

**Annex 5**  
**of the Statutes of the University of Pécs**

**Code of Studies and Examinations**  
**of the University of Pécs**



**Pécs 2006**  
*effective from 22<sup>nd</sup> March 2019*

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 87/2015 (IV.9.) 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):

## **PART ONE**

### **GENERAL PROVISIONS**

#### **CHAPTER 1.**

#### **THE SCOPE OF THE REGULATION**

**Article 1.** (1)<sup>123</sup> The scope of the Regulation shall extend to all trainings (higher-educational specialist 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, and until the receiving of the degree certificate certain provisions of the Regulation shall be applied to those persons who no longer have student status at the University.

(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)<sup>4</sup> <sup>5</sup>Provisions pertaining to the academic and examination matters of students pursuing doctoral studies are contained in the Doctoral Regulations of the University in accordance with this Regulation.

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

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

<sup>1</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2014. Effective: from 1st February 2015.*

<sup>2</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>3</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>4</sup> *Repealed by the amendment adopted at the meeting of the Senate held on 29th November 2007. Ineffective: from 29th November 2007.*

<sup>5</sup> *Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.*

<sup>6</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

(7)<sup>7</sup> Special provisions pertaining to particular Faculties are contained in the Annexes to the Regulation.

(8)<sup>8</sup> Special provisions pertaining to pedagogical MA training are contained in the 11<sup>th</sup> Annex of the Regulation

## CHAPTER 2.

### DEFINITIONS

**Article 2.** For the purposes of the Regulation:

**1.**<sup>9,10 11</sup> **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 ( $\pm 3$ ) credits in each semester so that the academic requirements can be fully accomplished within the length of programme specified in the qualification requirements. This rule shall not be applied for post-graduate specialist trainings, doctoral trainings and for the semesters involving the continuous individual training in the undivided teacher training,

**2.**<sup>12</sup> **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.**<sup>13</sup> **(enrolment) 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.**<sup>14</sup> **prerequisite (precondition):** 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.**<sup>15 16</sup> **Neptun higher educational system (hereinafter: ES)** 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 ES is ensured by the University through its homepage,

<sup>7</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>8</sup> Built in by the amendment adopted at the meeting of the Senate held on 1 October 2009. Effective: from 1 October 2009.

<sup>9</sup> Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

<sup>10</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>11</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>12</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>13</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>14</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

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

<sup>16</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

**10. bettering examination** means an examination opportunity to improve a grade obtained in a successful examination taken during the examination period,

**10/A.<sup>17</sup> 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.<sup>18 19</sup> semester** means a period of instruction provision of five months,

**12.<sup>20</sup> mid-semester grade (course grade)** means the grade that evaluates 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.<sup>21</sup> phasing-out system** means an organisation principle on the basis of which compliance with new or amended academic and examination regulations can be applied in case students who started their studies after the introduction of the new regulation or in case of students who started their studies before its introduction but chose to conduct their studies in accordance with the new or amended academic and examination regulations,

**14.<sup>22</sup>**

**14/A.<sup>23 24</sup>**

**15.<sup>25</sup> 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.<sup>26 2728</sup> disadvantaged student** means

1. a student younger than twenty-five years at the time of registration who is qualified as disadvantaged according to Act XXXI. of 1997 on Child Protection and Custody Administration,

2. a student younger than twenty-five years at the time of registration and who has not exceeded the number of possible enrolment to the given major in which he/she commenced his/her studies in the first semester of the academic year 2015/2016 or before, 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 the claim was valid.

<sup>17</sup> Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

<sup>18</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>19</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>20</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>21</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>22</sup> Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>23</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>24</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>25</sup> Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

<sup>26</sup> Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2007.

<sup>27</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>28</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

**16/A.<sup>2930</sup> student with multiple disadvantages** means

1. a student younger than twenty-five years at the time of registration who is qualified as multiply disadvantaged according to Act XXXI, of 1997 on Child Protection and Custody Administration,

2. a disadvantaged student according point 2 of Article 2 (16) whose parent who has custody over him/her at the time when the student has become schoolable – based on the voluntary parental declaration determined in the procedure regulated by the Act on Child Protection and Custody Administration – and had primary school leaving certificate at the most, and a student who was taken into fosterage and following the fosterage he/she partaken in after-care provision.

**17.<sup>31</sup>**

**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.<sup>3233</sup> preferential course schedule** means a course schedule in the scope of which the student, upon request, may be granted benefits concerning student obligations or exemption from meeting certain academic obligations – within the framework of the Regulation – except for exemption from the fulfilment of academic requirements,

**23.<sup>343536</sup> training cycle** means the levels of 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,

**24. programme completion and exit requirements<sup>37</sup>** 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.<sup>38</sup> period of training:** means a period of time consisting of instruction period and the pertaining examination period,

**26/A.<sup>39</sup> 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

<sup>29</sup> Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

<sup>30</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>31</sup> Repealed and the numbering of the following points modified by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>32</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>33</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015

<sup>34</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>35</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015

<sup>36</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>37</sup> Amendment adopted by the Senate on its meeting held on 20 June 2013. Effective: from 20 June 2013.

<sup>38</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>39</sup> Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.

hours of students are delivered in a condensed form, on working days or on weekly rest days once every two weeks at the most,

**27. educational programme**<sup>4041</sup> means the complex training document of the institution, which contains a detailed programme and academic requirements of the undergraduate, graduate and undivided training programs, as well as the plans of postgraduate programmes, 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.**<sup>42</sup> **field of training** means the programmes of training defined in a Government decree, the contents of which are similar or partly identical,

**28/A.**<sup>43</sup> **training status** means the a part of the student status pertaining to the training,

**29.**<sup>44 45 46</sup> **consultation** means an opportunity for personal discussion (including electronic communication as well) provided by the lecturer of the higher education institution in connection with the student's studies the types of which are course consultation and thesis consultation,

**30. credit**<sup>47 48</sup> **credit** means a unit of students' academic work which represents in relation to the course-unit or curricular unit the estimated time necessary for the acquisition of a specific body of knowledge and the fulfilment of requirements; one credit equals 30 study hours – including the contact hours and the individual student academic working 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.**<sup>49</sup> **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.**<sup>50</sup> **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,

<sup>40</sup> *Amendment adapted by the Senate on its meeting held on 20 June 2013. Effective: from 20 June 2013.*

<sup>41</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>42</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015*

<sup>43</sup> *Built in by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015*

<sup>44</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>45</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015*

<sup>46</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>47</sup> *Amendment adapted by the Senate on its meeting held on 27 September 2012. Effective: from 27 September 2012.*

<sup>48</sup> *Amendment adapted by the Senate on its meeting held on 25<sup>th</sup> June 2015. Effective: from 25<sup>th</sup> June 2015*

<sup>49</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>50</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*



**34. criterion requirement** means a requirement to be fulfilled obligatorily – as stipulated by the curriculum – to which no credit is allocated,

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

**36.** <sup>51525354</sup>

**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.** <sup>55</sup> **subject group (milestone)** means the indicator of the thematic grouping of further curricular units,

**39.** <sup>56</sup> **module** means the conception of training, major, specialisation and virtual major (the virtual major includes those model curricula that are identical simultaneously in more trainings, such as the teacher training module),

**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.** <sup>5758</sup>

**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 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.** <sup>5960</sup> **specialisation** means a further differentiated field of training offered by the given major, not resulting in an independent qualification, but ensuring specialized knowledge,

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

**47.** <sup>61</sup> **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,

<sup>51</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>52</sup> Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.

<sup>53</sup> Amendment adopted by the Senate on its meeting held on 19 April 2012. Effective: from 19 April 2012.

<sup>54</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015

<sup>55</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015

<sup>56</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015

<sup>57</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>58</sup> Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>59</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>60</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>61</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

**48.<sup>62</sup> 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.<sup>6364</sup>**

**49/B.<sup>6566</sup>**

**49/C.<sup>6768</sup> professional practice** means a partly independent student activity which shall be accomplished in higher educational vocational training, undergraduate training, undivided training, graduate training, at an out-of-institute practice place or at a practice place belonging to a higher education institute,

**50.<sup>69</sup> 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.<sup>70</sup> instruction period** means the part of the term of study,

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

**53.<sup>7172</sup> class (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 at least 45 minutes and at most 60 minutes,

**54.<sup>73</sup> course list** means all the courses offered in line with the curriculum in the given semester,

**55.<sup>747576</sup> subject (course unit):** The recommended curricula are built of subjects. The subjects may be enrolled for by the students also independently, as other optional subjects, but basically the recommended curriculum includes the group of subjects that shall be accomplished by the student in order to complete the given module or their accomplishment is recommended (elective subjects). The subjects (course units) shall consist of those characteristics that are generally true for one subject each. In the ES it shall be represented as one subject if the name and based on the name the content, credit value, requirement and code as technical characteristics and also the course director are identical. In case a given subject can be registered in different languages within the given training,

<sup>62</sup> Built in by the amendment adopted by the Senate on its meeting held on 27 September 2012. Effective: from 27 September 2012.

<sup>63</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>64</sup> Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>65</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>66</sup> Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>67</sup> Built in by the amendment adopted by the Senate on its meeting held on 18 February 2010. Effective: from 18 February 2010.

<sup>68</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015

<sup>69</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>70</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>71</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>72</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>73</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>74</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>75</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>76</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.



the different language versions of the subject shall be considered as one subject even if their codes are not identical and their titles are implicitly different due to the language,

**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.<sup>77</sup> curricular unit** means subjects considered as identical in the ES,

**58/A.<sup>78</sup> educational system identifier (ETR username, Neptun username):** a unique student identifier generated and registered by the educational system

**59.<sup>79</sup>**

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

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

**62.<sup>80</sup>**

**63.<sup>81</sup> pre-degree certificate** means a certificate issued by the University for the student who has passed the academic and examination requirements and the prescribed professional practice – except for passing the language examination and writing the thesis work (thesis, degree thesis) – and has earned the prescribed number of credits

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

**65. examination period<sup>82</sup>** means the part of the term of study devoted to testing and assessment in the framework of which only the end-of-semester assessment of the acquired knowledge is conducted and grades are given,

**66. examination course** means 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' APPLICATIONS<sup>83</sup>

**Article 3.** (1)<sup>84</sup> All cases relating to students' studies shall qualify as academic and examination cases.

<sup>77</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015*

<sup>78</sup> *Built in by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>79</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>80</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>81</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>82</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>83</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>84</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

(2)<sup>85 86</sup>

(3)<sup>87 88</sup> 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 file the application and forward it to the organ or person of authority and competence shall promptly or at least within 3 working days.

(4)<sup>89 90</sup> 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.

#### **AUTHORITY**

**Article 4.** (1)<sup>91 92</sup> 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) the Dean or the Vice-Dean assigned by him/her,
- e) the Rector and Vice Rector.
- f) other person or body determined in this Regulation.

(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)<sup>93</sup> In cases concerning credit the Credit Transfer Committee of the Faculty shall proceed at first instance.

(4)<sup>94</sup> 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.

<sup>85</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>86</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>87</sup> *Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.*

<sup>88</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>89</sup> *Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.*

<sup>90</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>91</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>92</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>93</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012.*

<sup>94</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

(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 (PARENT FACULTY)<sup>95</sup>**

**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)<sup>96</sup> If the student already has a status at the University for pursuing studies at the time of his/her admission or transfer his/her Base Faculty shall not change.

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

(4)<sup>97</sup> The Base Faculty cannot be modified even upon the request of the student.

#### **THE REVIEW OF AUTHORITY AND COMPETENCE**

**Article 7.** (1)<sup>98</sup> 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 or at least within 3 working days 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)<sup>99</sup> 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)<sup>100</sup>

<sup>95</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>96</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>97</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>98</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>99</sup> Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

<sup>100</sup> Repealed by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

(2)<sup>101 102</sup> The Faculty Educational Committee (hereinafter: 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)<sup>103</sup> If a decision of the EC imposes the expertise of an organisational unit of instruction the EC shall request the opinion of the organisational unit of instruction concerned.

(4)<sup>104 105</sup> The procedure, the quorum, the decision-making and the schedule of meetings of the EC are regulated by the Rules of Procedure constituting Annex 10 of the Regulation.

(5)<sup>106107</sup> 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) in the form of a resolution by a decision of the Faculty Council or the EC, approved by the Dean. The power of the EC determined in Articles 18, 18/A, 22 (5) and 46 of this Regulation shall not be delegated. The person proceeding within delegated powers shall adopt resolutions with the assent of the President of the Faculty Student Union and shall have a reporting obligation towards the EC.

#### 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)<sup>108</sup> 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)<sup>109</sup> 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, records, documents and certificates 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.

<sup>101</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>102</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>103</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>104</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>105</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>106</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>107</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>108</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>109</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

- (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)<sup>110</sup> 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 Committee for Education<sup>111</sup>.

#### **WRITTEN NOTIFICATION, REGISTRATION AND IMPLEMENTATION OF DECISIONS<sup>112113</sup>**

**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)<sup>114 115</sup> 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)
- c) in case the application of the student is – fully or partially – rejected,
- d) in case it places obligations to the student.

(3)<sup>116 117</sup> If in the cases specified in Article (2) the organ/person having the relevant power makes a decision, the resolution shall contain 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)<sup>118119</sup> The Registrar's Office shall register the decisions concerning the student's educational, examination, and financial cases and record them in the ES.

<sup>110</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>111</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019. In the whole text of the Regulation the title Educational and Credit committee shall be changed to Committee for Education.*

<sup>112</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>113</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

<sup>114</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>115</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>116</sup> *Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.*

<sup>117</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

<sup>118</sup> *Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.*

<sup>119</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

(5)<sup>120 121</sup> The decision shall be enforceable only upon becoming final.

## CHAPTER 4.

### LEGAL REMEDY

**Article 12.** <sup>122</sup>(1)<sup>123</sup> 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 15<sup>th</sup> 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)<sup>124</sup> 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 Statutes of the University, or if rules pertaining to the organisation of the examination have been violated.

(3)<sup>125 126</sup> The appeal claim shall be dealt with by the Secondary Educational Committee along with the rules of procedure set forth in the Rules of Procedure constituting Annex 10 of the Regulation.

(3a)<sup>127</sup> In case of breaching his/her rights the student shall have the following opportunities:

- a) turning to the University Student Union for legal aid,
- b) doctorate students (and doctoral candidates) with doctoral student status can turn to the Doctorate Student Union for legal aid,
- c) initiate the procedure of the commissioner of educational rights provided that the University had already used its right for legal remedy except for court proceedings.

(4)<sup>128,129,130 131132</sup> 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

<sup>120</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>121</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>122</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013.

<sup>123</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012.

<sup>124</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>125</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>126</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>127</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>128</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>129</sup> Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

<sup>130</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>131</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective from 25th June 2015.

<sup>132</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.



Legal Department of the Rector's Office and the Student Union of the University or in case of requests related to the doctorate training or the PhD procedure the representatives of the Doctorate Student Union.

(5)<sup>133134135136</sup> The student shall address the appeal together with the attached documents necessary for the evaluation of the case to the Secondary Educational Committee and hand it in to the organ which adopted the contested decision within the deadline specified. The student shall hand in the appeal against the assessment of studies directly to the Secondary Educational Committee within the deadline 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)<sup>137</sup> The student or his/her representative shall be entitled to Act in the remedial proceedings. In case the remedial request is signed by the student's representative or if it is signed both by the student and the representative, the original copy of the authorization shall be attached to the remedial request.

(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)<sup>138139</sup> 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,
- e) terminates the legal remedy procedure,
- f) transfer the appeal to the organ of authority and competence,
- g) suspend the legal remedy procedure.

(9)<sup>140141 142 143</sup> In the cases specified in points a), b), c) and d) of Article (8) the decision shall be in a resolution with an explanation, in the cases specified in points e), f) and g) the Secondary Educational

<sup>133</sup> 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.

<sup>134</sup> Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.

<sup>135</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013.

<sup>136</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>137</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>138</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>139</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>140</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>141</sup> Amendment adopted by the Senate on its meeting held on 18th February 2014. Effective: from 1st February 2015.

<sup>142</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>143</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

Committee shall make an order. The order shall contain the content elements specified Article 7 (2) of Annex 10 of this Regulation. The Secondary Educational Committee shall terminate the procedure with injunction if the legal remedy procedure is no longer relevant or if the student has withdrawn his/her appeal. In case the Secondary Educational Committee establishes that further information and documents are necessary for making a grounded decision and the hearing of the student or other person(s) on a following meeting is requisite, it may suspend the legal remedy procedure with an order until meeting in which the decision can be made with the help of the complementary information and documents or in which the hearing of the student or other person(s) happens. The order specified in points e), f) and g) of this Article (8) can be made by the head of the Secondary Educational Committee based on the proposal of the secretary even without a meeting.

(9a)<sup>144</sup> During the procedure the decision shall indicate the possibility of appeal, and the student shall be offered – aside from the exceptions in this Article - to be interviewed by the Secondary Educational Committee. In case of appeals regarding dormitory residencies, the takeover of dormitory fee (application for equal opportunities), and social benefits the student must be given the opportunity of a personal hearing at the meeting of the Secondary Educational Committee only in case the student has requested it in his/her appeal. In case the student does not attend the meeting of the Secondary Educational Committee, his/her absence is no obstacle for holding the meeting. In this case the Secondary Educational Meeting shall evaluate the case based on the available documents. In case the student indicates his/her absence with a related certification before the meeting of the Secondary Educational Committee and requests to hold the hearing of his/her case in his/her presence on a later date, the suspension of the legal remedy procedure and the hearing of the student's case on a later meeting is necessary.

(10)<sup>145</sup> The student may appeal against the decision made in the procedure of legal remedy by filing an administrative lawsuit. Submitting the appeal shall result in postponing the effect of the decision. The appeal can be also submitted by referring to breaking the provisions pertaining to the student's legal status.

(11)<sup>146 147</sup> 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 the student has waived his/her right to appeal. The final decision shall be final upon publication.

(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)<sup>148 149</sup> The provisions of the Act on the general administrative regulation shall be applied appropriately concerning the proof of evidence, the form and content of the decision, its correction, amendment, modification or revocation upon request or ex officio during the procedure of considering the appeal.

<sup>144</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>145</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>146</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>147</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>148</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>149</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

(14)<sup>150</sup> The charges incurring during the procedure of legal remedy and its preceding procedure or procedures shall be borne by the Student and the University themselves.

(15)<sup>151</sup> The right of initiating an appeal shall extend to the acts of the admission procedure within the University's authority and the matriculation procedure. The right of appeal and the termination of the ongoing appeal shall also extend to the person whose student status had already been terminated meanwhile.

**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)<sup>152</sup> 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)<sup>153 154</sup>

(4)<sup>155 156</sup>

(5)<sup>157 158</sup>

## EQUITY

**Article 14.** (1)<sup>159</sup> 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.

<sup>150</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th December 2015.  
Effective: from 18th December 2015.

<sup>151</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>152</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012.

<sup>153</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>154</sup> Repealed by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>155</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>156</sup> Repealed by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>157</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>158</sup> Repealed by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>159</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

(4)<sup>160</sup>

## CHAPTER 5.

### STUDENT STATUS

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

(2)<sup>161</sup><sup>162</sup> <sup>163</sup> Student status shall commence with enrolment, on the day of the University certifying the matriculation card. Provided that based on the matriculation card there is no obstacle to establish the student status, the person designated for certifying the matriculation card shall certify it within 2 workdays from receiving the matriculation card, but earliest on the first day of the given semester. During the validity of student status no re-enrolment shall be necessary. The enrolment shall become valid by the filling out, signing and validation of the matriculation card. 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 partly 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.

(3)<sup>164</sup> <sup>165</sup> The Base Faculty shall create a master file on the enrolled student. Upon the student's request the University shall issue and certify a document free of charge that contains the following data for every training period from the student's master file: the data of the registered subjects and curricular units (name, code, name of the lecturer, the credit value, the form of assessment, the weekly or per semester number of contact hours, the type of the contact hours, the evaluation of the accomplishment of the requirements, the date of evaluation, the name of the evaluating lecturer) and data of the closing of the training period per training program (date of closing, number of registered credits, number of obtained credits, the weighted academic average, the credit index, the corrected credit index, the cumulated corrected credit index).

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

<sup>160</sup> Repealed by the amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>161</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012.

<sup>162</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013

<sup>163</sup> amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>164</sup> Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

<sup>165</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

(5)<sup>166 167 168</sup>The applicant (hereinafter Admitted) admitted by a given admission resolution shall be entitled – with the exception of the cases determined in this Article and Article 38 (3) - to enrol only in the first registration period following the given admission procedure. In case the Admitted fails to enrol within the deadline of enrolment, he/she shall lose his/her right to enrol provided by the given admission resolution. In case of postponing the enrolment of students taking part in the Stipendium Hungaricum scholarship program, the rules detailed in special, institutional documentations and in the documents of the Tempus Public Foundation shall be applied.

(6)<sup>169</sup> 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.

(3)<sup>170</sup> The University shall inform students about the provisions relating to the preventions of student accidents and the instructions to be followed in case of already occurred student accidents. The relating detailed rules are determined by the Rector's and the Chancellor's joint order.

(4)<sup>171</sup> During the student status the student is obliged to obey the concerning university and faculty regulations and orders, is obliged to abstain from an attitude that is inconsistent with the student status, hurts or endangers the University's reputation, violates other persons human dignity, personal rights or the fundamental behavioral norms of the European and international culture and cohabitation.

#### ADMISSION TO A FURTHER PROGRAMME WITHIN THE UNIVERSITY

**Article 17.** (1)<sup>172</sup> 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)<sup>173</sup> 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.

<sup>166</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>167</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>168</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>169</sup> Built in by the Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from 27<sup>th</sup> September 2012.

<sup>170</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>171</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>172</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>173</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

(3)<sup>174</sup>

(4)<sup>175</sup>

## TRANSFER

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

(2)<sup>176177</sup> The student of another higher education institution may request his/her transfer to the University. In case of transfer of students taking part in the Stipendium Hungaricum scholarship program, the rules detailed in special, institutional documentations and in the documents of the Tempus Public Foundation shall be applied.

(3)<sup>178,179 180</sup> Considering the capacities, any student

- a) who requests transfer to an identical field of training,
- 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)<sup>181182 183184</sup> The competent EC shall proceed in transfer cases and may stipulate further conditions. 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.

Transfer can be requested only between trainings that are on the same level, except for transfers

- a) from the undivided teacher training programme to the bachelor programme or from the bachelor programme to the undivided teacher training programme according to the Government Decree 283/2012. (X.4.) on the system of teacher training, the order of specialization and the register of teacher training programmes,
- b) from undivided training to bachelor programme,
- c) from bachelor programme to higher-level vocational training programme or
- d) undivided training to higher-level vocational training programme.

The undivided and the master training shall be considered as identical level trainings.

<sup>174</sup> Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>175</sup> Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>176</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>177</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>178</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

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

<sup>180</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>181</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>182</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013

<sup>183</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>184</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.



(5)<sup>185186 187</sup> 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 September 10 in the fall semester and not later than February 10 in the spring semester. The student requesting the transfer shall also notify the Registrar's Office electronically about the submission of the transfer request simultaneously with the submission for the sake of the early decision-making.

(6)<sup>188189190</sup> The certified copy of the grade book or other an other document certifying the studies pursued by the student requesting the transfer, a student status certificate issued within 30 days at the most, as well as 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)<sup>191192</sup> The transfer decision shall contain provisions as to the effect of the decision and the recommended curriculum pertaining to the student. The transfer decisions shall be made until September 15 for the fall semester and until February 15 for the spring semester from the end of the previous instruction period. Transfer shall commence with enrolment to the University, the date of the transfer shall be the day of the enrolment to the University. In case the student requesting the transfer already has student status at the University, the transfer shall commence with the registration to the training he/she transfers to, the date of the transfer in this case shall be the day of the registration to the training he/she transferred to. The student shall have continuous student status during the transfer procedure until the enrolment or to the registration to the training he/she transferred to, otherwise the transfer is not possible and the transfer decision shall be withdrawn. The University shall report the fact of the transfer to the higher educational institution from which the University has accepted the student by forwarding a copy of the transfer decision and indicating the day of the enrolment or the registration to the training the student transferred to.

(9)<sup>193194</sup> 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-

<sup>185</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>186</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>187</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>188</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>189</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>190</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>191</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>192</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>193</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>194</sup> *Amendment adopted by the Senate on its meeting held on 19th December 2013.*

funded or to vacant places which are fully or partly supported by Hungarian State scholarship but then in state-funded or fully or partly 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 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.**<sup>195196197</sup> (1)<sup>198199200</sup> The student may request his/her transfer from another Faculty, major, specialisation, training venue 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, his/her training status shall be terminated in the major from which he/she transferred. The date of the termination of the training status due to transfer shall be the day preceding the establishment of the training status due to transfer. The student shall have continuous student status during the transfer procedure until the enrolment or to the registration to the training he/she transferred to, otherwise the transfer is not possible and the transfer decision shall be withdrawn. The host faculty shall report the fact of the transfer to the Faculty from which the University was accepted the student by forwarding a copy of the transfer decision and indicating the day of the enrolment or the registration to the training the student transferred to. In case of transfer of students taking part in the Stipendium Hungaricum scholarship program, the rules detailed in special, institutional documentations and in the documents of the Tempus Public Foundation shall be applied.

(2)<sup>201 202 203</sup> Transfer can be requested only between trainings that are on the same level, except for transfers

- a) from the undivided teacher training programme to the bachelor programme or from the bachelor programme to the undivided teacher training programme according to the Government Decree 283/2012. (X.4.) on the system of teacher training, the order of specialization and the register of teacher training programmes,
- b) from undivided training to bachelor programme,
- c) from bachelor programme to higher-level vocational training programme or
- d) undivided training to higher-level vocational training programme.

The undivided and the master training shall be considered as identical level trainings.

<sup>195</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>196</sup> Amendments to Articles (1), (2), and (5) adopted by the Senate on its meeting held on 27th September 2012.

<sup>197</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013.

<sup>198</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>199</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015

<sup>200</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>201</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013.

<sup>202</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>203</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

- (3)<sup>204</sup> Considering the capacities, the student
- a) who requests transfer to an identical field of training,
  - 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)<sup>205 206</sup> The competent EC, which may stipulate further conditions, shall proceed in transfer cases except for requests regarding the change of the place of the training. 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)<sup>207</sup> The student having been granted transfer shall pursue his/her studies in the form of fee-paying or self-financing training or – upon decision of the Faculty transfer can be granted to the vacant places which are statefunded or to vacant places which are fully or partly supported by Hungarian State scholarship but then in state-funded or fully or partly Hungarian State scholarship supported financing forms. If the transfer student pursues his/her studies in fee-paying or self-financing form, he/she 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 or self-financing 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 scholarship supported training s/he has to state the acceptance of conditions of the fully or partly Hungarian State scholarship supported training upon the enrolment of the training he/she transferred to. If s/he does not state the acceptance of the conditions s/he is only allowed to start her/his studies in self-financing form in the training he/she transferred to.

