall draw a topic from the previously published topic list. The examination board shall evaluate the exam with a grade established under a five-grade scale.

(5)⁴⁶¹ The specialty final examination is a subject that is part of the curriculum.

The order of examinations

Article 9. Those students who shall complete the individual professional practice for less than 30 credits according to the recommended curriculum, shall be provided – before starting the individual professional practice – with the possibility for a blocked course schedule for the courses to be still completed in the practical semester, the closing of exams taken outside the exam period, including the specialty final examination as well.

Professional practice

Article 10. Article 57 of the Regulation pertaining to professional practices shall be supplemented with the provisions of present Annex. The organization of the practices of the teacher training master programme shall be coordinated and supervised by the PTCC according to this Annex. The prescribed forms of the professional practice in the teacher training master programme are contained by Article 12-14 of present Annex. The PTCC is obliged to work out and publish on the University's homepage

⁴⁶¹ Built in by the amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

the general handouts in case of professional practices specified in Article 12-13 and detailed handouts in case of professional practices specified in Article 14.

Article 11. (1) The **general (pedagogical) practice**: a practice with a length of 30 hours that aims to get knowledge of the pedagogical profession and to develop the pedagogical skills and that involves the knowing of career knowledge, child-and self-recognition, conflict solution methods, school visits, class visits and analyses, as well as the micro-teaching relating to the following subjects:

a) practice relating to the pedagogical psychology subject (the responsible is the Pedagogical Department of the Pollack Mihaly Faculty of Engineering and Information Technology)

b) practice relating to the didactics and school subject (the responsible is the Didactic Theory Department of the Didactic Institute of the Faculty of Humanities)

c) practice relating to the learning and teaching subject (the responsible is the Didactic Theory Department of the Didactic Institute of the Faculty of Humanities)

(2) The schedule of the general (pedagogical) practices shall be determined by the relating curricula. The general (pedagogical) practices shall be completed in the practice schools or in case of necessity in the University's partner schools in Pécs.

Article 12. (1) The **grouped (teaching) practice**: a grouped (teaching) practice completed in school, under the supervision of the practice leading teacher, within the field of the given qualification. The practice shall be 60 hours long per qualification and it shall involve the observation, the class consultations, the cooperation in the classes held by the practice leading teacher and 15 independently held classes (planning-preparing, holding the classes, reflection-analysis). The student shall complete the practice of one of the qualifications in the 5th – 8th grades and the practice of the other qualification in the 9th-12th grades. The distribution of the certain activities to be completed during the grouped (teaching) practice shall be determined by the course director. The organization of the grouped (teaching) practice is the duty of the PTCC faculty coordinator.

(2)⁴⁶² ⁴⁶³ The schedule of the grouped (teaching) practice completed within the field of the given qualification shall be specified in the relating curricula. The grouped (teaching) practice shall be completed in the practicing schools or in case of need in the partner schools of the University. The student – except in the professional and art teaching training programme – shall be assigned to an outside practice leader only after the Educational Directory verified that the placements in the practicing schools are already occupied or in a very reasonable case, based on individual request, with the permission of the Dean (or director) of the student's base faculty or the person appointed by him/her. Simultaneously with the pre-registration, the student might submit an individual request to the Dean (director) of his/her base faculty regarding the place of the grouped (teaching) practice. The Dean (director) or the person appointed by him/her shall call in the verification of the Educational Directory regarding the fulfillment of the placements in the practicing schools before making a decision, then he/she shall notify the student and PTCC faculty coordinator about the decision.

Article 13. (1) The **individual (continuous professional) practice**: a continuous, individual professional practice completed in a public educational or adult educational institution, under the persistent supervision of an appointed practice leading mentor and a higher educational teacher

⁴⁶² Amendment adopted by the Senate on its meeting held on 16th December 2010.

⁴⁶³ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

training expert in the last semester of the training. The practice shall include the observation, teaching/classroom activities in 2-3 hours per week (6 hours per week at the most) according to the activity plan that is prepared based on development plan of teaching competences, the completing of the school duties outside the classes, the completion of the supplementary seminars and the professional documentation of the data collecting and experience gaining. The coordination of the individual (continuous professional) practice shall be the duty of the PTCC.

(2)⁴⁶⁴ The prerequisite of the individual (continuous professional) practice is the completion of all the requirements of the teacher training master programme – except the thesis –, as well as obtaining the credits necessary to complete these requirements, including the specialty final examination. The practice shall be started only after completing the prerequisites. In case the student shall complete the specialty final examination in the semester of the individual (continuous professional) practice and he/she does not complete it, the student is not entitled to start the practice in the given semester. However, the registration of the practice in the given semester shall not be taken into account when applying the provisions of Article 23 (3) and Article 42 (3) of the Regulation.

(3) In the *base case* of the teacher training master programme the individual (continuous professional) practice shall be completed in the fifth semester, in other cases in the last semester of the curriculum relating to the training. The minimum length of the individual (continuous professional) practice completed in a public educational institution is 12 weeks, in case of two specialties there shall be an even distribution between the two specialties. The practice shall be completed in public educational or adult educational institutions, the practicing schools and partner schools of the University. The main principle shall be that the student shall work out at least 75 % of the activity network based on his/her individual development plan in partner schools, under the supervision of a practice leading mentor.

