BUDAPEST METROPOLITAN UNIVERSITY ORGANIZATIONAL AND OPERATIONAL REGULATIONS

STUDENT REQUIREMENT SYSTEM

Effective from:
Autumn Semester of Academic Year 2018/2019,
from 12th October, 2018

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Rector
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Pursuant to the provisions of Act CCIV of 2011 on National Higher Education (henceforth: NHE), Government Decree 87/2015 (9 Apr.) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (henceforth: NHE GD), Decree of the Human Resources Ministry 18/2016. (5 Aug.) on Higher Education Bachelor's and Master's Degree Programmes, the Procedures for Launching Degree Programmes and the Programme Completion and Exit Requirements of Bachelor's and Master's Degree Programmes (henceforth: programme completion and exit requirements), Government Decree 423/2012. (29 Dec.) on the Admission Procedures to Higher Education (henceforth: admission government decree), Government Decrees 1/2012. (20 Jan.) and 293/2014. (26 Nov.) on the Student Loan System, Government Decrees 137/2008 (16 May) and 33/2014 (18 Feb.) on the Certified Examination of Foreign Language Attainment and on the Notification in Hungary of Language Certificates of Foreign Language Attainment Issued Abroad as a part of the Organizational and Operational Regulations of Budapest Metropolitan University, the Senate of Budapest Metropolitan University sets out its Student Requirement System (henceforth: SRS) as follows:

The Student Requirement System of Budapest Metropolitan University consists of the following sections:

a) Section 1: Admission Procedure Regulations
b) Section 2: Studies and Examination Regulations
c) Section 3: Fees and Allowances Regulations
d) Section 4: Disciplinary and Damage Compensation Procedures Concerning Students
e) Section 5: Accident Prevention and Labour Protection Regulations for Students
f) Section 6: Erasmus+ Regulations
g) Section 7: Regulations for Equal Opportunities to Students with Special Needs
h) Supplement No. 1: Regulations on the Content and Formatting Requirements of the Thesis
i) Supplement No. 2: Evaluation criteria of scholarships

BUDAPEST METROPOLITAN UNIVERSITY

REVISION HISTORY

Revision ID	Revision date	Description
1.0.	2011.11.08.	Edition 1, Revision 0
1.1.	2012.12.13.	Edition 1, Revision 1 (determining cross-term students' tuition fees)
1.2.	2012.02.14.	Edition 1, Revision 2 (the formatting requirements of theses)
1.3.	2012.08.29.	Edition 1, Revision 3 (comprehensive changes, clarifications)
1.4.	2012.12.12.	Edition 1, Revision 4 (the system of student scholarships)
1.5.	2013.02.01.	Edition 1, Revision 5 (more precise information)
1.6.	2013.04.23.	Edition 1, Revision 6 (internship for English-language education)
1.7.	2013.07.09.	Edition 1, Revision 7 (legal harmonization, higher educational vocational training programmes, regulations for foreign-language education, comprehensive amendment, clarifications)
1.8.	2013.09.23.	Edition 1, Revision 8 (the content and formatting requirements of the thesis in master's degree programmes, clarifications)
1.9.	2014.03.13.	Edition 1, Revision 9 (update of regulations on credit settlement, rules for attendance of lectures, the content and formatting requirements of theses in bachelor's degree programmes and higher educational vocational training programmes)
1.10.	2014.05.09.	Edition 1, Revision 10 (clarification of provisions for the cancellation of sign-ins, clarification of provisions for the formatting requirements of theses, regulations about obligatory attendance of lectures, repeal of Pro Iuventute Scholarship)
1.11.	2015.01.14.	Edition 1, Revision 11 (clarification of the rules of absence from classes, introduction of leniency applications to the Dean, clarification of provisions on internship, student scholarships)
1.12.	2015.02.10.	Edition 1, Revision 12 (introduction of the concept of dual study programme, clarification of provisions for the formatting requirements of the thesis, clarification of provisions on internship, other clarifications)
1.13.	2015.04.28.	Edition 1, Revision 13 (Creative Scholarship, clarifications)
1.14.	2015.05.08.	Edition 1, Revision 14 (changes to regulations for examination registration)
2.0.	2017.06.08.	Edition 2 (comprehensive amendment and enforcement of Edition 1, modification of the name of the University
2.1.	2017.09.12.	Edition 2, Revision 1 (MNB Scholarship of Excellence for Academic Year 2017/2018)
2.2.	2018.01.09.	Edition 2, Revision 2 (Entry into effect of Edition 2, clarifications, completion of order of business of committees)
2.3.	2018.07.20.	Edition 2, Revision 3 (clarifications due to the change to the Neptun-system)
2.4.	2018.10.12.	Edition 2, Revision 4 (MNB Scholarship of Excellence for Academic Year 2018/2019)

INTRODUCTORY PROVISIONS AND DEFINITIONS OF THE STUDENT REQUIREMENT SYSTEM

I. General Provisions

II. The Scope of the Student Requirement System

This Student Requirement System (henceforth: SRS) with the amendments listed in its Sections applies to all persons in a student status or guest student status with Budapest Metropolitan University (henceforth: University) without regard to the time their student status was established or the type of their programme.

The Admission Procedure Regulations of this SRS (Section 1 of the SRS) also apply to persons partaking in the admission procedures who submitted their application to programmes at the University.

This SRS applies to all types of programmes undertaken by persons in a student status or guest student status.

This SRS applies to all academic institutional units, instructors, employees in any relationship with the University carrying out education-related organisational and administrative tasks, and instructors in an agency contract.

This SRS regulates the rights and requirements between the University and the students arising from the student or guest student status.

III. The Sections of the SRS

Provisions of point I are regulated by the sections of the SRS. The sections of SRS are:

- Section 1: Admission Procedure Regulations
- Section 2: Studies and Examination Regulations
- Section 3: Fees and Allowances Regulations
- Section 4: Disciplinary and Damage Compensation Procedures Concerning Students
- Section 5: Accident Prevention and Labour Protection Regulations for Students
- Section 6: Erasmus+ Regulations
- Section 7: Regulations for Equal Opportunities to Students with Special Needs
- Supplement No. 1: Regulations on the Content and Formatting Requirements of the Thesis
- Supplement No. 2: Evaluation criteria of scholarships

IV. Definitions

1. **recommended curriculum:** the higher education institution assembles a recommended curriculum to serve as a basis for creating academic programmes for students to enable them to accomplish 30 (±3) credit points in each term and make the academic requirements feasible in their entirety within the time frame defined by the qualification requirements. In the case of postgraduate specialist training programmes, the credit value of the recommended curriculum minus the credit value of the degree thesis (no more than ten credit points can be thus subtracted) must be within ten percent of the average credit value for a term;
2. **active term:** for students with a student status, the first term after enrolment when the student registers for at least one course. Students' terms are to be considered active even if they have accomplished none of the courses they have registered for and have not

fulfilled any academic requirements. If students study abroad and have signed in for the given term, this term will also be considered active;

3. **enrolment:** the official procedure to establish a student status during which applicants granted admission will enter into a student status and complete the enrolment form with their personal information to certify their student status and enter into an student training agreement and an agreement about student scholarships;
4. **sign-in (registration):** a statement by students through the electronic study administration system declaring whether they want to pursue their studies with the given term in an active or a passive status;
5. **dual study programme:** a dual study programme is a specific form of programme launched as a practice-oriented bachelor's degree programme in technical, IT, agricultural, natural science or economic fields of training, in social work bachelor's degree programmes or in master's programmes in the areas above where the practical part of the programme is conducted at a qualified organisation within the framework defined by the Dual Education Council with an individual curriculum according to the programme completion and exit requirements regulating the study periods, the teaching methods, the specific lessons and the individual evaluation methods of the knowledge acquired;
6. **ECTS (European Credit Transfer and Accumulation System):** European credit transfer system facilitating student mobility among European higher education institutions accepting the ECTS principles;
7. **health test:** a medical examination assessing whether applicants' physical capabilities and health are adequate to attend to the chosen activity and whether their health would not be compromised by the activity chosen;
8. **students' individual coursework time:** students' coursework expressed in work hours that students spend individually towards acquiring material defined in the curricula and accomplishing requirements outside classes (contact hours), including time spent preparing for examinations in the examination period;
9. **individual study schedule:** the regulations of SER and the curriculum may provide students with the possibility to select individually from the academic requirements offered for each study period, and proceed by individual curricula and schedule, provided that the conditions in SER and general curricula are met;
10. **prerequisite:** for each course, the curriculum defines which other subjects need to be completed before registering for any given course;
11. **grade improvement examination**: retaking a successful examination to improve the grade;
12. **evening mode of study:** academic schedule during term-time where the students' classes take place after 4 pm. on weekdays or on weekly rest days;
13. **phasing-in system:** a principle for the organization of studies where new or amended studies and examination requirements can be applied only to those students who have begun their studies after the introduction of such requirements and to those who have begun their studies before the introduction but decided to have the new or amended studies and examination requirements applied to them;
14. **higher education research and development activity and entrepreneurship:** innovation activities as defined in Section 12 (5) of the Act on Scientific Research, Development and Innovation conducted as a basic activity by a government-maintained higher education institution funded by non-government revenues, conducted on orders or

based on cooperation, research and development activities as defined in Section (11), and their sub-activities;

15. **term:** a period of five months in the academic schedule;
16. **term grade**: a grade given to students to evaluate their accomplishments during a term based on the tasks completed, classroom test written, and reports prepared during term-time;
17. **special needs student (applicant):** a person affected by locomotors, sensory or speech disorders; multiple disabilities; syndromes in the autism spectrum or other psychological development deficiencies (severe learning difficulties, attention or behavioural problems) verified by medical report;
18. **habilitation:** can mean both the teaching and lecturing capabilities of instructors and the institution's assessment of their scientific accomplishments,
19. **deferred examination course:** if corroborated by a serious reason, students may have the possibility to take an examination they did not pass in the retake exam period of the previous term during the term-time of the current term once until the date defined by the University and published in the term schedule;
20. **student training agreement:** agreement pursuant to NHE, Section 39 (3), entered into by the higher education institution and students admitted to / placed in full tuition fee programmes;
21. **student with multiple disadvantages:**
    1) students younger than 25 at the time of enrolment who are defined as of multiple disadvantages by Act XXXI of 1997 on Child Protection and Guardian Administration;
    2) students defined as of multiple disadvantages in Section 5 (21.2) whose parents and legal guardians had only completed lower secondary education by the time the students reached the maximum school age (attested by their voluntary statement during the procedure regulated by the Act on Child Protection and Guardian Administration) or students who after having been taken into permanent guardianship, have received subsequent care from the government;
22. **disadvantaged student:**
    1) students younger than 25 at the time of enrolment who are defined as disadvantaged by Act XXXI of 1997 on Child Protection and Guardian Administration;
    2) students who: are not yet 25 years old at the time of enrolment; have registered for a term not exceeding the allowed length of studies for the given degree programme; and during their studies in secondary level formal vocational education or higher education, because of their social circumstances, were taken under guardianship; or whose family has received periodical child welfare benefits; or who are eligible for periodical child welfare benefits; or who were placed into temporary or permanent foster care; or who were temporarily institutionalized, provided that in the eligibility period immediately preceding their enrolment, that is, during the last year of secondary school or vocational training or the last active term one of the circumstances described above subsisted;
23. **institute:** an organizational unit consolidating and carrying out the activities of more than one disciplines, groups of profession;
24. **institutional documents**: the Founding Charter, the regulations, programmes, plans prescribed in this act, including the Organizational and Operational Regulations, the

Educational Programme, the institutional development plan, the statutes of the Student Union, the internal regulations according to the Accounting Act and its implementing regulation;

25. **academic guide:** material published by the University at enrolment informing students about the initiation, conducting and planning of their studies;
26. **repeat retake examination**: the second attempt at retaking a failed examination during the current examination period;
27. **retake examination:** the first attempt at retaking a failed examination during the current examination period;
28. **faculty:** an organizational unit in one or more fields of training, scientific fields or artistic areas carrying out the educational, scientific, research and artistic activities of several professionally related programmes grouped together within the educational programme;
29. **preferential study schedule:** within the framework of these regulations, students may apply for preferences or exemptions from certain student obligations except for the fulfilment of their academic requirements;
30. **qualifications framework**: framework with the general descriptions for each qualification level within multi-cycle education;
31. **programme completion and exit requirements:** the aggregate of knowledge, proficiencies, skills, abilities (competence) after whose completion a degree can be issued for the given degree programme;
32. **length of programme:** a period of time legally specified that is necessary to earn the prescribed credits, qualification level, and professional competence;
33. **study period:** the division of the allowed length of studies into term-times and corresponding examination periods;
34. **educational programme:** the institution's complex educational document containing
    a) the detailed programme and academic requirements for bachelor's, master's and single-cycle programmes, higher educational vocational training and postgraduate specialist training programmes;
35. **field of training:** the aggregate of degree programmes defined by government decree with analogous or partly concordant educational content;
36. **degree programme with a small headcount:** programme started on the basis of international undertakings or cultural or educational policy interests with the number of admissible students supported by (partial) Hungarian state scholarships not more than 20 persons per year, and programmes for students of nationalities;
37. **consultation:** students' opportunity for personal discussion with an instructor of the higher education institution;
38. **corrected credit index**: together with **credit index**, suitable for evaluating the quantity and quality of the performance of students in a given term. The adjusted credit index can be calculated from the credit index with a multiplication factor proportional to the ratio of credits undertaken during the term according to a student's individual study schedule. The aggregate adjusted credit index is calculated by the same method as the corrected credit index, with the difference that thirty credits per term and the undertaken and completed credits throughout the whole period are to be considered;

$$\text{CI corr.} = \text{CI} \times (\text{accomplished credit points} / \text{undertaken credit points})$$

39. **compulsory subject:** subject that is mandatory to accomplish for all students in the given degree programme;
40. **community higher education centre:** organization operating outside of higher education institutions not qualifying for the criteria for higher education institutions in an agreement with a higher education institution who will provide the conditions for the higher education institution and its students to conduct higher education basic activities and provide other substantive and financial conditions, including the right to the use of real estate provided that the higher education institution has the operational rights to the field of training and maximum number of students according to its operation permit and the necessary body of instructors;
41. **credit:** measurement unit of students' coursework: the approximate time related to the subject and the curricular unit necessary to acquire course-specific knowledge, and fulfil the requirements. A credit on average means thirty coursework hours; and the value of the credit does not depend on the evaluation students receive concerning their knowledge, provided that their performance has been accepted;
42. **credit allocation**: allocation of credits to the total of students' coursework necessary as an average to complete the academic requirements of the curriculum;
43. **credit collection (accumulation):** the collection of credits in the course of studies. In each academic period, the earned credit points are added to credit points earned earlier until students earn the required amount of credits for receiving their degree (including credit points allocated to acquire compulsory study material) or as long as students accomplish courses with credit value;
44. **credit index**: together with **corrected credit index**, suitable for evaluating the quantity and quality of the performance of students in a given term. The credit index is calculated by multiplying each accomplished subjects' credit points by the grades earned, adding these values up, and dividing the sum by 30 credit points, the number of credit points to be accomplished in one term by average;

$$\underline{CI = \Sigma\ (\text{accomplished credit points} \times \text{grades})}$$
$$30 \text{ credit points}$$

45. **criterion requirement:** obligatory criteria of the qualification requirements or the curriculum with no credit points such as comprehensive examinations, language requirements of the qualification requirements, or the thesis;
46. **course:** the basic educational unit of a subject that students can register to. Courses are characterised by the subject name and code, language, evaluation method, course code, minimum and maximum number of students, type (lecture, seminar, laboratory, consultation), classroom, number of classes, midterm requisites and prerequisites, name and code of study group, classes, instructors, students, reading list, examination schedule. More than one course can be advertised for one subject, and they can be harmonised;
47. **part-time mode of study:** academic schedule where, unless provided otherwise in agreements with the students affected, students' classes are held in blocks, not more often than biweekly on weekdays or on weekly rest days. The remainder of the programme is realized by distance learning methods;
48. **students (partly) financed through scholarship granted by the Hungarian state:** students supported by Hungarian state grant or partial Hungarian state grant;

49. **programme (partly) financed through scholarship granted by the Hungarian state:** higher education programme supported by Hungarian state scholarship or partial Hungarian state grant;
50. **mentor programme:** specific form of education in which a student or teacher of the higher education institution provides help for the preparation of a disadvantaged student;
51. **career aptitude assessment test:** assessment of applicants' capabilities; evaluation of whether applicants have the adequate individual capabilities and characteristics necessary for participation in the given programme and to fulfil the tasks corresponding to the qualification achieved;
52. **passive term:** a term students do not register to, set their status as passive when registering or their student status is suspended for any other reason; during passive terms, students' rights and obligations are limited;
53. **simultaneous student status:** standing of students of other higher education institutions entering into a student status when registering for a new degree programme at the University or students of the University entering into a student status at other higher education institutions;
54. **registration period:** period preceding term-time; a number of days assigned in the schedule of the academic year. Its timing and duration may differ for students participating in full-time and part-time programmes. By the end of this period, individual study schedules are permanently determined, permanent lists of students are created for each course, classrooms can be assigned to classes, and institutes can be notified about their actual teaching obligations. During this period, students can modify, and then finalize their registration for courses;
55. **conducting pre-qualifying studies:** the University may admit persons without a student status but with a higher education degree for pre-qualifying studies without a separate admission procedure to any course or module of the University. These students will have a student status but will pay full tuition fee;
56. **conducting partial studies:** when students earn credit points at another higher education institution as guest students;
57. **sub-specialization:** studies that are part of the given degree programme which does not result in a separate qualification or ensure special proficiency;
58. **special field course:** as a means of talent management, special field courses are open for students with exceptional performance. As these subjects are intended to intensify students' practical experience and as they are not included in the University's academic schedule, the courses are usually held at other sites than the campus;
59. **weighted grade point average:** calculated for a period of studies by multiplying each accomplished subjects' credit points by the grades earned, adding these values up, and dividing the sum by the sum of the accomplished subjects' credit points;

    Weighted grade point average:

$$\frac{\Sigma(\text{accomplished credit points} \times \text{grades})}{\Sigma \text{ accomplished credit points}}$$

60. **optional subjects:** the range of subjects organized by the higher education institutions for which the University will not control students' choices;
61. **degree programme:** a training course with a uniform system of standardised educational content necessary to obtain a qualification (knowledge, proficiencies, skills);

62. **specialization:** studies that are part of the given degree programme resulting in a separate qualification and ensuring special proficiency;
63. **qualification:** recognition of professional knowledge in a higher-level professional certificate. Such knowledge can be obtained at the same time as a bachelor's or master's degree, at higher educational vocational training programmes and postgraduate specialist training programmes, and is specified by the content of the degree programme, specialization or special studies, preparing the student for practicing the given profession;
64. **professional aptitude test:** assessment determined by the higher education institution evaluating the capabilities necessary for performing the tasks associated with the given vocational qualification and determining whether the applicant has the basic skills which will be optimally developed during the preparation (academic) phase;
65. **internship:** a partly independent student activity to be completed during higher educational vocational training programmes, bachelor's or master's programmes, at an external site or a site provided by the higher education institution;
66. **off-site programme:** higher educational programme conducted partly or entirely at a different community from that of the higher education institution (registered seat, site);
67. **place of off-site programmes:** the municipality housing a programme conducted at an external site defined in the Founding Charter [except for the site of programme defined in Section 14 (2a, b), d) and e)];
68. **term-time:** the period of studies when students acquire the study material within the framework of contact hours or individual coursework undertaken during the registration. Teaching and learning activities between the registration period and the examination period;
69. **study unit:** a curricular unit or subject recognised by credits that can be completed in one term;
70. **academic year**: a unit of the academic schedule consisting of ten months;
71. **class (contact hour):** activity (lectures, seminars, practical classes, consultation) requiring personal contribution from instructors towards the completion of the academic requirements specified in the curriculum;
72. **curriculum:** educational plan of a programme created in accordance with the degree programme completion and exit requirements. Its elements are: the subjects listed by degree programme, the assessment of the requirements of curricular units determined in accordance with the class and examination plans, the system for the assessment and evaluation system of requirements, and the programmes of subjects and curricular units;
73. **distance learning:** a programme utilizing special ICT educational devices, teaching/study methods and digital educational materials, based on the interactive connection between instructors and students and students' individual coursework, and the number of classes is less than thirty percent of the classes in full-time programmes;
74. **site:** municipality other than the location designated in the founding charter, where an organisational unit operates;
75. **disciplines of science:** humanities, theology, agricultural sciences, technical sciences, medical sciences, social sciences, natural sciences and arts, further divided into branches of science;
76. **guest students:** students in a student status with a domestic or foreign higher education institution, conducting partial studies at the University;

77. **pre-degree certificate:** certifies that the examinations prescribed by the curriculum have been successfully passed and the other academic requirements – with the exception of passing the language examination and the preparation of the degree thesis (dissertation) – have been fulfilled. It also certifies that the student has earned the credits prescribed in the programme completion and exit requirements, which proves (without qualification or evaluation) that the student has fully complied with the studies and examination requirements prescribed in the curriculum;
78. **examination:** form of assessment and evaluation of how students have acquired knowledge, skills and abilities;
79. **examination period:** the evaluation period of the academic period dedicated to the evaluation and grading of the knowledge acquired by students in the given term;
80. **examination course:** course announced with only the opportunity of taking examinations (no contact hours).

SECTION 1 – ADMISSION PROCEDURE REGULATIONS

I. General Provisions

NHE, Section 39 (1) All Hungarian citizens have the right to pursue their studies in accordance with this Act at higher education institutions supported by full or partial Hungarian state scholarships or by paying a tuition fee. This right also applies to

a) persons legally exercising their right of free movement and residence;

b) stateless persons, refugees, protected, sheltered and harboured persons, immigrants, residents living in Hungary but not listed in Provision a);

c) foreign citizens who are to be treated the same way as Hungarian citizens under international agreements;

d) citizens of countries where Hungarian citizens are eligible to use the higher education services of that country under the principle of reciprocity;

e) persons effected by the Act on Hungarians Living in Neighbouring Countries (henceforth: Preference Act) but having no Hungarian citizenship and no right of free movement and residence;

f) citizens of third-world countries defined by the act on entry and residence of citizens of third-world countries and claiming to be of Hungarian nationality provided that they are not under the effect of the Preference Act and have no Hungarian citizenship;

g) citizens of third-world countries with a permit for entry and residence for the purposes of highly qualified employment (EU Blue Card);

h) citizens of third-world countries with a consolidated permit.

(2) Persons not specified in Paragraph (1) can pursue their studies only as a student paying full tuition fee.

II. The Purpose of the Admission Procedure

1. The purpose of the admission procedure in higher education is the selection of the best applicants to conduct higher-level studies.
2. Pursuant to NHE, Section 39 (5–6), the admission procedure includes the placement of applicants and the decisions about admission.
3. The centralized higher education admission procedure is performed by the Educational Authority (henceforth: Authority) as the organization responsible for the operation of the higher education information system.

III. The Scope of the Regulations

4. This Admission Procedure (henceforth: AP) regulates the admission procedures to higher educational vocational training programmes, bachelor's programmes, master's programmes, dual study programmes and postgraduate specialist training programmes funded by (partial) state scholarships or by fee-paying students as defined by the NHE.

5. The rules of transfer, change of degree programmes and admission to specializations/sub-specializations are laid down in the Studies and Examination Regulations (Section 2 of SRS, henceforth: SER).

6. On the basis of the number of available placements, the maintainer will determine the target number (minimum and maximum number) of first-year students to be admitted to the University through the admission procedure.

IV. The Higher Education Admission Guide

GDAP, Section 3 (1) higher education institutions must supply information for the compilation of the Higher Education Admission Guide (henceforth: Guide) and for the execution of the admission procedure and the creation of a centralized register for the Authority.

(4) The Authority will provide for the publishing of the Guide

a) in the case of programmes starting in February, until 15th October of the year preceding the start of the education;
b) in the case of programmes starting in September, until 31st December of the year preceding the start of the programme
in an electronic format.

Section 36 (3) The Authority will publish the Guide for postgraduate specialist training programmes until 31st December of the year preceding the start of the programme.

Section 5 (2) For each type of higher educational vocational training programme, bachelor's programme and single-cycle programme, the Guide will include

a) information about the programme schedule, organization, and funding type (state-funded of fee-paying) of each degree programme;
b) the length of the programme in terms;
c) the site of the programme if the institution, faculty or teacher training centre announcing the programme offers multiple sites;
d) the number of credit points to be earned during the programme;
e) the specializations of the programme resulting in separate qualifications;
f) information about the fees and expenses expected from and possible allowances given to students financed through scholarship granted by the Hungarian state;
g) information about the fees and expenses expected from and possible allowances given to students paying full tuition fee;
h) the list of documents to be attached to the admission application;
i) information about the principles and methods of the placement of applicants;
j) the language of the education should it not be Hungarian;
k) information about the scoring system and the possible extra points;
l) if the programme includes a continuous internship, its duration;
m) the sub-specializations within educational programmes planned to be launched by the institution

(3) Based on the institution's decision, the admission announcement will list the announced degree programmes by institutes or faculties responsible for the programmes. In the case of institutions with multiple faculties, teacher training programmes, because of their complexity, may be announced as separate units per institute.