## 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.

(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

<sup>204</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>205</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>206</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

<sup>207</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

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.

(4)<sup>208</sup> The provisions of present Article shall extend to the exchange students pursuing studies with scholarship at a foreign higher educational institution.

**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)<sup>209</sup>

(3)<sup>210 211 212</sup> Requests for establishing visiting student shall be addressed to the EC of the competent Faculty. The subjects intended to be enrolled for shall be named in the application. The University may require that the applicant shall attach the contribution of the higher educational institution where the student has student status regarding the establishment of visiting student status. The application shall be submitted not later than 15 working days before the establishment of visiting student status.

(4)<sup>213</sup>

(5)<sup>214</sup> 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)<sup>215</sup> Visiting student status shall commence on the day of enrolment in the University.

(7)<sup>216 217</sup> The Registrar's Office shall create a master file on the visiting student upon enrolment.

(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**

<sup>208</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>209</sup> Repealed by the amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>210</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>211</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>212</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>213</sup> Repealed by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>214</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>215</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>216</sup> Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

<sup>217</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

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

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

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

(4)<sup>218</sup> 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)<sup>219</sup> The student shall be entitled to apply to the CTC for the recognition of studies in another higher education institution together with the credits allocated to them pursuant to Article 9 herein.

#### **COURSES COVERING SPECIFIC SUBFIELDS OF STUDIES<sup>220</sup>**

**21/A.<sup>221</sup> § (1)<sup>222223</sup>** 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)<sup>224225</sup> 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.

<sup>218</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>219</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>220</sup> *Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.*

<sup>221</sup> *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.*

<sup>222</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>223</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>225</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

(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)<sup>226</sup> 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).

(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)<sup>227228</sup> 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 ES.

(9)<sup>229230</sup> 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 ES.

(10)<sup>231</sup> 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.** <sup>232</sup> (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:

<sup>226</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>227</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>228</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>229</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>230</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>231</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>232</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.



- 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)<sup>233234 235236</sup> The Registrar may permit the temporary termination of student status upon written request in case the student intends to revoke his/her registration within one month from the commencement of the term of study as long as the student's academic achievements have not been evaluated during the semester. The deadline for the submission of applications shall be the last workday of the fourth week of the semester. In case the last workday of the fourth week of the semester is a date after October 14 or March 14, the deadline to submit or post the applications shall be October 14 in the fall semester and March 14 in the spring 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)<sup>237</sup> 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.

(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)<sup>238</sup> 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)<sup>239</sup> 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.

<sup>233</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>234</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>235</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>236</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>237</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from 27th September 2012.

<sup>238</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from 20th June 2013.

<sup>239</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

(9)<sup>240 241 242</sup> In case of the permission for the temporary termination (passivation) according to Sections (2) and (5) the day of the temporary termination shall be the day of submitting the request for the temporary termination (hereinafter: day of announcement). The day of announcement shall mean the day of posting in case of sending the request by post, the day of sending in case of faxing the request, the day of submission in case of submitting the request personally or by an authorized person or the day of sending in case of sending the request via e-mail. In case of sending the request for temporary termination via e-mail it is necessary to send it from the e-mail address that is registered in ES for the student and to indicate the name and the ES username in the e-mail containing the request.

(10)<sup>243</sup> 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.

<sup>240</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>241</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>242</sup> *Built in by the amendment adopted at the meeting of the Senate held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>243</sup> *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.**<sup>244 245</sup> (1)<sup>246247248249</sup> 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 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 semester in which the student gained the pre-degree certificate,
- e)
- f)
- g) in case 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)<sup>250</sup> if the condition prescribed in HEA regarding student status establishment is no longer fulfilled, on the day the decision on termination becomes final,
- j) 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.
- k) in a higher-level vocational training, in case the student became unfit to continue his/her studies due to medical reasons, and the University does not offer other, suitable higher-level vocational training or the student does not intend to continue his/her studies, or is not entitled to continue his/her studies in the lack of the necessary conditions, on the day the decision on termination becomes final.

The day of the announcement specified in point b) shall be considered the day of posting in case of sending the announcement by post, the day of the sending in case of announcements sent via fax, the day of submission in case of announcements submitted personally or by an authorized person and or the day of sending in case of announcements sent via e-mail. In case of sending the announcement specified in point b) in e-mail the student is required to send the e-mail from the e-mail address registered in the Educational System (ES), furthermore, the email shall contain the name and ES identifier of the student, the mother's name, the place and date of birth of the student as well as the identification number of his/her ID document (personal ID or passport) registered in the ES. In case the announcement specified in point b) takes place before October 15 in the fall semester and before March 15 in the spring semester and the student has active student's legal student in the given training, the student shall declare in the announcement whether he/she intends to temporarily terminate his/her student status in the given semester.

<sup>244</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012.

<sup>245</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>246</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective: from 24th June 2016.

<sup>247</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>248</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>249</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>250</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

(2)<sup>251252253</sup> 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 notification address of the student stored in ES with "Rejected", "Not claimed", "Unknown", „Recipient unknown", „Takeover denied" 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 ES, according to Article 37 (2) of the this Code. This 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 notification address stored in ES first or the personal handing over shall be attempted at the Registrar's Office, then if the delivery was unsuccessful within a short period of time the personal handing over shall be attempted at the Registrar's Office. 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 and the warning letter shall be uploaded to the ES and the student shall be notified about the upload through the messaging system of the ES.

(3)<sup>254255256</sup> 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) 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 notification address of the student stored in ES with "Rejected", "Not claimed", "Unknown", „Recipient unknown", „Takeover denied" 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 ES, according to Article 37 (2) of the this Code. This 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 notification address stored in ES first or within a short period of time the personal handing over shall be attempted at the Registrar's Office, 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

<sup>251</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013.

<sup>252</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>253</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>254</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013.

<sup>255</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>256</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

to the student's email address stored in ES. 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 and the warning letter shall be uploaded to the ES and the student shall be notified about the upload through the messaging system of the ES. In the case of point 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 point 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 point e) the warning shall be sent to the student before the period of course enrolment of the second semester as reckoned from enrolment.

(4)<sup>257</sup> The decision concerning the termination of student status shall be made by the Registrar in the cases governed by Articles (2)-(3) herein.

(5)<sup>258,259</sup> 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)<sup>260,261,262</sup> The student shall be entitled to request the recognition of his/her previous studies in case he/she is granted permission by a new admission procedure. Considering the establishment of a new student status all provisions of the Regulation shall apply to the student with the derogation that when applying the conditions of the termination of student status for academic reasons specified in Article 23 (3), the student's previous enrolments for course-units shall not be taken into consideration.

(7)<sup>263, 264</sup> If a student was admitted to a major with an already existing valid student status to that same major and intends to commence his/her studies based on a new admission resolution, 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.

<sup>257</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>258</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>259</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013.

<sup>260</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>261</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>262</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>263</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>264</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

(9)<sup>265</sup> The student status terminating rules under Section (3) c) of this Article shall be applied only for students admitted before 2012/2013.

(10)<sup>266 267</sup> The student status of the student participating in the preparatory training of the International Studies Centre of the Medical School shall be terminated by the director of the International Studies Centre in case the number of the student's uncertified absences exceeds 20 classes provided the student has – at least once – been warned in writing by postal or electronical way 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.

(11)<sup>268</sup> 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, the phrase of termination of student status shall mean the phrase of termination of training status.

#### **RE-ASSIGNMENT FOR ACADEMIC REASONS<sup>269</sup>**

**Article 23/A.**<sup>270271</sup> (1)<sup>272</sup>

(2)<sup>273</sup>

(3)

(4)

**23/B.**<sup>274 275</sup> (1)<sup>276</sup>

(2)<sup>277</sup>

<sup>265</sup> 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.

<sup>266</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>267</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>268</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>269</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th April 2007.

<sup>270</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from 27 September 2012.

<sup>271</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from 20 June 2013.

<sup>272</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>273</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>274</sup> Amendment adopted by the Senate on its meeting on 27th September 2012. Effective: from 27th September 2012.

<sup>275</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>276</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>277</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.



(3)<sup>278 279</sup>

(4)<sup>280</sup>

(5)<sup>281282</sup>

(6)<sup>283</sup>

(7)<sup>284285</sup>

(8)

(9)<sup>286</sup>

(10)<sup>287</sup>

## PART TWO

### PECULIARITIES OF TRAINING

#### CHAPTER 6.

#### THE STRUCTURE OF TRAINING

#### THE FORMS OF TRAINING, THE LENGTH OF TRAINING

**Article 24.**<sup>288</sup> (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,

<sup>278</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>279</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>280</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>281</sup> *Amendment adopted by the Senate on its meeting on 19th December 2013. Effective: from 19th December 2013.*

<sup>282</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>283</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>284</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>285</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>286</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>287</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>288</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

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)<sup>289290</sup> Non-degree courses organized at the University,

- a)
- 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.

**Article 25.** (1)<sup>291292293294</sup> The length of programme in the particular training cycles specified by laws is as follows:

- a)
- b) in higher educational vocational training at least 4 semesters
- c) in undergraduate (bachelor) training at least six but no more than eight semesters,
- d) in graduate (master) training at least two but no more than four semesters,
- e) in teacher master training no more than five semesters,
- f) in undivided training 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 in case of doctorate students commencing their studies before the academic year 2016/2017 and eight semesters in case of doctorate students commencing their studies in or after the academic year 2016/2017.

(2)<sup>295</sup> 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.

**Article 25/A**<sup>296</sup> (1) The provisions of this Regulation shall not be applied on the preparatory trainings of the Medical School's International Studies Centre (hereinafter: ISC) that provide student's legal status

<sup>289</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.*

<sup>290</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>291</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>292</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.*

<sup>293</sup> *Amendment adopted by the Senate on its meeting held on 24th June 2016. Effective from: 24th June 2016.*

<sup>294</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>295</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>296</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

– including the cases of the termination of student status -, these trainings shall be regulated by the ISC's own provisions.

(2) In case of the preparatory trainings of the ISC that provide student's legal status the person entitled for the termination of the student status is the director of the ISC.

## 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.

## SPECIALISATIONS<sup>297</sup>

**Article 26/A.**<sup>298</sup> (1) Specialisation shall mean training aimed at the Acquisition of specialised knowledge as part of the professional qualification. The specialisations that may be chosen and the number of credits that may be allocated to them shall be specified by the programme completion and exit requirements.

(2)<sup>299</sup> The curricular units 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

<sup>297</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>298</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>299</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

**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)<sup>300301302</sup> 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 between the concerned faculties before the Faculty Council's decision. In case more faculties are concerned in a training, the faculty council of the faculty responsible for the given major shall accept only such a curricular amendment without agreeing on it in advance with the other concerned faculties that does not affect the educational agreement. In case the curricular amendment affects the educational agreement, the concerned faculties shall make a new educational agreement.

(3)<sup>303</sup> The amended curriculum shall be applied in a phasing-out system from the semester following the amendment.

(4)<sup>304305</sup> The Registrar's Office or the institutional unit of the Faculty designated for this task shall arrange the recording of the curriculum and curriculum amendment adopted by the Faculty Council in the ES.

(5)<sup>306307308</sup> Students concerned shall be informed about the amendment of the curriculum on the website of the Faculty and through the ES 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 ES surface.

(6)<sup>309310311</sup> 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 Committee for Education on the issue disputed if needed.

<sup>300</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>301</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

<sup>302</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>303</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>304</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>305</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>306</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>307</sup> Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

<sup>308</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>309</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>310</sup> Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

<sup>311</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

(7)<sup>312</sup> Curricula shall be reviewed every five years.

**Article 27/A.** (1) <sup>313314</sup> 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 subject groups (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)<sup>315316</sup>

(3)<sup>317318</sup>

**Article 28.** (1) <sup>319</sup> The list of curricular units prescribed in the recommended curriculum of the programme and the recommended curriculum of the major itself 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) <sup>320</sup> 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,

<sup>312</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>313</sup> *Its numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.*

<sup>314</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>315</sup> *Numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.*

<sup>316</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>317</sup> *Numbering amended by the amendment adopted at the meeting of the Senate held on 26th June 2008.*

<sup>318</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>319</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>320</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

- 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) <sup>321</sup>
- j) the prerequisite's system.

(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)<sup>322</sup> The curricular units – without broken down to semesters – shall contain all the Academic requirements necessary for the completion of the curriculum.

(2)<sup>323324</sup> 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. Only an obligatory subject can be the prerequisite for an obligatory subject.

(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.

<sup>321</sup> *Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.*

<sup>322</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>323</sup> *Amendment adopted by the Senate on its meeting held on 25<sup>th</sup> June 2015. Effective from: 25<sup>th</sup> June 2015.*

<sup>324</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*



## THE COURSE (CURRICULAR UNITS)

**Article 30.** (1)<sup>325</sup> A subject shall mean the professional fundamental unit of the structure of the curriculum of the programme. The curriculum can contain obligatory, elective and optional subjects..

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

(3)<sup>326</sup> 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)<sup>327</sup> 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)<sup>328</sup>

(6)<sup>329</sup>

(7)<sup>330331</sup> The credit required for the completion of a course shall be earned by the accomplishment of the courses (lecture, practice, laboratory) assigned to it.

(8)<sup>332</sup> 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)<sup>333</sup>

(10)<sup>334</sup>

<sup>325</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>326</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>327</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>328</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>329</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>330</sup> *Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007. The numbering of Articles changes automatically.*

<sup>331</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>332</sup> *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.*

<sup>333</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>334</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

(11)<sup>335</sup>

(12)<sup>336</sup>

**Article 31.** (1)<sup>337</sup> A subject group (milestone) shall be completed by accomplishing the obligatory courses classified under the subject group (milestone) and by accomplishing as many non-obligatory courses classified under the milestone as required by the curriculum.

(2)<sup>338</sup>

(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<sup>339</sup>**

**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)<sup>340</sup> A course shall be linked to one or more subjects pursuant to Article 30 of this Regulation.

(3)<sup>341</sup>

**Article 33.** (1)<sup>342</sup> Exam course shall mean a non-contact-hour course ended by an exam in which the student may enrol only if he/she had already registered the subject at least once during his/her student status in the given training and gained end-of-semester signature required to be eligible for the exam – depending on the faculty's rules – during one of the registrations of the subject during the present student status in the given training or during the last registration of the subject during the present student status in the given training.

(2)<sup>343</sup> The exam course shall qualify as enrolment for a course-unit in respect of the conditions of release for academic reasons.

<sup>335</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.  
Effective: from 18th December 2015.

<sup>336</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.  
Effective: from 18th December 2015.

<sup>337</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>338</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.  
Effective: from 18th December 2015.

<sup>339</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>340</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>341</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.  
Effective: from 18th December 2015.

<sup>342</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>343</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

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

(4)<sup>344</sup> Practice oriented course-units cannot be offered in the form of exam course.

(5)<sup>345 346 347</sup> In case of an announced exam course the student has the possibility to sit one pre-scheduled exam in August or September in the fall semester and in January or February in spring semester, until by the date the Faculty defined and announced in the schedule of the semester or academic year.

(6)<sup>348 349</sup> In case of a successful exam according to Section (5) 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 in the subject in which he/she already took the pre-scheduled exam. The credit points and grade gained in the frame of an exam course will count into the semester when the exam is passed.

(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)<sup>350</sup> 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 ES.

<sup>344</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>345</sup> Amendments (5) – (9) were built in by their adoption on the Senate's meeting held on 20th June 2013. Effective from: 20th June 2013.

<sup>346</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>347</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>348</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>349</sup> Amendment adopted by the Senate on its meeting held 21st June 2018. Effective: from 22nd June 2018.

<sup>350</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

## THE CAMPUS CREDIT<sup>351</sup>

**33/A. §<sup>352353354</sup> (1)<sup>355356 357</sup>** In the frame of Campus-course the organizational units of the University offer courses available for each student according to the schedule determined by the Educational Directorate for each semester (offering period).

(2)<sup>358 359</sup> Every such optional subject shall be offered that have the opportunity for the participation of at least 20 students in its classes. The offering organizational unit may determine headcount limit, charge and prerequisites for the registrations, furthermore it can specify which Faculty's students shall be preferred during the registration. The above data and the course descriptions of the offered subjects shall be uploaded to the ES

(3)<sup>360361</sup> Registration for the Campus-course shall be possible from the last workday of the instruction period starting the earliest until the last workday of September or until the last workday of February (registration period).

(4)<sup>362</sup> In the accepting period between the offering and the registration period, the organizational units shall decide which courses they accept. In case of accepting a course, the given course shall be recorded with credit in the ES in the optional subjects modul in the curriculum of the student.

(5)<sup>363</sup> In case the student would like to make the course credited in another curricular modul, he/she shall request it from the respective CTC.

(6)<sup>364</sup> In case the student would like to register for a course that is not accepted by the base faculty, he/she shall request the permission for the registration of the course from the respective EC.

<sup>351</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

<sup>352</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.

<sup>353</sup> Amendment adopted at the Senate's meeting held on 15th December 2011. Effective from: 15th December 2011.

<sup>354</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>355</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>356</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>357</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>358</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>359</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>360</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>361</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>362</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>363</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>364</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

(7)<sup>365366</sup> The student's completion in the Campus-course shall be accepted as completion in the student's given major with credit number determined by the offering faculty. The course accepted for the given semester by the faculties and completed by the student shall be counted in to all academic average of the student and in case of students taking part in state funded training to the scholarship average as well.

(8)<sup>367368</sup> A course announced with a charge shall be accepted to a curriculum only in case the course to be announced in the given curricular place and time of the recommended curriculum is available for a sufficient number of students in the given academic period, for state-funded students free of charge and for fee-paying students without any further payment obligations.

(9)<sup>369 370371</sup> In the first week of the accepting period the vice-deans for education shall receive an electronic notification from the Educational System Office about the tasks and deadlines of their organizational unit and then in the last week of the accepting period a list of the courses offered for their organizational unit. The vice-deans for educations shall be responsible for the organisation of the offering and accepting of the courses and meeting the deadlines within the organizational unit.

(10)<sup>372373374</sup> In case an organizational unit offers none or a very few number of courses and another organizational unit disapproves it, both parties shall have the right to request the discussion of the case and a decision-making from Committee for Education.

(11)<sup>375</sup> In case of the Campus-credit the provisions of the Regulation – especially the provisions pertaining to the order of the announcement of the subject and the order of the registration and de-registration of the courses – shall be applied with the differences determined in the previous Sections.

## CHAPTER 7. THE ORDER OF THE ACADEMIC YEAR

<sup>365</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>366</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>367</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>368</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>369</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>370</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>371</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>372</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>373</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>374</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>375</sup> *Built in by the amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

**Article 34.**<sup>376</sup> (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)<sup>377 378</sup> Depending on the programme completion and exit requirements, the training period, namely the semester 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 training period shall at the same time be the first day of the term-time. The first day of instruction may differ from the first day of the term-time.

(3)<sup>379 380</sup> 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 day of the autumn semester shall be September 1,
- b) the autumn break shall be the same as the autumn break according to the state education,
- c) the first day of the spring semester shall be February 1,
- 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)<sup>381 382</sup> The Faculty shall forward the time schedule of the academic year and the registration period to the Rector for assent not later than 15 April preceding the beginning of the academic year. In reasonable cases due to the faculty's specialties, with the approval of the rector the faculty may deviate from the provisions of Section (3) of this Article except for the first day of the fall semester and the first day of the spring semester.

(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.

(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.

<sup>376</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>377</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>378</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*

<sup>379</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.*

<sup>380</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*

<sup>381</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>382</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*



(3)<sup>383 384</sup>

(4)<sup>385 386</sup>

## CHAPTER 8.

### THE ORDER OF ENROLMENT AND REGISTRATION

**Article 36.** (1)<sup>387388</sup> 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 ES can be used by the Admitted upon receipt of the resolution concerning admission. The Registrar's Office and the Central Registrar's Office (hereinafter: CRO) shall check the personal identification documents of the Admitted during the enrolment procedure.

(2)<sup>389</sup> The day of the establishment of student status shall be the day on which the Registrar's Office certifies the matriculation card. The day of enrolment shall be indicated on the matriculation card and on the master file of the student.

(3)<sup>390 391</sup> 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.

<sup>383</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>384</sup> Repealed by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>385</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>386</sup> Repealed by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>387</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>388</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>389</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>390</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>391</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

**Article 37.** (1)<sup>392393394 395396</sup> The Registrar's Office shall create a master file on the enrolled student. The University can keep only one master file of the same person during the validity of his/her student status. The University shall issue a certified master file at the time of the termination of the student status to the student who terminated his/her studies without gaining the pre-degree certificate, provided that he/she has completed at least one semester with active student status, upon request to the student who obtained the pre-degree certificate, but finished his/her studies without degree certificate and upon request to the student who has been awarded a degree certificate in the postgraduate specialist training, except when the University has already issued the grade book to the given student.

(2)<sup>397398 399400</sup> 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 notification address and the bank account number can be modified in the ES by the student himself/herself, the rest of the changes in the data shall be reported on a form for reporting data change. The student shall in each case be 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)<sup>401402</sup> The student shall make the statement concerning registration electronically on the ES not later than the last day of the registration period.

<sup>392</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>393</sup> Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.

<sup>394</sup> Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

<sup>395</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>396</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>397</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>398</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.

<sup>399</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>400</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>401</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>402</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(3)<sup>403404405406</sup> 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 instruction period. In case the decision of the EC gives permission to late enrolment and late registration, the enrolment and registration shall be executed until the last workday of the fourth week of the semester. The EC can transfer this authority to the head of the Registrar's Office. The EC shall not allow the late enrolment or – in case of students commencing their studies in the given major in the academic year 2007/2008 and afterwards – the late registration to the student who has not settled any of his/her expired payment obligations. In case the given person's resolution on assignment or resolution on admission comes to effect after the registration period, the person shall have the possibility to enrol within 15 days from when the resolution on assignment or resolution on admission became effective. In special cases, if the given student's matriculation or enrolment is blocked for reasons not attributed to the student, after the obstacles ceased he/she may request the permission of the EC for late matriculation or late enrolment even after the third week of the instruction period and in such cases the matriculation or enrolment may happen even after the last workday of the fourth week of the semester, but at latest until October 15 in the fall semester and March 15 in the spring semester.

(4)<sup>407</sup>

## 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)<sup>408</sup> The announcement and the modification of courses linked to courses in line with the curriculum shall be the duty of the major director.

(3)<sup>409410</sup> Upon the recommendations of the major director the courses to be launched the following semester (their lecturers, timetable, venue, course director, 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 ES database not later than the end of the instruction period preceding the course registration of the given semester.

<sup>403</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>404</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>405</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>406</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>407</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>408</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>409</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>410</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

(4)<sup>411</sup> 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.

(5)<sup>412</sup> 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 THE REGISTRATION AND DE-REGISTRATION OF COURSES (SUBJECT COURSES)<sup>413414</sup>**

**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.

<sup>411</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>412</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>413</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>414</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

(2)<sup>415416</sup> The student shall be entitled to progress in line with the recommended curriculum, but – in line with provisions stipulated in Article (1) – he/she shall have the possibility to deviate from the order of registration of the course-units set forth in the recommended curriculum.

(3)<sup>417418</sup> 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 Code of Charges and Benefits of the University. The credits of the subjects registered in the frame of a scholarship for pursuing studies in a foreign higher educational institutions (foreign mobility) shall not be taken into account during the calculation of credits according to this Section.

**Article 42.** (1)<sup>419420</sup> Courses (subjects) can be enrolled for during the period of regular subject and 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 during the regular subject and course registration period.

(2)<sup>421 422</sup>

(3)<sup>423424425426427428 429</sup> 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, except if his/her student status was terminated in way that conflicts with the law or the regulation. 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

<sup>415</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>416</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>417</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>418</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>419</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>420</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>421</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>422</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>423</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>424</sup> Amendments to (3)-(4) adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

<sup>425</sup> Amendment adopted by the Senate on its meeting held on 14th November 2013. Effective from: 14th November 2013.

<sup>426</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013

<sup>427</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>428</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>429</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

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 debts shall be the 15<sup>th</sup> day from the day of the setting of the impositions. 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 visiting student status shall not pay a fee when repeating courses.

(4)<sup>430431 432 433</sup> The student may drop a course taken up in the given semester through the ES system during the subject-and course registration period. Following the subject- and course 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 refers to sickness, accident or other extraordinary circumstances in his/her request submitted even after the commencement of the exam period, the EC may permit the dropping of the course. Furthermore, the EC may permit the dropping of the course in these cases if the student's performance has already been assessed during the semester, but he/she has not taken any exams in the given course in the exam period yet. If the student has taken up the course for at least 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)<sup>434435</sup> In the course of electronic course registration the prerequisites built in the certain curricula shall be checked by the ES automatically, further, it shall clearly be recorded in the database of the ES for which curricula unit's completion has the student enrolled for the given course. The automatic checking shall not be applied in case of studies pursued in the frame of visiting student status.

(2)<sup>436</sup> When enrolling for the course necessary for his/her curricular progression the student shall select the appropriate subject and course to indicate which part of the curriculum he/she intends to accomplish, taking into consideration that the acquisition of a given knowledge content shall yield credit only on one occasion.

(3)<sup>437</sup> The Dean or the course 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. Based on the written permission the entitled administrative unit shall record the course registration (subject registration) in the ES.

<sup>430</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

<sup>431</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>432</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>433</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>434</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>435</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>436</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>437</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.



(4)<sup>438</sup> The student shall record the subject- and course registration on his/her own in the ES until the end of the registration period at the latest.

(5)<sup>439440441 442</sup>

(6)<sup>443444445</sup> Following the closing of the subject-and course registration period the student shall check the list of courses recorded in the ES 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 subject-and course registration period; 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 shall do 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 ES. 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.

(7)<sup>446</sup> The student shall receive an automatic electronic notification about the registration and deregistration of a given course registered or deregistered by him/her.