(4) During the individual (continuous professional) practice, under the supervision of the practice leading mentor and the practice leading teachers (teacher training experts), the student shall prepare the portfolio – that supports with data his/her work in getting to know the students and the effectiveness of his/her work as a teacher and documents his/her own practical development –, that is a part of the thesis and a subject of the teacher's qualification examination. During the practice every student shall obligatorily take part in a class of students with special educational needs (SEN). The student shall solve, document, (self-reflectively interpret, analyze and evaluate the tasks he/she gets/undertakes while completing the individual (continuous professional) practice in the institution. The student shall complete the undertaken tasks of the supplementary seminar of the individual (continuous professional) practice, he/she shall look for solutions to the emerging problems, then he/she shall document, (self)-reflectively interpret, analyze and evaluate them.

(5) The result of the individual (continuous professional) practice is the aggregate, averaged, rounded grade of the partial grades (taken into account evenly) relating to the following completion:

- a) observation relating to all activity fields of the institution and its documentation and analysis,
- b) completion, documentation and (self)-reflective analysis of the teaching/ learning supporting tasks relating to the first qualification,
- c) completion, documentation and analysis of the teaching/ learning supporting tasks relating to the second qualification,
- d) completion, documentation and (self)-reflective analysis of the duties outside the class,
- e) completion of the tasks of the supplementary seminars.

⁴⁶⁴ Amendment adopted by the Senate on its meeting held on 16th December 2010.

The person to evaluate the completion of the tasks specified in point a)—d) shall be the practice leading mentor, the persons evaluating point e) shall be the practice leading teachers (the lecturers of the supplementary seminars). In order to evaluate the individual (continuous professional) practice the public educational institution shall send the evaluation report sheet to the PTCC faculty coordinator within the deadline specified in the schedule of the Faculty, so that he/she can record the grade in the ETR.

Article 14. (1) According to the general provisions in Article 42 of the Regulation the student shall register the courses belonging to the general (pedagogical) practice in the ETR in the registration period.

(2)⁴⁶⁵ ⁴⁶⁶ The student is obliged to report his intention to register courses of the grouped (teaching) practice and the individual (continuous professional) practice – due to educational-organizational reasons – to the PTCC faculty coordinator at the time and in the way specified in the schedule of the Faculty until the end of the instruction period of the semester preceding the semester of the given course registration at latest. The actual course registration (confirming the intention to register the course) shall happen in the ETR in the registration period in the semester of the announcement of the grouped (teaching) practice and in case of the individual (continuous professional) practice in the last semester of the training. The student shall show up in the place of the practice within two weeks from the start of the practice and arrange the period of the completion of the practice. In case of reasonable delay, the PTCC faculty coordinator shall notify the school. In case the student misses the deadline or he/she does not start the practice on the recorded date, the practice shall be evaluated as not completed after two weeks of uncertified absence.

(3)⁴⁶⁷ The PTCC faculty coordinator shall assign the student to the grouped (teaching) practice and the individual (continuous professional) practice and notify him/her. Simultaneously with the pre-registration, the student might submit an individual request to the Educational Committee of his/her base faculty regarding the place of the individual (continuous professional) practice. The EC of the Faculty shall inform the student and PTCC faculty coordinator about the decision.

Pre-degree certificate

Article 15. In contrary to Article 58 of the Regulation, in the teacher training master programme acquiring the pre-degree certificate testifies the following: the completion of the specialty final examination in the chose qualification field, the completion of the exams determined in the curriculum and other educational requirements – except the thesis and the language exam –, as well as the obtainment of the credits prescribed in the completion and exit requirement, except the credits relating to the thesis.

Thesis

Article 16. (1) Article 59-60 of the Regulation shall be supplemented with the derogations of present Annex and with the following special provisions regarding the thesis. The teacher thesis shall include the following two components:

⁴⁶⁵ Amendment adopted by the Senate on its meeting held on 16th December 2010.

⁴⁶⁶ Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

⁴⁶⁷ Amendment adopted by the Senate on its meeting held on 16th December 2010.

a) regular summary of the experiences of the school practices and the supplementary seminars (**portfolio**)

b) academic level presentation, analysis, evaluation of these experiences or the teaching of a subfield of the professional subject according to a general didactic point of view or preparing an aid necessary for its teaching (**essay**).

(2) In the cases determined in the completion and exit requirements the student needs to prepare only the portfolio. In case the student shall prepare only the portfolio, the provisions regarding the writing of the thesis in present Annex shall implicitly also be applied on the portfolio.

Article 17. (1) One part of the teacher thesis, that is the portfolio, shall have an outstanding role in the evaluation of the practical activities in the teacher training master programme. It gives an opportunity to get to know the professional development of the student and to evaluate his/her work. The preparation of the portfolio is obligatory in the last semester of the training period, its evaluation is part of the final closing examination.

(2)⁴⁶⁸ The **teacher thesis portfolio** is a document demonstrating and illustrating the teaching competences of the student, which shall also reflect the professional differences varying from person to person that evolve based on the individual (competence) development plan. It shall contain documents, self-reflections and materials presenting special competences, that are unique, but prepared based on the same criteria, with special consideration to the documents demonstrating the improvement of the teaching competences.