(4) Due to the specific nature of admission requirements, the detailed introduction of admission requirements of some announced programmes may be additionally

published in other publications that do not include the general rules and information about the admission procedure; in such cases, this is indicated in the latter.

Section 6 (1) In the case of higher educational vocational trainings announced by the institution, the Guide will include

a) criteria for the admission defined by the higher education institution:
aa) the school-leaving examination subjects and levels and vocational qualification;

ab) medical and career aptitude requirements and the requirements of the professional aptitude test;

b) extra points determined for the given field of training and higher educational vocational training programmes by the higher education institution providing programmes in the given field of training, taking Section 21 into account.

(2) For each bachelor's degree programme and single-cycle programmes, the Guide will include

a) pursuant to Section 3, the subjects for which advanced level school-leaving examinations are requirements for admission;
b) school-leaving examination subjects that are identified as requirements for admission; these subjects will be announced at least two years preceding the admission procedure, and in the case of admission procedures two years from the current date, the subjects are included in the list of school-leaving examination subjects in Section 2, and are also included in the Ministry's official publication;
c) oral aptitude test criteria listed in Section 1 by degree programme, determined by higher education institutions in the given field of training as requirements for admission, published at least two years preceding the admission procedure;
d) according to Section 1, medical and career aptitude requirements, professional aptitude test requirements, practical examination requirements as determined by the given institution;
e) extra points determined for the given field of training and degree programme by the higher education institution providing programmes in the given field of training, taking Section 21 into account.

Pursuant to Section 33 (2), in the case of master's degree programmes announced by the given institution, in addition to the content defined Section 5, in the Guide will include

a) a list of bachelor's degrees and previous degrees and qualifications determined by the institution as requirements for the application and admission to master's programmes;
b) the number of students admissible;
c) the methods and principles of the evaluation of applicants' prior performance at other higher education institutions;
d) the special rules for the application to teacher training master's degree programmes;
e) the scope of the admission requirements determined by the institution's organizational and operational regulations, and the methods and criteria for taking them into account.

7. The University must supply information for the compilation of the Higher Education Admission Guide (henceforth: Guide) and for the processing of the admission request, and within the latter, for the creation of a centralized register for the Educational Authority (henceforth: Authority). During the admission procedure, the Authority will act as the official authority as specified by Act CL of 2016 on the General Rules of Pubic Administration (henceforth: GRPA).
8. The deadline of information provision for announcements about programmes starting in February (cross-term) and in September is determined by the effective GDAP's provisions on the admission procedures in higher education.
9. The Rector and the Secretary General are responsible for the accomplishment of the obligation of information provision at an institutional level.
10. The Guide does not include information about international programmes and foreign-language programmes announced for foreign citizens. The University publishes such programmes on its website, in its advertising media and publications and also informs the Authority about them.
11. The programme completion and exit requirements of higher educational vocational training programmes, bachelor's and master's degree programmes, the professional and examination requirements of postgraduate specialist training programmes, the academic requirements and other requirements for acquiring degrees and qualifications are determined by separate acts and the Student Requirement System (henceforth: SRS).

V. The Application Procedure

12. Two admission procedures (one each for programmes starting in February and September) and a supplementary admission procedure can be announced every year.
13. Admission procedures are initiated by applicants' admission request. In the case of higher educational vocational training programmes, bachelor's and master's degree programmes, requests are to be submitted to the Authority by the method and deadline determined by the government decree through Felvi.hu.
14. In the case of foreign-language programmes announced for foreign citizens, the admission request is to be delivered to the University who will conduct the admission procedure and inform the Authority about the applicants and their results in the admission procedure.
15. One condition for admission to higher educational vocational training programmes or bachelor's degree programmes is the successful completion of the school-leaving examination. Applicants may fulfil the condition of the advanced level school-leaving examination requirement if they have passed a higher education admission examination (conducted as part of the admission procedure, organized by the University) with the result of at least 45% if their examination result is within the range defined by GDAP, Section 17 (8, a) – d)) for the given subject. In the case of art and art mediation bachelor's and master's degree programmes, the University will organize professional aptitude testing, career aptitude assessments and practical examinations to check whether the professional and career aptitude requirements are fulfilled, and take the result of such tests and examinations into consideration when placing applicants.
16. Applicants eligible for master's programmes need to hold an bachelor's degree and qualification. During the admission procedure for master's programmes, the University will inspect the previously obtained bachelor's degree and may prescribe a preliminary credit recognition procedure. As a further condition for applications to master's programmes, the University may organize admission examinations for all fields of training and publish the detailed conditions in the Guide or on its website. Applicants' performance must be

evaluated in a scoring system with a defined maximum number of points awarded for performance at the admission examinations and for additional performance the amount of which may not exceed 100 points. Only applicants with a score of at least 50% of the maximum number of points defined above are eligible for master's programmes.

17. In the case of postgraduate specialist training programmes, the application must be submitted online in the way defined by the Postgraduate Specialist Training Centre. The Postgraduate Specialist Training Centre will publish the method for the submission of applications in the standard manner of the institution.
18. Applicants eligible for postgraduate specialist training programmes need to hold an bachelor's or master's degree and qualification. In the case of postgraduate specialist training programmes, holding a job in a special field or position, having completed an internship for a defined period of time, holding additional vocational qualifications, having passed practical professional aptitude tests and the knowledge of foreign languages may also be prescribed as a prerequisite for admission.
19. The application for admission to postgraduate specialist training programmes is subject to fees. The current application fees (registration fees) are published by the institution's standard methods. After enrolment, he University will refund application fees against the tuition paid by students. If the University fails to start the given degree programme, it refunds the total amount of the application fee to applicants.
20. The Rector will annul the decision on admission if the University reveals that information affecting the results of the admission procedure have been misreported when the original copies of documents submitted with the application are inspected at enrolment.
21. Applicants failing to submit the application form by the deadline specified in the current Guide, or in the case of postgraduate specialist training programmes, by the deadline defined by the institution will not be admitted to the University.
22. The provisions of Act CXII of 2011 on the Right of Informational Self-determination and the Freedom of Information apply to the handling of applicants' information.
23. In the case of documents submitted electronically, the submission date is the date of the document. In the case of interruptions in the electronic systems, the deadlines will be extended.
24. No application for justification for non-submission can be submitted in the first instance.
25. Unless otherwise indicated by law, international agreements or the principle of reciprocity, public documents issued in foreign countries and private documents certified by foreign courts, administrative authorities or other persons empowered to certify the authenticity of documents enjoy a probative force only if the Hungarian authority representing the country in the country where the given document was issued has authenticated them. Official documents in other languages than Hungarian can be accepted only with a certified Hungarian translation attached. Official documents in English, German, French and other languages specified for the given procedure at the Authority's website and in the Guide can be accepted without translations.
26. Documents in other languages than Hungarian can be accepted only with a certified Hungarian translation attached.

VI. The General Principles of the Calculation of Admission Scores

27. A condition for admission to bachelor's degree programmes is the successful completion of the school-leaving examination or the higher education professional admission examination.

28. A condition for admission to master's degree programmes is the completion of bachelor's degrees.
29. A condition for admission to postgraduate specialist training programmes is the completion of a bachelor's or master's degree and meeting the entry requirements determined by the postgraduate specialist training programme's completion and exit requirements.
30. The detailed rules of the calculation of admission scores are published in the GDAP.
31. In the case of bachelor's and master's degree programmes, the institution will calculate the admission scores in the way published in the Guide.
32. The calculation is different for art and art mediation programmes with practical admission examination: for applicants to these fields, the total admission score will be determined by the results of the practical examinations. In such cases, the total admission score is the double of the number of points earned for practical examinations (where the maximum number of points is 200), and no extra points can be awarded.
33. If applicants have credit points from former studies, the minimum number of credit points necessary to fulfil the legal requirements for admission but 60 credit points at most must be recognisable by reaching the minimum credit points for admission to master's programmes based on the comparison of students' knowledge (the areas of knowledge defined in NHE and in the programme completion and exit requirements) forming the basis for determining the number of credit points.

VII. The Placement Decision

34. The Authority and the University prepare the placement decision.
35. The placement decision is made by the Authority
    a) in the case of cross-term admission procedures, until 25th January of the year when the programme is launched;
    b) in the case of general admission procedures until 5th August of the year when the programme is launched;
    c) in the case of supplementary admission procedures until 28th August of the year when the programme is launched.
36. The placement decision of the Authority establishes the first programme for which an applicant has reached the cut-off score for admission from the priority list specified by the applicant in the admission application. During an admission procedure and based on the ranked list by applicants, each applicant can be granted one place only.
37. The Authority will decide about applicants' placements based on a uniform ranking list for each degree programme (for each specialization resulting in a separate qualification) in higher educational vocational training programmes, bachelor's degree programmes and single-cycle programmes, and based on the ranking list of the institution and its maximum student capacity per degree programme established by the Minister for master's degree programmes and for applicants holding a degree.

VIII. The Decision about Admissions

38. Based on the placement of applicants, the Rector will decide about the admission of all applicants.
39. The University will communicate the decision about the admissions to applicants until the deadline defined according to the GDAP in the form of a resolution. The higher education

institution will admit applicants who have been placed at the given institution according to the Authority's notification.

40. Provisions of the SER must be applied to the creation of student statuses.

IX. Legal Remedy

41. The Applicant may bring an action against the first instance decision before an administrative court.
42. Based on the statement of claim, the authority responsible for the operation of the Higher Education Information System may amend or withdraw the decision in accordance with GRPA, Section 115 (1) and (2).

X. Special Rules of the Admission Procedure for Art and Art Mediation Programmes

43. For applications to art and art mediation programmes, the University will organize professional aptitude tests and practical examinations.

XI. The Art Admission Committee and the Admission Committees of Degree Courses

44. The preparation for the admission procedure is done by the Art Admission Committee. The admission examinations are conducted by the admission committees of each degree programme.
45. The members of the Art Admission Committee are the persons responsible for the given degree programmes and the heads of the art institutes.
46. Persons related to any of the applicants, in a subordinate relationship with some of them or with any other reason why they cannot be expected to evaluate some applicants' performance objectively cannot participate in the Art Admission Committee.
47. The heads of the art institutes are responsible for the professional quality of the admission procedure, for adherence to the regulations and for the content concerning art and art mediation programmes specified in the Guide.
48. The Art Admission Committee will prepare the tasks for the admission examination, and will also evaluate the applicants' performance.
49. The General Vice-Rector will define the cut-off scores for admission for each degree programme in accordance with the proposals of the Art Admission Committee.
50. the head of the given art institute and the Student Legal Remedy Committee are responsible for complaints about the admission procedure and appeals respectively.
51. The administrative duties of the admission procedure are fulfilled by the staff of the art institutes and the Admissions Office.

XII. The General Rules of the Professional Aptitude Tests and Practical Examinations

52. The admission procedure consists of a professional aptitude test and a practical examination.
53. The professional aptitude test is a screening test to assess applicants' skills and select the best applicants.

54. The practical examination assesses the special qualities and competences necessary to meet the programme completion and exit requirements.
55. The detailed schedules of admission examinations are prepared by the art institutes.
56. In the case of applicants applying to more than one degree programme of the University at the same time, the University is not obliged to provide non-overlapping examination times for the aptitude tests and practical examinations for different degree programmes. In such cases, applicants will decide which degree programme they will attempt the tests and examinations for.
57. To cover the expenses of organizing and conducting the professional aptitude tests and practical examinations associated with the admission procedure, in accordance with GDAP, the University will specify an admission examination fee and publish its amount in the Guide and on the website. The fees must be paid to the University on the eighth weekday preceding the date of the first examination. The original document certifying payments must be presented at the start of the examinations. If applicants fail to make such payments or to present the document certifying the payment, they cannot take part in the admission procedure of the degree programme affected.
58. The detailed requirements of professional aptitude tests and practical examinations are listed in the email informing applicants about the admission procedure and on the website.

XIII. The Special Rules of Professional Aptitude Tests

59. According to the information published in the Guide, after the applications are submitted, applicants are electronically informed by the Admissions Office about the exact time of the tests and the detailed requirements and the payment method for the application fee to the institution.
60. Applicants who are not present at the professional aptitude test at the time specified in the email informing applicants about the admission procedure and published at the website are excluded from the admission procedure, they cannot request another appointment for the test nor can they submit an application for justification for non-submission.
61. The Art Admission Committee will determine the test tasks and assess applicants' performance.

XIV. The Special Rules of the Practical Examinations

62. The detailed requirements of the practical examinations for each degree programme are published on the University's website and the University will also send informative emails.
63. Practical examinations may consist of multiple rounds.

XV. The Higher Education Professional Admission Examinations

64. The time and tasks of the higher education professional admission examinations will be determined by the Educational Authority. Applicants will be notified about the time and site of the higher education professional admission examinations at least 15 days in advance in writing by sending invitation letters.
65. The invitation letter must inform applicants about the examinations with special regard to:
    a) the format, subjects, site and time of the examination;
    b) the aids necessary for and permitted to be used during the examination;
    c) the list of necessary certifications with the deadlines for their submission;

d) the procedure, place and time of the publication of the results of the written examinations;

e) the rights of applicants in relation to the written examination (the procedure, place and time of the opportunity to review the written examinations, the procedure for submitting remarks and complaints, the procedure for appeals, etc.);

f) the necessity of official documents to verify applicants' identity;

g) the opportunity to view the admission regulations.

66. During the organization of higher education professional admission examinations, the Secretary General (henceforth: contact person) will be the contact person for the Educational Authority.

67. The organizer of the higher education professional admission examination is the person appointed by the Deputy CEO for Education.

68. The contact person will

a) take the examination sheets over from the Educational Authority;

b) make the provisions necessary for the copying of the examination sheets;

c) make the provisions necessary for storing the examination sheets in a securely, locked place so that no one can view them until the start of the examination.

69. Provisions of Section 12 (1) of Government Decree 100/1997 (13 June) on the Promulgation of the Examination Regulations of the School-Leaving Examinations and Decree 100/1997 (24 May) of the Minister of Education on the Detailed Requirements of School-Leaving Examinations regulate the procedures for higher education professional admission examinations and the correction of the written examinations.

70. Should supervising instructors notice any irregularities during the examination, they will take the examination sheet from the examinee in question, note the irregularity observed on the sheet together with the current time, sign the note and hand the sheet back to the examinee who may continue the written examination. The supervising instructor will then notify the Deputy CEO for Education with the help of the supervising instructor posted in the hallway.

71. After the written examination is concluded, the Deputy CEO for Education will immediately investigate the reported case of irregularity. Directors will draw up a detailed official report about their findings. The official report must include statements by the examinee and the supervising instructor and all other events that might facilitate the investigation of the irregularity. The official report is to be signed by the supervising instructor, the Deputy CEO for Education and the examinee. Examinees have the right to include their dissenting opinion in the official report.

XVI. The Evaluation of the Performance of Applicants at Admission Examinations

72. The quality of tasks completed at the professional aptitude test is reviewed by the admission committees of the given degree programmes and they determine by majority vote, without scoring, whether applicants are suitable to undergo the practical examination.

73. Practical examinations are uniformly evaluated in the given degree programme and the results are expressed in points. The method of scoring for each degree programme is included in the Guide.

74. After the practical examination, the Art Admission Committee makes its decision about the minimum scores for admission.
75. Pieces of work prepared using the University's utensils by applicants during the admission procedure become the property of the University. Such pieces of work will be destroyed a year after the examination.

XVII. Legal Remedy

76. Decisions passed as the result of professional aptitude testing cannot be appealed against.
77. In the case of practical examinations, applicants may file complaints in writing with the head of the affected art institute until the end of the second working day after the announcement about the total scores if the law or the Admission Regulations of the institution are violated. Non-compliance with deadlines results in the loss of rights.
78. The head of the affected art institute will have the complaint investigated by the admission committee of the given degree programme and notify the applicant about the decision made.
79. No legal remedy is provided against the evaluation (scores) except for cases when the principles specified in the Guide are violated during the course of the calculation of scores.

XVIII. The Special Rules for Programmes for Non-Hungarian Citizens Conducted Exclusively in a Foreign Language

80. Non-Hungarian citizen applicants are to submit their application electronically to the International Directorate under the conditions laid down in these Regulations.
81. Applicants need to attach the following documents to their application:
    - copies of the secondary school certificate, the higher education degree and the results of the final examination;
    - a copy of the certified Hungarian translation of the secondary school certificate if it was written in another language than Hungarian or English;
    - in the case of applications to art and art mediation programmes, the portfolio;
    - the copy of the page containing the photo of the valid passport;
    - the document certifying the payment of the application fee published on the website of the University.
82. Following the submission of these documents, applicants will attend an admission interview that may be conducted electronically if justified.
83. Obtaining a visa or a residence permit is the applicant's and the admitted student's responsibility during the whole time of their studies.

XIX. Provisions for Special Needs Applicants

84. During the admission procedure, the Authority and the University are obliged to provide the conditions necessary for special needs applicants to take part in the admission procedure.
85. Special needs applicants shall enjoy the same preferences as the ones they enjoyed according to the legal provisions pertaining to public education.

86. Preferences or exemptions provided by the University must adhere to the nature of the special needs and cannot result in a total exemption from academic requirements.

87. If special needs applicants wish to enforce preferences under the regulations for public education in the admission procedure, they are obliged to submit a request towards it immediately upon the receipt of the invitation letter for the examination with the necessary documents attached to the Equal Opportunities Coordinator. After a consultation with the Equal Opportunities Coordinator, the Secretary General will make a decision about the granting of the preferences and the scope of the preferences granted. The Equal Opportunities Coordinator will notify applicants about the decision.

XX. Dual Study Programme

88. A dual study programme is a specific form of programme launched as a practice-oriented bachelor's degree programme in technical, IT, agricultural, natural science or economic fields of training, in social work bachelor's degree programmes or in master's programmes in the areas above where the practical part of the programme is conducted at a qualified organisation within the framework defined by the Dual Education Council with an individual curriculum according to the programme completion and exit requirements regulating the study periods, the teaching methods, the specific lessons and the individual evaluation methods of the knowledge acquired.

89. After a decision is made about the admission of applicants to a degree programme that belongs to a field of training described in Provision XX. 88, applicants may submit a request to the University, and if granted by a separate decision, they may participate in a dual study programme.

SECTION 2 - STUDIES AND EXAMINATION REGULATIONS

I. General Provisions

II. The Scope of the SER

1. The SER apply to students of Hungarian citizenship and foreign students with the same legal status as Hungarian students participating in full-time or part-time higher educational vocational training programmes, bachelor's programmes, master's programmes, postgraduate specialist training programmes and college education – as defined by the earlier version of the act on higher education – at the University (henceforth: students). Furthermore, the SER also apply to persons whose student status has ceased with the University, until they are awarded their degrees or diplomas.
2. The SER must be applied to students, instructors and lecturers participating in art or art mediation programmes, or postgraduate specialist training programmes, and the staff dealing with the academic administration of such students with the differences defined in the respective provisions of this SER.
3. The SER apply to all instructors and teachers, to all staff members dealing with academic administration and to all employees of the University acting in academic and examination issues should they participate as instructors or in non-teaching positions.
4. The Equal Opportunity Regulations regulate the academic and examination issues of and the preferences available for special needs students, should they be different from the rules laid down in this SER.

III. Bodies and Persons Acting in Academic and Examination Issues

5. Academic and examination issues include all issues related to students' studies and student status.
6. The Regulations do not affect student issues concerning fees, allowances and disciplinary and damage compensation procedures.

IV. Scope of Authority

7. The following bodies and persons (henceforth: bodies) are entitled to act in academic and examination issues of the University at first instance acting in their own scope or conferred scopes as defined in these Regulations:
    a) Rector; Dean
    b) Fees, Allowances and Educational Committee;
    c) Credit Transfer Committee;
    d) International Committee;
    e) Directorate of Controlling;
    f) Director of Customer Services and Studies;
    g) Programme Heads;
    h) Heads of Institute;
    i) Director of the Career Centre;
    j) International Director;

k) Director of the Postgraduate Specialist Training Centre;

l) Programme Heads of Postgraduate Specialist Training Programmes.

8. The Fees, Allowances and Educational Committee will deal with academic issues initiated officially or by students in the first instance unless otherwise provided by law or the Regulations, and with the exception of credit transfer and leniency as defined in Provision 18. of these Regulations.
9. The Credit Transfer Committee deals with credit transfer in the first instance.

V. Jurisdiction

10. Unless otherwise provided by law or in the SRS, the responsible head of institute is the person responsible for the teaching and content of the subject and the activities of the instructor affected by the student's request.
11. Unless otherwise provided by law or in the SRS, the responsible programme head is the person responsible for the teaching and content of the degree programme affected by the student's request.

VI. Determination of the Scope of Authority and the Jurisdiction

12. The body acting in student issues is obliged to investigate its scope of authority and jurisdiction in all phases of procedures. If an acting body (person) establishes that it lacks the scope of authority or jurisdiction, it is obliged to forward the application and the documents produced during the procedure to a body (person) having scope of authority and jurisdiction and notify the student in question or their proxy immediately or within eight days after the application was received and the lack of scope of authority or jurisdiction was established.
13. If the person (body) having the necessary scope of authority or jurisdiction cannot be identified or the issue should be redirected to a body (person) who has already established the lack of scope of authority or jurisdiction, an acting body must be designated. An acting body must also be designated by student requests if no body of first instance can be identified.
14. The General Vice-Rector is entitled to designate the acting body within eight days of receipt of the request. This deadline can be extended once by another eight days.

VII. The Rector, the Dean

15. The Rector will make a decision about the creation of student statuses unless otherwise provided by law or university regulations. As a specific action, the Rector may transfer this jurisdiction to the General Vice-Rector. The person to whom jurisdiction was transferred cannot transfer it to a third person.
16. The Rector may annul any decision passed in academic and examination issues (except for Senate decisions) that violates the law, university regulations, strategy or interests. In other cases, the Rector may have decisions supplemented, corrected, amended or have the person or body who has passed the decision conduct a new procedure.
17. The Rector will pass decisions to revoke and nullify degrees or degree supplements obtained illegally.

18. During the allowed length of studies, the Rector may exercise leniency once, the Dean may exercise leniency three times according to the following:
    a) If students fail to meet an academic or examination requirements, they may submit a leniency application to the Rector once during their allowed length of studies provided that they have already taken full advantage of the possibilities laid down in these Regulations or they have not done so for reasons through no fault of their own (due to an illness, accident, childbirth or other unavertable reasons), and can verify this fact. In the application, students may appeal for leniency relating to only one failure to comply with the requirements.
    b) Leniency application to the Dean may only be submitted prior to the leniency application submitted to the Rector. In all other respects, the provisions on the leniency application submitted to the Rector shall apply to leniency applications submitted to the Dean.
    c) Leniency applications must be submitted in writing within eight days of the final deadline of the completion of the requirement, addressed to the Rector/Dean with the opinions of the affected instructor and head of institute attached.
    d) The Rector/Dean will pass decisions within 21 days of the submission of requests. The leniency allowance is to be recorded in the study administration system.
    e) In the leniency resolution, the conditions of the rectification by the student must be specified and a reference must be included to the fact that in the future no allowances can be granted to the particular student on the grounds of leniency.
19. No leniency may be granted regarding:
    a) decisions resulting in the termination of a student status;
    b) the evaluation of outstanding student payments;
    c) the evaluations relating to the fulfilment of academic requirements except when students—depending on their legal status—were unable to complete an internship or criterion requirement through no fault of their own and request an opportunity to rectify it;
    d) exemption from obligations under the programme completion and exit requirements or the qualification requirements.

VIII. Fees, Allowances and Educational Committee

NHE, Section 12 (5) If committees or councils set up by the Senate act in issues affecting students, students' representatives must be enabled to participate in such bodies with the exception of the Credit Transfer Committee. The Senate establishes a permanent committee to manage the academic, examination and social issues of students. Provisions must be made for the participation of students in committees acting in student issues with a condition for the number of members delegated by students which cannot be less than twenty-five percent of permanent committee members dealing with academic, examination and social issues.

20. Students may turn to the Fees, Allowances and Educational Committee (henceforth: FAEC) if they presume that an academic or examination issue was not handled in line with the law or the provisions of the regulations of the institution.
21. Specifically, the FAEC will decide about:

a) calling for applications for placement in vacancies in state-funded programmes and programmes (partly) financed through scholarships granted by the Hungarian state and the granting of such places based on the applications;

b) reclassification of state-funded programmes and programmes (partly) financed through scholarships granted by the Hungarian state and fee-paying students;

c) determination of the calculation methods of study scholarships, the study scholarship groups and the minimum value of corrected credit indexes;

d) extension of the period of support for special needs students by not longer than four terms upon application;

e) the granting of periodical and one-time need-based stipends, the basic grant and the science, professional, public life and sports scholarships;

f) ranking of scholarships supporting Hungarian citizens to study at foreign higher education institutions recognized by the government;

g) the annual determination of scoring ranges as a condition of applications for national higher education scholarships, based on the corrected credit index, and the evaluation and ranking of applications;

h) permissions for exemption from attendance at obligatory classes;

i) permissions for preferential study schedules;

j) student complaints and requests concerning the payment of student fees and benefits not including complaints about decisions about applications which must be dealt with according to SRS, Section 2.