**Article 44.** (1)<sup>447</sup> A course may only be cancelled following its announcement if the total number of those enrolling for the course 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

<sup>438</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>439</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>440</sup> *Amendments (5)-(6) in Article 43 adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012*

<sup>441</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>442</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>443</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>444</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>445</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>446</sup> *Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>447</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

**Article 45.** (1)<sup>448</sup> The types of contact hours shall be:

- a) lecture,
- b) practice,
- c) consultation, including
  - ca) course consultation.
  - cb) thesis consultation,
- d) seminar.

(2)<sup>449</sup> 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)<sup>450</sup> 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**

<sup>448</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>449</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>450</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

**Article 46.** (1)<sup>451452453454455</sup> Upon permission of the EC the student may be granted partial or full exemption from the obligation to attend obligatory 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. No exemption shall be given from the prerequisites and the rules pertaining to parallel registration of course-units. In case the student gets permission for taking an exam before the exam period, he/she can sit for the exam only in if he/she signs up for the exam date or one of the exam dates offered for him/her at latest 24 hours preceding the time of the announced exam. The same rule shall be applied in case the student gets permission to take an exam during the exam period on a date arranged with the lecturer.

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

(3)<sup>456457 458459</sup> Application for preferential course schedule shall be submitted until the last day of the registration period at the latest. The student is obliged to attach to his/her request the document(s) certifying the statements of the request. In the lack of the document(s) certifying the statements of the request the Educational Committee may reject the request without calling for completion of documents. Permission concerning preferential course schedule may be valid for one occasion for maximum two semesters and it shall be applied for again.

(4)<sup>460</sup> 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)<sup>461</sup> 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

<sup>451</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>452</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013*

<sup>453</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>454</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>456</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>457</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>458</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>459</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>460</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>461</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

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)<sup>462 463 464</sup> 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. The data of the exam sheet shall be recorded in the ES until 3pm of the third workday from the date of the assessment at latest.

(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

- 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)<sup>465466</sup> In 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 program of the course.

<sup>462</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>463</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>464</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>465</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>466</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(5)<sup>467</sup> 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.

(6)<sup>468</sup> In case of oral assessment the University shall call the student's attention within 5 workdays after the assessment that he/she can take over the result sheet of the assessment at the Registrar's Office. The result sheet shall contain the semester of the given academic year, the name of the student, the student identification number, the name of the subject, curricular unit the student registered, the date of the assessment, the evaluation of the assessment, the name of the evaluating lecturer, the lecturer identification number and signature. In case of an assessment that is not qualified as an oral assessment the student shall receive electronic notification on the evaluation of the given assessment within 5 workdays from the assessment.

(7)<sup>469</sup> In case there is possibility in the given Faculty the course director and/or the lecturer of the given subject may offer a grade in the subject to the student, which shall be recorded in the ES in case the student accepts it. In order to record the offered grade that is accepted by the student, no exam registration is needed by the student.

**Article 48.** (1)<sup>470471</sup> Assessment of student performance shall be carried out according to a five-grade scale: excellent (5), good (4), average (3), satisfactory (2), fail (1).

(2)<sup>472 473</sup> 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.

(3)<sup>474</sup> No discrimination shall be made in the assessment of student performance on the ground of which financing form or time schedule the student pursues his/her studies.

(4)<sup>475</sup> 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), in Article 50 (4) and in Annex 14 of the Regulation.

(5)<sup>476</sup> In 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 according to the rules specified in Annex 14 of this Regulation.

## CHAPTER 12.

<sup>467</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>468</sup> *Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>469</sup> *Built in by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>470</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>471</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>472</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>473</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>474</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>475</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>476</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

## THE ORDER OF EXAMS

**Articles 49.** (1)<sup>477</sup> 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 ES.

(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.

(4)<sup>478</sup> In the course of establishing the order of exams and determining the number of exam days, the experience of exams of the given 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)<sup>479480481</sup> The student shall put together his/her exam schedule and register for the exams through the ES 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 three times if necessary. The student shall register for the exam twentyfour hours prior to the specified exam time at the latest. The student shall have the opportunity to cancel registration for the exam thirty-six hours prior to the exam time at the latest.

(6)<sup>482483484</sup> If the student has registered for the exam in the ES but has not attended the exam, his/her knowledge cannot be assessed, the number of his/her exam opportunities concerning the given course shall automatically decrease (by one), and the note ‘did not attend’ shall be recorded in the ES.

(7)<sup>485</sup> The student shall be entitled to register for another exam date in the same course provided the examiner has recorded the data concerning the given exam (the grade or the note ‘did not attend’) in the ES.

<sup>477</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>478</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>479</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>480</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.*

<sup>481</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>482</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>483</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>484</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>485</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*



(8)<sup>486 487</sup> During the exam period further exam dates may be announced besides the ones announced formerly upon the decision of the Institute or 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. In reasonable cases the EC may allow the announcement of exam dates outside the exam period.

(9)<sup>488489 490491492</sup> 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 ES. 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.**<sup>493494495</sup> (1)<sup>496</sup> 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 ES, 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. Invalid exam registration shall be deleted from the ES.

(2)<sup>497</sup> 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.

<sup>486</sup> Built in by the amendment adopted at the meeting of the Senate held on 26th June 2008. Effective: from 26th June 2008.

<sup>487</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>488</sup> Built in by the amendment adopted at the meeting of the Senate held on 23rd June 2011. Effective from: 23rd June 2011.

<sup>489</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

<sup>490</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>491</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>492</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>493</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>494</sup> Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.

<sup>495</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>496</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>497</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective from: 23rd June 2011.

(3)<sup>498499500</sup> The student cannot start the exam in lack of proving his/her identity. 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)<sup>501502</sup> An exam shall only be taken and held – 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, uses any inadmissible device or breaches another rule pertaining to exams and assessments, 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. In accordance with this Article and Section (5) of this Article the cheating committed during an exam or during an assessment that is not qualified as an exam shall be considered as exam cheating.

(5) In case of repeated cheating at an examination or in case in the examiner's judgement the cheating is significant and he/she reports it to the Dean of the Faculty in a register with attached evidences, the Dean may order a disciplinary procedure. In this case the evaluation of the examination shall be suspended. If no disciplinary procedure is launched or the disciplinary offence cannot be stated, it must be ensured that the student can retake the exam.

(6) The examiner shall have the right to exclude the student from the examination in case of a wrong conduct (e.g. an attitude violating the exam or if he/she is obviously under influence of psychoactive drugs). The fact of the exclusion shall be recorded on the exam sheet and a register shall be prepared about the case on the spot with two witnesses as far as possible. In these cases the examiner may initiate a disciplinary procedure with the Dean of the Faculty.

(7)<sup>503</sup> In case the given electronic exam is accounted to the evaluation of the given subject with more than 25 per cent, then the 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.

(8)<sup>504505</sup> 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.

<sup>498</sup> Amendments of Articles (3)-(4) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

<sup>499</sup> Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective from: 10th November 2011.

<sup>500</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>501</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>502</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>503</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>504</sup> Built in by the amendment adopted at the meeting of the Senate held on 24th January 2008. Effective: from 24th January 2008.

<sup>505</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

**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)<sup>506</sup> In 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) continuously, until the end of the exam. A board of two lecturers shall be present at an oral final exam.

(3)<sup>507</sup> In 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 ES not later than 3 pm of the third working day.

(4)<sup>508</sup> The inspection of marked test papers shall be ensured until the end of the exam period. The candidate may make a complaint with the lecturer or – if this is not possible, in an exceptional case – with the head of department if the points of the test paper have been added up wrongly or no points have been given to a task. The lecturer shall accordingly modify the grade in case of a mistake in the calculation of points or wrong assessment.

(5)<sup>509510511</sup> Within fourteen days counted from the end of the exam period the student may challenge the data concerning assessment in the ES records 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 until the 30th day 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 ES by using his/her entitlement to modify grade. 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 ES, 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.**<sup>512513</sup> (1)<sup>514515</sup> 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.

<sup>506</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>507</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>508</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>509</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th December 2008. Effective: from 18th December 2008.

<sup>510</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>511</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>512</sup> Amendments of Articles (1)-(2) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18th December 2008.

<sup>513</sup> Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

<sup>514</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>515</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(2)<sup>516</sup> 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 ES 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 lecturer is obliged to submit the aggregate exam sheet printed at the end of the exam period to the Registrar’s Office on the 16th workday following the closing of the exam period. 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 Code of File Management and Unified Archive Scheme of the University in order the sheets be available in case of any requests, complaints of students. 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)<sup>517</sup> 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)<sup>518</sup> 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.

(3)<sup>519</sup> 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)<sup>520,521</sup> Until the end of the exam period at the times announced in advance the student shall be entitled to take one bettering exam in case of any of the already successfully taken exams in the given semester – except for the exam successfully completed in August, September, January or February in the frame of an exam course. The grade obtained at the first exam may be worse at the upgrading exam. No additional credit shall be obtainable by improving the grade of a successful exam.

(5)<sup>522</sup>

<sup>516</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>517</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>518</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>519</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>520</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>521</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>522</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2008. Ineffective from 18<sup>th</sup> December 2008.*

(6)<sup>523524525</sup>

(7)<sup>526</sup> 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)<sup>527528529</sup> 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. 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 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)<sup>530531</sup> 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 (modul) 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 ES if the student provides the Registrar's Office with proof of completion of the pre-requisites.

<sup>523</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>524</sup> *Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.*

<sup>525</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>526</sup> *Built in by the amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>527</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>528</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.*

<sup>529</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>530</sup> *Amendment adopted by the Senate on its meeting held on 30th August 2007. Effective: from 1st September 2008.*

<sup>531</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*



(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)<sup>532 533</sup> The student shall be entitled to request the recognition of the accomplishment of the academic requirement until the end of the subject registration (course registration) period.

The CTC has the right to reject the requests submitted after the end of the subject registration (course registration) period without further consideration referring to the missed deadline. If the student requests to recognize the given subject in a semester other than where the subject belongs to in the student's recommended curriculum, the Registrar's Office of the Faculty is obliged to inform the student of its possible consequences. 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)<sup>534</sup> 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.

(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.

<sup>532</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>533</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

<sup>534</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*



(6)<sup>535</sup> The Rector may conclude an inter-institutional contract pertaining to the comprehensive and mutual recognition of credits only with the consent of the Committee for Education and by the authorization of the Senate.

**Article 55/A.**<sup>536</sup> (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)<sup>537538539</sup> The academic results of students shall be recorded in the ES database by lecturers and authorized administrative officers.

(2)<sup>540</sup> Any unauthorized entry in the ES database shall incur a disciplinary procedure.

(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:

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

<sup>535</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 21st March 2019.

<sup>536</sup> Built in by the amendment adopted at the meeting of the Senate held on 24th January 2008. Effective: from 24th January 2008.

<sup>537</sup> Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.

<sup>538</sup> Amendment adopted by the Senate on its meeting on 19th April 2012. Effective from: 19th April 2012.

<sup>539</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>540</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(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)<sup>541</sup> 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)<sup>542543</sup> When calculating the weighted (academic) average, the credit index and the corrected credit index, the credit value and the associated grade of the (recognised) subject completed in the same or in another institution prior to the given semester shall be disregarded. However, the credits of a given semester belonging to the category of part-time training completions shall be qualified as completed credits according to the weighted (academic) average, the credit index and corrected credit index.

(9)<sup>544545546</sup> 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 ES database.

(10)<sup>547</sup> 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.

### 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.

<sup>541</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>542</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>543</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>544</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>545</sup> Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.

<sup>546</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>547</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

(2)<sup>548549</sup> 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. In case the professional practice takes place outside the academic year, the professional practice shall be considered as belonging to the consequent semester.

(3)<sup>550551</sup> 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)<sup>552</sup>

(5)<sup>553</sup> 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.**<sup>554555</sup> (1)<sup>556</sup> The University shall issue a pre-degree certificate for the student who has passed the academic and examination requirements of the curriculum and the prescribed professional practice – except for passing the language examination and writing the thesis work (thesis, degree thesis) – and has earned the prescribed number of credits. The pre-degree certificate shall be issued within 20 days from the accomplishment of the requirements of its issuing. The date of the issue shall be the day of the completion of the last necessary requirement.

(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)<sup>557558</sup> 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

<sup>548</sup> *Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective from: 17th June 2010.*

<sup>549</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>550</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>551</sup> *Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013.*

<sup>552</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>553</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>554</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>555</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>556</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>557</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>558</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

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 in the given training of the University. Credits obtained in the frame of the former students status established in the given training of the University shall be considered as credits obtained in the given training of the University.

(4)<sup>559560561</sup>

(5)<sup>562</sup> In case the University issued the pre-degree certificate for the student, upon his/her request the University shall prepare a certificate on the issue of the pre-degree certificate according to the Government Decree 87/2015 (IV. 09.) on the Implementation of certain provisions of Act CCIV of 2011 on Higher Education (hereinafter NHEA, Hungarian abbreviation NFtv.). The certificate does not verify qualification or profession. The certificate shall be given an individual serial number and its data shall be registered in the ES.

## CHAPTER 17.

### THESIS (DIPLOMA WORK, FINAL ASSIGNMENT)

**Article 59.** (1)<sup>563564565</sup> 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.

(2)<sup>566</sup> Credits may be assigned to writing the thesis in line with the degree completion and exit requirements. In the curricula of the academic year 2017/2018 and in the curricula to be accepted in the following academic years the condition for gaining the credits assigned to the thesis cannot be the submission (handing in) of the thesis work. These credits shall be gained based on the student's performance during the preparation of the thesis – for example in the frame of consultations, thesis seminars.

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

<sup>559</sup> *The numbering of the subArticle amended by the amendment adopted at the meeting of the Senate held on 30th August 2007.*

<sup>560</sup> *Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective from: 19th April 2012.*

<sup>561</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>562</sup> *Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>563</sup> *Amendment adopted by the Senate on its meeting held on 24th May 2012. Effective: from 24th May 2012.*

<sup>564</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>565</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>566</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

(4)<sup>567</sup> 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)<sup>568569 570 571</sup> The thesis shall be submitted electronically in the form determined by the University. The student is obliged to upload his/her thesis, the thesis title declaration and other required documents onto the University's electronic system and commit himself/herself to it by submission. The Faculties can prescribe the submission in printed form besides the electronic form. The student is also obliged to declare whether he/she contributes to make the below data and documents accessible for the entitled persons determined by the University for the purpose of scientific research following the submission of his/her thesis without a time restriction, but with the condition that he/she can withdraw the contribution at any time:

- a) name of the student,
- b) title of the thesis,
- c) text of the thesis,
- d) abstract prepared for the thesis,
- e) 5 keywords given by the student in order to make the thesis searchable,
- f) name of the Faculty where the given major in which the student prepared the thesis belongs to,
- g) name of the major in which the student prepared the thesis,
- h) language of the thesis,
- i) consultant of the thesis.

(9)<sup>572573</sup> The thesis cannot be modified, corrected or withdrawn following its submission.

(10)<sup>574</sup> 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 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.

<sup>567</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>568</sup> Built in by the amendment adopted by the Senate on its meeting held on 24th May 2012. Effective from: 24th May 2012.

<sup>569</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th December 2013.

<sup>570</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>571</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>572</sup> Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

<sup>573</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>574</sup> Modified numbering adopted by the Senate on its meeting held on 24th May 2012.

(11)<sup>575576</sup> 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). In case the student requests the designation of a reader other than the reader designated by the major director, the major director – if he/she considers the designation of another reader reasonable based on the student's request – may assign a reader other than the student has disapproved, before the evaluation. In case the major director has designated himself/herself as reader and the student ask for another reader, the Dean of the Faculty - if he/she considers the designation of another reader reasonable based on the student's request – may assign a reader instead of the major director that the student has disapproved, before the evaluation. The proposal of the readers (opponents) concerning assessment and grade shall be attached to the thesis.

(12)<sup>577</sup> 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)<sup>578</sup> 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)<sup>579 580</sup> If the submitted thesis violates copyrights, its assessment shall be fail (1), and the major director shall initiate a disciplinary procedure against the author of the thesis in front of the Dean according to Annex 14 of this Regulation.

**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)<sup>581</sup> The defence of the thesis shall be public only in case the student consents to it, except for the defence of confidential thesis.

(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)<sup>582</sup> The grade of the thesis shall be established according to the five-grade scale by the review committee taking into consideration the proposals of the readers (opponents). The chairperson of the board shall inform the student about the grade following the defence. In case it is specified in the curriculum, the special provisions of the Faculty pertaining to the thesis requirements or the Dean's

<sup>575</sup> *Modified numbering adopted by the Senate on its meeting held on 24th May 2012.*

<sup>576</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>577</sup> *Modified numbering adopted by the Senate on its meeting held on 24th May 2012.*

<sup>578</sup> *Modified numbering adopted by the Senate on its meeting held on 24th May 2012.*

<sup>579</sup> *Modified numbering adopted by the Senate on its meeting held on 24th May 2012..*

<sup>580</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>581</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>582</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*



Order, the student has to submit a new thesis if the result of his/her thesis defence is fail (his/her thesis is evaluated with a fail grade by the review board).

(5)<sup>583</sup> Paper awarded the main prize or the first, second or third 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)<sup>584585</sup> The electronic version of the successfully defended thesis (in case of teacher training the monograph and the portfolio) shall be saved in the electronic system (University Archives of Pécs, UAP) of the University Library of Pécs and Centre for Learning (hereinafter Library) after the final closing examination period. The Educational Directorate shall hand over the data and the electronic version of the thesis from the ES to the electronic system of the Library established for this purpose. The individual identifier issued in the Library's system during the registration of the thesis and its data shall be recorded in the ES. The data of theses shall be free to access in the electronic system of the Library. The organization maintaining the central electronic content management system is obliged to forward the electronically submitted theses per each faculty to the University Archives on a long-term data carrier within 30 days following the final closing examination period. The faculty's Registrar's Office shall give back the thesis submitted in a non-electronic format or the non-electronic parts of the thesis to the student following the final closing examination.

(7)<sup>586</sup> 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

<sup>583</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>584</sup> *Amendment adopted by the Senate on its meeting held on 24th May 2012. Effective: from 24th May 2012.*

<sup>585</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>586</sup> *Amendment adopted by the Senate on its meeting held on 24th May 2012. Effective: from 24th May 2012.*

**Article 61.** (1)<sup>587588589</sup> The student shall complete his/her studies in the undergraduate, graduate, the undivided one-tier and postgraduate specialist training courses by taking the final closing examination.

(2)<sup>590591</sup> 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.

(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)<sup>592593594</sup> The final closing examination may be taken in the final closing examination 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 examination period in accordance with the then prevailing programme requirements. If the final closing examination is taken seven or more years after the issuance of the pre-degree certificate permission for entry to the final closing examination 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 examination 5 years after their student status was terminated. In case of persons commencing their given training based on the Act LXXX. of 1993 on Higher Education cannot take final closing examination in the framework of this training after September 1, 2018.

(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)<sup>595596</sup> 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 ES until the deadline specified in the time schedule of the academic year.

<sup>587</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>588</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>589</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>590</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>591</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>592</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

<sup>593</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>594</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>595</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>596</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(7)<sup>597598</sup> Students who have been awarded their pre-degree certificates at the University.

(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)<sup>599600601</sup> The final closing examination 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 or college professor, or university or college associate professor, and at least one of its members shall have no employment relationship with the University or a lecturer of another major than the student's taking the final closing exam. The final closing exam shall be recorded in a report. The oral part of the final closing examination shall be open for the students and lecturers of the faculty, however, voice-and picture recording can only be taken with the consent of the participants. The publicity may be restrained by the Dean.

(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)<sup>602</sup> 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. In case the student requests the designation of a person other than the person designated by the major director, the major director – if he/she considers the designation of another person reasonable based on the student's request – may assign a member other than the student has disapproved, before the final closing exam. In case the major director has designated himself/herself as member and the student asks for another person, the Dean of the Faculty - if he/she considers the designation of another member reasonable based on the student's request – may assign a person instead of the major director that the student has disapproved, before the final closing exam.

(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)<sup>603</sup> 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

<sup>597</sup> *Amendments of Articles (7)-(8) were adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>598</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>599</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>600</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>601</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>602</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>603</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

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**

**Article 63.**<sup>604</sup> (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)<sup>605</sup> In case of students who have commenced their studies before the academic year 2016/2017 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**

<sup>604</sup> *Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.*

<sup>605</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

**Article 64.**<sup>606</sup> (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)<sup>607608</sup> The degree certificate shall be issued and delivered to the student having passed the final closing examination within thirty days from the presentation of the document in evidence of the valid language exam specified in Article (1). In case of the presentation of the document proving the accomplishment of the language exam requirements, the degree certificate shall still be issued in the given year of the final closing examination, even if less than 30 days remains from the given year of the final closing examination. In case the student has already presented the document attesting that he/she has fulfilled the requirements set forth under Article (1) at the time of the final closing examination, the degree certificate shall be issued and delivered to the student within thirty days from the date of the final closing examination. In agreement with the student the degree certificate 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 amount stipulated in the Code of Charges and Benefits to the Faculty. In case the given person completed all the necessary requirements to the issuing of the degree certificate and its preparing or issuing is in progress, upon request of the person eligible for the degree certificate the University shall issue a certificate on the eligibility according to the Government Decree 87/2015 (IV. 09.) on the Implementation of certain provisions of Act CCIV of 2011 on Higher Education (hereinafter NHEA, Hungarian abbreviation NFtv.). The certificate does not verify qualification or profession. The certificate shall be given an individual serial number and its data shall be registered in the ES.

(3)<sup>609610611</sup> The degree certificate 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 classification of the degree certificate, the major, professional qualification, 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, as well as the place, year, month, and day of issue. The degree certificate shall also be furnished with the original signature of the Dean – or in case the Dean is prevented and the Vice-Dean shall sign the degree certificate, the original signature of the Vice-Dean authorized in written form by the Dean - and shall bear the impression of the stamp of the University. In the course of issuing the degree certificate the University is obliged to use the degree certificate text sample determined in the Government Decree 87/2015. (IV. 09.) on the Implementation of certain provisions of Act CCIV. of 2011 on Hungarian Higher Education, regardless of whether the degree certificate is certifying the completion of studies commenced before, in or after the academic year 2015/2016. This obligation shall

<sup>606</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

<sup>607</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>608</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>609</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>610</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>611</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

not be applied to the case of the correction of the degree certificate or issuing a duplicate of the degree certificate.

(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)<sup>612613</sup> If the degree certificate cannot be issued because the person having successfully completed the final closing examination has not met the language requirements that are prerequisites for the degree certificate, the University shall issue a certificate on the eligibility according to the Government Decree 87/2015 (IV. 09.) on the Implementation of certain provisions of Act CCIV of 2011 on Higher Education (hereinafter NHEA, Hungarian abbreviation NFtv.). The certificate does not verify qualification, it only proves the successful completion of the final closing examination. The certificate shall be given an individual serial number and its data shall be registered in the ES.

(7)<sup>614</sup> 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)<sup>615</sup> The diploma awarded after the completion of an undergraduate training, a graduate training, an undivided one-tier programme, postgraduate specialist training or higher-level vocational 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).

<sup>612</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>613</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>614</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>615</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.



(13)<sup>616</sup> In the diplomas (degree certificates) of lawyers, physicians, pharmacists and dentists, 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).

(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)<sup>617</sup> 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)<sup>618</sup> As well the Dean as the head of the Registrar's Office is authorized to certify the diploma supplement.

**Article 65/A.**<sup>619</sup> (1)<sup>620 621</sup> The University shall annul the degree certificate issued by the University or by its predecessor within 5 years from its issuing in case the degree certificate was gained illicitly. Furthermore, the provisions of the Act on the general administrative regulation shall be applied properly on the cancellation.

(2)<sup>622 623</sup> Contrary to the provisions specified in Section (1) in case the issuing of the degree certificate was influenced by a felony, and the felony was stated by a legally binding peremptory resolution of the court and the prosecutor's office terminated the criminal procedure, since the period of the probation determined by the prosecutor has expired, the University shall annul the degree certificate without time limitation provided that it does not affect bona fide rights. The provisions of the Act on the general administrative regulation shall be applied properly on the annulment.

<sup>616</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>617</sup> *Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.*

<sup>618</sup> *Additional amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>619</sup> *Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>620</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*

<sup>621</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>622</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*

<sup>623</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

(3)<sup>624</sup> The cancelled, annulled degree certificate shall be withdrawn by the University. The resolution – without reasoning – shall be published in the official paper of the Ministry led by the Ministry for Education and on the webpage of the Educational Authority. The University shall issue an abstract of the master file about the studies that are the basis of the degree certificate annulled according to Sections (1) and (2), when the resolution on the cancelling or annulling becomes final.

(4) The decision determined in Articles (1) and (2) may be appealed against. The provisions of Article 12 of this Regulation shall be applied in case of legal remedy.

(4a)<sup>625</sup> The rules determined in Sections (1)-(4) shall be applied to the diploma supplement appropriately.

(5) Upon request the University shall issue a true copy of the degree certificate that got lost, stolen or destroyed after the delivery. In case of further copies of the same degree certificate are requested the procedure applied shall be the same as in the case of the first copy.

(6) Ex officio or upon request the University shall withdraw and annul the erroneously issued degree certificate, record the correction of the error on the master file and re-issue the degree certificate based on the corrected master file.

(7) In case the University issues a new degree certificate according to Article (6) and any changes shall be applied in the content of the diploma supplement, the diploma supplement shall be re-issued and the previous copy shall be withdrawn and annulled.

**Article 66.** (1)<sup>626</sup>

(2)<sup>627</sup>

### **PART III. SPECIAL AND TRANSITIONAL PROVISIONS**

#### **CHAPTER 21.**

#### **TRANSITIONAL PROVISIONS**

**Article 67.** (1)<sup>628</sup> Trainings launched under Act CXXXIX of 2005 on Higher Education shall be completed – in case of continuous training – with unamended programme requirements and order of examinations and with the issue of unamended degree certificates.

<sup>624</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>625</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>626</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>627</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>628</sup> *Amendment adopted by the Senate on its meeting held on 17th March 2016. Effective: from 18th March 2016.*

(2)<sup>629 630</sup>

(3)<sup>631</sup>

(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)<sup>632</sup> 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.**<sup>633</sup> (1)<sup>634</sup>

(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.

**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,

<sup>629</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>630</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th March 2016. Effective: from 18th March 2016.*

<sup>631</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>632</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>633</sup> *Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.*

<sup>634</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

- 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.

**Article 68/A.**<sup>635</sup> (1) The following provisions shall be applied in case of students who have commenced their studies before the academic year 2012/2013 and have grade books.

(2) In case the given student's grade book gets full, lost, destroyed, damaged or gets out of the hand of the student for any reason, the University shall not provide a new grade book for the student. In this case the University shall keep the student's academic data, that can be published in the grade book, in the ES henceforward.