(3) The types of the portfolio:

a) **Work portfolio:** every document prepared during the bachelor and the master training (including the materials of the supplementary seminars) that show the process of becoming a teacher. It shall also involve the introduction to career orientation (10 credits).

b) **Evaluative portfolio:** the student and lecturers/teachers of the supplementary seminars jointly select the documents, illustrative materials, etc. that reflect the student's development the most. The amount of the documents shall not exceed the length of the thesis. The student shall prepare a presentation for the final closing examination that he/she shall introduce and defend during the examination.

(4)⁴⁶⁹ The content of the portfolio shall be at least 5 documents (2 obligatory, 3 elective). The content and type of the obligatory documents shall be determined by the leader/leaders of the supplementary seminar(s). Its length cannot exceed the length of the thesis. The thesis portfolio shall not be accepted (shall be rejected) in case its length does not reach 50.000 characters at least, in case it contains more than 20 grammar mistakes or if it lacks any of the basic components.

(5) The portfolio, as a component of the teacher thesis, shall be evaluated – according to evaluative point of views known to the students – by the consultant and the opponent, they shall make a suggestion regarding the grade, then after the presentation by the student the final closing examination committee shall also award it with a grade.

⁴⁶⁸ Amendment adopted by the Senate on its meeting held on 16th December 2010.

⁴⁶⁹ Fourth sentence built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

Article 18. (1) The other component of the teacher thesis, the essay, shall also reflect that the student is able to process the professional topic in the elementary and secondary educational levels, according to the aims of the vocational training or the adult education, based on his/her methodological, didactic and psychological knowledge.

(2) The length of the essay shall be at least 50.000 and at most 80.000 characters without spaces. This number shall not include the table of contents, the notes and the bibliography. Illustrations and charts shall be attached as annex beyond the prescribed length. The formal requirements of the thesis essay shall be specified in guideline for students on the homepage.

Article 19. (1) In the teacher training master programme there shall be only one thesis prepared even in case of the teacher qualifications.

(2) The thesis topics shall be announced by the lecturers of methodology and pedagogy. A lecturer or outside expert with a title less than associate professor can be a consultant only with the permission of the programme director or the person responsible for the qualification. The thesis topics and consultants shall be collected by the PTCC faculty coordinator per every faculty and he/she shall forward them to the PTCC, which shall approve them for the period of one academic year. The topics approved by the PTCC shall also be published on the homepage of the University and Faculty.

(3) The student shall have the right and obligation to choose the topic of his/her thesis on the form issued by the Faculty in the last semester of his/her training period.

(4) Following the submission of the thesis the leader of the institution/department relating to the chosen topic shall appoint the opponent of the thesis.

Article 20. (1) The teacher thesis (its two components: the essay and the portfolio) shall be submitted electronically and in two covered copies to the Registrar's Office 30 days before the final closing examination at latest. The exact deadline shall be determined and published by the Faculty Council. The consultant may allow one week extension at most for the submission of the thesis according to Article 59 (10) of the Regulation. The student, who does not submit his/her thesis until the modified deadline, shall be entitled to take final closing examination only in the next final closing examination period.

(2) The PTCC faculty coordinator shall immediately forward the teacher thesis – after receiving it from the Registrar's Office – to the consultant and the appointed opponent.

(3) The teacher thesis (its two components: the essay and the portfolio) shall be evaluated in writing by the consultant and the opponent, who shall make a suggestion on the grade to be awarded and shall give two questions relating to the given field of discipline and also mark the bibliography helping to answer the questions. The consultant and the opponent shall send the questions to the student electronically 10 days before the final closing examination at latest.

(4)⁴⁷⁰ The consultant and the opponent shall evaluate the teacher thesis by rounding the mean average of the grades of the portfolio and the essay to a whole number. In case one of the grades is a fail and it is confirmed by a third evaluator as well, the teacher thesis shall not be accepted, the student shall not be entitled to take the final closing examination. In this case the teacher candidate shall re-write the failed component of the teacher thesis. The result of the thesis shall be the mean average of the two

⁴⁷⁰ First three sentence built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

suggested grades rounded to a whole number. The defense of the teacher thesis shall be a part of the final closing examination. In case the final closing examinations evaluates the thesis – that is already accepted by the consultant and the opponent – with a fail, the committee shall give a written reasoning on its decision.

Article 20/A.⁴⁷¹ (1) The teacher candidate may choose to which qualification shall his/her thesis – specified in Article 16 (1) – relate to.

(2) The thesis portfolio and the thesis essay shall not necessarily relate to the same qualification. The portfolio and the essay parts of the thesis shall be submitted as separate documents (in case of printed format in separately covered copies) to the Registrar's Office of the base faculty.

(3) In case of foreign language qualification the student shall agree in writing upon the language of the portfolio and the essay with the consultant before the thesis title declaration. This agreement shall be recorded on the thesis title declaration form. The student shall prepare the annalistic, reflective parts of the portfolio in Hungarian, even if the portfolio contains documents in a foreign language. The consultant and the opponent shall write their evaluations in Hungarian and they shall give their questions in Hungarian as well.

Teacher final closing examination

Article 21. (1) The student shall finish his/her studies in the teacher training master programme with the final closing examination. The special, supplementary provisions regarding the final closing examination in contrary to Article 61-62 of the Regulation are contained by present Annex.

(2) The criteria of taking the final closing examination:

- a) acquiring the pre-degree certificate
- b) the submitted (and evaluated in writing) thesis.