The Rights and Obligations of the Members and the Secretary of the Committee

22. The FAEC has five members. In addition to the Chairperson, there are two instructors and two students.
23. Members are entitled and obliged to:
    a) participate in the Committee meetings;
    b) if prevented from attending, notify the Chairperson or the Secretary of their absence;
    c) adhere to the law and the university regulations while working in the Committee;
    d) pose questions, initiate actions or amendments within the Committee's scope of authority during Committee meetings;
    e) access all information necessary for the fulfilment of tasks as a Committee member.
24. The Chairperson and other instructor members of the FAEC are nominated by the General Vice-Rector and elected by the Senate from among instructors in a managerial position at the University for three years.
25. The current Chairperson of the SU is always a member of the FAEC. The other student members are delegated by the SU Delegates' Meeting for a period of one year.
26. The Director of Customer Services and Studies fulfils the secretarial tasks of the Committee but has no right to vote. By the Director's authorization, another member of the Directorate of Customer Services and Studies may act in the Director's stead with a full scope of authority.

27. The Chairperson of the Committee may invite persons necessary for the discussion of the topics on the agenda to the Committee meetings; such persons will have the right of consultation.
28. Each Committee member has one vote. The FAEC passes its decisions by majority vote. In the case of ties, the Chairperson's vote decides.
29. Should the FAEC Chairperson be prevented from attending (absent), the Director of Customer Services and Studies will preside. In the absence of instructor members, deputy members of the Committee will step in.
30. Members of the FAEC cannot vote in issues concerning or affecting them.

IX. Regulations for Committee Meetings

31. The FAEC is obliged to pass a decision within 21 days of the receipt of the request. Its decision will be of the first instance. The decision must be recorded in writing and sent to the student. At the same time, FAEC must also inform the organizational unit(s) affected.
32. If the Committee experiences the increase of the number of applications in an academic period, the Chairperson of the Committee may decide to have designated subcommittees meet weekly.
33. Issues to be discussed by the FAEC are prepared and submitted for a decision by the Committee Secretary.
34. In justified or urgent cases, the FAEC Chairperson may order an electronic vote.
35. Meetings are headed by the Chairperson of the Committee, and in their absence, the Committee member deputized by the Chairperson.
36. Should Committee members be absent, they may delegate persons to vote in their stead.
37. After the opening of FAEC meetings, the Chairperson will ascertain whether there is a quorum. The meeting is quorate if at least one instructor member, one student member and the Chairperson are present.
38. If the Committee is inquorate, the Chairperson of the Committee will attempt to restore quorum or convene another meeting within 24 hours. The repeated meeting will be quorate regardless of the number of persons present.
39. The Committee Secretary will make a brief presentation of the request and its legal standing. If submitters of requests are present on the basis of summons issued by the FAEC, they may present their requests orally.
40. After that, Committee members may ask questions of the submitter of the request or of any affected persons present. The submitter of the request may respond to comments by other persons affected at any time during the meeting.
41. If there are persons present at the meeting with the right of consultation, and the Committee members do not have further questions for them, the Chairperson of the Committee will ask those who are not Committee members to leave the room while the Committee passes its decision.
42. If the person who has submitted the request is present at the meeting, the Chairperson of the Committee will inform them about the Committee's decision.
43. Notice of the decision is to be done by certified mail with return receipt requested.
44. Decisions on student statuses and student academic and examination issues must be recorded in the electronic study administration system.

X. Credit Transfer Committee

NHE, Section 12 (5) If committees or councils set up by the Senate act in issues affecting students, students' representatives must be enabled to participate in such bodies with the exception of the Credit Transfer Committee. The Senate establishes a permanent committee to manage the academic, examination and social issues of students. Provisions must be made for the participation of students in committees acting in student issues with a condition for the number of members delegated by students which cannot be less than twenty-five percent of permanent committee members dealing with academic, examination and social issues.

NHE, Section 49 Credit points cannot be awarded more than once for the acquisition of a given study material. Recognition of credit points according to the exit requirements of a subject (module) can be done only by comparing the knowledge contents that serve as the basis for the granting credit points. Credit points must be recognized if the result of the comparison of knowledge contents shows at least a seventy-five percent overlap. The comparison of knowledge contents is conducted by a committee created for this purpose by the higher education institution (henceforth: Credit Transfer Committee).

Paragraph (6) The Credit Transfer Committee can recognize factual knowledge or work experience obtained previously by non-formal or informal learning as the completion of academic requirements according to the present Act cited and as specified in the relevant government decree.

Paragraph (7) Issues about the execution of matters specified in Paragraphs (3)–(6) are to be regulated by the Studies and Examination Regulations with the condition that students must earn the number of credit points specified in the Studies and Examination Regulations but at least one-third of the credit value of the given study programme at the given higher education institution to obtain their pre-degree certificate even in the case of the recognition of credits taken at the given institution or in programmes taken earlier, as well as knowledge acquired earlier.

NHE GD, Section 54 (7) The requirements of the curriculum need not be met if students have already completed them and can credibly verify it. Pursuant to NHE, Section 49 (5) credits gained in the course of education, provided the prerequisites are met, must be recognised for studies conducted at any higher education institution, regardless of which institution it is, and of the education level on which the student earned the credits. Recognition of credit points must be performed only by comparing the competences (knowledge, (partial) skills for its application and other (partial) competences) based on which the credit points can be earned according to subject programmes (syllabi).

(8) The credit value of the study performance recognized in accordance with NHE, Section 49 (5) is the same as the credit value of the curriculum requirement qualified as completed but the grade earned cannot be amended when recognizing the given subject.

(9) Recognition of previously gained work experience, competences acquired through non-formal learning (by education programmes organized outside the school system) or informal learning (by knowledge from experience, outside the school system) can be performed by awarding credit points for a competence (knowledge, performance, result, other competences) or exempting students from a requirement.

During the credit recognition procedure, the Credit Transfer Committee must conduct an adequate evaluation to ascertain that students have indeed acquired the study material in question based on their documents. The evaluation procedure is to be specified in the regulations of the institution.

NHE GD, Section 57 (6) Higher education institutions must conduct preliminary credit transfer procedures upon request. In the course of preliminary credit transfer procedures, the Credit Transfer Committee decides about the recognition of credits for academic requirements applicants completed and are expected to complete until the end of the term in progress when the application is submitted (completion is a requirement) and about the existence of credits in the admission requirements (completion is a requirement). The higher education institution will consider credit points recognized by the Credit Transfer Committee as recognized when students begin their studies.

45. The Credit Transfer Committee (henceforth: CTC) is the organization passing decisions on the recognition of study material acquired at other domestic or foreign higher education institutions, other degree programmes or other programmes by applicants to higher educational vocational training programmes, bachelor's and master's degree programmes and postgraduate specialist training programmes and by students in a student status at such forms of programmes (including transferred students or students changing degree programmes) as study material according to the curriculum of the given degree programme.
46. Upon request, the CTC passes decisions to exempt students from foreign language requirements.
47. The CTC's decision depends on the content of students' written requests and the university regulations. The course record book, certificates, official documents or their certified copies verifying the completion of studies and the certified description or syllabus of the curricular units must be attached to requests.

    47/A. Based on inter-institutional co-operations, the Credit Transfer Committee of the University may recognize study material and subjects completed within the framework of advanced-level vocational training courses specified at partner institution(s) in the credit value of at least 30 credit points but not more than 40 credit points based on the student's written request. In case of a positive decision, students holding a qualification specified in the present Provision may receive a specified amount of reduction in their tuition fee. Students are eligible for the amount of the reduction during the first three semester following enrolment divided into three equal portions.
48. Unless provided otherwise in an inter-institutional agreement, the CTC is obliged to request an opinion from the subject leader responsible for the studies affected by the request.
49. Inter-institutional cooperation and related consultations within the University are supervised by the Secretary General.

XI. The Rights and Obligations of the Members and the Secretary of the Committee

50. The CTC has fifteen members: the current Heads of the institutes and the Director of the Postgraduate Specialist Training Centre as of right.
51. Members are entitled and obliged to:

a) participate in the Committee meetings;

b) if prevented from attending, notify the Chairperson or the Secretary of their absence;

c) adhere to the law and the university regulations while working in the Committee;

d) pose questions, initiate actions or amendments within the Committee's scope of authority during Committee meetings;

e) access all information necessary for the fulfilment of tasks as a Committee member.

52. The members of the CTC elect a Chairperson from among their number.

53. The Director of Customer Services and Studies fulfils the secretarial tasks of the Committee but has no right to vote. By the Director's authorization, another member of the Directorate of Customer Services and Studies may act in the Director's stead with a full scope of authority.

54. The Chairperson of the Committee may invite persons necessary for the discussion of the topics on the agenda to the Committee meetings; such persons will have the right of consultation.

55. Each Committee member has one vote. The CTC decisions are unanimous.

56. Should the CTC Chairperson be prevented from attending (absent), the Director of Customer Services and Studies will preside. In the absence of instructor members, deputy members of the Committee will step in.

57. Members of the CTC cannot vote in issues concerning or affecting them.

XII. Regulations for Committee Meetings

58. The CTC is obliged to pass a decision within 21 days of the receipt of the request. Its decision will be of the first instance. The decision must be recorded in writing and sent to the student. At the same time, the CTC must also inform the academic organizational units affected.

59. If the Committee experiences the increase of the number of applications in an academic period, the Chairperson of the Committee may decide to have designated subcommittees meet weekly.

60. Issues to be discussed by the CTC are prepared and submitted for a decision by the Committee Secretary.

61. In justified or urgent cases, the CTC Chairperson may order an electronic voting process.

62. Meetings are headed by the Chairperson of the Committee, and in their absence, the Committee member deputized by the Chairperson.

63. Should Committee members be absent, they may delegate persons to vote in their stead.

64. After the opening of CTC meetings, the Chairperson will ascertain whether there is a quorum. The meeting is quorate if at least half of its members are present.

65. If the Committee is inquorate, the Chairperson of the Committee will attempt to restore quorum or convene another meeting within 24 hours. The repeated meeting will be quorate regardless of the numbers present.

66. Notice of the decision is to be done by certified mail with return receipt requested.

67. Decisions on student statuses and student academic and examination issues must be recorded in the electronic study administration system.

XIII. International Committee

68. The International Committee supervises the university-level activities of the ERASMUS+ programme (henceforth: Programme), passes decisions on the enforcement of student mobility and the organization of the Programme.
69. Specifically, the International Committee will decide about:
    a) recommendations about the implementation and development of the Programme and the transparency of applications;
    b) the maximum number of participants in student mobility programmes and on other conditions of calls for applications;
    c) the evaluation of submitted applications and the notification of applicants of the results.

XIV. The Committee Members

70. The Chairperson of the Committee is the International Director of the University; its Secretary is the Erasmus coordinator of the University.
71. The Committee members are the Dean of the Faculty of Arts and Creative Industries, the Dean of the Faculty of Business, Communication and Tourism, the Director of the Career Centre and the Vice-President for Studies of the Student Union.

    Members are entitled and obliged to:

    a) participate in the Committee meetings;
    b) if prevented from attending, notify the Chairperson or the Secretary of their absence;
    c) adhere to the law and the university regulations while working in the Committee;
    d) pose questions, initiate actions or amendments within the Committee's scope of authority during Committee meetings;
    e) access all information necessary for the fulfilment of tasks as a Committee member.
72. Depending on the topics on the agenda, the Chairperson of the Committee may invite others to attend meetings.
73. The Chairperson and the members of the Committee have a right to vote which can be delegated in writing.
74. Committee meetings will be held at least twice per term according to the calls for application of the Programme. Meetings are headed by the Chairperson of the Committee, and in their absence, the Committee member deputized by the Chairperson.

XV. The Committee's Decision-Making Functions

75. Committee meetings are summoned by the Chairperson alone or by two members jointly in writing. Invitations for meetings must be sent at least eight days before meetings.
76. After the opening of Committee meetings, the Chairperson will ascertain whether there is a quorum. The meeting is quorate if at least half of its members are present. If the Committee is inquorate, the Chairperson of the Committee will attempt to restore quorum or convene another meeting within 24 hours. The repeated meeting will be quorate regardless of the numbers present.

77. The Committee passes its decisions by majority vote (in case of a tie, the Chairperson's vote decides).
78. When the applications are evaluated, members who or whose relatives have submitted applications in the given term cannot participate in the discussion and cannot vote.
79. In exceptional cases predefined by the Committee, the Chairperson of the Committee may request an electronic voting process between meetings by specifying the e-mail address receiving the votes. A deadline must be set for the electronic voting procedure. Votes are to be considered as timely if it can be verified that they arrived by the specified deadline to the specified e-mail address. The time of receipt of such votes is the time displayed as receipt time in the inbox of the addressee. Votes cast electronically must be printed and filed with the other documents of the issue in question.
80. Minutes are to be prepared of Committee meetings. The Chairperson of the Committee adopts the decisions of the Committee about student applications and notifies applicants in writing. Decisions related to students' legal status, study and examination matters must be recorded in the electronic study administration system.

XVI. The Committee Chairperson's and Secretary's Responsibilities

81. The Chairperson of the Committee:
    a) summons and leads Committee meetings;
    b) reports about the Committee work to the Chief Executive Officer in each term.
82. The Secretary of the Committee:
    a) makes preparations for and organizes Committee meetings;
    b) helps the Chairperson of the Committee;
    c) prepares the minutes of meetings.

XVII. The Director of Customer Services and Studies

83. The Director of Customer Services and Studies passes decisions of first instance on the following issues:
    a) permissions for transfer from other higher education institutions;
    b) permissions for visiting (guest) studies;
    c) changing of degree programmes or mode of study within the University;
    d) permissions for registering for a second or further specialization(s)/sub-specialization(s);
    e) permissions for the suspension of student status after enrolment for first-year students;
    f) permissions to revoke sign-in;
    g) permissions to perform sign-ins after the deadline;
    h) approval for the suspension of the student status after the deadline;
    i) permissions for students to begin a specialization/sub-specialization after a suspension of the student status;
    j) permissions for registering for or dropping subjects after the course registration period;

k) deregistration of second and further specializations/sub-specializations;

l) permissions for deferred examination courses;

m) approval of registrations for final examinations;

n) decisions about dismissals;

o) decisions about other student issues not regulated in the SRS.

XVIII. The Programme Heads

84. The scope of authority of Programme Heads:

a) specification of the conditions for admission to a specialization/sub-specialization of their own motion;

b) specification of the subjects that count towards the grade of the degree certificate at degree programmes of their own motion;

c) specification of degree thesis topics of their own motion;

d) specification of lists of topics for final examinations of their own motion;

e) approval for individual degree thesis topics;

f) remedy for complaints about the final examination of the degree programme;

g) remedy for complaints about the education in the degree programme;

h) permission for changing degree thesis topics.

85. Programme Heads are obliged to investigate on the substance about issues in their scope of authority within ten days.

XIX. The Heads of Institute

86. The scope of authority of Heads of Institutes:

a) verifying the adequacy of examination dates;

b) remedy for student complaints about subjects, trainings, workshops and their instructors, trainers or teachers within the institutes' scope of authority;

c) appointing new instructors or committees for retake examinations instead of the original examiner;

d) approvals for the changing of degree thesis topics;

e) accepting thesis advisers;

f) permissions for the changing of thesis advisers;

g) authorizing the registration of unpublished courses.

87. Heads of Institutes are obliged to investigate on the substance about issues in their scope of authority within ten days.

88. The Head of the Institute of Foreign Languages passes decisions about the changing of placements in language courses.

XX. The Director of the Career Centre

89. The scope of authority of the Career Centre:

a) permissions for sites of internship organized by the University;

b) recognition of internships;

c) evaluation of student complaints and requests about internship.

XXI. The Director of the Postgraduate Specialist Training Centre

90. The scope of authority of the Director of the Postgraduate Specialist Training Centre:

a) permissions for classes at other times or locations than scheduled, based on agreements between instructors and students;

b) verifying the adequacy of examination dates;

c) remedy for student complaints about subjects, trainings, workshops and their instructors, trainers or teachers within the scope of authority of the Postgraduate Specialist Training Centre;

d) appointing new instructors or committees for retake examinations instead of the original examiner;

e) approvals for the changing of degree thesis topics;

f) accepting external thesis advisers;

g) permissions for the changing of thesis advisers;

h) approvals for allowances on tuition fees;

i) admission decisions to specializations;

j) proposals necessary for the evaluation of requests for recognition of former study materials and internship, considering the opinion of programme heads;

k) decisions on joining specializations;

l) decisions on the initiation of supplementary admission procedures;

m) remedy for complaints about final examinations, considering the opinion of programme heads;

n) remedy for complaints about the education in degree programmes, considering the opinion of programme heads.

91. The Director of the Postgraduate Specialist Training Centre is obliged to investigate on the substance about issues in their scope of authority within ten days.

XXII. The Programme Heads of Postgraduate Specialist Training Programmes

92. The scope of authority of the Programme Heads of Postgraduate Specialist Training Programmes:

a) specification of the conditions for admission to specializations;

b) specification of degree thesis topics;

c) specification of lists of topics for final examinations;

d) approval for individual degree thesis topics;

e) giving their opinion on complaints about the final examination of the degree programme;

f) giving their opinion on and the preliminary assessment of requests for the recognition of former study materials and internships.

93. Programme Heads are obliged to investigate on the substance about issues in their scope of authority within ten days.

XXIII. Written Notifications, Records and Execution of Decisions

94. If required by law or the student in question, the University will communicate its decisions on student academic and examination issues in writing.

95. The University must notify students of its decisions in writing in the following cases:

a) if it affects the student status;

b) in disciplinary and damage compensation procedures, and

c) if the student's request is denied partially or fully;

d) if the decision results in an obligation for the student.

96. In cases specified by Provision 95, the person or body with the appropriate scope of authority will pass decisions that will include:

a) the name and address of students, their ID in the electronic study administration system and the issue in question;

b) in the operative part, the decision of the committee and information about possible legal remedies;

c) in the justification part, the ascertained facts and the evidence accepted for them, references to law or regulations based on which the given committee has passed the decision;

d) the place and time of the decision, its reference number, and the signature of the Chairperson of the Committee, Acting Chairperson of the Committee or the person who has passed the decision.

97. The Directorate of Customer Services and Studies will receive decisions about student academic and examination issues and financial issues, and enters it into the records and the electronic study administration system.

98. Decisions, actions and failures of actions of the University concerning student issues (henceforth: decisions) become final within fifteen days of the notification or of the day when students became aware of it provided that students do not submit or forgo a request for legal remedy.

99. Only final decisions may be executed.

XXIV. Legal Remedy

NHE, Section 57 (3) Students may apply for legal remedy against decisions passed or actions performed or neglected (henceforth: decisions) by higher education institutions except in the case of decisions about the evaluation of students' studies within fifteen days following the announcement of the decision or the day when students became aware of the given decision. Procedures may also be initiated against decisions concerning the evaluation of academic performance if the basis for the decision was not the requirements accepted by the higher education institution or if the decision is

inconsistent with the organizational and operational regulations of the higher education institution or if the provisions concerning the organization of the examination were breached.

Section (6) During the examination of the application, the provisions of the GRPA must be applied accordingly to the investigation of state of affairs, verifications, the form and content of the decision, the correction, completion, amendment or withdrawal of the decision based on application or ex officio. The second instance decision becomes final once notice on the decision is done.

GRAPA, Section 62 (1) Should the available information be insufficient, authorities investigate the facts necessary for the decision. (2) In the context of the administrative procedure, it is possible to use evidence that is such as to facilitate clarification of the facts. Evidence obtained by authorities through offence cannot be used as evidence. (3) Facts known by authorities ex officio and facts that are common knowledge need not be proved. (4) Authorities may freely choose the means of evidence to be used and assess the evidence at their disposal based on their own conviction. (5) Based on overriding requirement of general interest, an act or government decree may, for certain cases, require a specific public document or other type of document as means of proof.

NHE, Section 58 (1) Students may bring action against the decisions passed in response to applications for legal remedy before an administrative court. The submission of a statement of claim has suspensory effect.

A statement of claim may also be submitted by referring to breach of law or provisions concerning student status. In the context of the application of these provisions, "provisions concerning student status" means legal provisions or provisions in the institutional documents specifying students' rights and obligations.

Section (3) Section 57 and provisions in Sections (1) and (2) must be properly applied to decisions and failures to act concerning:

a) applicants to higher education institutions;

(…)

c) students whose student status was previously terminated.

Section (4) The procedures for legal remedy, especially those for notification of decisions and the deadline for passing decisions on the application for legal remedy, are regulated by higher education institutions' organizational and operational regulations pursuant to this act providing for a deadline that cannot be longer than a period of thirty days.

100. If their rights are infringed, students may turn to the Student Union for legal support, may submit requests for legal remedy or may initiate a procedure with the Commissioner for Educational Rights provided that they have taken full advantage of their rights to legal remedy as regulated by this act, except for court procedures.
101. The Student Legal Remedy Committee (henceforth: SLRC) is the sole authority to pass decisions on applications for legal remedy.

102. Students must address their applications for legal remedy to the SLRC and submit it personally or by proxy at the Student Information Centre by completing the appropriate form.

103. In legal remedy procedures, students or their proxies may act. If the application for legal remedy is signed by the student's proxy or by both the student and the proxy, the original copy of the authorization is to be attached to the application for legal remedy.

XXV. Student Legal Remedy Committee

104. The Committee has three members. The Committee members are:

a) the Secretary General;

b) an instructor member;

c) a student member.

Members are entitled and obliged to:

a) participate in the Committee meetings;

b) if prevented from attending, notify the Chairperson or the Secretary of their absence;

c) adhere to the law and the university regulations while working in the Committee;

d) pose questions, initiate actions or amendments within the Committee's scope of authority during Committee meetings;

e) access all information necessary for the fulfilment of tasks as a Committee member.

Each Committee member has one vote. The SLRC passes its decisions by majority vote.

105. The Head of the SLRC is the Secretary General of the University.

106. The instructor member and one alternate member are nominated by the General Vice-Rector and elected by the University Senate for three years.

107. The SU Delegates' Meeting delegates one member to the Committee for one year.

108. If due to a disqualifying factor, the Secretary General cannot participate in a procedure, the Chairperson of the Committee: will be the General Vice-Rector.

109. The mandate of members and alternate members terminates

a) at the expiry of the mandate;

b) at the termination of employment or student status;

c) if the member is recalled from the Committee;

d) if the member resigns.

110. Judgements cannot be passed on requests for revision by persons affected by the following disqualifying factors (exclusion criterion):

a) a person having passed the decision to be reviewed or omitted to pass such decision;

b) close relatives of persons specified by Provision a);

c) persons from whom an objective judgement cannot be expected.

111. During Committee procedures, a legal consultant may substitute the Secretary General. The concept of disqualifying factors is to be applied to junior lawyers with the difference that if due to a disqualifying factor they cannot participate in the procedure, the Chairperson of the Committee: will be the Secretary General.

112. The provisions of the GRPA apply to the processes of the clarification of the facts, the calculation of deadlines, the formal and substantive requirements of decisions, the notifications about decisions, the correction, amendment, modification or repeal of decisions upon request or by requirements of the law. During its proceedings, the Committee cannot grant leniency.

113. Both students and the University will cover their own expenses incurred due to a legal remedy procedure and to procedures prior to such legal remedy procedures.

114. After the opening of SLRC meetings, the Chairperson will ascertain whether there is a quorum. The meeting is quorate if each of its members is present. If the Committee is inquorate, the Chairperson of the Committee will attempt to restore quorum or convene another meeting within 24 hours. The repeated meeting will be quorate regardless of the numbers present. In justified or urgent cases, the SLRC Chairperson may order an electronic voting process. In case the Committee finds that the number of applications has increased in a particular teaching period, an appointed committee of the SLRC has weekly meetings if the Chairman passes such a decision.

    The SLRC may pass the following decisions on applications for legal remedy:

    a) rejection of the application;

    b) ordering the person who has failed to pass a decision of first instance to pass one;

    c) changing of the decision of first instance;

    d) nullifying the decision of first instance and ordering the person who has passed the decision to conduct a new procedure.

115. Decisions of second instance are final after notification.

XXVI. The Legal Framework of Studies

116. Students may pursue their studies with a

    a) student status;

    b) guest student status.

117. According to these regulations, both statuses can exist at the same time.

XXVII. Student Status

Pursuant to NHE, Section 39 (3), student statuses are established on the basis of admission and transfer decisions when students enrol. Students participating in programmes (partly) financed through scholarships granted by the Hungarian state as specified in Section 15 (2)–(6) are obliged to fulfil the specific requirements of this act. Student training agreements will be entered into by students paying full tuition fee for their education as specified in Section 15 (2)–(6). (...)

Section (7) Applicants granted admission may establish a student status in the term for which they were admitted.

118. Student statuses are legal relationships between the University and students with rights and obligations for both the University and students as prescribed by law and regulations and decisions passed by the University.

119. Student statuses are established on the basis of final admission and transfer decisions through student enrolment on the day when enrolment forms are verified by the University.