(3) The grade book is a public document certifying the studies and the pre-degree certificate which contains the data in connection with the completion of the academic requirements. The language of the grade book shall be Hungarian, except for the trainings pursued in a foreign language in which case the official entries shall be recorded in the language of the training. The grade book shall be a form issued by printing, sequentially numbered on every page and inseparably bound. The designated person shall take entries to the grade book by handwriting or with the etiquette label printed from the TS. The data content of the etiquette label shall be certified by the designated person's signature in the manner it is determined in the Regulation. Only the designated person can take corrections in the grade book who is also entitled to take the entry to be corrected; the designated person shall certify the correction with signature and date.

(4)<sup>636</sup> The students status and the final resolutions on the completion of the studies shall be recorded in the grade book of the student.

(5)<sup>637</sup> The University shall keep only one grade book of the same person during 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 from the ES and record them 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 Registrar's signature.

<sup>635</sup> *Built in by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>636</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*

<sup>637</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

(6) The Registrar's Office shall record the registered courses in the ES database to the grade book of the student at the end of the course registration period. The authenticity of the course registration data shall be certified by the Registrar.

(7) The examiner shall record the grade (qualification) – with date – on the exam sheet and based on the student's request on the course registration and result sheet and without further request in the grade book.

(8) Within fourteen days counted from the end of the exam period the student may challenge the data concerning assessment in the ES 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 ES 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 ES, 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.

(9) In the case of the student 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 table constituting Annex 1 of the Code of Charges and Benefits.

(10)<sup>638</sup> The academic results of students shall be recorded in the grade book and in the ES 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 ES 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.

(11) Any unauthorized entry in the grade book and the ES shall incur a disciplinary procedure. Since the grade book is a public document the falsification of data recorded therein shall be prosecuted.

(12) 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 and in the ES database.

(13) The pre-degree certificate shall be signed by the Dean in the student's grade book.

**Article 68/B**<sup>639</sup> <sup>640</sup>(1) Those students who have students status in the Pharmaceutist major on March 17, 2016 shall continue their studies at the Faculty of Pharmacy as of March 18, 2016.

<sup>638</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>639</sup> *Built in by the amendment adopted by the Senate on its meeting held on 17th March 2016. Effective: from 18th March 2016.*

<sup>640</sup> *Amendment adopted by the Senate on its meeting held on 21st April 2016. Effective: from 21st April 2016.*

(2) Students of the Doctoral School of Pharmaceutical Sciences who are taking part in the doctoral programs of the Faculty of Pharmacy shall continue their studies at the Faculty of Pharmacy from the first semester of the academic year 2016/2017.

## **CHAPTER 22.**

### **LANGUAGE TRAINING**

#### **Article 69. (1)<sup>641</sup>**

(2)<sup>642</sup>

(3)<sup>643</sup>

(4)<sup>644</sup>

## **CHAPTER 23.**

### **PHYSICAL EDUCATION REQUIREMENTS**

#### **Article 70. (1)<sup>645</sup>**

(2)<sup>646</sup> 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)<sup>647</sup> Rules pertaining to the physical education requirements shall be contained in the curriculums.

## **CHAPTER 24.**

<sup>641</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>642</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>643</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>644</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>645</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>646</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.*

<sup>647</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*



## SPECIAL RULES PERTAINING TO DOCTORATE COURSES<sup>648</sup>

**Article 71.**

**Article 72.**

**Article 73.**

## CHAPTER 25.

### SPECIAL PROVISIONS PERTAINING TO FOREIGN STUDENTS

**Article 74.**<sup>649650</sup> (1)<sup>651</sup> 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, persons under subsidiary protection, 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.
- 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.**<sup>652</sup> (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:

<sup>648</sup> 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.

<sup>649</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

<sup>650</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective from: 19th december 2013.

<sup>651</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>652</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012. Effective from: 27th September 2012.

- 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.**

### **PROMOTION OF THE EQUAL OPPORTUNITIES OF THE STUDENT'S<sup>653</sup>**

**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 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)<sup>654</sup> 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 degree certificate.

<sup>653</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>654</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

(4)<sup>655 656</sup> Students who got extra points during the admission procedure considering their disabilities are obliged to visit the Faculty'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 reasonable case further 30 days can be granted for the student for the data check.

**Article 78.** <sup>657</sup>(1)<sup>658659</sup> The Rector of the University shall appoint an institutional coordinator in charge for students with disabilities for the assistance of disabled students. The duty of the Faculty coordinator in charge of students with disabilities shall be fulfilled by the head of the Supporting Service.

(2) The duty of the coordinator of the Faculty in charge for students with disabilities shall cover the following:

- a) taking part in the first-instance assessing and registering applications regarding assistance, exemption or benefit submitted by students with disability,
- 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) registering the statistical data of disabled students in the record within 60 days from enrolment and registration.

(3)<sup>660</sup> The duty of the institutional coordinator in charge for students with disabilities shall be to take part in assessing and registering legal-remedy applications regarding assistance, exemption or benefit submitted by students with disability.

(4) The Supporting Service helps the work of the coordinators in charge for students with disabilities and the studies and everyday life of students with disability.

<sup>655</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective from: 20th June 2013.

<sup>656</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>657</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>658</sup> Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.

<sup>659</sup> Amendment adopted by the Senate on its meeting held on 28th June 2012. Effective from: 28th June 2012.

<sup>660</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

**Article 79.**<sup>661</sup> (1)<sup>662663</sup> On the basis of an expert report 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, furthermore, the providing of other academic benefits stipulated in Article 80.

(2)<sup>664</sup> The requests determined in Section (1) shall be submitted at the Registrar's Office of the Faculty addressed to the Educational Committee of the Faculty. The application shall contain the professional opinion determined in Article 81 of present Regulation on the type and extent of the disability. The Registrar shall promptly forward the applications electronically to the coordinator of the Faculty in charge for students with disabilities. The requests shall be reconsidered by the Educational Committee along with the coordinator of the Faculty in charge for students with disabilities as a member according to the procedure determined in Article 8 of this Regulation, provided that the 50 percent membership of students is ensured in the Educational Committee. This competence of the Educational Committee shall be non-transferable.

(3)<sup>665</sup>

(4)<sup>666</sup> The decision of the EC may be appealed against under Article 12 herein. The requests of legal remedy shall be reconsidered by the EC of second instance with the institutional coordinator in charge for students with disabilities as a member.

(5)<sup>667</sup> The student can notify the Supporting Service about his/her claim for further assistance (eg. personal helper, sign language interpreter)—beyond the benefits determined in Section (1) - based on his/her disability.

**Article 80.**<sup>668</sup> (1) <sup>669</sup>

(2)<sup>670</sup> If the applicant with disability was granted preferential treatment during the admission procedure or the secondary school-leaving exam, he/she is obliged to report and certify this fact to the coordinator of the Faculty in charge for students with disabilities within 30 days from the enrolment, and these benefits shall also be granted to him/her during his/her studies.

<sup>661</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>662</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>663</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>664</sup> *Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>665</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>666</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>667</sup> *Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>668</sup> *Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.*

<sup>669</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>670</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

(3)<sup>671</sup> In the case of a student with a physical disability the following benefits may be applied:

- a) full or partial exemption from the obligation to fulfil practical requirements or their fulfillment in a different form,
- b) substitution of a written test with an oral test or an oral test with a written one,
- c) exemption from the language exam, or a part or the level of the language exam,
- d) exemption from the task requiring manual skills with the condition that the theoretical knowledge may be required,
- e) providing the opportunity to use the special tools and devices necessary for the execution of written exercises,
- f) providing longer preparation time than the one that is applied for the non-disabled students,
- g) providing personal helper to the institutional administrations.

(4)<sup>672</sup> In the case of a student with hearing impairment (deaf and hard of hearing) the following benefits may be applied: :

- a) full or partial exemption from the obligation to fulfil practical requirements or their fulfillment in a different form,
- b) substitution of an oral test with a written one, in case of the student's claim providing a sign language or oral interpreter during the oral exam,
- c) exemption from the language exam, or a part or the level of the language exam,
- d) simultaneous visual presentation of what has been said during the lecture or the exam in regards of the clarity and the better understanding,
- e) providing tools and visual presentation during every exam,
- f) providing longer preparation time than the one that is applied for the non-disabled students,
- g) providing personal helper, note taking interpreter, sign language interpreter to the institutional administrations.

(5)<sup>673</sup> In the case of a student with visual impairment (blind and vision impaired) the following benefits may be applied:

- a) full or partial exemption from the obligation to fulfil practical requirements or their fulfillment in a different form,
- b) substitution of a written test with an oral one, or providing special technical tools during the written exam,
- c) exemption from the language exam, or a part or the level of the language exam,
- d) exemption from exercises that require manual, visual skills, but the theoretical knowledge can be required,
- e) providing access to the digital, voice-recorded, braille written or enlarged form of questions, topics during the lectures, practices and exams,
- f) providing longer preparation time than the one that is applied for the non-disabled students,
- g) providing personal helper to the institutional administrations.

(6)<sup>674</sup> In case of a student with speech impairment (dysphasia, dyslalia, dysphonia, stuttering, sputtering, aphasia, rhinolalia, dysarthria, mutism, severe speech perception and language disorder, central lisp, late speech development) the following benefits may be applied:

- a) substitution of an oral test with a written one, providing opportunity to use special technical tools during assessments,

<sup>671</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>672</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>673</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>674</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

- b) exemption from the language exam, or a part or the level of the language exam,
- c) providing longer preparation time than the one that is applied for the non-disabled students,
- d) providing personal helper to the institutional administrations.

(7)<sup>675</sup> In case of an autistic student the following benefits may be applied:

- a) shaping the circumstances of the assessment to the special needs of the student, substitution of a written test with an oral one or substitution of an oral test with a written one,
- b) helping to clarify the requirements and questions during the assessment, visual presentation of the questions, orders of the test and simplifying their wording in case of an oral test,
- c) providing longer preparation time than the one that is applied for the non-disabled students,
- d) using special tools (primarily voice recording device, personal computer, interpreting dictionary, other supporting infocommunicational technologies) during both courses and assessments,
- e) exemption from the language exam, or a part or the level of the language exam,
- f) exemption from certain practical requirements due to the difficulties caused by the student's developmental disorder or substitution of the given requirements with equivalent non-practical exercises,
- g) providing personal helper to the institutional administrations.

(8)<sup>676</sup> In case of a student with psychic development disorder the following benefits may be applied:

- a) in case of a student dyslexia-dysgraphia-dysorthographia:
  - aa) substitution of a written test with an oral one or substitution of an oral test with a written one,
  - ab) in case of a written test providing longer preparation time than the one that is applied for the non-disabled students,
  - ac) providing the necessary tools (especially computer, typewriter, spelling dictionary, interpreting dictionary, thesaurus) during the exam,
  - ad) exemption from the language exam, or a part or the level of the language exam,
- b) in case of a student with dyscalculia:
  - ba) exemption from exercises in calculus, but the theoretical knowledge can be required,
  - bb) providing the opportunity to use those tools that the student has been using during his/her previous studies (especially charts, calculator, configuration, mechanical and manipulative tools) during the exams, also providing longer preparation time,
- c) in case of a student with Attention Deficit and Hyperactivity Disorder:
  - ca) substitution of a written test with an oral one or substitution of an oral test with a written one,
  - cb) in case of a written test providing longer preparation time than that is applied for the non-disabled students,
  - cc) reducing the waiting time of the students to the minimum during exams,
  - cd) using the special tools, devices necessary for executing the written exercises,
  - ce) holding a longer exam in several parts or having breaks without leaving the place of the exam or allowing movement activities, tolerating emotional reactions,
  - cf) holding the exam separately from the other students,
  - cg) based on the individual characteristics and the student's request, writing down or repeating the questions several times, disassemble complex questions to components, giving help to understand the requirements and questions during the oral examination,

<sup>675</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>676</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.



- ch) providing access to the digital, voice-recorded form of questions, topics during the lectures, practices and exams,
- ci) providing personal helper to the institutional administrations.
- d) in case of students with behavioral disorders (disorders of socio-adaptive processes, emotional control, aggression towards self or others, anxiety, behavioral characteristics indicating the weakness of self-control, diverse development of flexibility, focused behavior, self-organizing and metacognition) the following benefits may be applied:
  - da) substitution of a written test with an oral one or substitution of an oral test with a written one,
  - db) holding a longer exam in several parts or having breaks without leaving the place of the exam or allowing movement activities, tolerating emotional reactions,
  - dc) holding the exam separately from the other students,
  - dd) based on the student's request helping to clarify the requirements and questions during the assessment, visual presentation of the questions, orders of the test and simplifying their wording in case of an oral test,
  - de) providing longer preparation time than that is applied for the non-disabled students,
  - df) providing personal helper to the institutional administrations.

(9)<sup>677</sup> The longer preparation time shall be determined at least 30% longer than the time stipulated for nondisabled students.

(10)<sup>678</sup> In case of a student with multiple disability any of the benefits determined in Sections (3)-(8) may be applied considering the individual needs of the student.

(11)<sup>679</sup> In a reasonable case, upon the student's request, based on professional opinion the University may award benefits that are different from or beyond the benefits determined in Section (3)-(8).

(12)<sup>680</sup> In the doctorate course, exemption from the language exam, or a part or the level of the language exam shall not be applied in case of applicants for the doctorate course, the doctoral student and the doctorand.

(13)<sup>681</sup> The exemption from the language exam, or a part or the level of the language exam shall be applied in case of the former student with disability, who has taken the final closing exam and his/her student status is terminated, but has not completed the language requirement necessary for the qualification.

(14)<sup>682</sup> The Dean shall be responsible for complying with the preferential treatment granted to students with disabilities.

**Article 81.** (1)<sup>683</sup> The student with a disability (applicant) shall certify the type by an expert report.

<sup>677</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>678</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>679</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>680</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>681</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>682</sup> Numbering modified by the amendment adopted by the Senate on its meeting held on 25th June 2015.

<sup>683</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

(2)<sup>684 685 686</sup> The following rules shall be applied in regards of issuing the expert report specified in Section (1):

a) in case the disability, special educational needs of the student (applicant) has already existed in the period of the public education special educational needs may be certified based on the expert report issued by the county (capital) institution of pedagogical special services and its member institutions proceeding as county or national specialist committees (or among their predecessor sthe learning skills examining specialis and rehabilitational committees and the national specialist and rehabilitational committees), except for the studies in adult education that are not pursued in full-time mode. In this case the disability, special educational needs can be certified by expert report of the National Pedagogical Special Service of the Eötvös Loránd University and its predecessor, the Special Education and Logopaedia Special Service, Expert and Rehabilitation Committee and Special Educational Professional Service Institution of the Eötvös Loránd University.

b) in case the disability, special educational needs of the student (applicant) have not existed during his/her public the disability may be certified with the specialist opinion issued by the rehabilitational specialist body or its predecessors.

## 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.

(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.

<sup>684</sup> *Amendment adopted by the Senate on its meeting held on 24th January 2008. Effective: from 24th January 2008.*

<sup>685</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>686</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

(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.** <sup>687 688</sup>

## **CHAPTER 30.**

<sup>687</sup> *Numbering modified by the amendment adopted by the Senate on its meeting held on 19th October 2006.*

<sup>688</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 1st October 2009. Ineffective: from 1st October 2009.*

## 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)<sup>689</sup>

(5)<sup>690</sup> 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. Where the Regulation refers to Registrar, this expression shall also mean the person leading the Registrar's Office according to the special provisions of 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)<sup>691 692</sup>

(8)<sup>693 694</sup>

(9)<sup>695 696</sup> 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.

<sup>689</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.*

*Effective: from 18th December 2015.*

<sup>690</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>691</sup> *Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.*

<sup>692</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>693</sup> *Built in by the amendment adopted at the meeting of the Senate held on 30th August 2007. Effective: from 1st September 2007.*

<sup>694</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>695</sup> *Amendment of Article 85 (9)-(10) adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.*

<sup>696</sup> *Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.*

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.

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 20<sup>th</sup> 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.

The amendment of the Regulation was adopted by the Senate on its meeting held on 18th December 2014 with the resolution nr. 236/2014. (12.18.). Amendments shall come into effect on 1<sup>st</sup> February 2015.

The amendment of the Regulation was adopted by the Senate on its meeting held on 25th June 2015. Amendments shall come into effect on 15th August 2015.



The amendment of the Regulation was adopted by the Senate on its meeting held on 17th December 2015. Amendments shall come into effect on 18th December 2015.

The amendment of the Regulation was adopted by the Senate on its meeting held on 17th March 2016. Amendments shall come into effect on 18th March 2016.

The amendment of the Regulation was adopted by the Senate on its meeting held on 21st April 2016. Amendments shall come into effect on 21st April 2016.

The amendment of the Regulation was adopted by the Senate on its meeting held on 3rd November 2016. Amendments shall come into effect on 4th November 2016.

The amendment of the Regulation was adopted by the Senate on its meeting held on 15th December 2016. Amendments shall come into effect on 1st February 2017.

The amendment of the Regulation was adopted by the Senate on its meeting held on 22nd June 2017. Amendments shall come into effect on 23rd June 2017.

The amendment of the Regulation was adopted by the Senate on its meeting held on 28th September 2016 with the resolution nr. 114/2017. (09.28.). Amendments shall come into effect on the day the Senate has accepted them.

The amendment of the Regulation was adopted by the Senate on its meeting held on 14th December 2017. Amendments shall come into effect on 1st January 2018.

The amendment of the Regulation was adopted by the Senate on its meeting held on 21st June 2018. Amendments shall come into effect on 22nd June 2018.

dr. József Bódis  
rector

The amendment of the Regulation was adopted by the Senate with the resolution nr. 158/2018 (12.20.) on its meeting held on 20th December 2018. Amendments shall come into effect on 21st December 2018.

The amendment of the Regulation was adopted by the Senate with the resolution nr. 32/2019 (03.21.) on its meeting held on 21st March 2019. Amendments shall come into effect on 22nd March 2019.

dr. Attila Miseta  
rector

## **Annex 1.**

### **SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF LAW**

**Article 1** <sup>697 698699</sup> (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 2** <sup>700</sup> (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 3** <sup>701</sup> 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) <sup>702</sup> 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.

<sup>697</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th December 2008.  
Effective: from 18th December 2008.

<sup>698</sup> Numbering modified by the amendment adopted by the Senate on its meeting held on 23rd June 2011.  
Effective: from 23rd June 2011.

<sup>699</sup> Articles 1 and 1/A repealed and Article 1/B renamed to Article 1 by the amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>700</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>701</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>702</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

(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) <sup>703</sup> 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.

(6) <sup>704</sup> 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) <sup>705</sup> 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) <sup>706</sup> 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.** <sup>707</sup> (1) <sup>708</sup> 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) <sup>709</sup> In case of full time training programmes the optional subjects and practices shall be announced in the form of contact hours.

(3) <sup>710</sup> Block schedule courses cannot be offered by a lecturer who is not a state employee of the Faculty.

**Article 7.** <sup>711</sup> <sup>712</sup> 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.

<sup>703</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>704</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>705</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>706</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>707</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>708</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>709</sup> Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>710</sup> Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>711</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>712</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

**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) <sup>713</sup> 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 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) <sup>714</sup> The consultants shall evaluate the academic papers – with a five-grade scale - until the start of the exam period. The result shall be 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) <sup>715</sup> The proficiency exam is a collective form of knowledge testing in more than one subjects.

**Article 8/A.** <sup>716</sup> (1) Article 49 (4) of the Regulation on the order of exams shall be supplemented with the following at the Faculty.

(2) <sup>717</sup> The educational and research units of the Faculty shall hold in case of oral exams at least two exam days per week per subject in the first two weeks of the exam period, otherwise at least three exam days per week, and in case of written exams least one exam day per subject per every week of the exam period.

**Article 8/B.** <sup>718</sup> (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:

<sup>713</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>714</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>715</sup> Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

<sup>716</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

<sup>717</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>718</sup> Amendment adopted by the Senate on its meeting held on 15th December 2011. Effective: from 15th December 2011.

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.

**Article 9.**<sup>719</sup> (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.

<sup>719</sup> *Amendment adopted by the Senate on its meeting held on 15th December 2011. Effective: from 15th December 2011.*

(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)<sup>720</sup> The rules pertaining to the organisation of the final closing examination shall be supplemented according to the following specifications at the Faculty.

(2)<sup>721722</sup> 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 January. The number of exam days per subject is 5 days at most.

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

b) the spring (second) final closing examination period starts in February of the given academic year and lasts until June. The number of exam days per subject is 5 days at most.

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

(3)<sup>723</sup> 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)<sup>724</sup> The student who obtained the pre-degree certificate shall register for the final closing examinations in the ES. The student shall register for the exams of final closing examination period(s) until 4pm of the seventh day preceding the first day of the announced examination period at latest.

(5)<sup>725726</sup> The final closing examinations are prepared for by the Registrar's Office. After the closing of the registration period, any modification in this schedule can only be initiated, if:

- 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 and the supporting documents shall be submitted to the responsible administrative officer. The decision shall be made by the EC.

<sup>720</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017.*

<sup>721</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective: from 18th December 2008.*

<sup>722</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017.*

<sup>723</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017.*

<sup>724</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017.*

<sup>725</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>726</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017.*



(6)<sup>727</sup> 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)<sup>728729</sup> The applicant whose student status 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 educational system identifier, he/she shall demand it at by phone or personally at the Registrar's Office. In case the applicant does not have student status any more, he/she shall transcribe in the ES the fee for the final closing examination determined in the Code of Charges and Benefits and pay it. He/she shall be able to register for the final closing examination only upon payment of the fee. Registration for final closing examination is possible only without any outstanding debts, including the fees for the final closing examination.

(8)<sup>730</sup> 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 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)<sup>731</sup> 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)<sup>732733734</sup> 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. The student cannot be

<sup>727</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017.*

<sup>728</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>729</sup> *Amendment adopted by the Senate on its meeting held on 28th September 2017. Effective: from 28th September 2017*

<sup>730</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>731</sup> *Amendment adopted by the Senate on its meeting held on 15th December 2011. Effective: from 15th December 2011.*

<sup>732</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.*

<sup>733</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>734</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

exempted from this requirement with Dean's equity and cannot submit a request for Dean's equity with this purpose. The repeated final closing examination shall be taken on the supplementary exam day and in front of the committee of the retake final closing examination appointed by the Dean.

Based on a written and well-reasoned request, the student may get permission to retake the final closing examination or sit for the missed final closing examination only within one subject and only once during his/her studies. The retake final closing examination shall be completed based on the resolution on the day determined by the Dean in front of the committee. No exemption can be given from these conditions and no application for Dean's equity can be submitted for this purpose.

(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.** <sup>735</sup> (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.

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

**Article 13.** <sup>736</sup> (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.

<sup>735</sup> 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.

<sup>736</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2007.

(2) <sup>737</sup> 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.** <sup>738</sup>

**Article 15.** <sup>739 740</sup>

**Article 16.** <sup>741 742</sup>

<sup>737</sup> *Amendment adopted by the Senate on its meeting held on 18th February 2008. Effective: from 18th February 2008.*

<sup>738</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 26<sup>th</sup> June 2008. Ineffective: from 26<sup>th</sup> June 2008.*

<sup>739</sup> *Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.*

<sup>740</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>741</sup> *Built in by the amendment adopted by the Senate on its meeting held 19th December 2013. Effective: from 19th December 2013.*

<sup>742</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

## Annex 2.

### SPECIAL PROVISIONS PERTAINING TO THE MEDICAL SCHOOL<sup>743</sup>

#### General provisions

**Article 1.**<sup>744</sup> (1)<sup>745 746</sup> The length of the programme at the Faculty shall be 12 semesters in the General Medicine programme and 10 semesters in the Dentistry programme within the framework of undivided training and 4 semesters in the Biotechnology master training.

(2) Instruction shall be provided in three languages at the Faculty: in Hungarian, English and German. Foreign language training (in case of undivided one-tier 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)<sup>747 748 749 750 751</sup> 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.

<sup>743</sup> Amendment adopted by the Senate on its meeting held on 30th October 2013. Effective: from 1st November 2008.

<sup>744</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>745</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>746</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>747</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

<sup>748</sup> Third sentence built in by the amendment adopted at the meeting of the Senate held on 18th February 2010. Effective: from 18th February 2010.

<sup>749</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>750</sup> Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

<sup>751</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

(5)<sup>752</sup> 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. In case of students who request to change their training programme along with the recognition of their previous studies the Educational Committee reflects and determines which training programme student shall be assigned to taking into consideration the credit transfer procedure.

(6)<sup>753 754 755 756 757</sup> 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 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 transfer within the University Pécs or the change of program can only be permitted in case the student has reached the minimum point limit determined for the admission in the given major, in the year of admission in accordance with the requirements specified in Article 18/A (3) of the Regulation, one time during the validity of the student status. The 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. Testing the student's language knowledge is in the authority of the Department of Languages for Specific Purposes. In case the level of the student's knowledge is not satisfactory the student cannot be transferred to the foreign language in which he/she would like to continue his/her studies.

(7)<sup>758</sup> 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)<sup>759 760 761</sup> In derogation of the general provisions of the Regulation, for the students of the Faculty the deadline of submitting requests related to transfer is August 1, the deadline of submitting requests related

<sup>752</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

<sup>753</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>754</sup> Amendment adopted by the Senate on its meeting held on 23th June 2011. Effective: from 23th June 2011.

<sup>755</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>756</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>757</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>758</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>759</sup> Built in by the amendment adopted at the meeting of the Senate held on 29th April 2013. Effective: from 29th April 2013.

<sup>760</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>761</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

to visiting student status and credit transfer is August 1 in case of the fall semester and January 1 in case of the spring semester.

(9)<sup>762 763</sup>

(10)<sup>764</sup> 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.

(11) In case the transferred student's study progress cannot be ensured in any other ways the Educational Committee may allow upon request the parallel completion of those pre-requisites that have been not possible to complete previously based on the former curriculum of the student. The EC shall call in the declaration of the course director whether the student has the necessary precognition of the given subject.

(12)<sup>765</sup> Article 23 (9) of this Regulation cannot be applied in the Faculty in case of student commencing their studies in the academic year 2015/2016 and afterwards.

(13)<sup>766 767</sup> In order to help student mobility, upon request of the student taking part part-time training as visiting student at the Faculty, in consideration of the part-time training aspect of the visiting student status, the EC may allow taking up subjects in the lack of the completion of pre-requisites in case they find the student's preliminary qualification sufficient. The EC may call in the opinion of the course director of the subject to be registered. By registering the subject, the visiting student shall note that the academic requirements applied to him/her are equal in all respect with the requirements applied to the students with non-visiting student status.