(3) The teacher final closing examination is a complex examination closing the teacher training master programme with no credits obtainable. The teacher final closing examination shall be compound of the following:

- a) the presentation and defense of the teacher thesis
- b) complex oral examination.

(4) The first part of the teacher final closing examination is the presentation and defense of the teacher thesis, which includes the systematic answering of the questions previously given to the student, expressing the remarks, complements relating to the evaluation of the thesis and the presentation of the thesis.

(5) The second part of the teacher final closing examination is the complex oral examination in which the student shall prove his/her ability to integrate the knowledge acquired in the different fields of the training, apply the professional-disciplinary knowledge in the teaching practice and its use in a creative and constructive way. Each complex exam topic requires the systematical, fitting to the student's own learning experiences processing of the relating bibliography and the structured analysis of the experiences of the professional practices – general (pedagogical) practices, grouped (teaching) practices, individual (continuous professional) practices –. The teacher candidate may also use the

⁴⁷¹ Article 20/A built in by the amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

documents prepared during the practices to support his/her thoughts relating to the complex exam topic.

(6) The students possessing the preliminary qualification specified in the completion and exit requirements shall prepare the portfolio relating to the teaching practice belonging to the given specialty and shall present and defend it in the final closing examination. The essay part of the thesis and the complex oral examination shall not be a requirement in case of these students.

Article 22. (1) The requirements of the final closing examination (topics, bibliography) shall be determined by the PTCC and shall be published on the homepage of the University and the Faculty at least 3 months before the examination.

(2) The schedule of the final closing examination periods shall be determined for every academic year by the Faculty Council and shall be published in the way specified in Article 34 (4) of the Regulation.

(3) The student, who acquired his/her pre-degree certificate until the deadline specified in the schedule of the academic year or who will acquire it at latest until the commencement of the final closing examination, shall register for the final closing examination by submitting the form downloadable from the homepage of the Faculty.

(4)⁴⁷² The final closing examination shall be taken in front of the final closing examination committee. The final closing examination committee shall consist of at least three members, its president and its outside member shall be invited and trusted by the president of the PTCC based on the suggestion of the Faculty. Beside the president – who shall be a lecturer of a pedagogical-psychological or a methodological subject with at least an associate professor title employed in the teacher training programme or a lecturer employed with at least an associate professor title possessing an academic degree in the didactic field – , the members shall be the representatives of the professional disciplines, professional methodologies and the practice leading mentors of the practicing and partner schools, furthermore, the consultant and the opponent of the student's thesis may also be a member of the committee. The latter ones shall be delegated by the faculties.

(5) The unsuccessful final closing examination or part of the examination shall be retaken in the next final closing examination period at the earliest according to Article 61 (4) and (8) and Article 62 (5) of the Regulation.

Article 23.⁴⁷³ (1) The aggregate result of the teacher final closing examination shall be average of the following grades without rounding (to two decimals, with the certain parts taken into account evenly):

- a) the grade of the teacher thesis (shall be evaluated by the consultant and the opponent)
- b) the grade awarded by the final closing examination committee for the presentation and defense of the teacher thesis (portfolio and essay)
- c) grade awarded for the complex oral examination (evaluated by the final closing examination committee)
- d) grade of the grouped (teaching) practice(s) (evaluated by the practice leading teacher)
- e) the grade of the individual (continuous professional) practice completed in the last semester of the training period (evaluated by the practice leading mentor and and practice leading lecturers (lecturers of the supplementary seminars).

⁴⁷² Amendment adopted by the Senate on its meeting held on 27th September 2012.

⁴⁷³ Amendment adopted by the Senate on its meeting held on 16th December 2010.

(2) In case any of the grades specified in point b)-c) of Section (1) herein is a fail, the teacher final closing examination shall be considered unsuccessful. In the retaken final closing examination only the failed part shall be retaken.

(3) In case the recommended curriculum of the given student does not contain any of the requirements specified in Section (1) based on the completion and exit requirements, the result of the final closing examination shall be calculated without taking into account the given point and by using the average of the grades awarded for the remaining requirements.

(4) In case of a training offering two qualifications – in point d) of Section (1) – the student shall be awarded separate grades per qualification for his/her grouped (teaching) practices. The result of the final closing examination shall be calculated with the average of the two grades (without rounding).

Degree certificate

Article 24. In the teacher training master programme, the qualification of the degree certificate shall be the average of the results of the specialty final examination(s) and the final closing examination rounded to two decimals.

Annex 12.

SPECIAL PROVISIONS PERTAINING TO THE UNDIVIDED TEACHER TRAINING PROGRAMMES⁴⁷⁴

Article 1. The teacher qualification shall be awarded in a multi-cycle, divided teacher training master programme offering a master's degree, as well as in an undivided teacher training programme offering a master's degree. Certain provisions of the regulations shall be applied with the supplements and amendments of present Annex in case of students in the teacher training master programme. In case of matters not regulated by present Annex, the provisions of the Regulation are in effect with unamended content.