120. During the enrolment procedure, persons granted admission to a programme (partially) financed through scholarships granted by the Hungarian state must make a statement about undertaking the conditions of such programmes.

121. Persons who do not make a statement about undertaking the conditions of programmes (partially) financed through scholarships granted by the Hungarian state may begin their studies at the given programme only as students paying full tuition fee. In this case, the University is obliged to offer the possibility to participate in its programmes as students paying full tuition fee to such applicants who were granted admission.

122. While the student status exists, no repeated enrolment is necessary. Students are required to sign in for the given study period before it commences as specified in the regulations of the institution. Students who have not fulfilled their overdue financial obligations cannot sign in.

123. Students are entitled to receive full and accurate information in an accessible form as prescribed by law and the regulations of the institution for the commencement and pursuit of their studies, to enable them to create their study schedules, and to make use of the learning opportunities and capacities available at the higher education institution and receive services according to their personal abilities or special needs.

124. Students are obliged to

    a) observe the law and the University regulations;

    b) plan their studies within the framework of the curriculum of the degree programme (or higher educational vocational training programmes);

    c) fulfil their academic requirements;

    d) use the electronic study administration system;

    e) follow university information published by the University in general or for the specific student, should the current term be active or passive;

    f) show respect for University traditions and the human dignity of University employees, other students and persons granted admission or transfer to the University.

125. In relation to the students of the University with a student status, the University is entitled to handle their personal and studies-related information and supervise and evaluate their activities as defined by law and the Organizational and Operational Regulation (henceforth: OOR) of the University.

XXVIII. Admission

Student statuses are established on the basis of admission and transfer decisions when students enrol.

Section (7) Applicants granted admission may establish a student status in the term for which they were admitted.

NHE, Section 42 (2) Persons granted admission or transfer to higher education institutions are entitled to enter into a student status by enrolment after the decision on their admission or transfer has become final, and are obliged to fulfil the requirements defined in Section 43 (2).

126. The University provides the opportunity for enrolment for applicants granted admission only during the first registration period following the given admission procedure.

127. Should applicants granted admission fail to enrol by the deadline for enrolment, they lose their right to enrol on the grounds of the admission decision.

XXIX. Registering for Further Degree Programmes within the University

128. In the course of a new admission procedure, students may request to pursue studies towards further qualifications within the framework of their existing student status, in the form of simultaneously pursued studies.

129. After a successful admission procedure, students may sign in within the framework of their existing student status for the degree programme which they registered for in the form of simultaneously pursued studies.

130. Students who have acquired a higher education degree and qualification may also participate in programmes (partially) financed through scholarships granted by the Hungarian state, however, for students studying in a training cycle (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) terms (partially) financed through scholarships granted by the Hungarian state are to be subtracted from the total number of terms that may be (partially) financed through scholarships granted by the Hungarian state.

XXX. Transfer

NHE, Section 42 (1) Students may

a) establish a guest student status at another higher education institution to pursue partial studies related to their studies;

b) ask to be transferred to the same degree programme or to a degree programme belonging to the same field of training at their own or another higher education institution.

(2) The University may admit persons without a student status but with a higher education degree for pre-qualifying studies without a separate admission procedure to any course or module of the University. These students will have a student status but will pay full tuition fee. The institution is obliged to provide students with certificates about their study performance. Completed courses and modules may be recognized as the fulfilment of academic requirements according to the rules for credit transfer.

(3) The criteria for the fulfilment of requests specified in Sections (1)–(2) are prescribed by the higher education institution receiving the given student.

(4) Persons granted admission or transfer to higher education institutions are entitled to enter into a student status by enrolment after the decision on their admission or transfer has become final, and are obliged to fulfil the requirements defined in Section 43 (2).

(6) Transfer as specified in Section (1) b) may take place only between degree programmes resulting in the same qualification level, except for the cases listed in the government decree.

NHE GD, Section 52 (1) Student transfer—as specified in NHE, Section 42 (1) b)—, changing of degree programmes, specializations, and the site, language or mode of study of the programme may take place between the end of the preceding term-time until 15th September or 15th February for the autumn and spring term, respectively.

(2) If a new student status is established, the transfer according to NHE, Section 42 (1) b) will be completed upon the enrolment after the receiving higher education institution has passed its decision on the transfer. If no new student status is established, the transfer according to NHE, Section 42 (1) b) will be completed upon the sign-in after the receiving higher education institution has passed its decision on the transfer. In the case of transfers, after the enrolment or sign-in by the student, the receiving higher education institution will send its transfer decision and the date of the enrolment or sign-in both to the discharging higher education institution and the student. The receiving higher education institution will report the date and the name of the discharging institution to HEIS. The reason for the termination will be specified as "transfer" by the student to the discharging institution and by the discharging institution to HEIS.

(3) In the course of the transfer procedure, students need to have a continuous student status until their enrolment or sign-in following the transfer decision, otherwise the higher education institution will revoke the transfer decision pursuant to NHE, Section 57 (6).

(4) Transfers may take place only between programmes on the same level, except for the following types of transfer:

a) those according to Section (8) of Government Decree 283/2012 (4 Apr.) on Initial Teacher Education, Specialisation and the Register of Degree Programmes in Teaching;

b) from single-cycle programmes to bachelor's degree programmes;

c) from bachelor's programmes and single-cycle programmes to higher educational vocational training programmes.

131. Students of other higher education institutions may apply for transfer to the University if they have pursued their studies at degree programmes belonging to the same field of training (including its legal predecessor, i.e. the previous corresponding field of training) and on the same level of education, except for students wishing to transfer from bachelor's programmes to higher educational vocational training programmes.
132. Transfers may take place between the end of the preceding term-time until 15th September or 15th February for the autumn and spring term, respectively. Transfer requests are to be submitted at the Student Information Centre, addressed to the Director of Customer Services and Studies.
133. Depending on available capacity, students may be granted transfer if
    a) they request transfer to the same field of training;

b) their student status has not been terminated due to dismissal or disciplinary expulsion and there are no circumstances leading to such termination at the time of transfer.

134. In the course of the transfer procedure, students need to have a continuous student status until their enrolment following the transfer decision, otherwise the higher education institution will revoke the transfer decision.

135. The following documents are to be attached to transfer requests made out by the higher education institution where students are currently in a student status:

a) a certificate about the existing student status (student status verification form), not older than 30 days;

b) a certificate about the form of funding of the programme the student is pursuing studies and the number of terms spent as a state-funded student;

c) a certified copy of the course record book;

d) the curriculum or the list of subjects and the certified description of completed subjects (subject syllabus) of the given degree programme from the institution the student is transferring from;

e) copies of the documents submitted in the course of the admission procedure (certificate of the school-leaving examination, degree, language examination certificate).

136. To provide ground for the decisions about the need for any equivalency examination, consent must be requested from the Credit Transfer Committee, or in the case of a postgraduate specialist training programme, the Postgraduate Specialist Training Centre. The transfer decision must include whether any equivalency examination is required.

137. After students are granted transfer to the University and this decision becomes final, they may establish a student status by enrolment and are obliged to fulfil the requirements specified by Provision 124.

138. The transfer comes into effect after the transfer decision by the receiving higher education institution. In the case of transfers, after the enrolment by the student, the receiving higher education institution will send its transfer decision and the date of the enrolment both to the discharging higher education institution and the student.

139. The transfer decision must include the following information about the study programme students may begin or continue:

a) the study period (academic term);

b) the degree programme or specialization;

c) mode of study;

d) form of funding (fee-paying or state-financed).

140. The Director of Customer Services and Studies requests the personal files of students granted transfer from the institution students attended formerly.

XXXI. Enrolment

Student statuses are established on the basis of admission and transfer decisions when students enrol.

NHE, Section 42 (4) Persons granted admission or transfer to higher education institutions are entitled to enter into a student status by enrolment after the decision on their admission or transfer has become final, and are obliged to fulfil the requirements defined in Section 43 (2).

While the student status exists, no repeated enrolment is necessary. Students are required to sign in for the given study period before it commences as specified in the regulations of the institution. Students who have not fulfilled their overdue financial obligations cannot sign in.

NHE GD, Section 38 (1) Enrolment is initiated by completing and signing the enrolment form.

141. The period for enrolment and sign-in is the registration period.
142. When students are enrolled, they are obliged to enter their personal information necessary for their records and electronic information provision in the study administration system for the University.
143. After this, students are obliged to present the following documents necessary for the enrolment:
    a) identity card and address card;
    b) the enrolment form (containing a statement in the case of students financed through scholarship granted by the Hungarian state about their undertaking of the additional conditions of the programme);
    c) in the case of fee-paying students, two copies of the student training agreement, printed;
    d) the original document verifying the payment of the first instalment (in the case of student loans, the document verifying the conclusion of the student loan agreement; in the case of student loan type 1 (DH1), the student loan assignment data sheet);
    e) the tax identification card and its copy signed by the student or if it is not available, a certificate verifying that the student has applied for a tax identification card;
    f) the social security card and its copy signed by the student; in the case of foreign citizens, the European Health Insurance Card;
    g) in the case of higher educational vocational training programmes or bachelor's degree programmes, the certificate of the school-leaving examination;
    h) language examination certificate and/or the certificate according to the National Register of Vocational Qualifications (should the student have either);
    i) in the case of students enrolling in master programmes or postgraduate specialist training programmes, their degree certificate; if the degree certificate is not in Hungarian or in the language of the programme, an official translation to Hungarian or to the language of the programme must be presented;
    j) A letter of intent from the company in case students' studies are financed by their employer.
144. On the enrolment form, students declare the number of state-funded or Hungarian state scholarship funded terms they have attended.

145. Students have overall liability for any damages caused to the University due to their failure to provide data, erroneous provision of data or the lack of reporting any changes in their information.

146. During further terms, students will declare in the electronic study administration system, whether they wish to continue their studies in the given term.

147. The University and fee-paying students granted admission enter into a student training agreement at enrolment. The agreement specifies the tuition fee for the length of the programme, the services provided for the fee and the conditions for the refunding of the tuition fee.

148. Students granted admission to places financed through scholarship granted by the Hungarian state make a statement about undertaking the obligations regarding their programme at enrolment.

XXXII. Student Card

149. If requested by students who have enrolled (later: signed in), student cards are to be issued in accordance with statutory provisions.

150. Student cards are centrally produced public documents with a unique identifier and an electronic data unit verifying the bearers' student status and entitling them to benefits defined by law. The Directorate of Customer Services and Studies validates student cards each term in the way specified by the decree on student cards.

151. The following persons are entitled to student cards:

    a) students having a student status at the University,

    b) foreign students participating in partial training at the University in accordance with intergovernmental or other education cooperation agreements.

152. If students'

    a) student status is terminated in the autumn term, students are entitled to student cards until 31 March following the termination;

    b) student status is terminated in the spring term, students are entitled to student cards until 31 October following the termination.

153. During the time when students' student status is suspended (except for the period between the termination of the student status and the expiration date of the card), the University does not issue or validate student cards.

154. If a student card is lost, stolen or damaged, students must submit an electronic request for the replacement of the card and the sticker. In response, the Directorate of Customer Services and Studies will provide students with a temporary student card, a new student card or a new sticker after they have paid a special procedural fee.

155. When students complete their studies, when their student status is terminated or when they are granted transfer to another higher education institution, they are obliged to hand in their student cards at the Student Information Centre immediately following the expiration of the card on 31 October or 31 March. The University will issue a certificate valid until the right to the student card expires.

156. The University' may handle students' personal information for eighty years after the termination of the student status.

157. Until students' student cards are issued and for students of a foreign citizenship who have a scholarship shorter than twelve months to study at the University, the University issues a certificate valid for 60 days.

158. Student cards are validated with validation stickers. With the exception of student cards issued before 1st January, 2012, the University will validate student cards by electronic reporting. The deadline for validation is 31st October for first-term validation stickers, 31st March for second-term validation stickers.

XXXIII. Signing In

NHE, Section 42 (5) While the student status exists, no repeated enrolment is necessary. Students are required to sign in for the given study period before it commences as specified in the regulations of the institution. Students who have not fulfilled their overdue financial obligations cannot sign in.

NHE GD, Section 51 (1) Except for the cases described in NHE, Section 45 (2), pursuant to the regulations of the higher education institution, sign-in according to NHE, Section 42 (5) may be revoked within one month of the beginning of the given term but until 14th October or 14th March at the latest, or students may request the suspension of their studies until the same deadlines. If students omit to request the suspension of their studies after enrolment or sign in, or do not terminate their student status until the above deadlines, the term in question is considered an active term and results in obligations according to the undertaking of obligations of programmes (partially) financed through scholarships granted by the Hungarian state or student training agreements whether the academic requirements are fulfilled for the given term or not. For students who suspend their studies or omit to sign in but whose student status is not terminated as a result, the given term is to be considered a passive term.

159. Sign-in is a statement in the electronic study administration system by students declaring that they wish to continue their studies in the given term. Students must sign in within the sign-in period specified by the academic calendar accepted by the Senate.

160. By signing-in, students declare that they understand and will observe the University regulations pertaining to them.

161. After the sign-in period, students may sign in for the current term until 31st August for the autumn term and until 31st January for the spring term if they pay a special procedural fee.

162. After the deadline specified by Provision 161., students may submit an electronic request addressed to the Director of Customer Services and Studies to allow them to activate the current term and register for subjects not later than until 15th September for the autumn term and until 15th February for the spring term if they pay an increased special procedural fee.

163. If students paying tuition fees revoke their sign-in until the deadline specified by Provision 162., the University will refund the tuition fee to the student after deducting the administration fee. The administration fee is 10% of the semester's tuition fee.

164. If students paying tuition fees revoke their sign-in after the beginning of the sign-in period and after the deadline specified by Provision 162., the University will not refund the tuition fee. After the deadlines, the tuition fee paid cannot be refunded.

165. If, following sign-in, students omit to request the suspension of their studies before the above deadlines, the term in question is considered an active term and results in obligations according to the undertaking of obligations of programmes (partially) financed through scholarships granted by the Hungarian state or student training agreements whether the academic requirements are fulfilled for the given term or not. For students who suspend their studies or omit to sign but whose student status is not terminated as a result, the given term is to be considered a passive term.

166. Students are not entitled to sign in if:

    a) they have an outstanding payment obligation towards the University;

    b) they have a debt towards the University in books and/or assets;

    c) they have not updated their personal information in the electronic study administration system;

    d) they have not fully compensated the University for all damages caused to the institution wilfully or negligently.

167. When students sign in, they are obliged to report any changes in their recorded personal or other information or in their rights to health services through the electronic study administration system. If the changes are to be verified by official documents, students are to report them immediately in an electronic way and then present the original document at the Student Information Centre in person. Updates are made in the electronic system after the original documents are presented. Students have overall liability for any damages caused to the University due to their erroneous provision of data or the lack of reporting any changes in their information.

168. Students may change their status from active to passive or from passive to active in the electronic study administration system once during the sign-in period.

169. Students pursuing their studies in more than one degree programme will make statements about their wish to continue their studies for each degree programme during sign-in. State-funded students and students financed through scholarship granted by the Hungarian state have to make the same statement at each degree programme.

170. The Director of Customer Services and Studies assembles the list of active students until 1st November for the autumn term and until 1st April for the spring term and notifies students whose sign-in he/she has invalidated pursuant to Provision 200. through the electronic study administration system.

XXXIV. Creation of Guest Student Statuses with the University by a Person not in a Student Status

171. Students of other (domestic or foreign) higher education institutions may pursue partial studies (related to their studies at the original institution) at the University as guest students.

172. Students must submit their requests for establishing a guest student status addressed to the Director of Customer Services and Studies until the last day of the course registration period. If students of foreign higher education institutions wish to establish a guest student status, they must address their request to the Director of the International Directorate.

173. Requests must include specifically the following:

    a) the natural identification and contact information of the student requesting to be accepted as a guest student (postal address, email address, telephone number);

b) a guest student schedule accepted by the University and the original institution;

c) the student's statement declaring that he/she would pay the credit fee for the subjects he/she has registered for to the University within five days of the permission of the guest student status.

174. Based on the application, the permission to establish a guest student status is issued by the Deputy CEO for Education to the students of both domestic and foreign higher education institution. The amount, payment method and deadline for the tuition fee arespecified in the permission.

175. Students must pay the expenses related to their partial studies. The rules for the payment of the expenses related to partial studies are regulated in SRS, Section 3.

176. In the case of guest students in the framework provided by inter-institutional agreements, these agreements specify the payment of expenses.

177. Guest student statuses are established on the day when students enrol in the University. In the course of enrolment, the Directorate of Customer Services and Studies opens register sheets for guest students.

178. Guest students are included in the registry of the University's students, and are bound by the Organizational and Operational Regulations of the University for the time of their studies at the University.

179. Based on the permissions for guest studies, the Directorate of Customer Services and Studies registers the permitted courses for guest students after the regular University students have finished their registrations for courses. The courses of students of the Erasmus programme with guest student statuses are registered by the Directorate of Customer Services and Studies in the electronic study administration system within one month of students' sign-in.

180. So-called "Transcripts of Records" or participation certificates with the results of the guest student status and with the same entries as in the electronic course record book will be issued by the Directorate of Customer Services and Studies upon the recommendation of the Deputy CEO for Education within ten days of the termination of the guest student status.

XXXV. Simultaneous Student Status

181. Students may establish a simultaneous student status at other domestic or foreign higher education institutions without a notification requirement.

182. Students who have acquired a higher education degree or qualification may also participate in programmes (partially) financed through scholarships granted by the Hungarian state, however, for students studying in a training cycle (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) terms (partially) financed through scholarships granted by the Hungarian state are to be subtracted from the total number of terms that may be (partially) financed through scholarships granted by the Hungarian state.

183. For students pursuing their studies in a simultaneous programmes or who acquire more than one degree, the time period for the fulfilment of the obligation specified by NHE, Section 48/A (b)–d)) begins at the time when the first degree was acquired and the obligation must be fulfilled for each programme.

XXXVI. Pre-Qualifying Studies

NHE, Section 42 (2) The higher education institution may admit persons without a student status but with a higher education degree for pre-qualifying studies without a separate admission procedure to any course or module of the University. These students will have a student status but will pay full tuition fee. The institution is obliged to provide students with Transcripts of Records about their study performance. Completed courses and modules may be recognized as the fulfilment of academic requirements according to the rules for credit transfer.

184. Applicants may be admitted to pre-qualifying studies if they hold a bachelor's or master's degree or a qualification and if they fulfil the requirements published on the University website. The student status is established by enrolment without a separate admission procedure. Rights and obligations resulting from the student status are the same for such students except for the differences listed in this chapter.

185. The University may establish fee-paying student statuses with persons participating in pre-qualifying studies and previously not in a student status at the University once for the maximum of two terms considering the maximum number of students at the University.

186. After the completion of the pre-qualifying studies, the University will issue a certificate listing the acquired knowledge and the credits earned. The knowledge acquired may be recognized as the fulfilment of higher education requirements.

187. Within the framework of such student status, students are not entitled to pursue studies towards a further qualification, to request transfer, to establish further (simultaneous) student or guest student statuses, to suspend their student status (except for the reasons specified by Provision 195.), to request reclassification to a programme supported by full or partial Hungarian state scholarships and to utilize state-funded periods.

188. The Rector will decide about the organization of pre-qualifying studies, any admission requirements, permissions for further studies in such programmes and the simultaneous establishment of student statuses.

189. The length of the student status in the course of pre-qualifying studies must be added to the total time when students are legally entitled to benefits, allowances and services.

190. The applications to pre-qualifying studies are to be submitted at the Student Information Centre at least four weeks prior to the beginning of terms. The application must include the type of studies to be pursued by the applicant, and documents certifying the fulfilment of requirements in (1)-(2) must be attached.

191. The FAEC will decide about applications during the first week of terms. Before authorizing such requests, the FAEC will request an opinion from the organizational unit responsible for the programme affected by the request. The FAEC will pass a decision about the range of educational programmes from which the applicant may select subjects, specifies the amount of tuition fee to be paid with regard to the subjects specified in the application and to the Fees and Allowances Regulations, and specifies the mode of study of the programme.

192. Applicants must enrol at the Student Information Centre after the receipt of the FAEC decision until the end of the first week of the term. After enrolment, the University opens register sheets about the students with an entry about their participation in pre-qualifying studies. Courses are registered for such students by the Directorate of Customer Services and Studies in the electronic study administration system.

193. In the second term of pre-qualifying studies, students wishing to continue their studies must sign in at the Directorate of Customer Services and Studies until the third week of the term. Courses are registered for such students by the Directorate of Customer Services and Studies in the electronic study administration system.

XXXVII. Suspension of the Student Status

NHE, Section 45 (1) When students declare that they do not wish to fulfil their academic requirements in the next study period or if they fail to sign in for the next study period, their student status is suspended. Students cannot suspend their student status for more than two consecutive terms at one time. Students may suspend their student status more than once as defined by the Studies and Examination Regulations.

(2) Upon student request, higher education institutions may permit the suspension of the student status

a) for a longer continuous period of time than specified in Paragraph (1);

b) prior to the completion of the first term if no specific regulations have been defined by the institution allowing it; or

c) until the end of the study period students had already signed in for, for the current study period

provided that students cannot fulfil the requirements of their student status through no fault of their own, because of a childbirth, accident, illness or other unexpected causes.

(2a) In case the higher education institution permits the suspension of the student status in accordance with Point c) of Paragraph (2), the sign-in for the given study period will be considered withdrawn on condition that the legal consequences of the signing-in shall not be established in connection with the study period concerned with the suspension which has already started.

(3) Student status is suspended for students prohibited to pursue their studies as a disciplinary penalty.

(4) Student status is suspended for the actual period while students fulfil their voluntary reserve military duties. For this period, they are exempt from the requirements prescribed in the Studies and Examination Regulations.

194. When students declare that they do not wish to fulfil their academic requirements in the next study period or if they fail to sign in for the next study period, the term in question becomes a passive term.

195. Student status is also suspended for students who

a) are prohibited to pursue their studies for a definite period of time as a disciplinary penalty;

b) cannot fulfil the requirements of their student status through no fault of their own, because of childbirth, accident, illness or other unexpected causes and who have received permission to suspend their studies before the first term or for a longer period than two consecutive terms.

c) are fulfilling their voluntary reserve military duties, for whose actual period they are exempt from the requirements defined in the Studies and Examination Regulations.

196. Students may suspend their student status more than once but the suspension period cannot exceed two consecutive terms at one time.

197. Upon student request, the University may permit the suspension of the student status for a continuous period of more than two terms pursuant to Provision 195. b). The electronic request must include the expected period of suspension.

198. If students declare the termination of their student status or declare the current term as passive at sign-in/enrolment but change their mind and want to continue their studies more than once during the sign-in period or after the sign-in period (latest deadline: 14th October for the autumn term and 14th March for the spring term), they should request it in writing and pay a special procedural fee.

199. If students do not request the suspension of their studies until 14th October for the autumn term or 14th March for the spring term and have registered for at least one subject in the electronic study administration system, the given term will be considered an active term even if the given student does not participate in any classes and does not fulfil the academic requirements of any curricula.

200. If students do not request the suspension of their studies until 14th October for the autumn term or 14th March for the spring term and have not registered for any subjects, the Director of Customer Services and Studies will invalidate their sign-in during the week following the above deadlines and will notify them through the electronic study administration system. The Director of Customer Services and Studies will also inform these students about the fact that the University will not refund the tuition fee paid in the given term.

201. Students in art or art mediation programmes may suspend their studies only by requesting the suspension of two consecutive terms. Students in art or art mediation programmes also have the opportunity to suspend their student status for one term when they need to register for the same subject once more even if they will register for this subject only in the second term after the unsuccessful fulfilment of that subject.

202. The Directorate of Customer Services and Studies will send a written notice to students who have suspended their studies for two consecutive terms in the second such term after 15th October in autumn terms, after 15th March in spring terms specifying any legal consequences of their omission to sign in for the term following the suspended terms.

203. During passive terms, students cannot register for courses, participate in examinations or final examinations, that is, their academic performance cannot be evaluated; they are not entitled to benefits according to the Fees and Allowances Regulations nor can they validate their student cards.

204. During passive terms, students may use the electronic study administration system and the CooSpace system.

205. Students do not have payment obligations for tuition fees in passive terms, except for any proportional fees due to partial participation in programmes.

206. When students participating in postgraduate specialist training programmes request the suspension of their student status, they must be informed about the conditions of re-joining the programme.

207. Even if they do not get a notice to do so, students who have been prohibited from the pursuit of their studies for a definite period of time as a disciplinary penalty must sign in to continue their studies in the sign-in period following the end of their penalty.

208. Students who do not sign in after a two-term suspension and do not have a permission for a further passive term due to the special reasons specified in 195 b) will have their student status with the University terminated.

XXXVIII. Establishing a Guest Student Status by a Student of the University

209. Students may establish a guest student status at another higher education institution to pursue partial studies related to their studies.

210. The request to establish a guest student status at another higher education institution must be submitted to the Director of Customer Services and Studies.