The above benefit shall be given exclusively in case of students taking part in part-time training; in case the student continues his/her studies in full-time training after closing his/her studies in the part-time training, the general rules of credit transfer shall be applied to him/her.

In case of visiting students who apply exclusively for practical training to the Faculty there is no need for the permission of the Educational Committee. The resolution on the permission shall be made by the Registrar based on the proposal of the given clinic.

(14)<sup>768 769</sup> The special provisions pertaining to the procedures of the Educational Committee of the Faculty that are not specified in this Regulation are included in the code of procedures of the Educational Committee of the Faculty. According to the code of procedures in case of certain, approving decisions the chairperson of the Faculty's Educational Committee shall have the right of decision-making and he/she shall be obliged to report his/her decisions made based on this right to the Educational Committee of the Faculty. The Registrar shall have the right of decision-making instead of the Educational Committee in the following cases of approval: late course dropping, course registration in another language/major, change of study group, change of major, change of training programme, accepting remaining credit points as part of the optional module.

<sup>762</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>763</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>764</sup> Built in by the amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>765</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>766</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>767</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>768</sup> Built in by the amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>769</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.



### Rules pertaining to attending classes

**Article 1/A**<sup>770</sup> (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):

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)<sup>771</sup> Maximum group numbers are fixed (24 person) 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) <sup>772</sup><sup>773</sup> <sup>774</sup>The lecturer shall check the attendance at small group classes (practices and seminars) and the lectures of the elective and optional courses 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 the ES based on the list. In case the student did not complete the number of hours required for the end-of-semester signature the denial of the signature shall be recorded in the ES with a „Blocked” entry. In case the student completed the required number of hours, but has not gained a grade, a practical fail grade shall be recorded in the ES as midsemester grade.

(5) The method of checking the attendance at lectures shall be determined by the course director.

(6)<sup>775</sup> The rules of accepting absences are as follows:

<sup>770</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

<sup>771</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>772</sup> Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

<sup>773</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>774</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>775</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

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.

When counting the above described absences, the clinical block practice causing absence from the contact hours in the registered subjects of the student in the given semester shall be considered as certified absence up to 14,3 percent of the contact hours of the subject.

(7)<sup>776</sup> In derogation of Article 46 (1) of this Regulation at the Faculty 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)<sup>777 778779780</sup> 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 ES, instead of the signature in the gradebook. The course director is obliged to indicate in the ES 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 possible until Saturday midnight of the last week of the instruction period at latest, this deadline cannot be prolonged even in exceptional cases. 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.

### Provisions pertaining to examinations and grades

**Article 2.**<sup>781</sup> (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                 | = <b>A</b> exam |
| (b) retake exam          | = <b>B</b> exam |
| (c) repeated retake exam | = <b>C</b> exam |

<sup>776</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>777</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 19th February 2010.

<sup>778</sup> Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

<sup>779</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>780</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>781</sup> Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.

(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),
elégéséges	satisfactory	genügend	(2, D) and
elégtelen	fail	ungenügend	(1, F).

(3)<sup>782783</sup> 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. The lecturer must not evaluate the performance of the student in the instruction period or in the exam period (eg.: midterm test, oral or practical report, or practical grade, exam) in case the student has not registered for the subject (class) or registered without being eligible for it.

(4) Elective and optional courses shall be evaluated with mid-term grades.

(5)<sup>784</sup> In derogation of 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. Registration for bettering exam for the exam days announced for the last week of the exam period shall be possible only with the help of the Registrar's Office.

(6)<sup>785</sup> 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 ES 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.

(7)<sup>786 787</sup> 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:

- a) trustworthily and securely proves his/her identity,
- b) is recorded on the exam sheet printed out from the ES.

<sup>782</sup> Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.

<sup>783</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>784</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>785</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>786</sup> Amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.

<sup>787</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(8)<sup>788</sup> 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)<sup>789</sup> 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 onto the exam sheet, and – in case the student has a grade book – into the grade book.

(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)<sup>790</sup> The non attendance of an exam shall be stated only after the first part of the exam that concerns the student has commenced. In case the student registers for the exam offered according to section (1) of this Article, but he/she fails to attend the exam, the number of his/her exam chances concerning the given course shall automatically decrease by one in the exam period, but if the student can certify his/her absence for a solid reason with an original certificate issued by the Centre for Occupational Medicine of the University indicating the concerned exam, providing the signature and stamp of the course director and the date when the course director accepted the certificate submitted 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 exam shall be modified to "certified absence" in ES.

<sup>788</sup> Amendment adopted by the Senate on its meeting held on 26th June 2014. Effective: from 26th June 2014.

<sup>789</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>790</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(14)<sup>791</sup>

(15)<sup>792</sup> 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 be recorded in the ES. The conditions of offering a grade shall be made public by the course director before announcing the course.

(16)<sup>793 794</sup> 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)<sup>795 796</sup> 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) 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 three days of the exam period
- c) In the case of written exams:
  - ca) at least four-five 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.
- d) The requirements determined in points b) and c) can be disregarded provided that the course director and representatives of the Faculty Student Union collectively agreed on it.

(18)<sup>797 798</sup> The course director shall record the exam results in the ES 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)<sup>799</sup> In case of students who have been admitted before the academic year 2012/2013 and have grade books, the grade book can be given to the student only at his/her request, with the permission of the Registrar. The student is obliged to submit the grade book at the Registrar's Office within 8 workdays after taking it. In case the student fails to submit the grade book within the deadline, he/she is obliged to pay the fee determined in Annex 1. of the Code of Charges and Benefits.

<sup>791</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1<sup>st</sup> February 2015.*

<sup>792</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>793</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2008.*

<sup>794</sup> *Built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.*

<sup>795</sup> *Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.*

<sup>796</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>797</sup> *Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.*

<sup>798</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>799</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

(20)<sup>800</sup> 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.

### **Provisions pertaining to enrolment for courses and to exam courses**

**Article 2/A<sup>801802</sup>** (1)<sup>803</sup> Obligatory courses may exclusively be enrolled for and dropped in the ES 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) and the student reports it within 24 hours, he/she may enrol for the given course free of charge by submitting the request to the Registrar's Office in the first week of the instruction period.

(2)<sup>804805 806</sup> Late registration or deregistration of obligatory courses shall be decided by the Education Committee until the end of the third week of the instruction period based on individual review. Following the third week of the instruction period the Educational Committee may allow the late registration of obligatory subjects in case of extraordinary circumstances (childbirth, accident, illness or other unexpected reason). The student shall submit the request supported with documentation to the Registrar's Office in both cases. The decision shall be made by the Educational Committee. The procedural fee specified in the Code of Charges and Benefits shall be paid following the approving decision of the Educational Committee. From the first week of instruction of the semester 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. In case the course director determines the valid health aptitude issued by the Centre for Occupational Medicine as prerequisite for obligatory subjects, the student shall be eligible for the registration of the subjects exclusively upon having the valid health aptitude. In the lack of documents supporting the reasons referred to in the request the submitted request shall be rejected without further consideration in the cases specified in this Section.

(3)<sup>807 808</sup> Elective and optional subjects and criterion requirements may be taken up or dropped in the registration period preceding the instruction period, and until 24.00 hours on the third working day of instruction period. Exam courses may be taken up or dropped until 24:00 on the fifth day of the instruction period. Late registration or deregistration of elective and optional subjects, criterion requirements and exam courses shall be decided by the Education Committee until the end of the third week of the instruction period based on individual review. Following the third week of the instruction

<sup>800</sup> Built in by the amendment adopted by the Senate on its meeting held on 29th April 2013. Effective: from 29th April 2013.

<sup>801</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

<sup>802</sup> Amendment adopted by the Senate on its meeting held on 18th February 2014. Effective: from 1st February 2015.

<sup>803</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>804</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014- Effective: from 1st February 2015.

<sup>805</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>806</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>807</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>808</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.



period the Educational Committee may allow the late registration or late deregistration of elective and optional subjects, criterion requirements and exam courses in case of extraordinary circumstances (childbirth, accident, illness or other unexpected reason). The student shall submit the request supported with documentation to the Registrar's Office in both cases. The decision shall be made by the Educational Committee. In case the course director determines the valid health aptitude issued by the Centre for Occupational Medicine as prerequisite for elective and optional subjects and exam courses the student shall be eligible for the registration of the subjects exclusively upon having the valid health aptitude.

(4)<sup>809 810 811 812 813</sup> The student may take up a course with a language of instruction other than that of his/her training with the condition that he/she completed all the pre-requisites determined in the curriculum that was given when he/she commenced his/her studies. The further condition of taking up a subject in another language is an adequate knowledge of the given language. The student shall take the exam in the language of the course taken up. The student shall submit his/her request in this matter along with the consent of the course director to the Registrar's Office until August 1 for the fall semester and January 1 for the the spring semester at latest. The enrolment for the requested course shall be recorded in the ES and in the student's gradebook in case of students starting their studies before the academic year 2012/2013 and having grade books. In case of missing the deadline the request shall be rejected without further consideration. 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 in a different language of instruction shall be considered as courses taken up in the original language in respect of determining the tuition fee, point c) of Article 23 (3) and Article 23 (8) of this Regulation. Testing the student's language knowledge is in the authority of the Department of Languages for Specific Purposes. In case the level of the student's knowledge is not satisfactory according to the abovementioned department he/she may not register for the proper subject in the requested language even if the course director of the subject supports his/her request. Without attaching the necessary documents, the request shall be rejected without further consideration.

(5)<sup>814815</sup> If a course has been registered by fewer students than the minimum number of students – stipulated when announcing the course in February of every year, and the course director fails to notify the Registrar's Office at latest on the third day of instruction period that he/she intends to hold the course despite the low headcount, the course shall be cancelled by the Registrar's Office on the 4th day of the instruction period and inform the concerned students through the ES.

(6)<sup>816</sup> The registration (course enrolment) period of the spring semester shall be the two weeks preceding the instruction period.

<sup>809</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>810</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>811</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>812</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>813</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

<sup>814</sup> *Amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.*

<sup>815</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>816</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

(7)<sup>817</sup> The registration (course enrolment) period of the fall semester shall be the two weeks preceding instruction period. During the first week only obligatory subjects, exam courses and prescheduled exam dates belonging 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)<sup>818 819 820</sup> An exam course may only be enrolled for (in the ES) 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). An exam course can be registered only in the same language in which the student previously registered the course or in which language the student has completed the midsemester requirements of the subject. In derogation of Section (1) of Article 33 the student can register subject as an exam course even in case he/she had already completed all the parallel conditions of the subject in a previous semester and had met the requirements of being entitled to sit for the exam (had gained the end-of-semester signature).

(10)<sup>821</sup> Pre-scheduled exam in the first week of the registration period of the fall semester can be announced only in the subject-announcement period based on the course director's decision. The announcement is not obligatory. In case of announcement the headcount of the exam places can be limited. In the case of exam courses having been enrolled for the student may take the exam on one of the first three days of the second week of the registration 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)<sup>822</sup> In order to facilitate course registration, the results of pre-scheduled exams shall be recorded in the ES 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.

<sup>817</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>818</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015- Effective: from 15th August 2015.

<sup>819</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>820</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>821</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>822</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(14)<sup>823</sup> In the case of optional courses the minimum number of students can be maximum five.

(15) The student shall have the opportunity to take up subjects that are offered by another major in the Faculty. Rules pertaining to taking up a subject in another major shall be the same as specified in Article (4). In regards of the maximum number of credits that can be taken up, the number of credits of subjects taken up in another language and in another major shall be added together.

(16)<sup>824825826</sup> Those students who follow their recommended curriculum may register for courses according to their group, which is registered in the ES, from the first day of the registration period until the fourth day of the second week of the registration period. In case of subject registration following this day, the students shall lose their rights from following the recommended curriculum regarding the given subject. On the fourth day of the second week of the subject registration (Thursday) from 08:00 every student may register for courses according to the group which is registered in the ES for him/her. From the fifth day of the second week of the subject-and course registration period (Friday) from 08:00 all the students can register for all the groups offered in the ES, depending on the number of free spots. The students' registration for small-group classes (seminar / practice) is information for the course director, following that it is the course director's authority to set the final groups.

(17)<sup>827</sup> Contrary to Article 29 (2) of this Regulation, criterion requirements may also be prerequisites for obligatory subjects.

(18)<sup>828</sup> The student is allowed to register subjects for maximum 50 credit points in the ES. Further credit points can be registered only with the help of the Registrar's Office.

### 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)<sup>829830</sup> Students shall register for the rotational year in the ES not later than the last day of the week following (spring) exam period preceding the rotational year.

<sup>823</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>824</sup> *Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>825</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>826</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>827</sup> *Built in by the amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>828</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>829</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>830</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

(3)<sup>831832833</sup> 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 – except for the final exam in medical Hungarian that can be accomplished during the rotational year at latest until the issuing of the pre-degree certificate,
- 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)<sup>834</sup> The exams of the rotational year shall be taken at the clinics of the Faculty.

(6)<sup>835</sup> Exam days can be announced in every subject of the rotational year for any day of the academic year. Students may also register for exam before accomplishing the practice, but at earliest only after having registered for the sixth year. The course director is obliged to check after the deadline for registration is over, whether the student provided the certificate of completion of the practice. In the lack of the certificate the exam registration shall become void. 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.

<sup>831</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2008. Effective from 18<sup>th</sup> December 2008.*

<sup>832</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>833</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>834</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>835</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

(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 students and organise the practices. The end-of-semester signature may be denied for non-attendance which are not made up for.

(4)<sup>836</sup> Summer practice 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. Contrary to Article 57 (2) of this Regulation the summer practice shall be considered as belonging to semester directly preceding it.

(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.

<sup>836</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.



## Thesis (diploma work)

**Article 5.** (1)<sup>837</sup> Before taking the final closing examination students shall write a thesis and defend until the date determined by the Faculty Council. 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)<sup>838</sup> 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 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)<sup>839 840 841</sup> 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 an award-winning presentation (grand prize, first, second or third place) on the topic of the Dean's thesis at the Conference of the Student Researchers' Society, it does not need to be defended orally either, it shall automatically be acknowledged as a thesis evaluated with an excellent grade. In case the student has given an award-winning presentation (grand prize, first, second or third place) on the topic of the final closing exam thesis at the Conference of the Student Researchers' Society, the thesis does not need to be defended, the president of the thesis defence committee may accept the grade suggested by the consultant's and the opponent's opinion. The consultant of thesis shall declare in written form that the topic of thesis is identical with the topic of the award-winning Student Researchers' Society presentation.

The detailed information on this can be found on the webpage of the Registrar's Office.

<sup>837</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>838</sup> *Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.*

<sup>839</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>840</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>841</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*



(7)<sup>842</sup> 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. The new deadline of submitting the thesis and the thesis shall be appointed according to the schedule of the academic year of the Faculty. Derogation from this schedule shall only be possible in particular reasonable cases with the approval of the Dean.

### **Pre-degree certificate, final closing examination and degree certificate (diploma)**

**Article 6.** <sup>843</sup> <sup>844</sup> <sup>845</sup> (1) In derogation from Article 70. (2) hereof, a student pursuing his/her studies at the Medical School in the majors of undivided one-tier training 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)<sup>846</sup> <sup>847</sup> 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 having employment status with the Faculty or the Clinical Center. The chairpersons of the examination boards 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 Vice-Dean for Education. The detailed rules on the order of the final closing examinations can be found on the webpage of the Registrar's Office.

(5) The grades of the different parts of the final closing examination shall be established under a five-

<sup>842</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>843</sup> *Amendment adopted by the Senate on its meeting held on 19th April 2012. Effective: from 19th April 2012.*

<sup>844</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.*

<sup>845</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>846</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>847</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

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)<sup>848849</sup> The average of the degree certificate 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 grade in a five-grade scale. When calculating the average the grade of the final closing examination shall be weighted by the 20 credits awarded for the successful defence of the thesis.

(10)<sup>850</sup> The diploma shall be issued in Hungarian and in English and in the case of the instruction having been delivered in a foreign language in Hungarian and in the language of the instruction. Upon the student's request and at his/her expense the diploma may be issued in Latin as well.

### **Special provisions pertaining to the Biotechnology master programme**

**Article 7.**<sup>851</sup> (1)<sup>852</sup> In the Biotechnology major those student shall be considered eligible to take the final closing examination who

- a) has been granted the pre-degree certificate and
- b) successfully defended his/her thesis.

(2)<sup>853</sup> In the Biotechnology major the final closing examination consists of two parts:

- a) written test
- b) oral examination.

<sup>848</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>849</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>850</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

<sup>851</sup> Repealed and substituted by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>852</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>853</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

(3) In the degree certificates of biotechnologists the average result calculated in line with the provisions of the curriculum of the major shall be recorded by using the following assessments: First Class Honours (4,51-5,00), Second Class Honours (3,51-4,50) or Third Class Honours (2,00-3,50).

(4)<sup>854</sup> 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 fourth semester. The consultant may only be changed after registration for the fourth semester if the original consultant is not available at the Faculty long-term (due to illness or study trip) or has quit the Faculty.

(5)<sup>855</sup> The average of the degree certificate 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 grade in a five-grade scale. When calculating the average the grade of the final closing examination shall be weighted by the 30 credits awarded for the successful defence of the thesis.

### **Special provisions pertaining to the Medical Biotechnology master training<sup>856</sup>**

#### **Article 8.<sup>857</sup>**

#### **Transitional provisions**

**Article 8.**<sup>858 859</sup> 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.

<sup>854</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. effective: from 22nd June 2018.

<sup>855</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>856</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th December 2014. Effective: from 1st February 2015.

<sup>857</sup> Repealed by the amendment adopted by the Senate on its meeting held on 21st June 2018. Ineffective: from 22nd June 2018.

<sup>858</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

<sup>859</sup> 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.**<sup>860 861</sup> (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)<sup>862</sup> The deadline of submitting requests related to transfer is the date determined in the schedule of the academic year of the Faculty.

**Article 1/A.**<sup>863</sup> In derogation of the provisions of Article 22 of this Regulation at the Faculty the students status of the given student can be temporarily terminated in the semester of the matriculation only in the following cases:

- a) during the actual serving period of voluntary reserve military service;
- b) in case the EC gives permission on the temporary termination of the students status referring to the fact the student cannot meet his/her obligations related to the student status as a result of childbirth, accident, illness or any other unanticipated cause through no fault of his/her own.

**Article 2.**<sup>864 865</sup> 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 first-instance decision concerning termination is made 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. In case of this reason for terminating the student status the rules of procedure determined in Article 23 (3) of present Regulation shall be applied.

**Article 2/A.**<sup>866</sup> In case the student gets permission to enrol after the fourth week of the semester according to Section (3) of Article 38 of this Regulation, he/she is obliged to attend each classes of the semester in order to be entitled to take the exam.

**Article 2/B.**<sup>867</sup> (1) At the Faculty the provisions specified in Article 45 (2) herein shall be supplemented by the following: the method of checking the attendance at classes shall be determined by the course director.

(2) In case of students pursuing studies in the foreign language trainings the Faculty shall accept only the certificates issued by the University's Centre for Occupational Medicine in Hungarian or English language in case of the certification requests specified in Article 33 (9) and 49 (9) of this Regulation.

<sup>860</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>861</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23<sup>rd</sup> June 2011.

<sup>862</sup> Built in by the amendment adopted at the meeting of the Senate held on 23rd June 2011. Effective: from 23<sup>rd</sup> June 2011.

<sup>863</sup> Built in by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>864</sup> Built in by the amendment adopted at the meeting of the Senate held on 21st June 2007.

<sup>865</sup> Amendment adopted at the meeting of the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>866</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>867</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

**Article 2/C.**<sup>868</sup> At the Faculty the provisions specified in Article 46 herein shall be supplemented by the following: the condition of deciding the requests for preferential course schedule is that the students of the Faculty shall submit the request for preferential course schedule on the form issued by the Faculty with the approval of the lecturer and the permission of the head of the institute or the person responsible for the major.

**Article 3.**<sup>869</sup> (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)<sup>870</sup> 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. A part of the exam – in case it was unsuccessful – can be repeated only once within one semester. The oral part can only be commenced in case the written part had been taken successfully.

(4)<sup>871</sup> 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)<sup>872 873</sup> 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.(6)<sup>874 875</sup> 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)<sup>876</sup> 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 fifth semester or if the student had the possibility to complete the first proficiency exam after the fifth semester, then until the end of that given semester. In this case of the termination of student

<sup>868</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>869</sup> 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.

<sup>870</sup> Amendment adopted at the meeting of the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>871</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>872</sup> Amendment adopted by the Senate on its meeting held on 19th October 2006.

<sup>873</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>874</sup> Amendment adopted by the Senate on its meeting held on 19th October 2006.

<sup>875</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>876</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

status, the applicable rule in regards of the notification is the procedure determined in Article 23 (3) of the Regulation.

(8)<sup>877</sup> The provisions of Section (7) shall be applied also to those students pursuing studies in the undivided teacher training who are obliged to take the first proficiency exam according to their recommended curriculum.

**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)<sup>878</sup> 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.**<sup>879</sup>

**Article 6.**<sup>880</sup> (1) Provisions pertaining to the thesis specified in Article 17 herein shall be amended and supplemented at the Faculty as follows:

(2)<sup>881</sup> 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.

(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 majors 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.

<sup>877</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>878</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>879</sup> Repealed by the amendment adopted by the Senate on its meeting held on 19th April 2012. Ineffective: from 19th April 2012.

<sup>880</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>881</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.



(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)<sup>882</sup> 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.

(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.**<sup>883</sup> (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

<sup>882</sup> Article 99 (7)-(11) built in by the amendment adopted at the meeting of the Senate held on 19th October 2006.

<sup>883</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

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.

(6)<sup>884</sup> In case of students who have started their studies in the academic year 2006/2007 and after, the calculation of the final closing exam grade and the requirements of diploma with honours shall be determined by the curriculum of the given major.

**Article 8.** (1)<sup>885</sup> 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;

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)<sup>886</sup> 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.

<sup>884</sup> Built in by the amendment adopted at the meeting of the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>885</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>886</sup> Article 101 (2)-(3) built in and renumbered by the amendment adopted at the meeting of the Senate held on 19th October 2006.

**Article 9.**<sup>887</sup> (1)<sup>888</sup>

(2)<sup>889</sup>

**Article 10.**<sup>890</sup> 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.**<sup>891 892</sup>

**Article 12.**<sup>893</sup> The provisions of this appendix can be applied to those students who pursue their studies at the Faculty based on the resolution nr. 142/2017 (November 9) of the Senate since August 1, 2018 only to an extent that the given provision does not mean any drawback in case of the given student compared to the effective provisions on July 31 2018. The favorable provisions pertaining to the studies or language requirements of the above students shall be still applied in regards of the given student's training based on the above resolution of the Senate from August 1, 2018.

<sup>887</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2007.*

<sup>888</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016.*  
*Effective: from 4th November 2016.*

<sup>889</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016.*  
*Effective: from 4th November 2016.*

<sup>890</sup> *Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20<sup>th</sup> June 2013.*

<sup>891</sup> *Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20<sup>th</sup> June 2013.*

<sup>892</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.*  
*Effective: from 18th December 2015.*

<sup>893</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

#### **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.**<sup>894</sup> (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)<sup>895</sup> 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 ES.

(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)<sup>896</sup>

<sup>894</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>895</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>896</sup> Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

(2)<sup>897</sup> 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 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)<sup>898</sup> 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)<sup>899</sup> 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, furthermore, the president of the final closing examination committee can be a full university (college) professor, associate professor, senior lecturer of the Faculty or a recognized outside expert..

(3)<sup>900 901</sup> 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)<sup>902</sup> 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

<sup>897</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>898</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>899</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>900</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>901</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>902</sup> Built in by the amendment adopted at the meeting of the Senate held on 18th June 2009. Effective: from 18th June 2009.

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)<sup>903 904</sup> 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) 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.**<sup>905</sup> (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)<sup>906</sup> 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)<sup>907</sup> The provisions of Dean's Order No. 3/2008 shall apply to language education at the Faculty.

(2)<sup>908</sup>

(3)<sup>909</sup>

(4)<sup>910</sup>

**Article 7.**<sup>911 912</sup>

**Article 8.**<sup>913</sup> (1) The rules determined in Article 45 (4) of present Regulation shall be applied at the Faculty with the following amendments.

<sup>903</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>904</sup> Amendment adopted by the Senate on its meeting held on 26th June 2014. Effective: from 1st July 2014.

<sup>905</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>906</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>907</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>908</sup> Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

<sup>909</sup> Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

<sup>910</sup> Repealed by the amendment adopted at the meeting of the Senate held on 26th June 2008. Ineffective: from 26th June 2008.

<sup>911</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>912</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>913</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15h August 2015.



(2) Lectures delivered in lecture halls at the Faculty are open to all the teachers and students of the University. The lecturer may restrict attendance at certain lectures to those having enrolled for the course primarily on the grounds of ethics and personal rights. The attendance in a public lecture shall not give the right for the student to get his performance evaluated in any form.

(3) The lecturer shall not evaluate the performance of the student who has not enrolled for the subject (lecture) or enrolled for it without being eligible for it, neither in the instruction period, nor in the exam period (eg. midsemester test, oral or practical reports, practical grade or semester exam).

(4) The rules on the attendance of the practical classes of the Faculty (demonstrational practice, bedside and laboratory practices and seminars, hereinafter: practices):

a) Due to professional, education-organisational and financial reasons, practices may exclusively be attended by students who have enrolled for the course after completed its prerequisites. Students who have enrolled for the course as an exam course cannot attend the practical course either.

b) The lecturer shall not evaluate the performance of the student who has not enrolled for the subject (lecture) or enrolled for it without being eligible for it, neither in the instruction period, nor in the exam period (eg. midsemester test, oral or practical reports, practical grade or semester exam).

c) Students do practices in groups assigned to them.

d) The lecturer shall check the attendance at small group classes (practices and seminars) as well.

(5) In case the performance of a student who has not enrolled for the subject or enrolled for it without being eligible is evaluated in a lecture or a practical course (eg. due to the time period of the course registration procedure, the hidden course registration ineligibility of the student, administrative mistake, etc), the evaluation shall be considered void.

**Article 10.**<sup>914</sup> (1) Articles 54, 55 and 55/A shall be applied at the faculty with the difference that due to the lack of theoretical and practical knowledge in special European and Hungarian attendance protocols/policies, in case of students in the foreign language programme, the studies pursued in higher educational institutions outside the countries of the European Economic Area or the countries joining the area of the European Union with a bilateral contract cannot be recognised.