Definitions and special rules of procedures

Article 2.⁴⁷⁵ (1) Undivided teacher training programme: according to the conditions of enforcement specified in Annex 3 of the Act nr. CXC (2011) on the national public education the scholastic education-teaching, it is a major preparing for the teaching tasks of the professional subjects system according to the curriculum framework based on the National Base Curriculum in case of the scholastic education-teaching, as well as the stages of scholastic education-teaching preparing for the acquisition of the qualification, in the 5th-12th grades and in the 5th-13th grades – in case of elementary school teacher qualification in the 5th-8th grades of scholastic education-teaching and in the 9th-11th grades preparing for the acquisition of scholastic education-teaching qualification –, furthermore, preparing for the teaching tasks of the subjects in the adult education corresponding to the given major in the vocational training classes specified in the National Qualification Register, and also preparing for completing the pedagogical duties of the school. The undivided teacher training programme shall consist of three groups: general educational teaching major, specialist teaching major and art teaching major.

(2) General educational teaching major: an undivided teacher training programme that prepares for the fulfilment of teaching scope of activities in the stage of scholastic education-teaching, in the education based on subject specialists.

(3) Specialist teaching major: an undivided teacher training programme that prepares for the teaching of more professional theoretical subjects in the stage of the programme preparing for the acquisition of the qualification of scholastic teaching-education, in the classes of vocational training determined in the National Qualification Register and in the adult education.

(4) Art teaching major: an undivided teacher training programme that prepares for the fulfilment of teaching scope of activities relating to art subjects in the elementary art school in the field of art, in the secondary technical school or specialized school of art and to the music teaching in the elementary art school and specialized school, in the musical arts teaching in the elementary and secondary education of arts.

Article 3. (1) The components of the teacher qualification:

⁴⁷⁴ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

⁴⁷⁵ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

- a) knowledge in the specialties according to the teaching major (disciplinary and art knowledge), and
- b) required for the work as a teacher
 - ba) knowledge, skill, ability of the theory and practice of pedagogy and psychology
 - bb) knowledge, skill, ability (disciplinary and inter-disciplinary subject-pedagogical), of the methodology
 - bc) pedagogical, psychological and teaching practice acquired along with the qualification, as well as
- c) the continuous professional practice completed in a public educational or in adult educational institution.

(2) Point b) and c) of Section (1) herein shall mean the teaching preparation together.

(3) The specialty knowledge shall result in a teacher qualification only with the completion of the requirements of the teaching preparation. The teaching preparations shall be built on common requirements in the undivided teacher training programme.

(4)⁴⁷⁶ The teacher qualification shall also involve the vernacular knowledge that is includes as criterion requirements the improvement of the vernacular (practical communicational, elocutional, rhetorical, spelling) skills and the knowledge shaping and interpreting the linguistic attitude. The courses of vernacular knowledge shall be completed according to the recommended curriculum, but at latest until the end of the joint training period.

Article 4.⁴⁷⁷ (1) The general educational teaching major shall offer both secondary and elementary school teacher qualification; during the completion of the requirements of the joint training period the student may choose whether he/she shall acquire the elementary or the secondary school teacher qualification.

(2) The choice shall depend exclusively on the decision of the student, it shall not be related to the completion of any academic requirements. The concerned Faculty shall not be obliged to launch a training program offering elementary or the secondary school teacher qualification in case the number of applicants per major does not reach 5 persons.

(3) The student shall use his/her right to choose in the semester in which he/she completed the requirements of the joint training period, but the possibility of validating the choice shall be possible only in the semester following the submission of the choice. The application shall be submitted until the last day of the instruction period of the semester in which the student is expected to complete the requirements of the joint training period. The Registrar's Offices shall check at the end of the exam period that the students had actually completed the requirements of the joint training period and he/she is entitled to start the autonomous training period. The Faculties shall announce the courses of the autonomous training period according to the recommended curriculum.

(4) In case of changing major or institution in the given general educational teaching major the credits obtained in the joint training period shall be considered as completed.

⁴⁷⁶ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

⁴⁷⁷ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

(5) The Educational Committee shall make a decision on the application within 15 days from the submission with consideration to the capacities.

(6) The student can appeal against the decision to the Secondary Educational Committee within 15 days from notification. The Secondary Educational Committee shall act upon the appeal within 15 days from its onset.

Article 5.⁴⁷⁸ (1) In double major training programme the student shall be given the opportunity – upon his/her request – to a one-time changing of one of the teaching majors of his/her double major until the end of the second semester.

(2) The student may submit a request to the competent Educational Committee regarding changing major until the last exam day of the second semester of his/her studies. The student shall attach the acceptance letter of the department to the request.

The Educational Committee shall make a decision on the application within 15 days from the submission with consideration to the capacities. The Educational Committee shall investigate whether the student had completed the input requirements of the chosen major (obligatory higher secondary level exam, practical exam), in the lack of these the Committee might oblige the student to the completion of the requirements and in this case the student can start his/her studies in the new major only after completing the given requirements.

(4) The student can appeal against the decision to the Secondary Educational Committee within 15 days from notification. The Secondary Educational Committee shall act upon the appeal within 15 days from its onset.

(5) In case of permissive decision the student can continue his/her studies in the new major from the semester following the decision. The remaining credits to be obtained in the given major shall be collected until the end of the joint training period.

Article 6. (1) In case the student obtained at least 60 credits in specialty component of the teacher qualification in the undivided teacher training programme, he/she may request his/her transfer to the bachelor programme in accordance with the specialty of the given undivided teacher training programme.