211. Requests must include specifically the following:

    a) a guest student schedule accepted by the University and the receiving institution including the syllabuses of the subjects affected by the guest student relationship;

    b) a statement of the acceptance of the student by the receiving institution;

    c) a statement of the affected educational unit of the receiving institution about the permission for the student to attend practical classes and take examinations;

    d) in the case of requests for exemption or partial exemption from attending classes, the statement of the head of the affected institute about the conditions of taking examinations.

212. The University may deny its consent if the credit points earned while in a guest student status cannot be recognized as fulfilment of the student's academic requirements.

213. The University will not repay the tuition fee for the partial studies conducted by students at other higher education institutions, except for cases regulated by inter-institutional agreements.

214. Credit points earned by students at other higher education institutions in a guest student status may be recognized according to the rules for credit transfer if certified by the receiving institution.

215. Students must report subjects accomplished and credit points earned to the Directorate of Customer Services and Studies on the last day of the term of the guest student status at the latest. Students must attach the certificates about the accomplishment of such subjects from the receiving institutions.

216. Guest student statuses do not entitle students to register for a new degree programme or earn a degree.

217. In the case of students conducting partial studies at a higher education institution abroad, according to a study agreement or the provisions of the programme, the credit points that can be earned by accomplishing the courses will be fully recognized against students' academic requirements provided that the study agreement entered into before the foreign studies specifies the credit value to be earned. The evaluation of the equivalence of credits will be done before the start of the partial studies or before the study agreement about them.

218. Should there be a separate inter-institutional agreement regulating the subjects accomplished at the receiving institution, no permission needs to be requested from the Director of Customer Services and Studies. Examinations taken in such a guest student status are to be considered as if they had been taken at the University.

219. Partial training in a foreign country is a special case of the guest student status. Students participating in such programmes pursue their studies and take their examinations at a foreign higher education institution. The credit points earned at foreign higher education institutions by students participating in partial training in a foreign country will be recognized by the University pursuant to the rules of credit recognition.

XXXIX. Termination of Student Status

220. Student status will terminate

a) for students who have been transferred to another higher education institution, on the day of the transfer;

b) if students declare the termination of their student status in writing, on the day of such declarations;

c) if students are not entitled to continue their studies in programmes (partially) financed through scholarships granted by the Hungarian state and they do not wish to continue it as fee-paying students;

d) on the last day of the first final examination period following the current training cycle for degree programmes, and following the last study period for postgraduate specialist training programmes and higher educational vocational training programmes;

e) for students participating in higher educational vocational training programmes whose state of health do not allow them to continue their programme if the University does not provide another equivalent higher educational vocational training programme or if students do not wish to continue their studies or there are no adequate conditions to continue their studies, on the day of the final decision on termination;

f) if, due to outstanding payment obligations, the Director of Customer Services and Studies acting within the scope of authority delegated by the Rector terminates students' student status following such students' failure to respond to the payment notices sent to them and the evaluation of their social circumstances, on the day of the final decision on termination;

g) on the day of the final decision on expulsion for disciplinary reasons;

h) if any conditions prescribed by NHE for the establishment of student status cease to be fulfilled, on the day of the final decision on termination;

i) if students participating in programmes (partially) financed through scholarships granted by the Hungarian state revoke their statement about undertaking the conditions of such programmes and do not wish to participate in the programme as fee-paying students.

221. The student status of students in bachelor's programmes does not terminate as specified in Provision 220. d) if they are granted admission to a master's programme starting in the term following the acquisition of their bachelor's degree.

222. Student status will terminate on the last day of the first final examination period for students who have acquired a pre-degree certificate for the current training cycle if they do not attend another degree programme at the University and if they are not granted admission to a degree programme of another training cycle at the University.

223. The University may unilaterally terminate the student status of students who

a) do not make progress in their studies in accordance with their academic obligations prescribed in these Regulations and in the curriculum;

b) do not sign in for three consecutive terms provided that they do not have a permission allowing further passive terms due to special circumstances as specified in Provision 195. b);

c) do not start their studies after two consecutive passive terms following the suspension of their student status;

provided in every case that the students in question were called upon at least once in writing to fulfil their obligations until the deadline specified and were informed of the legal consequences, should they omit to do so.

224. Student statuses will terminate by dismissal due to academic reasons on the date when the termination decision of first instance becomes final at the given degree programme in the case of students who fail to comply with the following academic obligations related to making progress in their studies in accordance with the provisions of the curriculum and these Regulations:

a) students who enrolled prior to academic year 2012/2013 and fail to complete a curricular unit they have registered for three times;

b) students at bachelor's degree programmes who fail to gain at least 60 credit points in the first four completed active terms;

c) students at higher educational vocational training programmes, master's programmes or postgraduate specialist training programmes who fail to gain at least 30 credit points in the first two completed active terms;

d) students at master's degree programmes who fail to gain the missing credit points specified as admission conditions in the credit recognition decision or in the programme completion and exit requirements during the first two terms of their programme;

e) students whose total number of unsuccessful retake and repeat retake examinations for the same curricular unit exceeds five;

provided in every case that the students in question have been called upon at least once in writing to fulfil their obligations until the deadline specified and have been informed of the legal consequences, should they omit to do so.

225. These notices will be sent at least two weeks prior to the sign-in period of the term when the legal consequences of the omission are due. If a notice sent to students by post is returned marked “Unaccepted”, “Has not collected the letter”, “Unknown” or “Address changed” from the address specified in the electronic study registry system, the notice must be considered as delivered since pursuant to Provision 167. of these Regulations, students are fully responsible for the correctness and completeness of all their information in the electronic study administration system since they have editing access to these. Delivery cannot be thus presumed in the case of students participating in foreign-language programmes. In the case of such students, the notice must be sent by post first to the address specified in the electronic study administration system and if delivery is not successful, and attempt must be made to hand it over in person at the Student Information Centre with a short deadline. Should the latter be also unsuccessful, the notice must be sent electronically to the student’s email address specified in the electronic study administration system. For students who have not taken the notice over at the Student Information Centre within the deadline specified, the notice is to be considered delivered.

226. In the case of Provision 224 a), the notice must be sent to students in the term when they register for the given subject the third time one month prior to the examination registration period.

227. In the case of Provision 224 c), the notice must be sent to students in the second term following enrolment prior to the course registration period.

228. If students in a student status pursue their studies at the University at more than one degree programme, the student status does not terminate but studies cannot be continued at the given degree programme.

229. In the case of students who have been dismissed for academic reasons but who have granted admission to the same degree programme (including higher educational vocational training programmes) at the same institution again, any academic requirements accomplished during the former studies must be recognized in the course of a credit transfer procedure.

230. When student status is terminated for reasons specified by Provision 224 e), and students attempt to complete a curricular unit for the second time, it is considered a retake examination, if for the third or more time, a repeat retake examination even if the examination in question was the first examination of the curricular unit in the given term. The termination date of the student status for the given degree programme will be the date when the termination decision of first instance becomes final in such cases as well.

231. The Director of Customer Services and Studies will notify students of the termination of their student status in writing in all cases.

232. If the student status is terminated pursuant to Provision 220 b) by a request submitted electronically until the beginning of the course registration period in an active term, the University will not refund any tuition fee paid to the student.

233. If the student status is terminated pursuant to Provision 220 b) by a request submitted electronically until the deadline specified by Provision 170. after the beginning of the course registration period in an active term, the University will not refund the tuition fee paid to the student. If the amount of the tuition fee paid is lower than the amount due to the University as a compensation for students' participation in the programme, the difference must be settled by them.

234. *[1]

XL. The Principles of Study Programmes

NHE, Section 3 (1) The successive training cycles of higher education resulting in higher education qualification levels are:

a) bachelor's programme;

b) master's programme;

c) doctoral programme.

(2) The bachelor's and master's programmes may be organized as single programmes built upon each other in successive cycles or as a single-cycle programme in specific cases defined by law. The structure of single-cycle and multi-cycle programmes are determined by the Government.

[1] Repealed by Senate decision 2/0109/2018 Null and void as of 09 January, 2018.

(3) In the framework of higher education, besides the programmes listed in Paragraph (1), the following additional types of programmes may be organized which do not result in a higher education degree:

a) higher educational vocational training programmes;

b) postgraduate specialist training programmes.

Section 17 (1) Programmes within higher education, according to the programme completion and exit requirements, may be organized as full-time, part-time or distance programmes. Full-time programmes consist of at least two hundred classes per term.

235. The length of programme defined by law will be the following in each training cycle:

a) for higher educational vocational training programmes, at least four terms;

b) for bachelor's programmes, at least six, at most eight terms;

c) for master's programmes, at least two, at most four terms;

d) for postgraduate specialist training programmes, at least two, at most four terms.

236. Students may acquire the credit points necessary to obtain their certificate in a longer or shorter time than the length of the programme. Students may schedule their studies according to their intentions and judgement within the framework of these Regulations.

XLI. Degree Programmes

237. A degree programme is an education system defined by its relevant programme completion and exit requirements resulting in a qualification.

238. The Senate will pass decisions on proposals by Programme Heads to start new degree programmes, about their curricula and any changes to the curricula after taking the opinion of the affected Heads of Institute, and in the case of postgraduate specialist training programmes, the Head of the Postgraduate Specialist Training Centre into account.

239. The length of a given degree programme will be determined by the programme completion and exit requirements and the professional and examination requirements.

240. New or modified studies and examination requirements, that is, changes to the compulsory and elective modules related to a degree programme may be introduced in a phasing-in system.

241. In the case of students suspending their studies, the requirements of modules in effect at the time when they continue their studies may be applied pursuant to such decisions by the CTC.

XLII. Specializations and Sub-Specializations

242. A specialization is the training acquired as a part of a qualification providing specialist knowledge with the result of a separate qualification which may be included in the certificate in cases legally provided for. Possible specializations and their respective credit points are defined by the programme completion and exit requirements. The provisions of this chapter do not apply to students participating in postgraduate specialist training programmes.

243. The curricular units necessary for the completion of specializations/sub-specializations are defined by the curriculum of the given degree programme. Since the number of students pursuing their studies at a given specialization may be limited by the capacity of the faculty, only students who fulfil the academic requirements specified by the faculty may participate in a given specialization.

244. A sub-specialization is a programme that is part of the given degree programme which does not result in a separate qualification or ensure special proficiency. They provide in-depth education about a specific area of the given degree programme.

245. According to the programme completion and exit requirements, students participating in bachelor's or master's programmes may pursue studies related to one type of sub-specializations, but – with the exception of art, art mediation and postgraduate specialist training programmes – in the case of fee-paying students, may take on one or more specializations/sub-specializations if their electronic request addressed to the Directorate of Customer Services and Studies is approved. However, when assembling the timetable, the University is not obliged to resolve scheduling conflicts between subjects from different specializations/sub-specializations. The tuition fee to be paid for second or further specializations/sub-specializations is the credit fee to be paid for the credits assigned to these specializations/sub-specializations. The tuition fee to be paid for second or further specializations/sub-specializations is to be paid at the time of credit settlement. When students enrol in a second or further specializations/sub-specializations, the subjects of additional specializations/sub-specializations may be recognized as optional subjects of their original degree programme only if previously approved by the General Vice-Rector.

246. The number of places available at a specialization/sub-specialization can be no less than 35 except for the cases specified in the descriptions of specializations. The total number of places announced for the specializations/sub-specializations of a given bachelor's programme cannot be less than the total number of students that are to choose a specialization in the given term. The number of places available at the start of specializations/sub-specializations must be published in the institution's customary manner in the first term of the programme but not later than the date of application to the specializations/sub-specializations. If the number of applicants to a specialization/sub-specialization reaches the number of students that have been granted admission, the specialization/sub-specialization must be started; if not, the General Vice-Rector will decide whether to start the specialization/sub-specialization, taking the opinion of the Deputy CEO for Education and the Programme Head into consideration.

XLIII. Application to Specializations/Sub-Specializations

247. The application and admission procedures to specializations/sub-specializations include the electronic applications submitted by students and the creation of ranking lists of students from the same year until 15th October and 15th March respectively in the autumn/spring term preceding the start of the specialization programme, except for postgraduate specialist training programmes. The purpose of determining the ranking list of students from the same year is to evaluate the performance of students at the same degree programmes and the same training site and make them comparable, providing an objective basis for the evaluation of applications and admission decisions about applicants to specializations/sub-specializations. Ranking lists include students pursuing their studies at the same degree programme, the same training site and during the same period of time. "Students from the same year" means all students who fulfil the conditions for admission to a specialization at the same time.

248. In their electronic applications students specify the specialization/sub-specialization they wish to attend the following term by listing not more than three specializations/sub-specializations in order of preference. Students may also separately list further specializations/sub-specializations on the electronic application form that they wish to start simultaneously with the specialization/ sub-specialization they must select. By applying to further specializations/sub-specializations, students acknowledge that the tuition fee to be paid for these further specializations/ sub-specializations is the credit fee to be paid for the credits assigned to the given specialization.

249. The ranking lists of students from the same year are to be assembled following the end of the term before the start of specializations/sub-specializations. The starting time of a specialization is specified by the recommended curriculum for any given degree programme.

250. Specializations/sub-specializations may be selected by students who have completed the following by the term preceding the term of specializations/ sub-specializations according to the recommended curriculum:

    a) the requirements of the compulsory subjects prescribed by the Programme Head; and

        - in the case of bachelor's programmes, a minimum of 50 credit points, in the case of cross-terms, at least 50% of the total credit points specified by the recommended curriculum;
        - in the case of bachelor's programmes in arts and art mediation, a minimum of 20 credit points (except if provided differently by these Regulations);
        - in the case of master's programmes, a minimum of 20 credit points (except if provided differently by these Regulations);
        - in the case of postgraduate specialist training programmes, the requirements announced in the electronic study administration system; and

    b) have fulfilled any special (language or other subject-related) requirements prescribed for the admission to the given specialization by the recommended curriculum, the description of the specialization or the Programme Head.

251. Students who do not select a specialization/sub-specialization in the term designated for it may do so in the second term following the one designated for the selection of specialization at the earliest. If the University launches cross-term programmes in a degree programme, students of these programmes may select a specialization/sub-specialization in the term following the term designated for the selection of specialization.

252. In the case of bachelor's and master's degree programmes in arts and art mediation and postgraduate specialist training programmes, the recommended curricula may specify different rules than those above.

XLIV. Assembling and Calculating Ranking Lists of Students from the Same Year

253. When assembling ranking lists of students at the same degree programme or from the same year, the following factors can be included by the following proportions:

    a) the aggregate adjusted credit index is to be factored for the terms completed by the time of application;

    b) the number and level of language examinations;

    c) other special requirements determined by the Programme Head.

254. Programme Heads must determine the weight of the factors listed in Provision 253. and they may diverge from any of these factors (except for Provision 253 a)) provided that they define the precise content of the factors to be used. Programme Heads must provide for the announcement of the factors used for admission ranking to specializations/sub-specializations in the University's customary manner.

255. Programme Heads are entitled to specify entry criteria to specializations/sub-specializations including an aptitude test conducted by the University or other conditions (e.g. language examination from a specified language on a specified level). In such cases, the Programme Heads must announce the requirements and schedule of the aptitude test in the description of the specializations/sub-specializations in the University's customary manner.

256. The method for calculating the ranking list of students from the same year:

a) the aggregate adjusted credit index (calculated by the electronic study administration system after the closing of terms and entry of grades);

b) language examinations:

Language examination type	General language exam – Level B2	Language exam for specific purposes - Level B2	General language exam – Level C1	Language exam for specific purposes - Level C1
Oral	3 points	4 points	4 points	5 points
Written	3 points	4 points	4 points	5 points
Complex	6 points	8 points	8 points	10 points

If there are more than one language examinations of the same type, the points are to be multiplied by the number of the language examinations.

Language examinations accredited in Hungary and equivalent foreign language examinations are acceptable.

c) other profession-specific requirements specified by the Programme Head as recorded in the electronic study administration system.

257. The ranking list of students from the same year is not affected by the fact whether a student's application to a specialization/ sub-specialization has been made to a first, second or third specialization/sub-specialization.

XLV. Admission to Specializations/Sub-Specializations

258. On the working day following the last day of the final examination period, the Director of Customer Services and Studies finalizes the ranking list of students from the same year, same degree programme and same training site assembled by the electronic study administration system. The ranking list of students is public, the Director of Customer Services and Studies is responsible for its publication in the electronic study administration system including the students identified by their student ID numbers.

259. Two days within the publishing of the list, the Deputy CEO for Education will decide which student will be admitted to which specialization/sub-specialization according to the ranking. Students may appeal against the admission decision.

260. The case of bachelor's programmes in arts and art mediation is different from the provisions of this point. For such students, the Programme Head will decide about admission to specializations/sub-specializations according to students' performance in the foundational subjects of the first two terms, taking the opinion of the Specialization Head into consideration.

261. In the case of master's programmes in arts, the Programme Head will decide about students' placement in specializations/sub-specializations after enrolment, taking the opinion of the Admission Committee into consideration.

262. Students are notified through the electronic study administration system. Students must be notified about the specialization they have been admitted to not later than the start of the course registration period in the term when the specialization/sub-specialization is scheduled to start.

263. Within one week of the notification, students who have not been admitted to any specialization/sub-specialization they had applied to may apply for admission to a specialization/ sub-specialization starting at the given degree programme without paying a special procedural fee.

XLVI. Completion of a Specialization/Sub-Specialization and its Certification

264. Completion of a specialization/sub-specialization means the acquisition of credit points assigned to the specialization in the curriculum.

265. When students who have committed to completing more than one specialization/sub-specialization register for the final examinations, they also issue a statement that they will fulfil the academic requirements related to all the specializations they have chosen at the final examinations. Students who do not undertake the fulfilment of the requirements of a second or further specialization/sub-specialization must revoke their registration for the final examinations of the affected specializations by an electronic application addressed to the Directorate of Customer Services and Studies until 1st October in autumn terms, until 1st March in spring terms. Following the above deadlines, they can revoke their application only after paying the late submission fee published in the table of fees in the electronic study administration system.

XLVII. Changing of Mode of Study, Degree Programme, Specialization or Sub-specialization

266. Changing of the mode of study, degree programme, specialization or sub-specialization at the University—with the exception of transfers from bachelor's programmes to higher educational vocational training programmes—may be done only to the same level of training and only once during the length of the programme under the following conditions:

    a) may be requested after the successful conclusion of the first term;

    b) the changing of degree programmes or specializations or the mode of study may be permitted to applicants who have been granted admission to higher education by completing the same requirements as those of the requested degree programme and mode of study and at the time of admission, have reached the number of admission points necessary for the requested degree programme or

specialization in the year of the admission, and if they fulfil the aptitude requirements and all legally relevant requirements and all the requirements of this SER;

c) if the upper limit of student numbers – if there is one - prescribed for the degree programme or the mode of study is not violated.

267. The Deputy CEO for Education may give permissions for the change of degree programmes or mode of study in other cases than the ones specified by Provision a) even before the start of the studies.

XLVIII. Conditions for Participation in Language Examinations Defined as Subjects

268. When registering for subjects, students may register for a language examination as a subject without contact hours.

269. There are no classes scheduled for language examinations.

270. A condition for taking the KITEX language examination for students is to register at the website of KIT Ltd. after registering for subjects and complete the registration form at the website for the given examination period within the deadline for applications specified at the website. Students who do not complete the registration form cannot take the language examination and the subject will be considered not completed ("did not complete"). KIT Ltd. will notify students of the acceptance of their registrations and provide information about the language examination.

271. The condition for participation in the TOEIC language examination is the registration for it during the course registration period.

XLIX. The Curriculum and the Recommended Curriculum

NHE, Section 49 (4) Higher education institutions assemble a recommended curriculum to facilitate the assembly of students' study schedules. Higher education institutions must provide the means for students to demonstrate the knowledge acquired and to retake successful and unsuccessful assessments in such a way that the retake examinations are organized and evaluated in an objective way.

NHE GD 54 (1) When determining the credit value, the total of students' coursework hours include both contact hours and students' individual study hours. In the recommended curriculum of the higher education institution, the credit value per terms (with the exception of postgraduate specialist training programmes, doctoral programmes, and the continuous individual teaching practice at single-cycle teacher training programmes) with regard to the study period specified by the institution cannot be more than three credits higher or lower than thirty credit points.

(2) The curriculum determined based on the competences that can be acquired according to the programme completion and exit requirements consists of compulsory, elective and optional subjects, curricular units and criterion requirements. In the case of optional subjects, the higher education institution will not control students' choices within the range of subjects provided by the higher education institution.

(3) Curricula must assign classes and credit values to subjects and curricular units. The credit value represents the amount of coursework necessary to fulfil the requirements and specifies the number of credit points students can earn by registering

for and completing the academic requirements of the given subject or curricular unit. Credit points can be assigned only to subjects and curricular units that are evaluated according to Section 56 (7). Credit values assigned to subjects must be integer numbers. In the course of doctoral programmes, credit points can be earned by learning study material, fulfilling the requirements of subjects, research and teaching activities.

(4) The average number of individual study hours specified for the full length of the programme cannot exceed three times the number of classes in a full-time programme, seven times the number of classes in part-time programmes or evening programmes, twelve times the number of classes in correspondence programmes, twenty-five times the number of classes in distance learning programmes. In the case of doctoral programmes, these ratios must be considered applicable to the fulfilment of the sub-tasks of subject requirements.

(5) In the case of part-time programmes, the credit points assigned to a programme that students need to acquire is the same as in full-time programmes.

(6) For each course, the curriculum will define which other subjects need to be completed before registering for the given course (system of preliminary studies). As a maximum, three other subjects or one group of subjects (module) including several subjects towards the goal of the programme, with a credit value not higher than 15 credit points can be specified as the preliminary study requirement for a given subject. For certain subjects specified in the curriculum, the registration for other subjects at the same time can also be specified as a requirement.

272. The curriculum determines the detailed teaching and learning requirements and the detailed rules of programmes.

273. In line with the programme completion and exit requirements of bachelor's and master's degree programmes, the curriculum of degree programmes includes the following:

    a) the qualification level;

    b) the name and title of the qualification;

    c) the definition of the goal of the programme;

    d) the general and professional competences to be acquired;

    e) the most important study areas and their ratios;

    f) the length of programme in terms;

    g) the amount of coursework necessary to acquire the given qualification in credit points;

    h) the subjects with comprehensive examinations;

    i) the criterion requirements and groups of subjects (milestones);

    j) the requirements of degree theses (graduation projects);

    k) the foreign language requirements;

    l) the content and evaluation method of the final examination;

    m) the evaluation method of the degree; and

    n) other provisions relevant to the given degree programme.

274. The curriculum also lists the curricular units prescribed by the recommended curriculum of the given degree programme and the recommended curriculum of the degree programme.
275. The curriculum and its amendments are proposed by the General Vice-Rector and accepted by the Senate.
276. Amended curricula are to be applied from the academic year following the amendment in a phasing-in system.
277. The Directorate of Customer Services and Studies is responsible for recording the curricula or curriculum amendment accepted by the Senate in the electronic study administration system.
278. The Directorate of Customer Services and Studies must notify affected students of the amendment of the curriculum immediately but at the latest before the sign-in period of the academic year following the amendment through the University's website and the electronic study administration system.
279. The length of programme defined by law will be the following in each training cycle:
    a) for higher educational vocational training programmes, at least four terms;
    b) for bachelor's programmes, at least six, at most eight terms;
    c) for master's programmes, at least two, at most four terms;
    d) for postgraduate specialist training programmes, at least two, at most four terms.
280. Students may acquire the credit points necessary to obtain their certificate in a longer or shorter time than the length of the programme. Students may schedule their studies according to their intentions and judgement within the framework of these Regulations.
281. Curricula must be reviewed every five years.
282. Recommended curricula are study plans assembled according to the programme completion and exit requirements of degree programmes providing a feasible option for the completion of subjects required for a degree and qualification within the length of time defined in the programme completion and exit requirements by advancing at an average rate and according to a specific time schedule. Students may register for subjects in a different order and schedule subjects differently as long as they comply with the system of preliminary studies (individual study schedule).
283. Recommended curricula contain all of the compulsory and optional subjects broken down into terms, and
    a) the full and short titles of subjects;
    b) the subject leader;
    c) the task of the subject in realizing the goal of the programme;
    d) the rules for announcing elective subjects;
    e) the number of classes per week (or by term) of subjects (broken down into lectures and practical classes) and the credit points assigned to them;
    f) the method of evaluation (practical grade or examination grade)
    g) the terms subjects are announced for (autumn and/or spring);
    h) the criterion requirement and the deadlines for their completion;
    i) the system of pre-requisites.

284. Students may diverge from the recommended curriculum.

285. A range of courses with at least 20% more credit points than the total credit points prescribed for the given degree programme must be provided for students to choose from, except in the case of postgraduate specialist training programmes.

286. Curricular units–not broken into terms—contain all the academic requirements necessary for the completion of the curriculum.

287. Prerequisites of the registration for curricular units may only consist of the completion of other curricular units. Up to three other curricular units can be specified as a preliminary study requirement for a given curricular unit. The specification of prerequisites for curricular units cannot make references to the number of terms. The prerequisites of compulsory subjects can only be compulsory subjects.

288. Curricular units specified as prerequisites must be fulfilled prior to registration for the given curricular unit.

289. The curriculum may prescribe two or more curricular units to be registered to only simultaneously (in the same study period). This provision does not apply to students who have previously completed one of these curricular units.