(2) In case the student still applies for the recognition of his/her previous studies pursued in a higher educational institution outside the countries of the European Economic Area or the countries joining the area of the European Union with a bilateral contract, he/she shall have the opportunity to take an equivalency examination in the given subject until the end of the second week following the subject registration period. The student shall attach the certified copy of the document on the completion and the detailed topic/course description of the subjects to be recognised. Based on the submitted documents the Credit Transfer Committee shall make a decision in which subjects – determined in the curriculum - the student can apply for equivalency examination. The organisation of the exam shall be executed by the lecturer and the staff of the Registrar's Office. In case of a successful exam the student may register the subject(s) that are built on the given subject or that are parallel prerequisite(s) of the given subject in the given semester. Until the result of the examination is announced in the form of a resolution or until the resolution comes into effect, it shall be the student's obligation to attend the classes of the given subject(s).

**Article 11.**<sup>915</sup> (1) The provisions pertaining to the language requirements specified in Article 63 of the Regulation shall be supplemented at the Faculty according to the following.

<sup>914</sup> Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>915</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

(2) According to Article 107 (2) of Act CCIV of 2011 on National Higher Education – based on the separate faculty regulation – those former students in the Bachelor (BSc or BA), college level and master training (MSc or MA) and university level majors who have not submitted the certificate of general language examination within three years from the day of the successful final closing examination and accomplish the Faculty’s internally organized medical language examination shall be acquitted of the completion of the general language examination requirements. This provision can be applied for the last time to those students who took the final closing examination in the academic year 2012/2013.

## **Annex 5.**

### **SPECIAL PROVISIONS PERTAINING TO THE STUDENTS OF THE FACULTY OF CULTURAL SCIENCE, PEDAGOGUE TRAINING AND RURAL DEVELOPMENT, WHO HAVE STARTED THEIR CURRENT STUDIES IN THE FACULTY OF ADULT EDUCATION AND HUMAN RESOURCES DEPARTMENT<sup>916 917</sup>**

**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)<sup>918 919</sup>

**Article 3.** (1)<sup>920</sup> 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) <sup>921</sup> 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.** <sup>922</sup>

### **The calculation of the qualification of the degree certificate (diploma)**

<sup>916</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>917</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>918</sup> Built in by the amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

<sup>919</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>920</sup> Amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>921</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>922</sup> Repealed by the amendment adopted by the Senate on its meeting held on 24th April 2014. Ineffective: from 24th April 2014.

**Article 5.**<sup>923</sup> At the Faculty the qualification of the degree certificate (diploma) shall be calculated according to the following:

- 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.**<sup>924</sup> (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.**<sup>925 926</sup>

<sup>923</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th June 2009. Effective: from 18th June 2009.

<sup>924</sup> Built in by the amendment adopted by the Senate on its meeting held on 27th September 2012. Effective: from 27th September 2012.

<sup>925</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>926</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

## Annex 6.

### **SPECIAL PROVISIONS PERTAINING TO THE STUDENTS OF THE FACULTY OF CULTURAL SCIENCE, PEDAGOGUE TRAINING AND RURAL DEVELOPMENT, WHO HAVE STARTED THEIR CURRENT STUDIES IN THE ILLYÉS GYULA FACULTY<sup>927 928</sup>**

**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.

<sup>927</sup> Provisions pertaining to the Illyés Gyula Faculty built in by the amendment adopted by the Senate on its meeting held on 19th October 2006.

<sup>928</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

**Article 6.**<sup>929 930</sup>

**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:

(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.**<sup>931</sup> 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.**<sup>932 933</sup>

<sup>929</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>930</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>931</sup> Built in by the amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

<sup>932</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>933</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.



## **Annex 7.**

### **SPECIAL PROVISIONS PERTAINING TO FACULTY OF BUSINESS AND ECONOMICS**

**Article 1.** <sup>934935936</sup> (1) Article 41 of this Regulation shall be supplemented at the Faculty with the following. In the semester when the student is completing his/her professional practice, he/she can register for an exam course only upon the approval of the Educational Committee.

(2)<sup>937</sup> 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. The modification of the successfully gained professional practice place offered by the faculty following the announcement of the application results shall only be possible with the approval of the Educational Committee after paying the relating fee determined in the Code of Charges and Benefits.

**Article 1/A.** <sup>938</sup> 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.**<sup>939</sup>

**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)<sup>940</sup>

### **Article 3/A.**<sup>941</sup>

<sup>934</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th Februray 2010. Effective: from 18th February 2010.

<sup>935</sup> 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.

<sup>936</sup> Numbering modified by the amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>937</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>938</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective: from 17th June 2010.

<sup>939</sup> Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2014. Ineffective: from 1st July 2014.

<sup>940</sup> Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Ineffective: from 1st February 2015.

<sup>941</sup> Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2014. Ineffective: from 1st July 2014.

**Article 3/B.**<sup>942943</sup> Article 59 (10) of the Regulation shall be supplemented with the following: the request shall be submitted 5 workdays before the deadline at latest.

**Article 4.**<sup>944945</sup>

**Article 5.** (1)<sup>946 947</sup> In case of the english language majors of the bachelor and master training programmes of the Faculty the special provisions of Sections (2)-(8) shall be applied.

(2)<sup>948</sup> 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) the AB decides about the academic progress of the students of the training programme 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 leader 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 50 % 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)<sup>949</sup> In case of students in the bachelor programme, Article 19 (2) shall be applied as follows: visiting student status shall be permitted only after paying the tuition fee.

(5)<sup>950</sup>

(6)<sup>951</sup> The tuition fee exemption up to 10 % determined in Article 41 (3) herein shall not apply to the fee-paying courses of the bachelor-and master programmes in English language.

<sup>942</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th June 2010. Effective: from 17th June 2010.

<sup>943</sup> Amendment adopted by the Senate on its meeting held on 15th December 2016. Effective: from 1st February 2017.

<sup>944</sup> Amendment adopted by the Senate on its meeting held on 17th June 2010. Effective: 17th June 2010.

<sup>945</sup> Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>946</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>947</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>948</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>949</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>950</sup> Repealed by the amendment adopted by the Senate on its meeting held on 26th June 2014. Ineffective: from 1st July 2014.

<sup>951</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

(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)<sup>952</sup> Article 49 (5) and 53 (1)-(2) shall be applied with the following modifications: in case of the bachelor-and master programmes in English language 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.

(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.**<sup>953</sup> 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.

<sup>952</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.*

<sup>953</sup> *Built in by the amendment adopted by the Senate on its meeting held on 27th March 2014. Effective: from 27th March 2014.*

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

**Article 8.**<sup>954 955</sup>

**Article 9.**<sup>956</sup> (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.

(2)<sup>957</sup> 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) shall be awarded a diploma with honours from the Faculty of Business and Economics with strict accountability determined by the Educational Authority. The dean may set aside from the condition specified in point b) based on individual consideration and the proposal of the Faculty's Educational Committee.

**Article 10.**<sup>958</sup> (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.

<sup>954</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>955</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>956</sup> Built in by the amendment adopted by the Senate on its meeting held on 27th March 2014. Effective: from 27th March 2014.

<sup>957</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>958</sup> Built in by the amendment adopted by the Senate on its meeting held on 24th April 2014. Effective: from 24th April 2014.

**Article 11.** <sup>959</sup>(1)<sup>960</sup> Except for the english language majors of the bachelor – and master training programmes of the faculty, the rule pertaining to the termination of the student status determined in Article 23 (8) shall be applied according to provisions of Sections (2)-(4).

(2) The registrar shall terminate the student status of students enrolled in or after 2012/2013 if the cumulated number of failed exams in the same curricular unit reaches six. The day on which the student status at a given major shall be terminated this way is the day the first instance decision on the termination is made.

(3) When applying the provisions of Section (2) every activity serving gaining of the credits of the given curricular unit or fulfilling the criterion requirement (especially: exam, retake exam, repeated retake exam, midterm activity for course grade or practical grade) that is evaluated in the ES in the form of a semester grade or signature shall be considered as a completion.

(4) When applying the provisions of Section (2) it shall not be considered a failed completion if the student registers for an exam date offered in the ES and has uncertified absence from the exam, however, the student is obliged to pay the charges of the uncertified absence in an exam as determined in the Code of Charges and Benefits.

<sup>959</sup> Built in by the amendment adopted by the Senate on its meeting held on 15th December 2016. Effective: from 1st February 2017.

<sup>960</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

## 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) <sup>961</sup> **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) <sup>962</sup> **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.** <sup>963</sup> 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.

<sup>961</sup> *Amendment adopted by the Senate on its meeting held on 21th June 2007.*

<sup>962</sup> *Amendment adopted by the Senate on its meeting held on 21th June 2007.*

<sup>963</sup> *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) <sup>964</sup> 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.**<sup>965</sup> (1) In case of professional main subjects specified in the curriculum Article 53 shall prevail according to the following.

(2) <sup>966</sup> 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) <sup>967</sup> 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.

<sup>964</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>965</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

<sup>966</sup> Section (2)-(3) modified by and section (4) repealed by the amendment adopted by the Senate on its meeting held on 23rd May 2013.

<sup>967</sup> 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.**<sup>968 969</sup> (1) Students shall register to the final closing examination with the help of the Registrar's Office and in the ES:

- 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.**<sup>970 971</sup>

<sup>968</sup> Amendment adopted by the Senate on its meeting held on 23rd May 2013.

<sup>969</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>970</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>971</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

## **Annex 9.**

### **SPECIAL PROVISIONS PERTAINING TO THE 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.**<sup>972</sup> 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 of 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.**<sup>973 974</sup> 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 ES within one workday. In a very reasonable case this deadline may be extended to three workdays with the permission of the programme director.

<sup>972</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>973</sup> *Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.*

<sup>974</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

**Article 7.** <sup>975</sup> <sup>976</sup> 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 ES.

**Article 8.** (1) Article 57 of the Regulation on the professional practice shall be supplemented according to the following.

(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)<sup>977</sup> 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)<sup>978</sup> 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)<sup>979</sup> 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)<sup>980</sup> 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

<sup>975</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>976</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>977</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>978</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>979</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>980</sup> Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

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)<sup>981</sup> 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)<sup>982</sup> 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.

**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.** <sup>983</sup> (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.**<sup>984</sup> 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.

<sup>981</sup> Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>982</sup> Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>983</sup> Built in and numbering modified by the amendment adopted by the Senate on its meeting held on 27th September 2012.

<sup>984</sup> Amendment adopted by the Senate on its meeting held on 21st June 2007.

**Article 13.** <sup>985</sup> <sup>986</sup>

<sup>985</sup> *Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.*

<sup>986</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*



## **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 committee<sup>987</sup>**

**Article 2.** (1) Facilitating the efficient operation of the committee shall be the right and the obligation of its members.

(2)<sup>988</sup> The member shall be entitled and obliged to:

- a) attend the meetings of the committee,
- b) if prevented or absent, notify the chairperson or the secretary about his/her absence and provide an alternate,
- 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)<sup>989 990 991</sup> 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 Chancellor'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)<sup>992 993</sup> The Educational Committee of the Faculty and the Credit Transfer Committee of the Faculty shall hold a meeting within 15 days of the submission of the request, the Secondary Educational Committee shall hold a meeting within 22 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 committee shall hold meetings weekly in appointed dates, based on the decision of the chairperson of the committee.

<sup>987</sup> Amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>988</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

<sup>989</sup> Built in by the amendment adopted by the Senate on its meeting held on 26th June 2008. Effective: from 26th June 2008.

<sup>990</sup> Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 1st January 2012.

<sup>991</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>992</sup> Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.

<sup>993</sup> Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.

(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)<sup>994</sup>

(4)<sup>995</sup> The members of the committee including the president – in case of being prevented or absent – may be substituted by a person designated by them who shall have the right to vote.

(5)<sup>996997</sup> In case the student intending to attend the Committee's meeting is participating in foreign language training and does not speak Hungarian at an appropriate level, the Committee is obliged to provide an interpreter.

### **Arrangements for committee meetings**

**Article 4.** (1)<sup>998</sup> The meetings of the committee shall be arranged by the secretary of the committee. During the preparations the secretary of the committee may ask for relevant information and documents for the case from any organisational unit of the University and the given organisational unit is obliged to submit them promptly or at least within 5 working days.

(2)<sup>9991000</sup> The secretary of the committee shall send the notification about the committee's meeting to the university e-mail address of the committee members and – in case the opportunity to attend the meeting has to be offered for the student – to the student's default e-mail address recorded in the ES 5 days before the meeting at latest. Invitations to the meeting and the proposals shall be sent in e-mail to the members of the committee and persons invited by the secretary of the committee five working days before the meeting at latest.

(3) In exceptional cases, the committee may be summoned on short notice, orally as well.

### **The meeting of the committee**

**Article 5.** (1)<sup>10011002</sup> 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 and the student representation determined by law is also ensured.

<sup>994</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 21st March 2019. Ineffective: from 22nd March 2019.*

<sup>995</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>996</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Ineffective: from 1st February 2015.*

<sup>997</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>998</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>999</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>1000</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1001</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>1002</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

(2)<sup>1003</sup> 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 72 hours.

**Article 6.** (1)<sup>1004</sup> 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.

(2)<sup>1005</sup> 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)<sup>1006</sup> If there are persons invited with the right to consultation present at the meeting of the Faculty's Educational Committee or the Faculty's Credit Transfer Committee 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 and do not perform any tasks as secretary or interpreter to leave the room for the time of the decision-making.

(4)<sup>1007</sup> In case the applicant is present at the meeting, the chairperson of the committee shall inform him/her about the decision of the committee.

(5)<sup>1008 1009</sup> The written decision shall be announced by delivery.

(6)<sup>1010</sup>

### 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.

<sup>1003</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1004</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>1005</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1006</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1007</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>1008</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>1009</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1010</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Ineffective: from 1st February 2015.*

(2)<sup>1011 1012 1013 1014</sup> The Educational Committee of the Faculty shall send the written decision within 8 workdays, the Credit Transfer Committee of the Faculty within 15 workdays and the Secondary Educational Committee within 8 workday from the decision-making to the applicant in case the decision 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 educational system identifier, 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)<sup>1015</sup>

(4)<sup>1016</sup> The first instance resolution shall be put into writing by the Registrar's Office and the second instance resolution by the secretary of the Secondary Educational Committee and he/she shall forward it to the student and to the head of the concerned organisational unit.

(5)<sup>1017 1018</sup> Resolutions concerning student status and the academic and examination cases of the student shall be registered and recorded in the ES.

## **Memorandum**

### **Article 8.**<sup>1019</sup>

### **Annex 11.**<sup>1020</sup>

<sup>1011</sup> *Amendment adopted by the Senate on its meeting held on 10th November 2011. Effective: from 10th November 2011.*

<sup>1012</sup> *Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.*

<sup>1013</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>1014</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1015</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Ineffective: from 1st February 2015.*

<sup>1016</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1017</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>1018</sup> *Amendment adopted by the Senate on its meeting held on 21st March 2019. Effective: from 22nd March 2019.*

<sup>1019</sup> *Repealed by the amendment adopted by the Senate on its meeting held on 18th December 2014. Ineffective: from 1st February 2015.*

<sup>1020</sup> *Annex built in by the amendment adopted by the Senate on its meeting held on 1st October 2009. Effective: from 1st October 2009.*

## SPECIAL PROVISIONS PERTAINING TO TEACHER TRAINING MASTER PROGRAMME<sup>1021</sup>

**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.**<sup>1022</sup> The definitions determined in Article 2 of the Regulation shall be supplemented with the following definitions in the teacher training.

**1.**<sup>1023</sup> **Practice leading mentor:** *the maintainer of every school activities* during the individual (continuous) 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 (continuous) professional practice. He/she shall lead the pedagogical and methodological supporting seminars supplementing the individual (continuous) 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.**<sup>1024</sup> **Teacher Training Center (hereinafter: TTC):** responsible for uniting the educational work of the teacher training in the organisational units of the University and the related practical training.

**5.**<sup>1025</sup> **TTC faculty coordinator:** a person delegated by the TTC 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

<sup>1021</sup> Amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>1022</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1023</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>1024</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1025</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

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.

**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.**<sup>1026</sup> 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)<sup>1027 1028</sup> 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 TTC 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 TTC.

<sup>1026</sup> Supplement adopted by the Senate on its meeting held on 16th December 2010.

<sup>1027</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>1028</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

### **The order of the announcement of courses**

**Article 7.**<sup>1029</sup> (1)<sup>1030 1031</sup> 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 TTC.

(2)<sup>1032</sup> The TTC 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)<sup>1033</sup> The TTC 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)<sup>1034</sup> The Faculties are obliged to announce the courses in the course plan approved by the TTC 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.

<sup>1029</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>1030</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010

<sup>1031</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1032</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1033</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1034</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

(5)<sup>1035</sup> 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.**<sup>1036</sup> 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 TTC 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 TTC is obliged to work out and publish on the University's homepage 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)<sup>1037</sup> 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 Didactic Theory Department of the Didactic Institute of the Faculty of Humanities)

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.

(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.

<sup>1035</sup> Built in by the amendment adopted by the Senate on its meeting held on 10th November 2011.  
Effective: from 10th November 2011.

<sup>1036</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1037</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

**Article 12.** (1)<sup>1038</sup> 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 TTC faculty coordinator.

(2)<sup>1039 1040 1041 1042</sup> 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 in a very reasonable case, based on individual request, with the permission of the Dean of the student’s base faculty or the person appointed by him/her. Simultaneously with the preregistration, the student might submit an individual request to the Dean of his/her base faculty regarding the place of the grouped (teaching) practice. The Dean or the person appointed by him/her shall agree with the TTC faculty coordinator on the fulfillment of the placements in the practicing schools before making the decision, then after the decision is made the TTC faculty coordinator shall notify the student about the place of the grouped (teaching) practice.

**Article 13.** (1)<sup>1043</sup> 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 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 TTC.

(2)<sup>10441045</sup> 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

<sup>1038</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1039</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>1040</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.

<sup>1041</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1042</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1043</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1044</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

<sup>1045</sup> Amendment adopted by the Senate on its meeting held on 18th December 2014. Effective: from 1st February 2015.

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) 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)<sup>1046 1047 1048</sup> 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.

<sup>1046</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1047</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>1048</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

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 TTC faculty coordinator within the deadline specified in the schedule of the Faculty, so that he/she can record the grade in the ES.

**Article 14.** (1)<sup>1049</sup> 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 ES in the course-and subject registration period.

(2)<sup>1050 1051 1052 1053</sup> 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 TTC 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 ES in the course-and subject 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 TTC 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)<sup>1054 1055</sup> The TTC faculty coordinator shall assign the student to the grouped (teaching) practice and the individual (continuous professional) practice and notify him/her. Simultaneously with the preregistration, 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 Educational Committee of the Faculty shall inform the student and TTC faculty coordinator about the decision.

### **Pre-degree certificate**

**Article 15.**<sup>1056</sup> 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

<sup>1049</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>1050</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>1051</sup> *Amendment adopted by the Senate on its meeting held on 23rd June 2011. Effective: from 23rd June 2011.*

<sup>1052</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>1053</sup> *Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>1054</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

<sup>1055</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>1056</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*



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.

### 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:

- 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)<sup>1057</sup> 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.

<sup>1057</sup> *Amendment adopted by the Senate on its meeting held on 16th December 2010.*

(4)<sup>1058</sup> 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.

**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)<sup>1059</sup> 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 TTC faculty coordinator per every faculty and he/she shall forward them to the TTC, which shall approve them for the period of one academic year. The topics approved by the TTC 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.

<sup>1058</sup> *Fourth sentence built in by the amendment adopted by the Senate on its meeting held on 18th February 2010. Effective: from 18th February 2010.*

<sup>1059</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

(2)<sup>1060</sup> The TTC 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)<sup>1061</sup> <sup>1062</sup> The result of the thesis shall be the mean average of the four grades proposed by the consultants and opponents of thesis rounded to two decimals.

(5)<sup>1063</sup> In case the student does not write a study and only submits a portfolio the result of the thesis shall be the mean average of the two proposed grades rounded to two decimals.

(6)<sup>1064</sup> If at least one of the grades in the course of assessment is fail, the thesis shall not be accepted and the candidate cannot sit for the teacher final closing examination. In this case the teacher candidate shall re-write the failed part of the thesis.

**Article 20/A.**<sup>1065</sup> (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.

<sup>1060</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

<sup>1061</sup> *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.*

<sup>1062</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1063</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1064</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1065</sup> *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.*

## 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)<sup>1066</sup> 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.

The language of the teacher final closing examination is Hungarian, but the student shall have the possibility to present and defend his/her teacher thesis in the same foreign language it was written. The student shall claim this when registering for the final closing 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 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)<sup>1067</sup> The requirements of the final closing examination (topics, bibliography) shall be determined by the TTC and shall be published on the homepage of the University and the Faculty at least 3 months before the examination.

<sup>1066</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1067</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

(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)<sup>1068</sup> <sup>1069</sup> 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 Council of the TTC 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.**<sup>1070</sup> (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).

(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.

<sup>1068</sup> Amendment adopted by the Senate on its meeting held on 27th September 2012.

<sup>1069</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.

<sup>1070</sup> Amendment adopted by the Senate on its meeting held on 16th December 2010.

(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.

### **Special provisions pertaining to the health care teacher master training**

**Article 25.**<sup>1071</sup> (1) The provisions of Article 8 shall not be used in the health care teacher master training.

(2) The grouped teaching practice specified in Article 12 (1) is related to only one qualification to be gained in the health care teacher master training, its duration is 45 hours.

(3) In case of health care teacher master training the individual (continuous professional) practice shall be divided into two semesters and shall be completed in the third and fourth semester of the training according to the recommended curriculum. For those with health care vocational teacher qualification the practice shall be one semester long and shall be completed in the fourth semester according to the recommended curriculum. For students who have gained public educational work experience in the field of pedagogy the duration of the practice shall be one semester, in their case the recognition of one semester of the practice shall happen based on a credit transfer procedure initiated at the start of the training.

(4) In case of health care teacher master training the provisions of Article 14 (2) pertaining to the registration for the individual (continuous professional) practices and the relating course registration shall be applied with the following differences. The course registration shall happen in the subject-and course registration period of the third and fourth semester of the training according to the recommended curriculum, in case of students with health care vocational teacher qualification in the subject-and course registration period of the fourth semester of the training according to the recommended curriculum.

(5) In accordance with Article 16 (2) and the provisions of the programme completion and exit requirements in the health care teacher master training only the portfolio shall be prepared in the frame of the teacher thesis, thus, implicitly the academic related parts of Articles 18-20 shall not be applied.

<sup>1071</sup> Built in by the Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.



## **Annex 12.**

### **SPECIAL PROVISIONS PERTAINING TO THE UNDIVIDED TEACHER TRAINING PROGRAMMES<sup>1072</sup>**

**Article 1.**<sup>1073</sup> In case of students entering the higher educational system from September 2013 teacher qualification shall be awarded for the completion of the requirements determined in Article 3 (1) of Decree no. 283/2012. (X.4.) on the system of the teacher training, the order of its specializations and the register of the teacher majors, as well as in Decree no. 8/2013. (I.30.) of the Ministry of Human Capacities (hereinafter: MHC) on the common requirements of the teacher preparation and the completion and exit requirements of the teacher majors. In case of issues not regulated in this Annex, the provisions of the Regulation shall be applied with unvaried content.

#### **Definitions and special rules of procedures**

**Article 2.**<sup>1074</sup> (1) Undivided teacher training programme: according to the conditions of enforcement specified in Annex 3 of the Act nr. CXCV (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.

<sup>1072</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

<sup>1073</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1074</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

**Article 3.** (1) The components of the teacher qualification:

- 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)<sup>1075 1076</sup> The teacher qualification shall also involve in full-time trainings the vernacular knowledge that 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.**<sup>1077</sup> (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)<sup>1078</sup> 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)<sup>1079 1080</sup> 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 chosen training for the elementary school teacher qualification or the secondary school teacher

<sup>1075</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>1076</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1077</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>1078</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>1079</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>1080</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

qualification shall be commenced in the semester after 150 credits is already obtained out of the 180 credits determined in the recommended curriculum. Students shall complete at least 65-65 credits in the knowledge in the specialties according to the teaching major and minimum 20 credits in knowledge in pedagogy and psychology. The Faculties shall announce the courses of the autonomous training period according to the recommended curriculum. Those students pursuing studies in the undivided teacher training who are obliged to take the first proficiency exam according to their recommended curriculum and do not complete it cannot choose the qualification according to this Paragraph.

(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.

(5)<sup>1081</sup> The Educational Committee shall make a decision on the application within 15 days from the last day of the exam period 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.**<sup>1082</sup> (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.

<sup>1081</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

<sup>1082</sup> *Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013*

(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)<sup>1083</sup> <sup>1084</sup>The Educational Committee shall make a decision on the application within 15 days from the submission with consideration to the capacities.

(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.**<sup>1085</sup> (1)<sup>1086</sup> The student admitted to bachelor programme can apply for transfer to the full-time, 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

<sup>1083</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

<sup>1084</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>1085</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

<sup>1086</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

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.

(2)<sup>10871088</sup> 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 Teacher Training Centre (hereinafter: TTC) 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 TTC.

(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.**<sup>1089</sup> (1)<sup>1090</sup> 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 TTC.

(2)<sup>10911092</sup> The TTC faculty coordinator shall be responsible for the announcement grouped pedagogical practice to be held simultaneously with the training, the autonomous (teaching) practice, the common pedagogical practice and the individual (continuous professional) practice, as well as the supporting seminars.

<sup>1087</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1088</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1089</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

<sup>1090</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1091</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1092</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

(3)<sup>1093</sup> The TTC 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)<sup>1094</sup> The Faculties are obliged to announce the courses in the course approved by the TTC 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.** (1)<sup>1095</sup> 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.

(2)<sup>109610971098 1099</sup> In case of a teacher training having been commenced in two undivided teacher training majors simulatenously the final examination is obligatory in both majors. The material of the specialty final examination shall contain the whole knowledge of the given specialty in a complex way connecting to all qualifications. The specialty final examinations shall be taken after obtaining the required credits, preceding the continous individual practice. The specialty final examinations shall be organized by the respective faculty(ies), the setting of the fnal examination boards is the duty of the given institutions/departments.