(2) The conditions of the transfer shall be determined by the Education Committee of the Faculty responsible for the given bachelor programme.

(3) During the process of the transfer the credit correspondence shall be examined uniquely, the responsibility for the prolonging of the studies shall be taken exclusively by the student.

(4)⁴⁷⁹ The Educational Committee shall make a decision on the application within 15 days from the submission with consideration to the capacities. The Educational Committee shall investigate whether the student had completed the input requirements of the chosen major (obligatory higher secondary level exam, practical exam), in the lack of these the Committee might oblige the student to the completion of the requirements and in this case the student can start his/her studies in the new major only after completing the given requirements.

⁴⁷⁸ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

⁴⁷⁹ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

(5) The student can appeal against the decision to the Secondary Educational Committee within 15 days from notification. The Secondary Educational Committee shall act upon the appeal within 15 days from its onset.

Article 7.⁴⁸⁰ (1) The student admitted to bachelor programme can apply for transfer to the undivided teacher training programme in accordance with the specialty of the bachelor programme.

(2) During the process of the transfer the Educational Committees of the Faculties responsible for the concerned undivided teacher training programmes shall determine – in case of general educational teaching major – the teaching major that shall be combined with the concerned teaching major and until when and under what conditions the student shall obtain the remaining credits.

(3) The transfer shall be possible only after two closed semesters.

(4) The transfer shall be allowed in case the student takes part in the aptitude test – held one time in every semester – in the semester when he/she submitted the application and he/she meets its criteria.

(5) During the process of the transfer the credit correspondence shall be examined uniquely, the responsibility for the prolonging of the studies shall be taken exclusively by the student.

(6) The Educational Committee shall make a decision on the application within 15 days from the submission with consideration to the capacities. The Educational Committee shall investigate whether the student had completed the input requirements of the chosen major (obligatory higher secondary level exam, practical exam), in the lack of these the Committee might oblige the student to the completion of the requirements and in this case the student can start his/her studies in the new major only after completing the given requirements.

(7) The student can appeal against the decision to the Secondary Educational Committee within 15 days from notification. The Secondary Educational Committee shall act upon the appeal within 15 days from its onset.

(8) In case the transfer is allowed, the student shall make up for the pedagogical, psychological knowledge as well as for the specialty knowledge that he/she did not complete in the bachelor programme and which are prescribed in the undivided teacher training programme. In case of general educational teaching major the student can start the autonomous training period only in case of completing the joint training period.

Curriculum and recommended curriculum

Article 8. (1) Corresponding to the different preliminary qualifications of the students there shall be more curricula belonging to the undivided teacher training programme – based on the completion and exit requirements. Depending on the preliminary qualification of the students – in the way determined in the certain teacher curricula – the components of the undivided teacher training programme specified in Article 3 (1) shall be completed with different credit numbers.

⁴⁸⁰ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

(2) The curriculum and the amendment of the curriculum shall be adopted by the Faculty Council of the Faculty responsible for the given major in regards Point a) of Article 3 (1) and the Council is obliged to notify the PTCC about the amendment. In regards to Point b)-c) of Article 3 (1) the curriculum and the amendments of the curriculum shall be adopted by the Faculty Council of the Faculty responsible for the given major based on the suggestion of the PTCC.

(3) In case there is more than one Faculties concerned in the training, the provisions pertaining to the curriculum and the amendments of the curriculum shall be recorded in a cooperation agreement before the decision of the Faculty Council.

The order of the announcement courses

Article 9.⁴⁸¹ (1) In derogation of Article 39 (2) of the Regulation, in the teaching major the announcement of courses relating to the pedagogical-psychological subjects and the professional practice is the duty of the programme director and the appointed persons at the Faculty being responsible for the organization of the given training and who are obliged to notify the PTCC.

(2) The lecturer of the given subject shall be responsible for the announcement of the grouped pedagogical practice to be held simultaneously with the training. The PTCC faculty coordinator shall be responsible for the announcement of the autonomous (teaching) practice, the common pedagogical practice and the individual (continuous professional) practice, as well as the supporting seminars.

(3) The PTCC shall check course plans belonging to the teaching preparation in every semester in order to guarantee that the University provides the students with the progress corresponding to the recommended curricula of the undivided teacher training programmes.

(4) The Faculties are obliged to announce the courses in the course approved by the PTCC and which are necessary according to the curriculum, but in case of the incapacitation of the lecturer or in case more or less students registered as planned, it is the Faculty's authority to modify the person of the lecturer or the number of the courses.

The order of examinations

Article 10. Those students who shall complete the individual professional practice for less than 50 credits according to the recommended curriculum, shall be provided – before starting practice – with the possibility for a blocked course schedule for the courses to be still completed in the practical semester, the closing of exams taken outside the exam period.

Scholastic practices

Article 11.⁴⁸² (1) Article 57 of the Regulation pertaining to professional practice shall be supplemented with the provisions of present Annex. The organization of the practices of the undivided teacher training programme shall be coordinated and supervised by the PTCC according to this Annex. The PTCC is obliged to work out and publish on the University's homepage the general handouts relating to the scholastic practices. The prescribed forms of the scholastic practices in the undivided teacher training programme are contained by Article 2 of present Annex.