L. Subjects (Curricular Units)

290. Subjects are the professional basic units of the curricular structure of programmes that contain coherent study material and span one or more terms forming a system of subjects built upon each other.

291. The academic content of studies is built of subjects associated with degree programmes and sub-specializations.

292. The same subject can be a part of the curriculum of more than one degree programme or sub-specialization. There are also subjects belonging to a given degree programme or specialization and subjects that are independent from them.

293. Descriptions (syllabi) must be provided for all subjects containing:

    a) the Hungarian and English names of the subject (in case of a subject taught in another foreign language, the foreign-language name is sufficient) (no English names are necessary in the case of postgraduate specialist training programmes);

    b) the code of the subject in the electronic study administration system;

    c) the credit points assigned to the subject;

    d) the goal of the subject;

    e) the titles of the weekly topics of the subject and their corresponding detailed structure;

    f) the detailed requirements for registration and completion (the methods for completion and evaluation);

    g) the detailed conditions for registration for examination of the subject;

    h) the description of any certificate of completion;

    i) the organizational unit (Institute, Career Centre) and person responsible for the subject (subject leader).

294. Subject leaders will assemble or update the description of the subject taught by them for the current term and send it electronically to the relevant institute. In the case of the

Postgraduate Specialist Training Centre and the art institutes, the descriptions have to be sent electronically and as signed hard copies. The above organizational units will publish the description in the University's customary manner not later than by the course registration period of the term when the subject is taught.

295. The subject types taught at the University are:

    a) compulsory;

    b) optional;

296. Compulsory subjects are subjects that are mandatory to accomplish for all students in the given degree programme.

297. Optional subjects are subjects not prescribed by the curriculum that the degree programme responsible for the given programme approves. In the case of optional subjects, the University will not control students' choices within the range of subjects provided by the higher education institution. Curricula allow at least 5% of the total credit points assigned to the given programme to be earned by accomplishing optional subjects.

298. Earning credit points assigned to a subject can be achieved by the completion of the courses (lectures or practical classes) attached to the subject.

299. Criterion requirements are regulations to be compulsorily followed without earning credit points. Criterion requirements include internships, participation in physical education or language requirements.

LI. Courses

300. Courses are the basic units of higher education studies constituting the professional requirement system that students must adhere to by doing individual coursework and/or participation in contact hours to acquire the study material to fulfil the assessment requirements of the given subject for the given term.

301. Examination courses are considered as registrations for subjects when decisions are made about students' dismissal for academic reasons.

302. Examination courses provide only the opportunity to take examinations pursuant to the rules for examinations.

303. Practical classes and combined lecture and practical courses to be completed together cannot be announced as examination courses.

LII. Deferred Examination Courses

304. Requests for deferred examination courses may be submitted by naming the serious reasons for them to the Directorate of Customer Services and Studies within the week following the retake examination week. The request must include the certification of the reason and must uniquely identify the examination affected.

    Requests may be approved in the following cases:

    a) permanent illness preventing the student's mobility (the medical certificate must be presented posteriorly);

    b) unexpected hindrance of the student by unavoidable external factors (certificate is necessary);

    c) remedy of certified damages caused by the University;

d) sports activity if the requesting student participates in major national or international competitions;

e) ERASMUS and Campus Mundi scholarships.

305. Students who have registered for deferred examination courses may take an examination during the term-time of the current term once until the date defined by the University and published in the term schedule. Students in postgraduate specialist training programmes may not register for deferred examination courses.

306. If such examinations are successful, students may register for subjects that are either built upon the first subject or prescribed as simultaneous requirements of the first subject but they cannot take grade improvement examinations during the examination period of the current term. Credit points and grades earned by completing (deferred) examination courses will be taken into account in the term when they were completed.

307. Students who are unsuccessful at taking examinations specified by Provision 305. may take the three opportunities available for the examination course in the examination period of the given term provided that the given course is available for registration for that term.

308. Students who are not present at examinations specified by Provision 305. must pay a special procedural fee.

LIII. Study Schedules

LIV. The Schedule of the Academic Year

NHE GD, Section 56 (1) When internships, examinations and other educational activities (henceforth: student activities) take place at other times than during the academic year, higher education institutions must define unequivocally which term the given student activity belongs to; it may be either the term immediately preceding or following such student activities. The regulations of higher education institutions determine the internal schedule of study periods within the academic year and the terms.

309. Academic years are ten-month periods and are divided into two five-month terms (autumn term and spring term).

310. Each term consists of a registration period and a study period.

311. The following education administration activities are conducted in registration periods:

a) orientation (informational) days;

b) enrolment, sign-in;

c) registration for and deregistration from courses;

312. Depending on the programme completion and exit requirements, study periods consist of at least 16-week term-times and 6-week examination periods.

313. The General Vice-Rector decides the schedule of the current academic year, taking the experiences of previous years, the law and the provisions of the recommended curricula into consideration. The General Vice-Rector will pass a formal decision about the schedule at least one month prior to the current academic year and publish it in the customary manner of the University. The decision will specify the following periods:

a) the enrolment and sign-in period;

b) the term-time, including:
   - the course registration period;
   - the period for changing registrations for subjects;
   - the study period(s);
   - the training period;
   - the examination registration period; and
   - the days without instruction;

c) the examination period, including:
   - the regular examination period;
   - the retake examination period; and
   - the days without examinations;

d) the final examination period.

314. In the decision defining the schedule of the academic year, the General Vice-Rector will specify the differences affecting students in art or art mediation programmes and postgraduate specialist training programmes.

315. In the case of students who have enrolled for the first term of their postgraduate specialist training programme, the first day of the term-time will be the first day of the study period. The Director of the Postgraduate Specialist Training Centre will specify the enrolment period for each degree programme. The General Vice-Rector will approve it by a decision and publish it in the institution's customary manner.

316. Inobservance of the schedule of the academic year is only possible in the case of unexpected and unavoidable reasons. In such cases, within one day of such reasons the changes to the schedule of the academic year must be published in the institution's customary manner.

LV. Announcement of Subjects, Registering for and Deregistering from Subjects

NHE, Section 49 (2) Under the Organizational and Operational Regulations of the institution, students must be provided the opportunity to register for optional subjects or participate in voluntary activities with the total credit value of at least five percent of the total credit points prescribed as necessary to obtain the given qualification. They should be offered a range of subjects whose total credit value exceeds the total number of credits by twenty percent.

(2a) Students must be provided the opportunity to register for the following in their individual study schedule without paying tuition fees:

a) subjects whose credit value exceeds the total number of credits by ten percent;

b) subjects taught in a non-Hungarian language with a credit value of up to ten percent of the total number of credits.

(3) Students may register for subjects inherent to their studies at another programme at the higher education institution where they have a student status, or at another higher education institution as guest students.

317. Students may choose from the subjects announced by the University and the courses simultaneously announced for the same subject for the given term. The freedom of choice may be limited by the announced group numbers and sizes.

318. Practical classes announced cannot be started unless the number of registrees in a group is at least 25. Practical classes announced requiring special instruments or teaching methods (IT or language classes or classes started at the Postgraduate Specialist Training Centre) cannot be started unless the number of registrees is at least 15.

319. Each term, the University announces optional subjects for a given degree programme whose total credit value cannot be less than the proportional part (the total divided by the number of terms) of all of the optional credits specified by the recommended curriculum and not less than the total of optional credit points recommended for that term by the recommended curriculum, except in the case of postgraduate specialist training programmes.

320. Optional lectures announced may be cancelled from the range of subjects if the number of registrees is less than 25. The Director of Education will pass the decision on the cancellation of such courses.

321. The TOEIC language examination as a course may be cancelled from the range of subjects if the number of registrees is less than three. The Head of the Institute of Foreign Languages will recommend the cancellation of the course and the General Vice-Rector will pass a decision about it.

322. Students must accomplish courses that are the prerequisites of each other according to the recommended curriculum and these Regulations in the order of prerequisites.

323. Students cannot register for subjects they have successfully completed.

324. If students cannot earn the credit points of a curricular unit they have registered for in the current term, they may register for the same curricular unit in another term pursuant to the provisions of these Regulations.

325. The same subject may be registered for in students' individual study schedules up to six times in the course of a single study programme.

326. Students who are unable to accomplish a subject for the sixth time may submit a leniency application to register for it once more. Following this, the rules for dismissal are to be applied.

327. Students who began their studies at a given degree programme prior to the 2012/2013 academic year may register for a given curricular unit up to three times except if their student status was terminated in a way that violated the law or these Regulations. From the second term of the 2013/2014 academic year, if registering for a curricular unit for the second or third time, students must pay a special procedural fee defined in the table of fees in the Fees and Allowances Regulations. The stipulations of this Provision are also to be applied to the registration for examination courses. Fees are imposed based on the registrations for curricular units in the second term of the 2013/2014 academic year regardless of the term when students first registered for said curricular unit. The University carries out these impositions until the last day of the term-time of the given term. The deadline for such payments is the 15th day from the date of the imposition. Fees will not be imposed for the repeated registration for a curricular unit for students paying credit-based tuition fees. Students attending preparatory programmes, pre-qualifying studies or in a guest student status will not be charged fees for the repeated registration for a curricular unit.

328. In the course of their studies, students may register for subjects with a total credit value of up to 10% more than the credit amount prescribed for the given degree programme without paying tuition fees. Students must pay tuition fees according to the Fees and Allowances Regulations for any further credits.

329. Each term, the University will specify the list of subjects to be announced for the given term, and publishes them through the electronic study administration system. The compilation of these lists must be done so that students proceeding according to the recommended curriculum are able to complete their studies within the length of programme.

330. During the course registration period, students will mark the following in the electronic study administration system:

    a) the compulsory subjects they wish to accomplish in the current term;

    b) the optional subjects they wish to accomplish in the current term;

    c) the other subjects (e.g. degree thesis, graduation project, language examination) they wish to accomplish in the current term;

    in case they do not have any financial or other debts (library, tools, etc.) to the University.

331. After the end of the subject and course registration period, students must check the list of courses recorded in the electronic study administration system and acknowledge it. Students who can certify that such information is incorrect in the electronic study administration system (a course they have registered for is not included or a course they have not registered for is included) may submit a complaint within eight days of the end of the course registration period at the Directorate of Customer Services and Studies. Non-compliance with deadlines results in the loss of rights. The academic assistants of the Directorate of Customer Services and Studies will investigate such student complaints and if they find them valid, an authorized assistant of the Directorate of Customer Services and Studies will make the necessary additions, deletions or corrections in the database of the electronic study administration system. After the deadline for legal remedy has passed without requests for legal remedy, students may print course registration and course completion forms from the electronic study administration system. Course registration and completion forms may be used for notifying students of the courses they have registered for and their evaluation; students may take them to oral examinations and use them to certify completion.

332. In the case of students enrolling for the first term, the Directorate of Customer Services and Studies assisted by the office operating the electronic study administration system will do the registration for compulsory subjects. In the case of students participating in postgraduate specialist training programmes, the Directorate of Customer Services and Studies assisted by the office operating the electronic study administration system will do the registration for the subjects announced for the programme.

333. In the case of students who sign in but do not register for subjects, Provision 200. of these SER is to be applied.

334. Students who have signed in before the end of the course registration period must fulfil their obligation to register for courses by the last day of the course registration period.

335. Upon student requests submitted until the date defined in the schedule of the academic year for appeals concerning course registration, the Director of Customer Services and Studies may modify the courses registered for (even for more than one subject) one time referring to these SER if:

a) the revocation of the registration for subjects does not affect the number of students in the group studying the subject to such extent that it falls below the announced minimum number;

b) a subject that was planned to start cannot start or will start only as an examination subject because there is an insufficient number of students.

The Directorate of Customer Services and Studies will notify affected students of the change in the registration for subjects according to this Provision and also calls upon them to choose another subject instead of the one in question.

336. Requests for the change of the registration for subjects must be submitted as appropriate electronic applications (applications to deregister for a registered course or applications to register for an announced course) to the Director of Customer Services and Studies. The Director of Customer Services and Studies will decide about requests for the deregistration from courses and registration for announced courses with the assistance of the General Vice-Rector within five working days of the submission of the request. After the deadline specified by Provision 335., students cannot further modify their registration for subjects. Students' electronic applications must include the names of the subjects they wish to modify.

337. Until a decision is passed about the request for the modification of courses, students must attend the classes affected by such requests.

338. Deletion of subjects is not possible pursuant to Provision 335 a) if it causes the number of students in the group belonging to the subject to fall under the number specified as an obligatory minimum by the curriculum.

339. In the case of part-time students, subjects may be organized into subject blocks. The provisions of these Regulations apply to the registration for subjects in such cases as well.

340. In the case of students advancing by the recommended curriculum, there cannot be scheduling conflicts in their individual study schedule between compulsory practical classes.

341. In the case of language courses, from the end of the course registration period until the end of the second week of the study period—in the case of part-time students, until the second meeting of the course–the Head of the Institute of Foreign Languages may decide to redirect students to another language course. The Head of the Institute of Foreign Languages will base such decisions mainly on the results of student level tests, the number of students at each course and the schedule of the new language course. Students will be notified of the decision electronically. Should students disagree with such decisions, they may indicate it electronically to the Head of the Institute of Foreign Languages within five working days of the delivery of the decision. In such cases, students may decide either to continue their studies at the selected course in spite of the recommendation by the Head of the Institute of Foreign Languages or to deregister from the language course without paying a special procedural fee.

LVI.The System of Academic Credits and the Rules for Earning Credits

LVII. The General Rules of the University Credit System

NHE, Section 49 (1) During the studies pursued at a higher education institution, the fulfilment of academic requirements is to be expressed in credit points (henceforth: credits) assigned to all subjects and curricular units, and evaluated by grades. The

advancement of students is represented by the sum of the credit points earned, and its quality is represented by their grades.

(2) Under the Organizational and Operational Regulations of the institution, students must be provided the opportunity to register for optional subjects or participate in voluntary activities with the total credit value of at least five percent of the total credit points prescribed as necessary to obtain the given qualification. They should be offered a range of subjects whose total credit value exceeds the total number of credits by twenty percent.

(2a) Students must be provided the opportunity to register for the following in their individual study schedule without paying tuition fees:

a) subjects whose credit value exceeds the total number of credits by ten percent;

b) subjects taught in a non-Hungarian language with a credit value of up to ten percent of the total number of credits.

(3) Students may register for subjects inherent to their studies at another programme at the higher education institution where they have a student status, or at another higher education institution as guest students.

(4) Higher education institutions assemble a recommended curriculum to facilitate the assembly of students' study schedule. Higher education institutions must provide the means for students to demonstrate the knowledge acquired and to retake successful and unsuccessful assessments in such a way that the retake examinations are organized and evaluated in an objective way.

NHE GD 54 (1) When determining the credit value, the total of students' coursework hours include both contact hours and students' individual study hours. In the recommended curriculum of the higher education institution, the credit value per terms (with the exception of postgraduate specialist training programmes) with regard to the study period specified by the institution cannot be more than three credits higher or lower than thirty credit points.

(2) The curriculum determined based on the competencies that can be acquired according to the programme completion and exit requirements consists of compulsory, compulsory elective and optional subjects, curricular units and criterion requirements. In the case of optional subjects, the higher education institution will not control students' choices within the range of subjects provided by the higher education institution.

((3) Curricula must assign classes and credit values to subjects and curricular units. The credit value represents the amount of coursework necessary to fulfil the requirements and specifies the number of credit points students can earn by registering for and completing the academic requirements of the given subject or curricular unit. Credit points can be assigned only to subjects and curricular units that are evaluated according to Section 56 (7). Credit values assigned to subjects must be integer numbers. In the course of doctoral programmes, credit points can be earned by learning study material, fulfilling the requirements of subjects, research and teaching activities.

(4) The average number of individual study hours specified for the full length of the programme cannot exceed three times the number of classes in a full-time programme,

seven times the number of classes in part-time programmes or evening programmes, twelve times the number of classes in correspondence programmes, twenty-five times the number of classes in distance learning programmes. In the case of doctoral programmes, these ratios must be considered applicable to the fulfilment of the sub-tasks of subject requirements.

(5) In the case of part-time programmes, the credit points assigned to a programme that students need to acquire is the same as in full-time programmes.

(6) For each course, the curriculum will define which other subjects need to be completed before registering for the given course (system of preliminary studies). As a maximum, three other subjects or one group of subjects (module) including several subjects towards the goal of the programme, with a credit value not higher than 15 credit points can be specified as the preliminary study requirement for a given subject. For certain subjects specified in the curriculum, the registration for other subjects at the same time can also be specified as a requirement.

NHE GD, Section 57 (1) Students may acquire the credit points necessary to obtain their certificate in a longer or shorter time than the length of programme specified in the programme completion and exit requirements.

(2) The value of credits does not depend on the evaluation students received concerning their knowledge provided that their performance has been accepted.

342. During the studies pursued at the University, the fulfilment of academic requirements is to be expressed in study points (henceforth: credits) assigned to all subjects and curricular units, and evaluated by grades. The advancement of students is represented by the sum of the credit points earned, and its quality is represented by their grades.

343. The value of credits does not depend on the evaluation students received concerning their knowledge provided that their performance has been accepted by the University.

344. The University will provide students the opportunity to register for optional subjects with the total credit value of at least five percent of the total credit points prescribed as necessary to obtain the given qualification and they must also be offered a range of subjects whose total credit value exceeds the total number of credits by twenty percent, except for postgraduate specialist training programmes.

345. The University will provide students the opportunity to register for the following in their individual study schedule without paying tuition fees (except in the case of postgraduate specialist training programmes):

    a) subjects whose credit value exceeds the total number of credits by ten percent; and

    b) subjects taught in a non-Hungarian language with a credit value of up to ten percent of the total number of credits.

346. Students may register for subjects inherent to their studies at another programme at the University, or at another higher education institution as guest students.

347. The University assembles recommended curricula to facilitate the assembly of students' study schedules. Higher education institutions must provide the means for students to demonstrate the knowledge acquired and to retake successful and unsuccessful assessments in such a way that the retake examinations are organized and evaluated in an objective way.

348. Credit points cannot be awarded more than once for a given study material.

349. For fee-paying students enrolled before 1st September, 2013, the University provides the opportunity to register for subjects with a total credit value exceeding the total credit value prescribed in these students' individual study schedule by up to ten percent. Before the termination of the student status of such students due to the completion of their studies or at the time they acquire their pre-degree certificate, the University will prepare a credit-based financial calculation, that is, a credit settlement.

350. For students who began their studies as fee-paying students before 1st September, 2013 but later switched to state-funded programmes or began their studies in state-funded programmes but were later re-categorized as fee-paying students, the provision of the surplus credits by the above proportion without tuition fee paying obligation will be proportional to the full length of programme based on the credits registered for in state-funded terms.

351. Students may register for subjects inherent to their studies at another programme at the University or at any other higher education institution as guest students.

352. The University can issue pre-degree certificates to students who have earned at least 50% of the total credits of their degree programmes at the University.

353. Students may acquire the credit points necessary to obtain their certificate in a longer or shorter time than the length of programme under the conditions specified by the SER and the FAR.

LVIII. The Rules for Participation in Classes

354. The University provides education to students by conducting classes. Class types are:

    a) lecture;

    b) consultation;

    c) practical class;

    d) training;

    e) workshop;

    f) compulsory internship.

355. Students are obliged to participate in classes.

356. Students may be denied grades or qualifications for a given subject by reason of absence if they have been absent from classes to an extent exceeding the proportion specified when the given subject was announced. In such cases, a "did not complete" entry is entered into the electronic study administration system.

357. The duration of classes (contact hours) is 40 minutes. Classes may be merged and the breaks between classes may be reorganized after students have been properly notified.

358. If it does not result in scheduling conflicts, classes may be conducted at different times and sites than those specified in study schedules. Such arrangements must be based on an agreement between instructors and students and must be approved by the relevant head of institute or the Director of the Postgraduate Specialist Training Centre. The affected coordinator must be notified. The affected Heads of Institute are responsible for adherence to study schedules. In cases under this Provision, the final study schedules must be published for students before the beginning of teaching.

359. In the case of postgraduate specialist training programmes, students must participate in at least 50% of each of the classes for subjects announced. In the case of absence exceeding 50%, the Programme Heads will decide if they can provide students with the opportunity of rectification or prescribe a repeat registration for the given subject. Class instructors must check students' attendance by attendance sheets printed from the electronic study administration system. Instructors may permit attendance to classes only for students registered for the class in the electronic study administration system under the same instructor.

360. The syllabus of lectures may condition the completion of lectures to attendance at University events.

361. Provision 363. cannot be applied to absence from trainings, workshops and practical classes of postgraduate specialist trainings programmes. Students absent from trainings or workshops are not allowed to fulfil the requirements of these trainings or workshops, and the provisions for the repeat registration for subjects are to be applied.

362. In the case of absence not regulated by the below provisions, students' absence from classes cannot exceed 25%.

363. In the case of subjects announced for full-time and part-time programmes, the amount of absence allowed from practical classes and compulsory lectures with the below specified numbers of classes in one term is the following:

Full-time programmes:		Part-time programmes:	
Number of contact hours	Allowed absence (maximum)	Number of contact hours	Allowed absence (maximum)
2 contact hours per week	6 contact hours (3 occasions)	Subjects with 8 contact hours	3 contact hours
2×2 contact hours per week	8 contact hours (4 occasions)	Subjects with 10 contact hours	4 contact hours
4 contact hours per week	12 contact hours (3 occasions)	Subjects with 16 contact hours	5 contact hours
6 contact hours per week	12 contact hours (2 occasions)	Subjects with 20 contact hours	8 contact hours (languages: 6 contact hours)
20 contact hours per week	30 contact hours	Subjects with 24 contact hours	8 contact hours
		Subjects with 40 contact hours	12 contact hours

364. For students with absences exceeding the allowed maximum number of contact hours, the given subject is to be considered "not completed", and instructors must record a "fail" grade on the grading sheet of the subject. In this case, students must register for the subject again.

365. Instructors may permit attendance to practical classes only for students registered for the practical class in the electronic study administration system under the same instructor. During the subject modification period, instructors must allow the participation of those students in their classes who have submitted a request for the modification of the given subject but whose request has not been decided by the Director of Customer

Services and Studies until the time of the given class. Instructors must request the list of students attending practical classes from the affected coordinator within one and a half month of the beginning of term-time.

366. According to their language level, students may switch language practical classes until the deadline specified by Provision 341. of these SER provided that they have such permission from the instructor of the practical class and the Head of the Institute.

367. Students or other persons interested in the course may not disturb classes by entering after classes have begun or other inappropriate behaviour. Students who are more than ten minutes late from classes may be denied the certification of participation by instructors; such occasions will be considered absenteeism.

368. The General Vice-Rector may limit or prohibit the publicity of classes in advance, and instructors may do so during classes if students or other persons interested in the course disturb it.

369. Students who violate generally accepted social norms may be expulsed from classes; such occasions will be considered absenteeism.

370. Students may make sound or image recordings only if permitted by the instructor of the given subject. Educational materials published by the University through the internet are the property of the University and they can be used solely to facilitate students' performance. Students using such content in other ways than provided here will face disciplinary procedures. The University informs students of the definitions for legal and illegal use through the electronic study administration system.

371. The instructor, the Head of Institute and the Director of the Postgraduate Specialist Training Centre are responsible for the implementation of classes. When classes are cancelled because of instructors, and student representatives request it, they need to be made up.

LIX. Preferential Study Schedule

372. In response to student requests, the FAEC may permit preferential study schedules resulting in full or partial exemption from participation in compulsory classes. The system of pre-requisites and the provisions for the simultaneous registration for curricular units also apply to those with preferential study schedules.

373. Students with preferential study schedules must also fulfil all academic requirements.

374. Requests for preferential study schedules must be submitted by students by the last day of the course registration period except when events specified by Provision 375 b) – j) of these Regulations occur after the course registration period. Students must attach document(s) certifying the reason(s) in their requests. If document(s) certifying the reasons in student requests are missing, the FAEC will call upon the applicant to provide the missing document(s). The deadline for the submission of missing document(s) is three days following notification. Permissions issued for preferential study schedules are valid for only one term, and need to be requested again.

375. Preferential study schedules may be granted to the following students:

    a) who pursue their studies at a higher education institution abroad as partial studies;

    b) who participate in educational activities related to their studies at the University or in academic competitions;

    c) who carry out proven scientific or organizational activities for the University except for the activities done for or representing the Student Union;

d) who participate in internships (adequate certification is needed);

e) who suffer from a permanent illness that prevents their mobility;

f) by reason of the serious illness of a close relative who needs care from the applicant;

g) who are affected by a change in their social or medical conditions that could not be foreseen when they began their studies;

h) who pursue simultaneous studies at another higher education institution;

i) who are affected by extraordinary circumstances justifying a preferential study schedule;

j) who pursue outstanding social, art or sports activities.

376. Preferential study schedules may be modified upon student request.

377. Such permissions cannot be applied retroactively and apply only to the current term.

378. The procedural fees for requests for preferential study schedules will be imposed when the electronic applications are submitted.

379. The FAEC will pass its decision within eight working days of the submission of the request. Until the decision is passed, students are obliged to participate in compulsory classes.