(3)<sup>1100</sup> The specialty final closing examination shall be obligatory for every student pursuing studies in the short cycle training in correspondence schedule except the students participating in the teacher training based on disciplinary training. According to Point 4.2.3 of Annex 1 of Decree no. 8/2013. (I.30.) of the Ministry of Human Capacities (hereinafter: MHC) on the common requirements of the teacher training in case of these students the professional component of the training shall be considered completed based on the academic and exam completions of their previous studies.

<sup>1093</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015*

<sup>1094</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015*

<sup>1095</sup> *Numbering modified by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>1096</sup> *Built in by the amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.*

<sup>1097</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>1098</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>1099</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1100</sup> *Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*



(4)<sup>1101 1102</sup> In the short cycle training in correspondence schedule the formal and content requirements of the specialty final closing examinations shall be published on the webpage of the Faculty.

### Scholastic practices

**Article 11.**<sup>1103</sup> (1)<sup>11041105 1106</sup> 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 TTC according to this Annex. The TTC is obliged to work out and publish on the TTC'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.

(2)<sup>1107 1108 1109 1110</sup> 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) grouped (teaching) practice: shall mean a grouped (teaching) practice to be completed in school in field of the given qualification under the supervision of a practice leading teacher, its duration shall be 60 hours per qualification in the full-time training schedule which shall include 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, individual and common reflection-analysis). The student who choses the secondary school teacher qualification 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 grouped (teaching) practice of the students participating in the teacher training based on the two semesters disciplinary training in the correspondence training schedule shall be 30 hours per qualification which shall include the observation, the class consultations, the cooperation in the classes

<sup>1101</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1102</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>1103</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

<sup>1104</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1105</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1106</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>1107</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1108</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>1109</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1110</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

held by the practice leading teacher and 15 independently held classes (planning-preparing, holding the classes, individual and common reflection-analysis). The student shall complete the practice in the 9th-12th grades.

The grouped (teaching) practice in the field of the given qualification in case of students participating in the correspondence four semesters teacher training leading to a further teacher qualification following the gaining of the elementary, secondary school or master teacher qualification shall be 20 hours, which shall include 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, individual and common reflection-analysis). The student who chooses the secondary school teacher qualification shall complete the practice of the qualification in the 5th – 8th grades or in the 9th-12th grades.

The grouped (teaching) practice in case of students participating in the two semesters correspondence teacher training leading to the secondary school teacher qualification in the same field following the gaining of the elementary school teacher qualification shall be 20 hours per qualification, which shall include the observation, the class consultations, the cooperation in the classes held by the practice leading teacher and at least 10 independently held classes (planning-preparing, holding the classes, individual and common reflection-analysis). The student shall complete the practice in the 9th-12th grades.

The grouped (teaching) practice in case the four and five semesters correspondence teacher training built on the elementary school instructor qualification, leading to the elementary school teacher qualification in the same field following the gaining of the elementary school teacher qualification shall be 20 hours, which shall include the observation, the class consultations, the cooperation in the classes held by the practice leading teacher and at least 10 independently held classes (planning-preparing, holding the classes, individual and common reflection-analysis). The student shall complete the practice in the 5th-8th grades.

The division of the certain activities completed in the frame of the grouped (teaching) practice shall be determined by the course director. The organization of the grouped (teaching) practice is the duty of the TTC faculty coordinator. The practical aspects shall be contained by the evaluation sheet of the practice.

The schedule of the grouped (teaching) practice completed in the field of the given qualification shall be recorded in the relating curricula. The students shall complete the grouped (teaching) practice in the practice schools of the University of Pécs, or in reasonable cases in the partner institutions of the University. In case of the professional and art teacher training the student can be assigned to an outside practice leader based on an individual request with the permission of the person responsible for the qualification.

Simultaneously with the preregistration the student in the correspondence training can submit an individual request approved and signed by the person responsible for the qualification regarding the place of the grouped (teaching) practice to TTC faculty coordinator. The request may be accepted by the Educational Committee of the student's base faculty. The person responsible for the qualification shall agree with the TTC faculty coordinator on the fulfillment of the placements in the practicing schools before making the decision, then after the decision is made the TTC faculty coordinator shall notify the student about the place of the grouped (teaching) practice.

The requirement of the commencement of the grouped teaching practice is the completion of at least two special methodological subjects.

b) the common pedagogical practice that is parallel with the training is a common service and can be completed during the vacation or the instruction period as part of the full-time trainings, it offers experiences in the organizational, leading, program-arranging, community-building fields of the extracurricular activities (camps, study circles, fields of interest, etc.) of a given age group 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)<sup>1111 1112</sup>

(4)<sup>111311141115</sup> The organisation of the individual (continuous professional) practice is the duty of the TTC faculty coordinator, the coordination is the duty of the TTC. 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) and Article 10 (2) herein that are necessary for the acquisition of the teacher qualification.

(5)<sup>11161117 1118 1119</sup> The individual (continuous professional) practice is a continuous, individual professional practice completed in the partner institutions of the University, or if necessary in the practice school, adult educational institution or upon individual request in other public educational institution, under the persistent supervision of an appointed practice leading mentor and a higher educational teacher training expert in the last two semesters of the training. The individual request that

<sup>1111</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>1112</sup> Repealed by the amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1113</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1114</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>1115</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1116</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016

<sup>1117</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1118</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1119</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

is approved and signed by the person responsible for the qualification shall be submitted to the TTC faculty coordinator simultaneously with the pre-registration and it can be approved by the Educational Committee of the student's base faculty.

The length of the practice shall be one year in the full-time training and adjust to the all-time public educational semester. The student shall take the practice in both semesters in both majors. In case one of the majors gives elementary school teacher qualification and the other results in secondary school teacher qualification the student shall be preferably assigned to a practice place where he/she has the possibility to teach both age groups.

The practice shall include the observation, teaching/classroom activities in minimum 2-4 hours per week per qualification in the public education teacher training, maximum 6 hours per week together in two qualifications, minimum 45 hours per semester per qualification and minimum 90 hours per schoolyear per qualification, 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 is the duty of the TTC.

The University shall make efforts in order that the student who chooses the secondary school teacher qualification shall complete the practice of both qualifications in both age groups, in the 5th – 8th grades and in the 9th-12th grades. The start and end of the individual professional practice shall adjust to the alltime public educational semester.

The individual scholastic practice of students taking part in the correspondence teacher training built on two semesters disciplinary training shall be 4 weeks out of which there shall be 20 hours of independently held classes. The student shall complete the practice in the 9th-12th grades.

The continuous individual scholastic practice in the field of the given qualification in case of students participating in the four semesters correspondence teacher training leading to a further teacher qualification following the gaining of the elementary, secondary school or master teacher qualification shall be 4 weeks out of which there shall be 20 hours of independently held classes. The student shall complete the practice in the 5th – 8th grades or in the 9th-12th grades in accordance with the qualification.

The continuous individual scholastic practice in case of students participating in the two semesters correspondence teacher training leading to the secondary school teacher qualification in the same field following the gaining of the elementary school teacher qualification shall be 4 weeks out of which there shall be 20 hours of independently held classes. The student shall complete the practice in the 9th-12th grades.

The continuous individual scholastic practice in case of the four and five semesters correspondence teacher training built on the elementary school instructor qualification, leading to the elementary school teacher qualification shall be 4 weeks out of which there shall be 20 hours of independently held classes. The student shall complete the practice in the 5th – 8th grades.

(6)<sup>1120 11211122</sup> 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

<sup>1120</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1121</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>1122</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

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.

(7)<sup>1123 1124 1125 1126</sup> The classification of the individual (continuous professional) practice shall be the grade given by the practice leading mentor, who evaluates the student's performance according to the aspects of the competence-based evaluation sheet. In order to evaluate the individual (continuous professional) practice the practice leading mentor shall send the evaluation sheet to the TTC faculty coordinator within the deadline specified in the schedule of the Faculty, so that the TTC faculty coordinator can record the grade in the ES.

(8)<sup>1127 1128 1129 1130</sup> The student is obliged to report his intention in advance 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 TTC faculty coordinator at the time and in the way specified in the schedule of the Faculty in the semester preceding the semester of the given course registration at latest. The actual subject and course registration (confirming the intention to register the course) shall happen in the ES 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 subject-and course registration period of the last two semesters of the training. The student shall show up in the place of the practice in the first week of the instruction period, in case of continuous individual scholastic practice at the beginning of the public educational semester and arrange the period of the completion of the practice. In case of reasonable delay, the TTC 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.

<sup>1123</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1124</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June 2016.

<sup>1125</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1126</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1127</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1128</sup> Amendment adopted by the Senate on its meeting held on 23rd June 2016. Effective from: 24th June.

<sup>1129</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1130</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

(9)<sup>1131 1132</sup> The TTC faculty coordinator shall assign the student to the grouped pedagogical practice, the autonomous teaching practice and continuous individual teaching practice and notify him/her.

(10)<sup>1133 1134</sup> The length of the common pedagogical practice shall be at least 50 hours. The practice can be completed with extracurricular activity in a public educational institution or with a pedagogical practice in public educational institution that is not pursuing a teaching-pedagogical activity. The practice can be completed in the institutions and organisations holding the Partnerinstitution of the University of Pécs title without individual request.

(11)<sup>1135 1136 1137</sup> In case the student wants to complete the common pedagogical practice outside the partner institutions of the University, he/she can request this at the TTC faculty coordinator by submitting the form downloadable from the homepage of the Faculty of Humanities in the time and manner specified in the academic schedule of the Faculty. The decision on the request is made by the course director of the practice.

(12)<sup>1138</sup> The student shall take up the course belonging to the grouped pedagogical practice in the educational system in the semester of completion or, in case he/she is completing the practice after the exam period, but before the start of the instruction period (e.g. in the summer), in the semester after the completion.

(13)<sup>1139</sup> The student shall certify the completion of the grouped pedagogical practice by submitting the related form, which shall be affixed with the signature and professional opinion of the head of the organization, institution or the private person providing the practice.

(14)<sup>1140</sup> The student shall submit the filled out, signed and sealed form to the TTC faculty coordinator until the beginning of the exam period at latest. The TTC faculty coordinator shall record the completion of the course based on the above in the educational system.

<sup>1131</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1132</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1133</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1134</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1135</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1136</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1137</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1138</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1139</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1140</sup> Built in by the amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015



(15)<sup>1141 1142</sup> The student shall document his/her activity during the practice in a reflective diary. The student shall certify the completion of the common pedagogical practice by submitting the related form and the reflective diary, which shall be affixed with the signature and professional opinion of the head of the organization, institution or the private person providing the practice. The form for certifying the completion and the form for the reflective diary can be downloaded from the webpages of the Teacher Training Centre and the faculties.

(16)<sup>1143 1144</sup> The student shall prepare a reflective diary about the completion of the practice and send it to the mentor at the practice place in electronic format until the end of the semester of the course registration. The mentor shall evaluate and certify with signature the reflective diary. The student shall submit the filled out, signed and sealed form certifying the completion of the practice and the reflective diary to the TTC faculty coordinator until the end of the exam period at latest. The TTC faculty coordinator shall record the completion of the course based on evaluation of the mentor and the form with the approval of the course director in the educational system.

### Thesis

**Article 12.**<sup>11451146</sup> (1) In the full-time 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)<sup>1147</sup> In the teacher training pursued simultaneously in two undivided teaching majors, one specialist thesis shall be submitted and defended as part of the final closing examination. (4)<sup>1148</sup> 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 or in case of training for the elementary school teacher qualification in the beginning of the first academic semester following the joint training period. This way the department, the chosen lecturer and Registrar's Office receives information regarding which major of the student the thesis will be related to.

<sup>1141</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1142</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>1143</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1144</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>1145</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

<sup>1146</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1147</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1148</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

(4)<sup>1149 1150 1151</sup> The student shall indicate the chosen major at latest at the beginning of the 8th semester according to the recommended curriculum or in case of training for the elementary school teacher qualification at the beginning of the 7th academic semester in accordance with faculty regulation. Through this declaration, the department, the chosen lecturer and the registrar's office receive information on the major in which the student writes his/her thesis. In the full-time, undivided teacher majors the thesis shall be a unit of the curriculum in a module (OSZTSZDT01) that is independent from the modules of the majors. The student shall complete 8 credits in this module in two obligatory subjects: Thesis Seminar (4 credits) and Thesis Work (4 credits). The student shall register and complete the thesis seminar at latest in the semester preceding individual continuous practice that is at latest the eighth semester for student who chose the elementary school teacher module and at latest the tenth semester for students who chose secondary school teacher modul. Students participating in the eleven-semester training shall complete this seminar at latest in the ninth semester. The registration and completion of the Thesis Work subject is not a prerequisite for the individual continuous practice, it shall be registered and completed in the second semester of the individual continuous practice, which is the tenth-twelfth semester of the training. Both subjects shall be announced by all professional departments with different codes.

(5)<sup>1152</sup>

(6)<sup>1153</sup> In case of general educational teaching majors the length of the thesis 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 shall be determined by the Faculty responsible for the given major.

(7)<sup>1154</sup> According to Article 59 (5) of this Regulation the writing of the thesis shall be supported by one or more consultant. The consultant can be a lecturer and researcher of the Faculty or with the Dean's permission an outside expert, unless the faculties have different provisions. The student shall always choose the consultant based on the provisions of the Faculty where the chosen topic belongs to. The person of the opponent is determined by Article 59 (11) of this Regulation.

<sup>1149</sup> Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.

<sup>1150</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1151</sup> Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.

<sup>1152</sup> Repealed by the amendment adopted by the Senate on its meeting held on 20th December 2018. Ineffective: from 21st December 2018.

<sup>1153</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1154</sup> Built in by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

## Teacher thesis portfolio

**Article 12/A.**<sup>1155</sup> (1) According to Point 4.5. of Annex 1 of the Decree no. 8/2013 (I.30.) of the Ministry of Human Capacities (hereinafter: MHC) the students of the undivided teacher training program shall also write a teacher thesis portfolio.

(2) In the majors of the undivided teacher training – except for the arts and specialist teacher majors – the credit value of the teacher thesis portfolio shall be 2 credits in the frame of the pedagogical-psychological modul.

(3) In case of general educational teaching majors the length of the teacher thesis portfolio shall be 60-80000 characters that shall not include the table of contents, the bibliography and illustration and charts. In case of arts and specialist teaching majors the length of the teacher thesis portfolio shall be determined by the Faculty responsible for the given major.

(4)<sup>1156</sup> The consultant of the portfolio shall be the participant of the teacher preparation. In case of general educational teaching majors the opponent shall be a lecturer of the Institute of Pedagogy or special methodological lecturer participating in the teacher preparation. The opponent shall be appointed by the leader of the Institute of Pedagogy. In case of arts and specialist teaching majors the person of the consultant and the opponent of the teacher thesis portfolio shall be determined by the Faculty responsible for the given major.

## The final closing examination

**Article 13.**<sup>1157</sup><sup>1158</sup> (1)<sup>1159</sup><sup>1160</sup> In case of arts and specialist teaching majors the schedule of the execution of the final closing examination shall be determined by the Faculty responsible for the given major. In case of general educational teaching majors the final closing examination shall consist of two parts in the full-time training schedule:

a) disciplinary part: the presentation and defense of the thesis which includes the 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) teacher training final closing examination part:

ba) the presentation and defense of the teacher thesis portfolio which includes the demonstration of the concept of portfolio, furthermore, answering of the questions previously given to the student, expressing

<sup>1155</sup> Built in by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1156</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1157</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013

<sup>1158</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1159</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1160</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

the remarks, complements relating to the evaluations and the answering of the possible further questions of the examination board.

bb) 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. The preparation for each complex 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 topic. The requirements of the complex oral examination (topics, bibliography) shall be accepted by the TTC 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.

(2)<sup>1161 1162 1163 1164</sup> In the correspondence training schedule in the general educational teaching major the final closing examination shall be completed according to point b) of Article 13 (1).

(3)<sup>1165 1166 1167</sup> The final closing examination shall be taken in front of the final closing examination committee.

In case of full-time general educational teacher majors both parts of the final closing examination shall be taken in front of an individual committee. The disciplinary part and the teacher final closing examination can be taken on the same day or on two different days in accordance with the schedule of the Faculty.

The disciplinary part of the final closing examination that is the presentation and defense of the thesis (point a) of Article 13 (1)) shall be taken in front of an autonomous professional committee with at least three members. The chairperson of the committee shall be in at least senior lecturer position and shall be appointed by the respective Dean of the given field. Its members shall be invited by the respective programme director according to Articles 62 (1)-(3) of this Regulation.

In both the full-time and the correspondence training schedule, the teacher training final closing examination part (point b) of Article 13 (1)) shall be taken in front of an autonomous teacher training final examination committee with at least three members. Its chairperson shall be one of the lecturers of pedagogy or psychology in at least senior lecturer position and shall be appointed by the director of the TTC based on the suggestion of the Dean of the Faculty of Humanities. Further members of the committee can be the consultant and the opponent of the teacher thesis portfolio and the representative of public education, as well as the lecturers of the professional disciplines and methodology.

In case of art and specialist teacher majors the final closing examination shall be taken in front of one final closing examination committee. The committee shall consist of at least three members, its

<sup>1161</sup> Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015

<sup>1162</sup> Repealed by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1163</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1164</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1165</sup> Amendment adopted by the Senate on its meeting held on 17th December 2015. Effective: from 18th December 2015.

<sup>1166</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1167</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

chairperson and the outside expert shall be invited and appointed by the director of the TTC based on the suggestion of the Faculty. The chairperson of the committee shall be a lecturer of a subject of the pedagogical-psychological field of the training or the professional methodology in at least senior lecturer position or a lecturer in at least senior lecturer position with an academic degree in the specialist field of pedagogy or psychology. The further members of the committee can be the consultant and the opponent of the teacher thesis, as well as the lecturers of the professional disciplines and methodology and practice leading mentors of the practice schools and partner schools.

(4)<sup>1168</sup> The language of the teacher final closing examination is Hungarian, but the student shall have the possibility to present and defend his/her teacher thesis in the same foreign language it was written. The student shall claim this when registering for the final closing examination.

(5)<sup>11691170 1171 1172</sup> In case of general educational teacher majors in the full-time training schedule the aggregate result of the final closing examination shall be the average of the following grades without rounding (to two decimals, with the certain parts taken into account evenly):

- a) the average of the grades of the teacher thesis given by the consultant and the opponent and the grade awarded by the teacher training final closing examination committee for the disciplinary part of the final closing examination, that is the presentation and defense of the teacher thesis (evaluated by the specialist final closing examination committee)
- b) the average of the grades of the teacher thesis portfolio given by the consultant and the opponent and the grade awarded by the teacher training final closing examination committee for the presentation and defense of the teacher thesis portfolio (evaluated by the specialist final closing examination committee)
- c) grade awarded for point bb) of Article 13 (1), that is the complex oral examination (evaluated by the teacher training final closing examination committee)

The aggregate result of the final closing examination shall be the mean average of the three grades rounded to two decimals:

$$\frac{\Sigma \text{grades a) b) c)}}{3}$$

3

In case of general educational teacher majors in the correspondence training schedule the aggregate result of the final closing examination shall be the average of the following grades without rounding (to two decimals, with the certain parts taken into account evenly):

<sup>1168</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1169</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>1170</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>1171</sup> *Amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.*

<sup>1172</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

a) the average of the grades of the teacher thesis portfolio given by the consultant and the opponent and the grade for the presentation and defense of the teacher thesis portfolio (evaluated by the teacher final closing examination committee)

b) the grade for point bb) of Article 13 (1), namely the complex oral examination (evaluated by the teacher final closing examination committee)

The aggregate result of the final closing examination shall be the mean average of the two grades rounded to two decimals:

$$\frac{\Sigma \text{grades a) b)}}{2}$$

2

In case of any of the grades is a fail the final closing examination shall also be considered a fail. In this case the student shall make a new final closing examination registration in a next examination period and repeat the failed part. In case the student's thesis portfolio or the thesis was evaluated with a fail grade, he/she cannot take the complex oral examination in the given examination period. (6)<sup>1173</sup> In case of arts teacher majors the final closing examination consists of the following parts:

In musical teacher major:

a) disciplinary part: presentation and defence of the thesis that involves the explanation of the answers to the questions previously given to the student, remarks on the evaluations of the thesis, wording of the amendments and the presentation of the thesis, shall be evaluated on a five-grade scale,

b) teacher final closing examination

ba) presentation and defence of the portfolio that involves the description of the concept of the portfolio, further, the explanation of the answers to the questions previously given to the student, possible remarks on the evaluations of the portfolio, answering to the possible additional questions of the committee, shall be evaluated on a five-grade scale,

bb) Professional answers to the committee's questions in the field of pedagogy, psychology, methodology (complex oral examination).

During the complex oral examination the student shall evince that he/she is capable of the integration of the knowledge acquired in the different fields of the training, the adaptation of the knowledge of the professional subject and the discipline in the scholastic practice and its creative use. Within the certain complex topics the student shall systematically process the relating scientific literature and the own learning experiences in a way that fits the topic and give a structured analysis on his/her practical experiences. The teacher candidate may also use his/her own documents prepared during the scholastic practices to support his/her message

<sup>1173</sup> Built in by the amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.



relating to the complex topic. The requirements of the complex oral examination (topics, obligatory scientific literature) shall be accepted by the TTC and these requirements shall be published on the webpage of the University and in the manner customary at the faculty at latest three months preceding the examination. The evaluation of the complex oral examination shall be done on a five-grade scale.

bc) final closing teaching examination (can be conducted in an external venue in case of double-major training), shall be evaluated on a five-grade scale

The aggregate result of the final closing examination shall be the average of the following grades (rounded to two decimals, taking into account each parts equally):

- grade for the professional final examination 1.
- grade for the final closing teaching examination that shall also contain the evaluation of the previous scholastic practices 2.
- consultant's (mentor's) and opponent's grade for the portfolio 3. 4.
- grade for the defence of the portfolio 5.
- consultant's and opponent's grade for the thesis 6. 7.
- grade for the defence of the thesis 8.
- grade for the professional answers to the opponent's questions in the field of pedagogy, psychology, methodology 9.

the average of eight pedagogical (P) grades (2-9) rounded to two decimals:

$$\text{Grade (P)} = \frac{(2.+3.+4.+5.+6.+7.+8.+9.)}{8}$$

8

Further, the average of the professional final examination (F) rounded to two decimals:

$$\text{Final grade of the final closing examination} = (F + P) / 2$$

The oral examination shall be considered successful if all its grades are at least satisfactory. The retake final closing examination can be completed in the next final closing examination period at earliest.

In case of retake final closing examination only the failed part shall be repeated.

If the student already possesses a teacher degree certificate, in the training resulting in a second qualification the thesis is not part of the final closing examination. In this case the 6. 7. 8. grades shall not be part of the calculation, the final grade shall be calculated the following way:

the average of five pedagogical (P) grades (2-3-4-5, 9) rounded to two decimals:

$$\text{Grade (P)} = \frac{(2.+3.+4.+5. +9.)}{5}$$

5

Further, the average of the professional final examination (F) rounded to two decimals:

$$\text{Final grade of the final closing examination} = (F + P) / 2$$

## The final closing examination in the two-semester arts teacher majors

In case of arts teacher majors the final closing examinations shall be taken in musical teacher majors, fine arts teacher majors and design-and visual arts teacher majors.

### Parts of the final closing examination in the arts teacher majors

a) disciplinary part: presentation and defence of the thesis that involves the explanation of the answers to the questions previously given to the student, remarks on the evaluations of the thesis, wording of the amendments and the presentation of the thesis, shall be evaluated on a five-grade scale by the final closing examination committee.

b) teacher final closing examination

ba) presentation and defence of the thesis portfolio that involves the description of the concept of the portfolio, further, the explanation of the answers to the questions previously given to the student, possible remarks on the evaluations of the portfolio, answering to the possible additional questions of the committee, shall be evaluated on a five-grade scale by the final closing examination committee,

bb) The complex oral examination involves the explanation of a topic in different levels (macro, mezzo, micro level) and professional answers to the committee's questions in the field of pedagogy, psychology, methodology.

During the complex oral examination the student shall evince that he/she is capable of the integration of the knowledge acquired in the different fields of the training, the adaptation of the knowledge of the professional subject and the discipline in the scholastic practice and its creative use. Within the certain complex topics the student shall systematically process the relating scientific literature and the own learning experiences in a way that fits the topic and give a structured analysis on his/her practical experiences. The teacher candidate may also use his/her own documents prepared during the scholastic practices to support his/her message relating to the complex topic. The evaluation of the complex oral examination shall be done on a five-grade scale.

The requirements of the complex oral examination (topics, obligatory scientific literature) shall be accepted by the TTC and these requirements shall be published on the webpage of the University and in the manner customary at the faculty at latest three months preceding the examination.

bc) final closing teaching examination is only in the musical teacher major (can be conducted in an external venue in case of double-major training). The final closing teaching examination shall be evaluated on a five-grade scale by the final closing examination committee.

### Qualification of the final closing examination in the musical teacher major:

The aggregate result of the final closing examination shall be the average of the following grades (rounded to two decimals, taking into account each parts equally):

- grade for the final closing teaching examination that shall also contain the evaluation of the previous scholastic practices 1.
- consultant's (mentor's) and opponent's grade for the portfolio 2. 3.
- grade for the defence of the portfolio 4.
- consultant's and opponent's grade for the thesis 5. 6.

- grade for the defence of the thesis 7.
- grade for the professional answers to the opponent's questions in the field of pedagogy, psychology, methodology 8.

the average of eight grades rounded to two decimals:

$$\text{Grade} = \frac{(1.+2.+3.+4.+5.+6.+7.+8.)}{8}$$

The oral examination shall be considered successful if all its grades are at least satisfactory. The retake final closing examination can be completed in the next final closing examination period at earliest.

In case of retake final closing examination only the failed part shall be repeated.

If the student already possesses a teacher degree certificate, in the training resulting in a second qualification the thesis is not part of the final closing examination. In this case the 5. 6. 7. grades shall not be part of the calculation, the final grade shall be calculated the following way:

The average of five grades rounded to two decimals:

$$\text{Grade} = \frac{(1.+2.+3.+4. +8.)}{5}$$

Qualification of the final closing examination in the design and visual arts teacher majors:

Grades:

- the average of grades for the teacher thesis essay and the thesis portfolio given by consultant's on a five-grade scale, rounded to two decimals 1.
- the grade for the two documents of the teacher thesis given by the opponent on a five-grade scale 2.
- the grade for the presentation and defence of the two documents of the teacher thesis given by the final closing examination committee on a five-grade scale 3.
- the grade for the complex oral examination part of the teacher final closing examination also given by the final closing examination committee 4.