⁴⁸¹ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

⁴⁸² Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

(2) The scholastic practices shall include the acquisition of practical knowledge relating to the general teacher and given teacher qualification and to the roles of teachers, the knowing and practicing of skills and attitudes, getting acquainted with the workplace (school-life, school management, communication with the parents, individual handling of students, cooperation), as well getting acquisition of basic expertness in the interpretation of the teaching, learning, educational processes and in the professional developments. The types of scholastic practices are the following:

a) the grouped pedagogical and the individual teaching practice to be held simultaneously with the training, under the supervision of a leading pedagogue (leading teacher) in a school shall include the observation and analysis of the work of the teacher relating to the education, teaching of the students and to the professional subjects belonging to the given teaching major within the framework of specialty classes, in tutorial classes and non-specialty classes. It shall also include at least 15 independently held classes the scheduling of which shall be determined by the relating curricula and the certain activities of which shall be determined by the course director. The organization of the practice is the duty of the PTCC faculty coordinator and the teacher of the given subject;

b) the common pedagogical practice to be held simultaneously with the training shall be a common service that can be completed either during holiday or in the instruction period and it shall offer experiences in the fields of the organization, management, program-making and commonwealth building of the extracurricular, free-time activities (camping, workshops, fields of interest, etc.) of a given range of students;

c) the individual (continuous professional) practice shall mean a practice built on the theoretical knowledge and practical experiences acquainted during the training, completed in public educational or adult educational institution under the continuous supervision of the practice leading mentor and the higher educational teacher training expert. It shall also include the acquirement of the complex teaching-educational task system of the school and the teacher, the knowing of the social, legal environment around the school and the public educational institution system. Fields of the practice: activities relating to the teaching of the specialty subjects; teaching and educational basic activities outside the teaching of specialty subjects; getting to know the school as organization and its supporting systems.

(3) The scholastic practices shall be completed in the practice schools or in case of necessity in the University's partner schools.

(4) The coordination of the individual (continuous professional) practice is the duty of the PTCC. The individual (continuous professional) practice can be commenced only in case the student completed – with the exception of the pedagogical, psychological, methodological tasks relating to the individual (continuous professional) practice – the academic and exam requirements of the components specified in point a)-b) of Article 3 (1) herein that are necessary for the acquisition of the teacher qualification.

(5) The individual (continuous professional) practice shall be completed in the last semester of the curriculum of the training.

(6) The student is obliged to report his intention to register courses of the grouped pedagogical and the individual teaching practice to be held simultaneously with the training, under the supervision of a leading pedagogue (leading teacher) in a school – due to educational-organizational reasons – to the PTCC faculty coordinator at the time and in the way specified in the schedule of the Faculty until the end of the instruction period of the semester preceding the semester of the given course registration at latest. The actual course registration (confirming the intention to register the course) shall happen in

the ETR in the semester of the announcement of the grouped pedagogical and the individual teaching practice to be held simultaneously with the training, under the supervision of a leading pedagogue (leading teacher) in a school and in case of the individual (continuous professional) practice in the semester of the commencement of the practice. The student shall show up in the place of the practice within two weeks from the start of the instruction period and arrange the period of the completion of the practice. In case of reasonable delay, the PTCC faculty coordinator shall notify the school. In case the student misses the deadline or he/she does not start the practice on the recorded date, the practice shall be evaluated as not completed after two weeks of uncertified absence.

(7) The PTCC faculty coordinator shall assign the student to the individual teaching practice and the individual (continuous professional) practice and notify him/her.

Thesis

Article 12.⁴⁸³ (1) In the undivided teacher training programmes – with the exception of the art and specialist teaching majors – the thesis – within the framework of the specialty studies – shall be awarded with 8 credits.

(2) In the art and specialist teaching majors the thesis shall be awarded with 15 credits.

(3) In the teacher training pursued simultaneously in two undivided teaching majors, one thesis shall be submitted and defended as part of the final closing examination.

(4) The student shall report his/her chosen thesis topic on the form to be used for that purpose at latest in the beginning of the eighth semester of his/her studies, in order the department, the chosen lecturer and Registrar's Office receives information regarding which major of the student the thesis will be related to.

(5) In case the student write his/her thesis in a major that belongs under the responsibility of the Faculty of Humanities, the student shall have the possibility to register for the thesis seminar in the eighth semester of his/her studies at latest.

(6) In case of general educational teaching majors the length of the thesis and the portfolio shall be (separately) 60-80000 characters that shall not include the table of contents, the bibliography and illustration and charts. In case of art and specialist teaching majors the length of the thesis and the portfolio shall be determined by the Faculty responsible for the given major.

The final closing examination

Article 13.⁴⁸⁴ (1) The final closing examination shall consist of three parts:

- a) the presentation and defense of the thesis which includes the systematic answering of the questions previously given to the student, expressing the remarks, complements relating to the evaluation of the thesis and the presentation of the thesis.
- b) the presentation and defense of the portfolio which includes the systematic answering of the questions previously given to the student, expressing the remarks, complements relating to the evaluation of the portfolio and the presentation of the portfolio.