380. Exemption from class attendance obligations does not mean exemption from the completion of other academic or assessment requirements. Students with individual (preferential) study schedules participating in art and art mediation programmes must consult the instructor of the subject in question at least once a month.

381. Participation in classes on the prohibited course list is compulsory, except for lectures. If students who have registered for subjects on the prohibited course list submit requests for preferential study schedules, when decisions are passed on the requests, these subjects are deleted from their preferential individual study schedule. If such students wish to undertake the obligations related to subjects on the prohibited course list, they have to inform the Directorate of Customer Services and Studies within five days of the receipt of the decision.

382. Based on their requests, students studying with scholarships at foreign higher education institutions or participating in internships abroad may close the term affected by the scholarship according to the rules of deferred examination courses by the deadline specified by the University and published in the term schedule.

LX. The Assessment and Evaluation System of Students' Knowledge

NHE GD, Section 56 (2) During the last term, after the term-time, first an examination period then a final examination period must be provided to students. Examinations must be scheduled so that all affected students may register for them and take them and opportunities must be provided to students to retake failed examinations in the current study period.

(5) The determination of the evaluation methods of students' performance is part of the curriculum, and

it has to be published at the higher education institution before the beginning of the study period.

(6) Students' performance may be evaluated in the course of the whole study period. Student evaluation may be done by different evaluation methods including diagnostic, supportive (formative) and summative approaches and can be done continuously or once per term. Evaluation methods and times may be applied simultaneously. Conclusion of subjects and curricular units may be done by term grades or examination grades. Term grades are based on the continuous evaluation of students' completion of the academic requirements of a subject. Pursuant to Section 55 (2) 6, the determination of examination grades depends on the result of the oral or written examination conducted during the examination period.

(7) The evaluation of students' knowledge can be marked by the following:

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

b) three-grade scale: excellent (5), satisfactory (3), fail (1);

c) other evaluation systems introduced and described by the regulations of higher education institutions provided that they ensure the comparability to other evaluation systems.

383. When evaluating students' work, it must be done independently of their student status, the funding form of their programmes and whether they are guest students.
384. The evaluation methods to be applied are prescribed in the curriculum.
385. Higher education institutions evaluate students' performance during term-time and examination periods. Grading sheets are to be made out about both examinations and grades earned for other activities. Grading sheets include the current term, the name and code of the subject (curricular unit), the date of the examination or other evaluation, the examiner's name, instructor ID and signature, the name and student ID of the student undergoing the examination or other evaluation, the result of the evaluation and the date.
386. Students' performance may be evaluated as:
    a) five-grade scales: excellent (5), good (4), satisfactory (3), pass (2), fail (2);
    b) three-grade scales: excellent (5), satisfactory (3), fail (1).
387. Students evaluated as fail (1) or whose performance cannot be evaluated do not get credit points.
388. Knowledge acquired in the course of lectures is evaluated in the examination period. Subject syllabi may prescribe further conditions but cannot diverge from the evaluation methods prescribed by these Regulations. The assessment method is examination with the result of an examination grade. In the case of postgraduate specialist training programmes, if the syllabus allows it, examination grades may be acquired accepting the grade offered by the instructor after a successful mid-term report.
389. Assessment methods for lectures:
    a) examination
    b) mid-term report.
390. Examinations are the assessment of the study material of a subject during the examination period. They may be written, oral or complex. Their results are expressed in examination grades measured on a five-grade scale. During examinations, instructors must evaluate the level of students' acquisition of the study material and determine whether they will be able to acquire further study materials built upon the current one.

391. Mid-term reports are tasks related to the study material and prescribed by instructors. They may be oral or written pieces of work prepared by students independently during term-time. Such reports include presentations, essays, translations, etc. Their grades will be counted towards the end-of-term examination grade but cannot substitute examinations. In the case of lectures, the completion of mid-term reports may be specified as requirements for the fulfilment of a subject only if provided so in the subject syllabus.

392. The knowledge acquired in the course of practical classes is assessed in the term-time by practical grades. Practical grades evaluate the practical work done by students in the course of the whole term. It qualifies the level on which students can put their theoretical knowledge into practice. Students must fulfil the requirements of subjects to be evaluated by practical grades during term-time. Practical grades are awarded on a five-grade scale. Practical grades may be awarded on the basis of classroom tests and mid-term reports.

393. Instructors conducting practical classes will hand in the practical grades or the accumulated score to the coordinator responsible within 5 days of the last practical class, except for the practical evaluations of art and art mediation programmes and postgraduate specialist training programmes. These practical grades must be registered in the electronic study administration system until the end of the first week of the examination period.

394. In art and art mediation programmes, students should prepare and present object(s), film(s), project(s) and other creative works of art related to the educational programme and specified by instructors, and demonstrate their background: the preparation, research and theoretical basis after the practical week until the end of the fourth week of the examination period at the latest. In the course of assessment, these works of art will be evaluated in public.

395. Assessment methods for practical classes:

    a) classroom test

    b) mid-term assignment.

396. Classroom tests are written assessments of the whole or a part of the study material defined in the subject programme (syllabus). Writing classroom tests may only be done at the time scheduled in the schedule for the given subject class.

397. Instructors must specify the number of classroom tests and the opportunities for making up for tests missed due to documented absence and failed tests in the subject syllabus. Students who must make up for more than one classroom test will have only one opportunity to make up for them if the instructor have scheduled more than one classroom test. Making up for classroom tests can only be done during term-time. Part-time students may take make-up classroom tests during the first week of the examination period.

398. According to the rules regulating the inspection of written examinations by students, instructors must provide an opportunity to students to inspect their classroom tests in the current study period.

399. Types of mid-term assignment:

    a) presentation;

    b) written home assignment.

400. Presentations are tasks related to the study material and prescribed by instructors. They may be oral or written pieces of work prepared by students independently or in groups

during term-time. Such reports include presentations, essays, and the presentations of artwork. Their grades will be counted towards the practical grades.

401. Home assignments are tasks related to the study material and prescribed by instructors. They may be written works prepared by students independently or in groups during term-time. Such reports include essays, translations, etc. Their grades will be counted towards the practical grades.

402. Violation of copyrights in written pieces of work may result in a fail grade (1) and a disciplinary procedure.

LXI. Assessment Methods for Combined Lecture and Practical Courses to be Completed Together

403. In the case of combined lecture and practical courses to be completed together, after the completion of the examination, students will get examination grades.

404. Such examination grades are the sum of up to 50 points for the evaluation of the work at the practical class and up to 50 points earned at the examination, except for art, art mediation and postgraduate specialist training programmes. In art and art mediation programmes, the practical performance shall make 50% of the examination's grade. Postgraduate specialist training programmes are closed by a practical grade on a five-grade scale.

405. Only students who have earned at least 25 points for the practical class can be allowed to take the examination. For students who could not earn this score, the subject is considered "not completed" and they must register for it again if they have originally registered for it as a compulsory subject.

406. If the examination score is less than 25 points, the examination grade is "fail" and the provisions of these Regulations are to be applied to improve the grade and fulfil the subject requirements.

407. When students register for a subject repeatedly, the practical scores they previously earned are lost and cannot be counted towards the evaluation of the repeated subject.

LXII. Rules Concerning Plagiarism

408. Plagiarism means the use of other persons' work, facts and ideas without proper referencing. Furthermore, it is plagiarism to purchase, steal or borrow essays or other pieces of writing from other persons, and to submit them as the students' original work, or to copy entire paragraphs or chapters from someone else's work and to represent them as original ideas in a thesis, pre-thesis essay or other pieces of writing without proper referencing.

409. It is not plagiarism to use a work within the framework of fair use and to quote a part of such work in an extent adequate to the character and the purpose of the work and true to the original, together with specifying this source and the author (referencing it).

410. The function of referencing—besides acknowledging the ownership of the thoughts—is to make the correspondence of trains of thoughts to academic literature clear to enable any readers to access or read the sources upon which the ideas of a piece of writing are founded.

411. Students must reference the sources used if they

a) quote a part of the written or oral communication of another person verbatim, however brief it may be;

b) sum up (paraphrase) a part of the written or oral communication of another person in their own words;

c) present or introduce the thoughts, opinions or theories (models etc.) of another person;

d) use the thoughts, opinions or theories (models etc.) of another person when structuring their own work;

e) use statistical data, figures or illustrations assembled by another person.

412. Referenced sources must be denoted so that students' own thoughts may be easily distinguished from the sources referenced and used.

413. Determining whether a piece of writing contains plagiarism is the responsibility of the instructors correcting such assignments. If said work is a degree thesis, it is the responsibility of the thesis adviser or the thesis reviewer; should their opinions differ, the third reviewer will decide. The University may check written work using plagiarism detection tools.

414. After plagiarism is found by an instructor, the affected student must be notified in writing within eight days. Such notifications will be sent by the Office of the Secretary General according to the rules for disciplinary procedures.

415. Within three days after students are made aware of such notifications, they may submit a request to the Head of the affected Institute, attaching or identifying any proof to confirm their claims. The Head of the Institute will appoint an ad hoc committee with members experienced in the affected topic to investigate the request. Should the Head of the Institute be affected in the issue, the leader of the organizational unit above the Institute may appoint the ad hoc committee. The instructor who has identified plagiarism cannot participate in the committee.

416. The committee must pass a decision within five days on whether the case is to be identified as plagiarism. Students may submit applications for legal remedy against decisions on plagiarism to the Student Legal Remedy Committee within 15 days of the receipt of the decision.

417. If plagiarism is proven and established, the evaluation of the piece of writing will be fail (1) which grade cannot be improved in the current term. Improving such grades can only take place if students register for the same subject once again. In the case of degree theses, if plagiarism is suspected, a disciplinary procedure must be conducted and depending of the severity of the plagiarism, the Disciplinary Committee will pass its decision whether the affected student must repeat the whole or only a part of the thesis procedure.

418. In the case of severe or repeated plagiarism or plagiarism of a large extent, the Head of Institute may recommend that the Deputy CEO for Education order a disciplinary procedure. When such disciplinary procedures are initiated, the evaluation of written work must be suspended and it may be resumed only after the procedures are concluded.

419. During the course of their studies at the University, students must attach a copyright statement (see in Supplement 1 of these SER) to written work submitted as theses, pre-thesis essays or workshop assignments.

LXIII. The Order of the Examinations

NHE GD, Section 58 (1) Higher education institutions must publish the following at least three weeks before the end of term-time in the manner prescribed in the regulations of the institution:

a) the dates for each examination;

b) the names of the persons conducting the examinations;

c) the periods and methods for registering for examinations;

d) the date of the publishing of the examination results; and

e) the retake opportunities of the examinations.

(2) Students who could not complete a repeat retake examination following a failed examination may request to take the next repeat examination in the presence of another instructor or examination committee.

(3) Performance of students' who were not present at an examination cannot be evaluated.

NHE GD, Section 42 (1) The contents of grading sheets are:

a) the term and the academic year;

b) the name and code of the subject or curricular unit;

c) the date of the examination;

d) the name of the instructor conducting the examination;

e) the instructor ID and the signature of the instructor conducting the examination;

f) the name and student ID of the student registered for the examination; and

g) the evaluation of the examination and its date.

(2) Grading sheets are also to be made out about other evaluation types than examinations. The instructors conducting the examination will record the evaluation of the examination on the grading sheet, and immediately after the examination, verify it with their signature. The information from the grading sheets must be recorded in the electronic study administration system in the way and time prescribed by the regulations of the higher education institution. If the results of the evaluation are different on the grading sheet than in the electronic study administration system, the information on the grading sheet is to be considered valid. If the results of the evaluation are different on the grading sheet than on the completion sheet or in the course record book, the information on the completion sheet and in the course record book are to be considered valid.

NHE GD, Section 56 (1) When internships, examinations and other educational activities (henceforth: student activities) take place at other times than during the academic year, higher education institutions must define unequivocally which term the given student activity belongs to; it may be either the term immediately preceding or following such student activities. The regulations of higher education institutions

determine the internal schedule of study periods within the academic year and the terms.

(2) During the last term, after the term-time, first an examination period then a final examination period must be provided to students. Examinations must be scheduled so that all affected students may register for them and take them and opportunities must be provided to students to retake failed examinations in the current study period.

LXIV. The Determination of Examination Dates

420. The University must publish the dates, the maximum number of students per examination date, the names of the examiners and the period and methods for registering for each examination through the electronic study administration system at least three weeks before the end of the term-time.

421. Examination dates must be determined so that students can take the examinations evenly distributed in time. In the case of combined lecture and practical courses to be completed together, examination dates may be determined on condition that the practical scores or grades have been recorded in the electronic study administration system.

422. The duration of an examination on one day cannot exceed 6 hours, and up to 30 students may be scheduled to take the same examination in one day. Examination times may be set for the morning (from 8 a.m.) or for the afternoon (from 1 p.m.).

423. For subjects with the number of students exceeding forty, at least three examination dates and one retake examination date must be provided. For subjects with the number of students under forty, at least two examination dates and one retake examination date must be provided.

424. Examiners must provide examination dates during the examination period by providing at least 25% more examination places than the number of students registered for the given subject, except for subjects with less than 40 students where only 100% of the number must be provided. For subjects with a number of participants over 500, examiners must provide at least 35% more examination places than the number of students registered for the subject.

425. When determining the number of students for examination dates, the number of students possibly retaking the examination must be taken into account. On examination days, opportunities must be provided for students to retake the examination in addition to the number of students taking it for the first time.

426. In the case of part-time students, the examination dates must be determined so that at least one of the examination dates and the retake examination date falls on a Saturday, or if teaching is conducted on Fridays as well, on a Friday. In the case of examination dates set for weekdays, it has to be taken into account that the start of part-time students' examinations cannot be earlier than 15:50.

427. Three weeks prior to the start of the examination period, students must be notified of the examination dates and the identity of instructors conducting the examinations (or the members of comprehensive examination committees) through the electronic study administration system.

LXV. Preliminary Examinations

428. If such opportunity is provided in the syllabus of a subject by the subject leader, students may take preliminary examinations of the subject if they have the means to prepare for it and if their preparation does not hinder them in their further studies.

429. Full-time students may take a preliminary examination of a lecture that may be completed without a practical class during the last week of term-time, at the time the lecture is scheduled. Preliminary examination dates must be announced for part-time students after the first academic period at the time determined in the term schedule, on weekdays after 3:50 p.m. or on Saturdays.

430. In the case of postgraduate specialist training programmes, students may take preliminary examinations after finishing the previously published subject blocks at times discussed with them on Fridays and Saturdays or after 3:50 p.m. on weekdays.

431. Preliminary examinations are to be considered as examinations taken during the examination period and the general rules governing regular examinations apply to them with the exception that the opportunities for preliminary examinations are counted towards the total number of examinations that must be provided.

432. Pre-registration for preliminary examinations must be made through the electronic study administration system. Students who fail to do so cannot participate in the preliminary examination.

433. Students cannot be exempted from other academic requirements (class attendance, classroom tests etc.) because of their preparation for preliminary examinations.

LXVI. Registration for Examinations, Missed Examinations

434. Students must register for one of the examination dates for each of the subjects – except for the combined lecture and practical courses to be completed together – where examinations are prescribed prior to the start of the examination period (in the examination registration period) or in the regular examination period. In case of the combined lecture and practical courses to be completed together, registration for examinations is only possible upon completion and entry of the practical class. Expiration of the deadline for examination registration leads to loss of rights.

435. For students who do not register for an exam for a subject through a fault of their own during the examination registration period or the examination period, the subject will be considered not completed (“did not complete”). Following this, these students must register for the given subject again if they have originally registered for it as a compulsory subject.

436. Registration for examinations starts on the third week before the examination period through the electronic study administration system – except for the combined lecture and practical courses to be completed together. Students cannot register for examinations as long as they have financial or other debts (library, tools, etc.) to the University or have not been granted a deferral of payment or the fulfilment of obligations by the University.

437. Registering for and deregistering from examinations may be done until 24 hours before the examination.

438. Students who wish to deregister from a KITEX language examination they have registered for according to these Regulations may do so until the deadline specified by Provision 270. In such cases, the University will delete these students’ registration for this subject. Students may register for the KITEX language examination again in the following term.

439. Students who wish to deregister from a TOEIC language examination may do so until the end of the first week of the academic period. In such cases, the University will delete these students’ registration for this subject. Students may register for the TOEIC language examination again in the following term. If students deregister from language

examinations after the deadline, they cannot be exempted from their payment obligation for the language examination.

LXVII. Missed Examinations

440. When students do not deregister from examinations in due time in the electronic study administration system and they are not present at such examinations, Provision 445. is to be applied. During the regular examination period, students may register to another examination date provided that they have fulfilled their payment obligation for the missed examination as regulated by the FAR. Students may be exempt from the payment for the missed examination if they can verify that their absence was justified within 5 working days of the examination date.

441. In the case of missed examinations, instructors cannot be obliged to provide another examination date or to allow more students for an examination than specified by Provision 424. Students who—following a missed examination—cannot register for another examination date by the fifth week of the examination period because of the limitations of student numbers must register for the given course again if they have originally registered for it as a compulsory subject.

442. The examination opportunities provided by the University will be reduced by one for students who miss an examination, however, missed examinations do not count towards the number of their retake examination opportunities.

443. When students do not deregister from language examinations they have registered for according to Provisions 268–270. of these Regulations in due time and they are not present at such examinations, Provision 435. is to be applied. During the regular examination period, students may register for another examination date provided that they have fulfilled their payment obligation for the missed examination as regulated by the FAR. Students may be exempt from the payment for the missed examination if they can verify that their absence was justified within five working days of the examination date.

LXVIII. The Order of the Examinations

444. Examinations, including final examinations and the defence of theses (graduation projects), are public. Publicity may be limited or excluded if justified (e.g. for study material containing confidential information). The decision is the jurisdiction of the head of the institute/institutional section (chairperson of the examination committee) responsible for the teaching of the given subject.

445. Instructors are obliged to check the identity of participants at both written and oral examinations. The verification of examinees' identity (with official documents with photo) is a prerequisite for taking examinations. Persons who cannot verify their identities cannot take the examination.

446. Oral examinations are considered as started after the examination questions are made known (handed over) to the examinee. After an examination has started, students' performance must be evaluated by grading. The instructor(s) conducting the examination may suspend the examinations of students who disturb the start of the examinations and who will not discontinue such behaviour after being ordered to do so by the instructor(s) conducting the examination, and such instructors may initiate disciplinary procedures against said students. Such examinations are considered as missed examinations and students must retake these examinations in line with the rules pertaining to missed examinations. If students do not identify their examination papers with their names and

EHA codes, such examinations are considered as missed examinations and students must retake them in line with the rules pertaining to missed examinations.

447. Instructors are entitled to suspend a student's examination and evaluate it as "fail" if they observe the use of unpermitted devices or the cooperation of another person. In such cases, instructors are entitled to initiate disciplinary procedures.

448. At oral examinations, examinees must be provided ample preparation time of at least 15 minutes before their oral presentations. This time may be shortened only when the examinee requests it. The duration of examinations is determined by the instructor or if there is a committee, its chairperson.

449. Examinations may take place only on University premises. Examinations are to be conducted at/in the announced times/time periods. At the announced examination time or at the start of the period announced for the examination, both the instructor and the examinee must be present.

450. If students are more than fifteen minutes late for an examination and the examination cannot be started because of this reason, the instructor is entitled to declare the examination for these students closed. Such examinations are considered as missed examinations and students must retake these examinations in line with the rules pertaining to missed examinations.

451. If an instructor is more than thirty minutes late for an examination and the affected students notify the Student Information Centre of this fact on the examination day, the instructor is obliged to announce a further examination date for any students who were not present.

452. If students take their examination in the presence of a committee, the Chairperson of the Committee: will evaluate the students' performance based on the opinion of committee members.

453. Instructors (committees) may examine only students listed on the official hard copy of the grading sheet.

454. The examiner (the chairperson of the committee) will submit the grading sheet to the coordinator responsible on the examination day (for oral examinations) or within five working days of the examination (for written examinations). In the case of written examinations, the corrected written examinations must be submitted to the coordinator as well.

455. Instructors are entitled to combine written and oral forms of assessment by announcing entry tests if this fact is included in the description of the given subject. Entry test may include questions pertaining only to basic knowledge essential to the subject. If an entry test's result is "fail", the entire examination is graded as "fail". The limitation for student numbers specified by Provision 422. may be ignored for entry tests.

456. Information about the examinations taken and the grades earned for them must be recorded in the electronic study administration system within two working days of the submission of the grading sheets.

457. In the case of students who only partially take and pass the KITEX language examination registered for as prescribed by these Regulations, the subject will be considered not completed ("did not compete") and students may take the uncompleted part of the language examination on their own account but cannot register for the language examination once more as an independent subject.

458. In the case of TOEIC language examinations registered for as prescribed by these Regulations, students whose score is under the 600 points specified by the subject

syllabus, the result of the subject will be “fail”. Students may receive TOEIC language examination certificates in such cases as well.

LXIX. The Publishing of Examination Results and the Right of Inspection

459. When publishing examination results, the legal provisions for the protection of personal data must be strictly adhered to. Examination results cannot be posted at public places with the students’ names specified except for students who had given written permission.

460. Opportunities must be provided for students to inspect their corrected written examinations within two weeks after the examination results are announced. After this period, students are no longer entitled to inspect them.

461. If instructors are unavailable at the time provided for inspection, they must hand the examinations and the expected solutions over to the coordinator responsible to facilitate the inspection and the interpretation of the results.

462. The University is obliged to inform students of the grades earned for the examinations and classroom tests taken through the electronic study administration system or through other announcement systems, however, such information cannot be provided by telephone.

LXX. Retake Examinations, Repeat Retake Examinations and Grade Improvement Examinations

463. A retake examination is the first attempt at retaking a failed examination during the current examination period. A retake examination may take place on the third calendar day following the failed examination at the earliest.

464. A repeat retake examination is the second attempt at retaking a failed examination during the current examination period.

465. If students who have been examined and evaluated as “fail” by the same person two times submit electronic applications to the Head of Institute affected until the first day of the examination registration period of the following term, they must be provided an opportunity to take the examination in the presence of another instructor or a special committee.

466. Such committees must have at least three members and students’ grades will be the rounded-up average of the grades given by the committee members except for the grade of “fail”: students can be given a grade of “fail” if the majority (at least two members) of the committee evaluate their performance as “fail”.

467. Final examinations cannot be repeated in the same examination period.

468. In the case of any successful examination taken in a given examination period, students may make one attempt at taking a grade improvement examination before the end of the examination period at the examination times announced. The result of a grade improvement examination may also reduce the grade earned at the first examination. Successfully passing a grade improvement examination does not earn further credit points for students.

469. The higher education institution may terminate the student status by a unilateral statement of students whose unsuccessful retake and repeat retake examinations for the same study unit has reached a total of five unsuccessful examinations.

LXXI. The Determination of Academic Results and the Closing of Terms

NHE GD, Section 57 (3) In credit-based studies, students' performance is tracked by (cumulative) credit-weighted averages calculated for one study period or for the full length of studies. The credit-weighted average is calculated by multiplying each completed subjects' credit points by the grades earned in the given study period, adding these values up, and dividing the sum by the sum of the accomplished subjects' credit points.

(4) Credit indexes and corrected credit indexes are used for evaluating the quantity and quality of the performance of students in a given term. The credit index is calculated by multiplying each accomplished subjects' credit points by the grades earned in the given term, adding these values up, and dividing the sum by 30 credit points, the number of credit points to be accomplished in one term in case of average progress. The corrected credit index can be calculated from the credit index with a multiplication factor proportional to the ratio of credits undertaken and completed during the term according to a student's individual study schedule. Aggregate adjusted credit indexes evaluate the quality and quantity of the performance of students throughout several terms. The aggregate adjusted credit index is calculated by the same method as the corrected credit index, with the difference that thirty credits per term and the undertaken and completed credits throughout the whole period are to be considered.

470. The Directorate of Customer Services and Studies must assess students' average academic results for both full-time and part-time students each term within five working days of the end of the examination period, and results must be closed in the electronic study administration system and recorded in the electronic course record book.

471. The amount of coursework done by students is measured by the credit points earned in a term or since the beginning of their studies.

472. In credit-based studies, students' performance is tracked by credit-weighted averages. Credit-weighted averages may be calculated for the credit points earned in one term or for all the credit points earned (cumulative averages).

473. Credit index together with corrected credit index are suitable for evaluating the quantity and quality of the performance of students in a given term.

474. Aggregate adjusted credit indexes evaluate the quality and quantity of the performance of students throughout several terms. The aggregate adjusted credit index is calculated by the same method as the KI_{korr} with the difference that thirty credits per term and the undertaken and completed credits throughout the whole period are to be considered.

475. When calculating credit-weighted averages, credit indexes and corrected credit indexes, the credit values of credit-based subjects completed before the current term at the same or another institution and the grades assigned to them must be ignored. However, credit points earned in a given term that qualify as completion in the course of partial studies will be considered as completed credits when calculating credit-weighted averages, credit indexes and corrected credit indexes.

476. The aggregate adjusted credit index is calculated by the same method as the corrected credit index, with the difference that thirty credits per term and the undertaken and completed credits throughout the whole period are to be considered.