The aggregate result of the teacher final closing examination shall be the mean average of the four grades rounded to two decimals.

$$\text{Grade} = \frac{(1.+2.+3.+4.)}{4}$$

In case of any of the grades is a fail the final closing examination shall also be considered a fail. In case of retake final closing examination only the failed part shall be repeated. The retake final closing examination can be completed in the next final closing examination period at earliest.

## Degree certificate

**Article 14.**<sup>1174</sup> <sup>1175</sup> (1) In the general educational teaching major, the qualification of the degree certificate shall be the average of the following grades rounded to two decimals:

- a) the grade of the specialty final examination (Article 10 (2)) related to one of the student's teacher qualifications (evaluted by the final examination committee of the specialty institution/department);
- b) the grade of the specialty final examination (Article 10 (2)) related to student's other teacher qualification (evaluted by the final examination committee of the specialty institution/department);
- c) the grade given by the practice leading mentor at the end of the continuous (individual) practice completed in the last two semesters,
- d) the qualification of the final closing examination.

(2) In case of students in the general educational teaching majors' short cycle trainings, the qualification of the degree certificate shall be the average of the following grades rounded to two decimals:

- a) the grade of the specialty final examination (Article 10 (2)) related to the student's teacher qualification (evaluted by the final examination committee of the specialty institution/department) – except the in the majors specified in point 4.1.5. b) of Decree no. 8/2013. (I.30.) of the MHC on the common requirements of the teacher training;
- b) the grade given by the practice leading mentor of the continuous (individual) practice;
- c) the qualification of the final closing examination.

(3) In case of the art teaching majors, the qualification of the degree certificate shall be the average of the grades of the final closing examination rounded to two decimals.

<sup>1174</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1175</sup> *Amendment adopted by the Senate on its meeting held on 20th December 2018. Effective: from 21st December 2018.*

## **Annex 13.**

### **SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF SCIENCES <sup>1176</sup>**

**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.

<sup>1176</sup> Built in by the amendment adopted by the Senate on its meeting held on 20th June 2013. Effective: from 20th June 2013.

**Article 3.**<sup>1177</sup>

**Article 4.**<sup>1178</sup> (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.**<sup>1179</sup> (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.

**Article 6.**<sup>1180</sup> In case the student does not attend the camp or the field practice which he/she enrolled for in the ES through subject -and course registration and did not certify his/her absence with a due cause and with a certificate at latest until the last day of the examination period, he/she is obliged to pay the charge stipulated in Annex 1 of the Code of Charges and Benefits for the absence. Reviewing the certificates is the authority of the registrar of the faculty. In case the registrar accepted the student's certificate, a „certified absence” entry shall be recorded to the ES. The provisions of this Article shall be applied from September 1, 2018.

<sup>1177</sup> Repealed by the amendment adopted by the Senate on its meeting held on 17th December 2015.  
Effective: from 18th December 2015.

<sup>1178</sup> Amendment adopted by the Senate on its meeting held on 19th December 2013. Effective: from 19th December 2013.

<sup>1179</sup> Built in by the amendment adopted by the Senate on its meeting held on 19th December 2013.  
Effective: from 19th December 2013.

<sup>1180</sup> Built in by the amendment adopted by the Senate on its meeting held on 14th December 2017. Effective: from 1st January 2018.



## **Annex 14.**

### **SPECIAL PROVISIONS PERTAINING TO THE COPYRIGHT PROTECTION AND PLAGIARISM<sup>1181</sup>**

**Article 1.** The aim of this Annex is to improve and regulate academic referential culture of the students, furthermore, to ensure the knowing, acquirement and practice of the rules regarding references among the students in order to avoid plagiarism.

**Article 2.** The scope of this Annex shall extend to all writings submitted in written form (hereinafter: writing) by the students during their studies at the University.

#### **The concept of plagiarism**

**Article 3.** (1) The student plagiarizes in case he/she uses the intellectual property (idea, phrasing, the result of someone else's work) without referring to the original source and represents it as his/her own.

(2) It shall not be considered as plagiarism, if the student uses the given work within the framework of fair use, thus he/she quotes a portion of the work – in a quantity that is reasonable according to the character and purpose of the recipient writing and faithfully to the original text – by marking the source and the author (uses a reference).

#### **The avoidance of plagiarism**

**Article 4** (1) In order to avoid plagiarism the student shall observe the rules pertaining to references determined in Article 4 (5) in case of every submitted writing during their studies at the University.

(2) The function of reference beside the recognition of the literary property is to make the literary connections traceable and to give the opportunity for others to reach and read the sources that the ideas of the writing are based on.

(3) The source shall be referred to, in case in his/her writing the student

- a) quotes even just a short part word-by-word from someone else's written or oral publication,
- b) quotes by freely summarizing, uses paraphrases from someone else's written or oral publication,
- c) reviews, presents someone else's idea, opinion, theory (model, etc.),
- d) uses someone else's idea, opinion, theory (model, etc.) when building up his/her own train of thought,
- e) uses a statistic data, graph or illustration made by someone else.

(4) The applied source shall be referred to in a way that the student's own idea can be obviously distinguished from the referred sources.

(5) The detailed rules pertaining to labelling the sources, namely the reference, shall be determined in Dean's Orders by the faculties and they shall be published in the regular way of the Faculty.

**Article 5.** During his/her studies at the University the student is obliged to attach Annex nr. 14/1. (declaration of originality of the writing) of present Annex to every submitted thesis work, academic paper or workshop writing.

<sup>1181</sup> Built in by the amendment adopted by the Senate on its meeting held on 18th December 2014.  
Effective: from 1st February 2015.

### **The statement and legal consequences of plagiarism**

**Article 6.** (1) Finding out the fact of plagiarism is the duty of the teacher correcting the given writing, in case of thesis work the consultant or the opponent, in case of dissension the third reviewer is entitled to make the statement. The faculties shall have the right to check the writings with a plagiarism tracing system.

(2) The student shall be informed about the statement of plagiarism within three workdays, the notification shall be sent by the Registrar's Office of the Faculty, based on the report of the teacher finding out the plagiarism.

(3)<sup>1182</sup> The student shall have the right to appeal against the decision within three workdays from the notification with a request – and simultaneously marking proofs that support his/her statements – submitted to the head of the given department, who shall designate an ad hoc committee of three members who are all experts in the topic of the writing in concern. In case the head of the department is affected in the given case, the head of the competent superior organizational unit shall be entitled to designate the committee. The teacher finding out the fact of plagiarism cannot be the member of the committee.

(4) The committee shall make a decision whether plagiarism can be stated or not within five workdays. The student shall have the right to appeal against the decision of the committee stating the fact of plagiarism with a written request addressed to the Secondary Educational Committee within 15 days from receiving the notification about the decision.

(5) In case plagiarism can be shown by proofs, the writing shall be given a fail, which grade shall not be improved in the same semester. The improvement of grade shall only be possible with the repeated taking up of the given subject, in case of thesis work the whole procedure – involving the choosing a new, different topic – shall be repeated.

(6) In case of serious, great volume plagiarism or repeated plagiarism the Dean may order a disciplinary procedure based on the proposal of the major director. In case of disciplinary procedure the evaluation of the writing shall be suspended, it can only be resumed after the procedure is closed.

<sup>1182</sup> *Amendment adopted by the Senate on its meeting held on 25th June 2015. Effective: from 15th August 2015.*

**DECLARATION  
of the originality of the writing**

I, the undersigned, .....  
( name) .....(educational system identifier), declare under penalty  
of perjure

that every part of my writing,

.....  
.....

is the result of my own, autonomus work, I only used referred sources (special literature, tools, etc.) and  
I observed the pertaining rules of the University of Pécs while preparing my writing.

I am aware that the University of Pécs has the right to check the observation of copyright rules through  
a plagiarism tracing system.

Pécs, \_\_\_\_\_ month \_\_\_\_\_ day, 20\_\_\_\_ year

\_\_\_\_\_  
signature of the student

## Annex 15.

### SPECIAL PROVISIONS PERTAINING TO THE FACULTY OF PHARMACY<sup>1183</sup>

#### General provisions

**Article 1.** (1) The length of the programme at the Faculty of Pharmacy (hereinafter referred to as Faculty) in the Pharmacist master training within the framework of undivided training shall be 10 semesters.

(2)<sup>1184</sup> Instruction shall be provided in three languages at the Faculty: in Hungarian, in English and in German. Foreign language training may only be provided in the form of fee-paying training at the Faculty. The curriculum and the rules of organization of education shall be identical for the same programme with instruction in the Hungarian, English and German languages.

(3) All the organisational units of instruction at the Faculty and –under special agreement –institutions of the Medical School and of the Faculty of Sciences as well as clinics of the Medical School, public and institutional pharmacies and pharmaceutical companies shall also take part in the provision of training.

(4) In addition to the cases of the termination of student status specified in Article 23 (3) of this Regulation, student status shall be terminated at the Faculty 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 this section shall be applied in the following or the second following active semester.

(5) 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. In case of students who request to change their training programme along with the recognition of their previous studies the Educational Committee considers and determines which training programme student shall be assigned to taking into consideration the credit transfer procedure.

(6)<sup>1185</sup><sup>1186</sup> 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 transfer has not completed more than 60 percent of his/her recommended curriculum in the current institution and simultaneously meets the other requirements specified in Article 18 of the Regulation. Requesting transfer within the University Pécs or the change of program can only be permitted in case the student

<sup>1183</sup> Built in by the amendment adopted by the Senate on its meeting held on 17th March 2016. Effective: from 18th March 2016.

<sup>1184</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1185</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1186</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

has reached the minimum point limit determined for the admission in the given major, in the year of admission in accordance with the requirements specified in Article 18/A (3) of the Regulation, one time during the validity of the student status. The transfer is also possible between the Hungarian and English programs of the given training program, with the conditions determined by the Educational Committee and in accordance with the pertaining regulations. Testing the student's language knowledge is in the authority of the Department of Languages for Specific Purposes. In case the level of the student's knowledge is not satisfactory the student cannot be transferred to the foreign language in which he/she would like to continue his/her studies.

(7) 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.

(8) In derogation of the general provisions of the Regulation pertaining to 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.

(9)<sup>1187</sup> In derogation of the general provisions of the Regulation, for the students of the Faculty the deadline of submitting requests related to transfer is August 1, the deadline of submitting requests related to visiting student status and credit transfer is August 1 in case of the fall semester and February 1 in case of the spring semester. In case of Summer Course the deadline of submitting requests related to credit transfer is September 1.

(10) The rules of Article 42 (3) of the Regulation pertaining to charges of repeated registration of a course-unit shall not be applied to the students of the Faculty.

(11) In case the transferred student's study progress cannot be guaranteed in any other way the Educational Committee may allow upon request the parallel completion of those pre-requisites that have not been possible to complete previously based on the former curriculum of the student. The EC shall call in the declaration of the course director whether the student has the necessary precognition of the given subject.

(12) The rule of termination of the student's legal status specified by point c) of Article 23 (3) of this Regulation shall not be applied at the Faculty in case of students who commenced their studies in the academic years of 2012/2013, 2013/2014 or 2014/2015.

(13) In order to promote student mobility, upon request of the student pertaining studies at the Faculty as a visiting student, considering the part-time nature of the visiting student status, the EC may allow taking up courses without the previous completion of their pre-requisites, in case it considers the student's prior knowledge appropriate. The EC may call in the declaration of the course director regarding this. By taking up the course, the visiting student declares that study requirements applicable to him/her are identical with those pertaining to students who are not visiting students in every aspect. The above possibility may only be granted to students pursuing part-time studies. In case the student, after finishing his/her part time studies, continues his/her studies in full-time training, general rules of credit transfer shall apply to him/her.

<sup>1187</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

(14)<sup>1188</sup> The special provisions pertaining to the procedures of the Educational Committee of the Faculty that are not specified in this Regulation are included in the code of procedures of the Educational Committee of the Faculty. According to the code of procedures in case of certain, approving decisions the chairperson of the Faculty's Educational Committee shall have the right of decision-making and he/she shall be obliged to report his/her decisions made based on this right to the Educational Committee of the Faculty. The Registrar shall have the right of decision-making instead of the Educational Committee in the following cases of approval: late course dropping, course registration in another language/major, change of study group, change of major, change of training programme, accepting remaining credit points as part of the optional module.

### **Rules pertaining to attending classes**

**Article 1/A** (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):

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 shall 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 absent students may be taken up).

(3)<sup>1189</sup> 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 be recorded in the ES. The conditions of offering a grade shall be made public by the course director before announcing the course.

(4)<sup>1190</sup> The lecturer shall check the attendance at small group classes (practices and seminars) and the lectures of the elective and optional courses 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 the ES based on the list. In case the student did not complete the number of hours required for the end-of-semester signature the denial of the signature shall be recorded in the ES with a „Blocked” entry. In case the student completed the required number of hours, but has not gained a grade, a practical fail grade shall be recorded in the ES as midsemester grade.

(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.

<sup>1188</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June. Effective: from 22nd June 2018.

<sup>1189</sup> Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1190</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.



- 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.

Rules of this article can also be applied to small-group classes (practices and seminars) separately, based on the decision of the course director.

(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)<sup>1191</sup> 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 course description shall contain the requirements. The course director is obliged to indicate in the ES 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 acceptance of the semester is possible until Saturday midnight of the last week of the instruction period at latest, this deadline cannot be prolonged even in exceptional cases. After the deadline only those students can be listed on the exam sheet, who are entitled to register for the exam.

(9) The acceptance of the semester does not have to be indicated with a signature in the grade book, 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 holding a grade-book, the acceptance of the semester has to be indicated with the traditional grade book 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 ES.

### **Provisions pertaining to examinations and grades**

**Article 2.** (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 and English 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	(5, A),
jó	good	(4, B),
közepes	average	(3, C),
elégséges	satisfactory	(2, D) and
elégtelen	fail	(1, F).

<sup>1191</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

(3)<sup>1192</sup> 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. The lecturer must not evaluate the performance of the student in the instruction period or in the exam period (eg.: midterm test, oral or practical report, or practical grade, exam) in case the student has not registered for the subject (class) or registered without being eligible for it.

(4) Elective and optional courses shall be evaluated with mid-term grades.

(5)<sup>1193</sup> In derogation of 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. Registration for bettering exam for the exam days announced for the last week of the exam period shall be possible only with the help of the Registrar's Office.

(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 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 course description by the course director.

(7) 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 ES.

(8) 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 lecturer 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, in the Faculty's interest the Dean may allow in case of an end-term exam an assistant professor, in case of a final exam a senior lecturer or a lecturer 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 onto the exam sheet, and in case the student has a grade-book, for recording the grade into the grade-book.

(10) The lack of basic knowledge and skills in the practical part of exams in practice-oriented courses may in itself result in 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.

<sup>1192</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

<sup>1193</sup> *Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.*

(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) Non-attendance of the examination shall be established following the start of the first part of examination that concerns the student. In case the student registers for the examination offered according to Section (1) but does not attend it, the number of his/her examination chances from the given course shall decrease by one.

In case he/she excuses his/her absence with indicating and providing proof of a valid reason within 8 days from the date of the missed examination by submitting an original request to the Registrar's Office, issued by the University's Centre of Occupational Health and Safety, indicating the examination concerned in an identifiable way, attested with the signature, seal of the course director concerned and dated with the date of approval by the course director, and his/her request is accepted by the Registrar, the number of his/her examination chances shall not decrease despite the absence and „approved absence” remark shall be made in the ES.

(14)<sup>1194</sup> 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 be recorded in the ES. The conditions of offering a grade shall be made public by the course director before announcing the course.

(15) In case the student had a valid exam registration or his/her 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).

(16)<sup>1195</sup> 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) 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 three days of the exam period

c) In the case of written exams:

ca) at least four-five 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.

d) The requirements determined in points b) and c) can be disregarded provided that the course director and representatives of the Faculty Student Union collectively agreed on it.

(17) The course director shall record the exam results in the ES 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.

<sup>1194</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*

<sup>1195</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

(18) In case of students admitted before the academic year 2012/2013 holding a grade-book, the grade book can be given to the student only at his/her request, with the permission of the Registrar. The student is obliged to submit the grade book at the Registrar's Office within 8 workdays after taking it. In case the student fails to submit the grade book within the deadline, he/she is obliged to pay the fee determined in Annex 1. of the Code of Charges and Benefits.

(19) In derogation of Article 50 (8) of the Regulation, even Dean's exam chance can only be given within the exam period at the Faculty.

### **Provisions pertaining to enrolment for courses and to exam courses**

**Article 2/A (1)**<sup>1196</sup> Obligatory courses may exclusively be enrolled for and dropped in the ES 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) and the student reports it within 24 hours, he/she may enrol for the given course free of charge by submitting the request to the Registrar's Office in the first week of the instruction period.

(2)<sup>1197 1198</sup> Late registration or deregistration of obligatory courses shall be decided by the Education Committee until the end of the third week of the instruction period based on individual review. Following the third week of the instruction period the Educational Committee may allow the late registration of obligatory subjects in case of extraordinary circumstances (childbirth, accident, illness or other unexpected reason). The student shall submit the request supported with documentation to the Registrar's Office in both cases. The decision shall be made by the Educational Committee. The procedural fee specified in the Code of Charges and Benefits shall be paid following the approving decision of the Educational Committee. From the first week of instruction of the semester 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. In case the course director determines the valid health aptitude issued by the Centre for Occupational Medicine as prerequisite for obligatory subjects, the student shall be eligible for the registration of the subjects exclusively upon having the valid health aptitude. In the lack of documents supporting the reasons referred to in the request the submitted request shall be rejected without further consideration in the cases specified in this Section.

(3)<sup>1199 1200</sup> Elective and optional subjects and criterion requirements may be taken up or dropped in the registration period preceding the instruction period, and until 24.00 hours on the third working day of instruction period. Exam courses may be taken up or dropped until 24:00 on the fifth day of the instruction period. Late registration or deregistration of elective and optional subjects, criterion requirements and exam courses shall be decided by the Education Committee until the end of the third week of the instruction period based on individual review. Following the third week of the instruction period the Educational Committee may allow the late registration or late deregistration of elective and optional subjects, criterion requirements and exam courses in case of extraordinary circumstances (childbirth, accident, illness or other unexpected reason). The student shall submit the request supported

<sup>1196</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1197</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1198</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1199</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1200</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

with documentation to the Registrar's Office in both cases. The decision shall be made by the Educational Committee. In case the course director determines the valid health aptitude issued by the Centre for Occupational Medicine as prerequisite for elective and optional subjects and exam courses the student shall be eligible for the registration of the subjects exclusively upon having the valid health aptitude.

(4)<sup>1201 1202</sup> The student may take up a course with a language of instruction other than that of his/her training with the condition that he/she completed all the pre-requisites determined in the curriculum that was given when he/she commenced his/her studies. The further condition of taking up a subject in another language is an adequate knowledge of the given language. The student shall take the exam in the language of the course taken up. The student shall submit his/her request in this matter along with the consent of the course director to the Registrar's Office until August 1 for the fall semester and February 1 for the the spring semester at latest. The enrolment for the requested course shall be recorded in the ES and in the student's gradebook in case of students starting their studies before the academic year 2012/2013 and having gradebook. In case of missing the deadline the request shall be rejected without further consideration. 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 in a different language of instruction shall be considered as courses taken up in the original language in respect of determining the tuition fee, point c) of Article 23 (3) and Article 23 (8) of this Regulation. Testing the student's language knowledge is in the authority of the Department of Languages for Specific Purposes. In case the level of the student's knowledge is not satisfactory according to the abovementioned department he/she may not register for the proper subject in the requested language even if the course director of the subject supports his/her request. Without attaching the necessary documents, the request shall be rejected without further consideration.

(5) If an optional/elective course has been enrolled for by fewer students than the minimum number of students –stipulated when announcing the course in February of every year, and the course director fails to notify the Registrar's Office at latest on the third day of instruction period that he/she intends to hold the course despite the low headcount, the course shall be cancelled by the Registrar's Office on the 4th day of the instruction period and the Registrar's Office shall inform the concerned students through the ES.

(6)<sup>1203</sup> The registration (course enrolment) period of the spring semester shall be the two weeks preceding the instruction period.

(7)<sup>1204 1205</sup> The registration (course enrolment) period of the fall semester shall be the two weeks preceding instruction period. During the first week only obligatory subjects, exam courses and prescheduled exam dates belonging to them may be registered for. During the second week any course 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

<sup>1201</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1202</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1203</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1204</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1205</sup> Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

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)<sup>1206</sup> An exam course may only be enrolled for (in the ES) 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). An exam course can be registered only in the same language in which the student previously registered the course or in which language the student has completed the midsemester requirements of the subject. In derogation of Section (1) of Article 33 the student can register subject as an exam course even in case he/she had already completed all the parallel conditions of the subject in a previous semester and had met the requirements of being entitled to sit for the exam (had gained the end-of-semester signature).

(10)<sup>1207</sup> Pre-scheduled exam in the first week of the registration period of the fall semester can be announced only in the subject-announcement period based on the course director’s decision. The announcement is not obligatory. In case of announcement the headcount of the exam places can be limited. In the case of exam courses having been enrolled for during the first week of the fall semester the student may take the exam on one of the first three days of the second week of the registration 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 prescheduled exams shall be recorded in the ES 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 prescheduled exam. Credits and grades obtained by prescheduled 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)<sup>1208</sup> In the case of optional courses the minimum number of students can be maximum five.

(15) Students who commenced their studies before the academic year of 2016/2017 shall have the opportunity to take up subjects that are offered by the Medical School or by the Faculty of Sciences. Rules pertaining to taking up a subject in another Faculty shall be the same as specified in Section (4). In regards of the maximum number of credits to be taken up in another language and in another Faculty shall be added together.

<sup>1206</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1207</sup> *Amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.*

<sup>1208</sup> *Amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.*



(16)<sup>12091210</sup> Those students, who follow their recommended curriculum may register for courses according to their group which is registered in the ES from the first day of the registration period until the fourth day of the second week of the registration period. In case of subject registration following this day, the students shall lose their rights from following the recommended curriculum regarding the given subject. On the fourth day of the second week of the subject registration (Thursday) from 08:00 every student may register for courses according to the group which is registered in the ES for him/her. From the fifth day of the second week of the subject-and course registration period (Friday) from 08:00 all the students can register for all the groups offered in the ES, depending on the number of free spots. The students' registration for small-group classes (seminar / practice) is information for the course director, following that it is the course director's authority to set the final groups.

(17)<sup>1211</sup> Contrary to Article 29 (2) of this Regulation, criterion requirements may also be prerequisites for obligatory subjects.

(18)<sup>1212</sup> The student is allowed to register subjects for maximum 50 credit points in the ES. Further credit points can be registered only with the help of the colleagues of the Registrar's Office.

### **Professional Practice**

**Article 3.** (1) Special forms of the Faculty's education are practices performed at pharmacies and pharmaceutical factories (hereinafter referred to as professional practice). Professional practices are activities integrated in the curriculum.

(2)<sup>1213</sup> Pharmacy students shall do a four-week summer professional practice in a public pharmacy following the fourth semester and the sixth semester. 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. Contrary to Article 57 (2) of this Regulation the summer practice shall be considered as belonging to semester directly preceding it.

(3) 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 July-September. The semester shall then be continued in October by the traditional 13-week period of instruction based on a weekly timetable and concluded by an exam period. The tenth semester consists of a four-month practical course ("Professional Practice 2").

(4) During the practices of the fifth academic year the student shall do 5 months of professional practice in a public pharmacy and 1 month in an institutional pharmacy. The venue of the practices may be selected by the student from the pharmacies accredited for professional practice. Upon the justified request the dean may consent the student to perform the practical course in a foreign pharmacy.

(5) 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".

<sup>1209</sup> Built in by the amendment adopted by the Senate on its meeting held on 3rd November 2016. Effective: from 4th November 2016.

<sup>1210</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1211</sup> Built in by the amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

<sup>1212</sup> Built in by the amendment adopted by the Senate on its meeting held on 21st June 2018. Effective: from 22nd June 2018.

<sup>1213</sup> Amendment adopted by the Senate on its meeting held on 22nd June 2017. Effective: from 23rd June 2017.

(6) The detailed topics and rules of the practices are laid down in the curriculum.

(7) The student may do the practice beside and under the supervision of the pharmacist and his/her deputies. The leader of the practice is entitled to exclude the student from the professional practice in case of unpreparedness that jeopardises the patients' health. Exclusion from the professional practice shall qualify as unjustified absence from the practice.

### **Thesis (diploma work)**

**Article 4.** (1)<sup>1214</sup> Before taking the final closing examination students shall write a thesis and defend until the date determined by the Faculty Council. 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 pharmaceutical 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 an institutional pharmacy 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. The person of the consultant may be changed until registering for the fifth year.

(3) 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 fifth year. The consultant may only be changed after registration for the fifth 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 be defended orally in the institute of the consultant. The head of the institute 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. The successful defence of the thesis is worth 10 ECTS.

(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. The detailed information can be found on the webpage of the Registrar's Office.

(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 shall be submitted two months after the defence at the earliest. The new deadline of submitting the thesis and the defence of the thesis shall be appointed according to the schedule of the academic year

<sup>1214</sup> *Amendment adopted by the meeting of the Senate held on 21st June 2018. Effective: from 22nd June 2018.*

of the Faculty. Derogation from this schedule shall only be possible in particularly reasonable cases with the approval of the Dean.

### **Pre-degree certificate, final closing examination and degree certificate (diploma)**

**Article 5.** (1) In derogation from Article 70. (2) hereof, a student pursuing his/her studies at the Faculty 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 Sport Centre 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 Dean or the Registrar at the Faculty.

(2) The student who:

- a) has been granted a pre-degree certificate and
  - b) has successfully defended his/her thesis
- shall be granted entry to the final closing examination.

(3) The final closing examination shall consist of three parts:

- a) a nationally unified written test,
- 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 chairpersons of the examination boards 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 on a five-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 effective 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 (such as language certificate requirements).

(9) The average of a degree 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 grade in a five-grade scale. In the course of calculating the average the grade of the final closing examination shall be weighted by the 10 credits awarded for the successful defence of the thesis.

(10) The degree certificate (diploma) shall be issued in Hungarian and in English and in the case of the instruction having been delivered in a foreign language in Hungarian and in the language of the instruction. Upon the student's request and at his/her expense the diploma may be issued in Latin as well.

Amendments of the Code were adopted by the Senate on its meeting held on 17th March 2016. effective from 18th March 2016.