⁴⁸³ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

⁴⁸⁴ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

- c) complex oral examination in which the student shall prove his/her ability to integrate the knowledge acquired in the different fields of the training, apply the professional-disciplinary knowledge in the teaching practice and its use in a creative way. Each complex exam topic requires the systematical, fitting to the student's own learning experiences processing of the relating bibliography and the structured analysis of the experiences of the scholastic practices. The teacher candidate may also use the documents prepared during the practices to support his/her thoughts relating to the complex exam topic.
- (2) The requirements of certain parts of the final closing examination (topics, bibliography) shall be accepted by the PTCC and these requirements shall be published on the homepage of the University and according to the regular ways of the Faculty at least 3 months before the examination.
- (3) The final closing examination shall be taken in front of the final closing examination committee. The members of the final closing examination committee shall be the following: the person responsible for the qualification or the lecturer appointed by him/her, the consultant or the opponent of the thesis, a representative of the psychological component and a representative of the public education.
- (4)
- (5) The aggregate result of the teacher final closing examination shall be average of the following grades without rounding (to two decimals, with the certain parts taken into account evenly):
- f) the grade of the teacher thesis (shall be evaluated by the consultant and the opponent)
 - g) the grade awarded by the final closing examination committee for the presentation and defense of the teacher thesis (portfolio and essay)
 - h) grade awarded for the complex oral examination grade of the grouped (teaching) practice(s) (evaluated by the practice leading teacher)
 - i) the grade of the individual (continuous professional) practice completed in the last two semester of the training period (evaluated by the practice leading mentor and the practice leading lecturers (lecturers of the supplementary seminars).

Degree certificate

Article 14. In the teaching majors, the qualification of the degree certificate shall be the average of the grades of the final closing examination rounded to two decimals.

Annex 13.

SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF SCIENCES ⁴⁸⁵

Article 1. (1) At the Faculty the cases specified in Article 23 (3) of the Regulation regarding the termination of the student status shall be supplemented as follows. The student status shall be terminated in case the student does not obtain at least half of the credits he/she register or at least 12 credits in any of the semesters after he/she already exceeded the length of the training programme as specified in the curriculum of the given major.

(2) In case the student is missing less than 25 credits for the degree certificate (diploma), his/her student status shall be terminated in case the student does not register the subject he/she is entitled for based on the curriculum or if he/she does not complete at least 50 % of the credits he/she registered in the given semester.

(3) In case the student is entitled to register less credits than specified in sections (1) and (2) herein due to the specific prerequisites in the curriculum or to other verifiable reason, he/she may submit a request to the Educational Committee (hereinafter: EC). If the request is accepted, the EC is obliged to determine the number of credits the student shall complete. This number may differ from the ones specified in Article 1 (1)-(2).

(4) The provisions of sections (1) and (2) herein shall be applied to all training programmes related to the majors of the Faculty where the completion of the training programme is a prerequisite of the issuing of the degree certificate in the given major. The provisions shall apply to those students who failed to complete at least 50 % percent of the credits necessary for the issuing the degree certificate (including the credits obtained with credit transfer) within the period of the training programme provided that the Registrar's Office has warned the student at least once in written resolution– sent by post or delivered personally - to meet his/her obligation by the given deadline and has informed him/her about the legal consequences of such omission. The student shall be warned after the last semester of the period of the training programme is closed, but until the commencement of the registration period of the next semester at latest.

(5) The provisions of present Article shall be first applied to the students who started their studies in any of the announced majors at the Faculty in the academic year 2013/2014.

Article 2. (1) At the Faculty the cases specified in Article 23 (3) of the Regulation regarding the termination of the student status shall be supplemented as follows. The student status shall be terminated in case the student has not completed at least 12 credits in the obligatory subjects specified in the curriculum until the end of the first two active semesters after the admission or the transfer to the Faculty at latest provided that the student has been warned at least once in written resolution– sent by post or delivered personally – until the end of the instruction period of the fall semester of the academic year at latest to meet his/her obligation by the given deadline and has informed him/her about the legal consequences of such omission. Only credits earned for the completion of courses registered at the Faculty shall be included in the credits accrued according to this rule and credits obtained by credit transfer shall not.

(2) The provisions of present article shall be first applied to the students who started their studies in any of the announced majors at the Faculty in the academic year 2013/2014.

Article 3. According to Article 23/A of the Regulation students in state funded or in partly Hungarian State scholarship supported training shall be re-assigned to self-financing training, if in his/her last two

⁴⁸⁵ Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

active semesters his/her weighted average does not reach 2,10. This rule shall be applied for the first time at the end of the academic year 2013/2014 for students who have had active student status in both semesters in the academic year 2013/2014.

Article 4.⁴⁸⁶ (1) Rules pertaining to exam courses of Article 33 of the Regulation shall be supplemented with the following specifications at the Faculty.

(2) In case of exam courses that are prerequisites of the registration of another course according to the curriculum of the given major, the student shall have the opportunity for one exam in the registration period of the given semester before the commencement of the full-time instruction period.

Article 5.⁴⁸⁷ (1) In contrary to Article 23 (9) of the Regulation, at the Faculty the rule on the termination of the student status specified in point c) of Article 23 (3) shall be applied in regards of practices, seminars and curricular units qualified as laboratory practices in case of students who started their studies in the given major in the academic year 2012/2013 and afterwards.

(2) In contrary to Article 42 (3) of the Regulation, at the Faculty students who started their studies in the given major in the academic year 2012/2013 and afterwards shall be entitled to register practices, seminars and curricular units qualified as laboratory practices three times at most during their studies.

⁴⁸⁶ Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

⁴⁸⁷ Built in by the amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.