477. Students are informed of their academic results through the electronic study administration system.

LXXII. Special Rules for Language Preparatory Programmes

478. The Head of the Institute of Foreign Languages will determine students' placement in language groups according to their results in the language level tests and, based on students' individual progress, also determines the minimum number of terms spent in language preparatory programmes necessary for each student to achieve a B2 level command of the language.

479. Students may be allowed to take language examinations at the end of a term if they have successfully completed the practical language course.

480. The order of the examinations in these Regulations apply to language examinations with the difference that due to the special characteristics of language examinations, failed examinations may be repeated only once a term without registering for the same subject again.

481. A retake examination may take place on the seventh calendar day following the failed examination at the earliest.

482. Students may certify the language command necessary to start a degree programme by presenting an internationally recognized language examination certificate by the end of the course registration period at the latest.

LXXIII. Internship

NHE, Section 44 (1) Students may conduct internships on the basis of a student employment contract:

a) in the course of dual study programmes, at an external site as a part of the educational programme or during an internship organized as a part of the programme, or in the course of practical training at the institution, at a business organization founded by the institution or at an external internship site;

b) at the higher education institution or at a business organization founded by the higher education institution without a direct connection to the educational programme.

(2) Employment of students working in the framework provided by student employment contracts must be conducted pursuant to the provisions of the Labour Code. The Government may specify more beneficial conditions for students when determining the rules for student employment contracts than those in the Labour Code.

(3) Students:

a) in the case specified by Section (1a), may be entitled to wages, and in the case of internships lasting at least six consecutive weeks or during the length of dual study programmes, are entitled to wages. The amount of these wages is at least fifteen percent of the statutory minimum remuneration (minimum wage) per week, and the wages, unless otherwise specified, are paid by the businesses where the internships take place;

b) in the case specified by Section (1b), are entitled to wages under the agreement of the parties concerned. In return, the ownership rights of products created by students during such internships and the copyrights related to intellectual products—unless agreed otherwise—will be transferred to the higher education institution or to the business organization founded by the higher education institution.

(3a) Internship organized within the framework of the educational programme as a part of the educational programme as regulated by Section (1a) may take place at a budgetary authority without student employment contracts and payment of wages. Students in these cases are also entitled to all other rights provided by the Labour Code to employees. Agreements on such internships must be also made with students under conditions determined by the Government.

483. Students are obliged to spend a certain part of their programme in internships according to the provisions of the qualification requirements, programme completion and exit requirements and recommended curricula of each degree programme. The goal of these internships is that students familiarize themselves with the actual issues of the world of work and arts, apply their knowledge and skills acquired during their studies in practice, and to improve and complete them.

484. Internships can be completed at an organization which is capable of ensuring the implementation of the practical goal, presuming that the profile of the organization is in line with the degree programme attended by the students.

485. Students may choose an organization to spend their internship at from the opportunities announced by the University. These internship opportunities are announced at karrier.metropolitan.hu.

486. Students may choose workplaces to spend their internship at individually; the University will provide administrational help in such cases.

487. Students not participating in art or art mediation programmes or postgraduate specialist training programmes may begin their internships under the following conditions:

    a) in the case of six-term programmes, students with at least four completed active terms;

    b) in the case of seven-term programmes, students with at least five completed active terms;

    c) in the case of higher educational vocational training programmes, students with at least two completed active terms.

488. In special justified cases, students may begin their internship at different times than specified by Provision 487. In such cases, students in six-term programmes must have at least three completed active terms, and in seven-term programmes at least four completed active terms before beginning their internship.

489. Students must have the “Cooperation Agreement” printed from the NEPTUN system, acquire authorized signatures and submit the document in two original copies to the Career Centre at least ten working days prior to beginning their internship.

490. Individual agreements different from the “Cooperation Agreement” must be submitted electronically to the Career Centre for approval 30 working days before the start of the internship to facilitate any prior consultation. Following the acceptance of individual agreements, students must enter the required data of the agreement at the specified area of the NEPTUN system. Following this, individual agreements cannot be accepted.

491. Students may begin their internship and the University will consider such internships valid only if the “Cooperation Agreement” or the approved individual agreement is signed by both the organization providing the internship and a representative of the University before the beginning of the internship. The start of the internship cannot be considered valid without an agreement signed by the parties.

492. Students who have not completed their internship cannot be granted pre-degree certificates and their registration for final examinations cannot be accepted.

493. In the course of student internships, the responsibility for damages is regulated by the National Act on Higher Education and the Labour Code.

494. For students not participating in art or art mediation programmes or postgraduate specialist training programmes, the duration of internships is the following in case of eight-hour working days:

a) Students without a workplace and participating in:

- full-time programmes: from 12 weeks to 26 weeks;
- part-time programmes: 3 three weeks to 26 weeks;
- in higher educational vocational training programmes: from 14 weeks to 26 weeks;

b) students in employment: internships may be completed at their own workplaces.

495. Students must register for the subject “Internship” in the electronic study administration system and complete the internship in the same term until the end of term-time at the latest.

496. Exemption from attending practical classes cannot be asked for or given citing reasons of completing an internship.

497. Students who submit the documents about the completion of their internship belatedly will have to pay a special procedural fee.

498. Students for whom the recommended curriculum prescribes the completion of the course “Thesis consultation I” and the completion of the internship for the same term must participate in the internship information forum in the term prior to registering for the course “Thesis consultation I”.

LXXIV. Internship Completion Policy for Students without a Workplace

499. In order to complete the given subject, students must submit the following to the Career Centre by the specified deadline:

a) a “Cooperation Agreement” signed and stamped by the receiving institution;

b) the “Report on Internship” which must be uploaded to the appropriate area within the NEPTUN system;

c) the “Evaluation of Intern by Supervisor” signed and stamped by the internship supervisor in one hard copy, as well as one electronic copy in the Career Centre.

500. The “Internship” subject can only be considered as completed once all of the documents above have been submitted.

501. The Career Centre uploads the link for completing the questionnaire “Student Feedback on Internship” to the website of the Career Centre. The information provided on the questionnaire is used by the University for research carried out by the Career Centre and the analysis of experience collected during the internship.

502. In the case of internship abroad, students must submit two original foreign language copies of the “Cooperation Agreement” printed from the NEPTUN system to the Career Centre at least ten working days prior to the travel date. Should the company hosting the internship wish to enter into an individual agreement with the University, students must also attach an official translation to the agreement, or may request the University to

perform the translation. Translation costs are to be paid by students in both cases. The translated agreement is approved and accepted by the University. Following acceptance, students must enter the required data of the agreement using the designated area of the NEPTUN system. Following signing, students have the option to personally receive the agreement in the Career Centre.

LXXV. Internship Completion Provisions for Students with a Workplace

503. Students with a workplace must upload the following to the NEPTUN system by the date announced in the electronic study administration system:

    a) an original copy of the stamped and signed “Employer Certification”, and

    b) the “Job Description”,

    issued by their current workplace or their prior workplace within the past one year.

504. If the Career Centre accepts the request “Accept Workplace as Internship” in the NEPTUN system, the internship can be considered as completed, and the “Internship” subject is approved.

505. If the Career Centre rejects the request “Accept Workplace as Internship” in the NEPTUN system, a written notification is sent on a compulsory company visit, or students must choose a place of internship—with the exceptions of art and art mediation programmes, as well as postgraduate specialist training programmes. Students must participate in a company visit on one occasion, and prepare a report paper regarding the experience gathered based on the considerations provided.

LXXVI. Verification and Evaluation of the Internship

506. An appointed representative of the University may pay a visit at the receiving company or organization at a time agreed with the manager or contact person of the company or organization hosting the internship. The visit may also be initiated by the receiving company or organization.

507. If the experience of students shows that the place of internship does not facilitate the achievement of the practical goal, they have the option to choose a new place of internship subject to the following conditions:

    - The written permission of the Director of the Career Centre is required for changing the place of internship, which must be indicated by students at the time the change comes into effect in a request sent to the e-mail address karriercentrum@metropolitan.hu.
    - Students must immediately request in writing from the company hosting the internship that the Cooperation Agreement be terminated, attaching the written permission of the Director of the Career Centre. The statement regarding the termination of the Cooperation Agreement must be submitted by students to the Career Centre.

508. Should students neglect to gain written approval for a change in the place of internship and to provide notice to the company and not be present at the place of internship, the “Internship” for the given term is deemed as incomplete (“did not complete”). In this case, students must register for the subject again.

509. Based on a change request submitted within 15 days of the commencement of the internship, the Director of the Career Centre may decide on changing the location of the internship as follows:

    a) if the supervisor does not certify the completion of the internship at the originally chosen place of internship, the Internship subject of a minimum of 12 weeks (a minimum of 3 weeks for part-time students and a minimum of 14 weeks for students in higher educational vocational training programmes) stipulated for the given term cannot be completed;

    b) if the internship supervisor verifies the completion of the internship at the originally chosen place internship, the remaining part of the compulsory minimum of 12 weeks (minimum of 3 weeks for part-time students and minimum of 14 weeks for students at higher educational vocational training programmes) can be completed at a new place of internship.

510. The attitude and performance of students during the internship is evaluated by the internship supervisor appointed at the workplace of internship using the form “Evaluation of Intern by Supervisor”. This evaluation contains the certification that the internship has been completed and that students have been present, as well as the written assessment and evaluation of the work performed by students.

511. Upon the request of the students, the internship supervisor appointed at the place of internship may issue a so-called reference letter in order to improve the chances of students on the labour market.

512. The final evaluation of the internship is defined by the Director of the Career Centre on a three-grade scale.

513. The fact that the internship has been completed and the related assessment must be entered into the electronic course record book.

LXXVII. Special Rules Related to Internship in Art and Art Mediation Programmes

LXXVIII. Internship Structure

514. With respect to the degree programmes within the art and art mediation fields of training, the general rules must be applied together with the differences defined in this chapter. The number of internship hours to be completed at specific art and art mediation degree programmes are published on the website of the Career Centre and the electronic study administration system. The internship of art and art mediation programmes may consist of either one or two parts.

515. If the internship consists of two parts, one half is made up of the internship organized within the University (henceforth: “internal internship”), and the other half of the internship is completed at an external place of internship (henceforth: “external internship”).

516. Internships may be completely internally or completely externally. The external and internal internship of art and art mediation programmes may also be completed in parts. Internal internships may be completed in part from the first active term, and external internships from the deadline specified in Provision 422.

517. Within the art and art mediation fields of training, internships can also be completed by having time spent in an artists’ colony, as well as participating in a professional field trip.

LXXIX. Internal Internships

518. Practical work performed in the interest of the University, using the tools of the University, on the premises of the University, and approved by the programme head of the given degree programme is deemed as internal internship.

519. The request for, record keeping and completion of internal internships must be kept track of in NEPTUN.

LXXX. External Internships

520. Practical or artistic work carried out at an external organization or person having an agreement with the University is deemed as external internship.

521. External internships can be completed at an organization or person who/which is capable of ensuring the implementation of the practical goal, presuming that the artistic profile of the internship activity completed is in line with the degree programme attended by the students.

522. External internships may be started by students who have completed at least two active terms.

523. The detailed rules for the internship at degree programmes in the art and art mediation fields of training (including the specification of the number of hours, the special conditions of completion, time or credit proportion of internal and external internships, etc.) can be found in the document uploaded to the electronic study administration system. The completion obligation defined in the document referred to is compulsory for students, and any deviation from it is only possible upon the preliminary approval of the programme head.

524. The Career Centre uploads the link for completing the questionnaire “Student Feedback on Internship” to the website of the Career Centre. The completion and submission of the questionnaire is done electronically.

525. In the case of art and art mediation degree programmes, the head of the institute gathers the recommended places of internship based on the recommendations provided by programme heads. These are forwarded to the head of the Career Centre by the start of the examination registration period of the term preceding the commencement of the external internship, who takes care that they be published on the home page of the University and the bulletin board of the Career Centre used for this purpose.

526. Exemption from attending practical classes cannot be given citing reasons of completing an external internship.

527. If the documents required for completing external as well as internal internships are submitted late, students must pay a special procedural fee resulting from the delay of an amount defined in the table of fees published in the electronic study administration system.

LXXXI. Verification, Evaluation, and Completion Policy of Internal Internships

528. In order to complete the Internship subject, in the case of internal internships students must download the document entitled “Certification of Completion for Internal Internship” from the website of the University and submit it by the deadline specified to be approved by the signature of the programme head.

529. Certification of the internal internship is the responsibility of the programme head and is done based on the recommendation of the organizational unit ordering the actual work performed according to the recommendation of the head of the institute.

530. The evaluation of the internal internship is done using a three-grade scale, which may be complemented by a written assessment, and must be taken into account by the programme head during the final evaluation of the Internship subject.

LXXXII. Verification, Evaluation, and Completion Policy of External Internships

531. The attitude and performance of students during the external internship is assessed by the internship manager appointed by the programme head using the form “Evaluation of Intern by Supervisor”. This evaluation contains the certification that the external internship has been completed and that students have been present, as well as the written assessment and evaluation of the work performed by students.

532. Students must submit a signed and stamped hard copy of the form titled “Evaluation of Intern by Supervisor” to the Career Centre, and also submit this electronically.

533. The final evaluation of the internship is performed by the programme head on a three-grade scale, taking the evaluations of external and internal internships into account.

LXXXIII. Special Rules Related to the Internship of English-Language Programmes for Students of Non-Hungarian Citizenship

534. With respect to the internship of non-Hungarian citizens participating in English-language programmes, the general rules must be applied together with the differences defined in this sub-chapter.

535. In order to complete the given subject, students must submit the following to the Career Centre by the deadline announced in the electronic study administration system:

a) an English-language “Cooperation Agreement” signed and stamped by the receiving company;

b) one hard copy of the English-language “Evaluation of Intern by Supervisor” signed and stamped by the internship supervisor submitted in hard copy to the Career Centre, and also electronically.

536. The final evaluation of the internship is defined by the Director of the Career Centre on a three-grade scale.

537. The Career Centre uploads the link for completing the questionnaire “Student Feedback on Internship” to the website of the Career Centre. The completion and submission of the questionnaire is done electronically. The information provided on the questionnaire is used by the University for research carried out by the Career Centre and the analysis of experience collected during the internship.

LXXXIV. Register Sheet and Register Sheet Extract

NHE GD, Section 36 (1) The register sheet serves the purpose of keeping record of the personal and study-related information of students in connection with the student status indicated on the register sheet.

(2) The student data register sheet created in hard copy or electronically and certified contains the following from the data kept on record in the administration system:

1. **name of the higher education institution, institutional identification number, address of its registered seat and site, student's name, student's identification number, register sheet serial number, as well as in the case of hard copy register sheets, the number of pages within and a list of their functions;**
2. **the student's personal information (birth name, mother's birth name, place and date of birth, citizenship, registered address and location, notification address and telephone number, e-mail address, social security identification number, and in the case of non-Hungarian citizens, the legal purpose of residence in Hungary, as well as the name and number of the official document providing the right of residence in Hungary—or for persons having the right of freedom of movement and of residence, that of the official document serving as evidence of such right according to a separate law);**
3. **serial number of the course record book and serial number of the student card;**
4. **data of the student status related to the register sheet (date of establishment and termination);**
5. **data related to the student's programme by programme (name, level, mode of study, and language of programme, length and site of programme according to the programme completion and exit requirements, site, starting date and form of admission to the programme, decision number, end date and form of ending/completion of programme), data of the official documents defined as the entry conditions of the programme—or, in the case of several programmes, programmes—(name of official document, name of issuing institution, official document number, date issued), transfer information in the case of transfers (name and institutional identification number of transferring higher education institution, name, level, mode of study, language, location, and form of funding of the programme);**
6. **summary information pertaining to the study period (name of study period, name, form of funding, and status of the programmes, serial number of the term supported, number of credits undertaken and earned during the given study period, number of credits recognized, total number of credits, credit-weighted average);**
7. **information related to the subjects and curricular units registered by study periods (name, code, instructor's name, credit value, assessment method, number of contact hours each week or each term, type of subject, evaluation of completion of requirements, date of evaluation, name of instructor performing the evaluation), information related to the completion of the study period by programme (date of completion, credits registered for, credits earned, (cumulative) credit-weighted average, credit index, corrected credit index, aggregate adjusted credit index);**
8. **curricular requirements recognized as completed based on studies conducted formerly at own or other higher education institutions by programme and study period (name, code, and credit value of the curricular requirements, number and date of the decision issued by the credit transfer committee);**
9. **curricular requirements recognized as completed based on simultaneous or guest student studies conducted at own or other higher education institutions by programme and study period (name, code, credit value, and evaluation of the curricular requirements, number and date of the decision issued by the credit transfer committee);**

10. **data of curricular requirements recognized as completed based on partial studies conducted at foreign higher education institutions by programme and study period (type of framework programme, name of programme, name of foreign institution, name, credit value, code, and converted evaluation of curricular requirements, number and date of the decision of the credit transfer committee)**
11. **curricular requirements recognized as completed based on work and other experience by study period (name and credit value of the curricular requirements, as well as number and date of the decision issued by the credit transfer committee);**
12. **decisions pertaining to the student by programme (type, number, date, and short description);**
13. **information related to the completion of the internship by programme (name, evaluation, credit value, name of internship placement, internship timeframe, name of internship supervisors, time of acceptance of performance, name and position of accepting person);**
14. **information of the final certificate (pre-degree certificate);**
15. **information of the thesis or graduation project (topic, title, name of the programme, date of submission, name and evaluation of thesis adviser and reviewer, furthermore if the final examination does not involve thesis defence, the final evaluation of the thesis, the name and position of the person providing the evaluation, and date of evaluation);**
16. **information on the final examination (programme name, examination parts as well as related dates and partial results, final evaluation, name and instructor ID of the chairperson and members of the committee);**
17. **Information on the diploma (serial number of the form, institutional serial number of the certificate, programme name, name of the qualification level and qualification acquired, date of issue, name and position of signatory);**
18. **Information on the diploma supplement (serial number of the form, date of issue, name and position of signatory);**
19. **information related to completing foreign language requirements (name of language, method of completing the requirements, level, form and type of language examination, certificate number, name of issuing institution, date of issue, date of submission of the official document; in case of exemption, the reason for exemption, the number and date of the decision, also indicating the part exempt from in the case of partial exemption);**
20. **disciplinary and damage compensation information;**
21. **information related to disability (type, the name and address of the expert or committee issuing the opinion, date of the opinion and date of its submission);**
22. **information pertaining to student accidents;**
23. **certification of the register sheet;**
24. **information related to former doctoral programmes for doctoral students (name of higher education institution, institutional identification number, programme name);**

25. information related to the fulfilment of the conditions of acquiring the doctoral degree (date and result of the complex examination, date and result of the doctoral defence);
26. name of the doctoral degree awarded.

(3) Within the higher education institution, one register sheet may be kept of each person in the case of all types of status with regard to the given student status. When the student status is terminated or a new status is established, a new register sheet must be opened.

(4) The higher education institution stipulates the serial numbering of the register sheets within its regulations, notwithstanding that each sheet must have an individual serial number.

(5) All pages of hard copy register sheets must contain the name and institutional identification number of the higher education institution, the student's name and student ID number, as well as the serial number of the register sheet.

(6) The register sheet must be certified within three months of the termination of student status.

NHE GD, Section 36 (12) The register sheet extract must minimally contain the name of the higher education institution, its institutional identification number, the registered seat and site address, the student's name, student's ID number, and the serial number of the register sheet, as well as the information defined in Section (2) 2, 4 to 14, and 23.

LXXXV. Course Record Book (Credit Book)

NHE GD, 41 (1) The higher education institution must keep a course record book for the student if unable to ensure that the following conditions are all met at the same time:

a) students receive notification regarding the subjects registered or deleted according to a method and timing defined in the regulations of the higher education institution;

b) in the case of oral assessment, the higher education institution provides students with a completion form having a content defined in Section (2) in the manner and at the time defined in the regulations of the higher education institution;

c) in case assessment is different from the definition of Clause b), the higher education institution sends notice regarding the student's evaluation in a manner and at a time defined within the regulations; and

d) the study administration system operated by the institution enables students to have access to the data content of their register sheet extracts stipulated in Section 36 (12) in a printable form, and furthermore provides for the free of charge certification of the data defined in Section 36 (2) 7 on one occasion each term at the student's request.

(3) The hard copy course record book with a unique serial number minimally contains:

1. name, registered seat, and institutional identification number of the higher education institution;
2. the student's student identification number and transcript of records number (ToR number);

3. **the student's personal identification data (name, birth name, place and date of birth, citizenship, mother's birth name), the student's photograph and signature;**
4. **information related to the establishment and termination of the student status;**
5. **information on the student's programmes by programme;**
6. **sign-in data by study periods;**
7. **information related to the subjects and curricular units registered broken down according to the study period, assigned credit values, evaluation data, and the signature of evaluating instructors;**
8. **information related to the closing of the study period;**
9. **information related to credits accepted based on former studies, work, and other experience;**
10. **information related to simultaneous or guest student studies conducted at own or other higher education institution;**
11. **information related to decisions having an influence on the student's studies;**
12. **information related to the fulfilment of foreign language requirements;**
13. **information related to internship, and**
14. **certification of the entries.**

(4) Within the higher education institution, a single course record book may be kept of the same person during the duration of their student status—with the exception of studies conducted simultaneously at various levels of training.

(5) Within the course record book, the following must be certified according to Section 34 (4):

a) **the student's personal information, programme information, as well as the part containing the establishment of student status when the course record book is opened;**

b) **information related to the subjects and curricular units added for the given term by the student up to the point in time indicated in Section 51;**

c) **the part containing the fulfilment of the requirements related to the subject or curricular unit added for the given term according to the form of assessments at a time defined within the regulations of the higher education institution; and**

d) **the part containing the closing of the study period during the given term up to the tenth day following the last day of the examination period.**

(6) The persons defined in the regulations of the higher education institution have the right to complete the course record book, as well as to delete or amend the data already within. Deletions and corrections must be certified.

538. Starting with academic year 2008/2009, the University has introduced the electronic course record book that is printed from the electronic study administration system, certified as defined within these Regulations, and generated as an official document inseparably bound together.

539. In the case of traditional course record books that are being phased out, a single course record book must be kept at the University while students have a student status—with the exception of studies conducted simultaneously at various levels of education.

540. The electronic course record book is a public document serving as evidence of the studies and the final certificate (pre-degree certificate), which contains data related to the fulfilment of academic requirements.

541. Electronic course record books must be opened upon enrolment, and issued from the electronic study administration system when students permanently leave the University, or when the student status is terminated in a format certified by the Educational Authority. The numbered pages of the hard copy must be bound together using a string featuring the national colours, the end joined together with a circular label, which is then stamped, and made certified and inseparable by the signature of the Director of Customer Services and Studies. The printed course record book contains all information and entries representing the legal content of the electronic course record book.

542. During the use of the electronic course record book, the printed image and form approved by the Educational Authority must be applied.

543. When several programmes are undertaken at the same institution, the only prerequisite for issuing the course record book is the completion of the last programme.

544. Once the study period has been closed, the number of credits committed to and earned by the student, the credit index, and the grade point average must be recorded in the electronic study administration system at the latest within 30 days following the start of the term-time following the given term.

545. Student access rights related to the electronic course record book:

    a) students have no right to write into the electronic course record book;

    b) students have the right to read the contents of their electronic course record books during the complete timeframe of their student status using their EHA code;

    c) students have the right to print a so-called course completion form from the study database for a given study period, and to use this as certification of completion;

    d) during the complete examination period as well as within 30 days of its closure, students have the right to initiate the correction of their grades at the Director of Customer Services and Studies.

546. Instructor rights related to the electronic course record book:

    a) Full-time instructors must enter the grades. No other instructors have the right to write into the electronic course record book.

    b) Instructors may check the grading sheets of courses within their scope of responsibility, and initiate the correction of grades within at the relevant study administration coordinator or Director of Customer Services and Studies in case of discrepancy of the grade entered on the grading sheet or on the written test within 30 days of the last day of the examination period at the latest.

547. Study administration coordinators have permission to write in the electronic course record book, within the framework of which they may create any data that they have access to within the electronic course record book, as well as amend these, also including the instructors' entry pertaining to the evaluation.

548. Rights of The Director of Customer Services and Studies:

    a) The director has is entitled to write in the electronic course record book, within the framework of which they may create or amend any data that they have access to within the electronic course record book , with the exception of the instructors' entry pertaining to the evaluation.

b) The director may check the grading sheets of courses within the instructor's scope of responsibility, and amend the grades within upon the request of the instructor, as well as students' well founded objection in case of a discrepancy of the grade entered on the grading sheet or the test grade.

549. The office managing the electronic study administration system has no authorization to write into the electronic course record book. However, office managing the electronic study administration system may create database level entries in the electronic course record book, but only upon a well-founded written request by the General Vice-Rector. This fact must be recorded, and a certified copy must be created of the state before the change. In addition, the student or group of students must be provided appropriate notice.

550. Based on the contents of this chapter, grades must be communicated to students by the full-time instructor, study administration coordinator, or institutional administrator by entering them into the electronic study administration system.

551. Instructors must record the grades achieved at oral examinations on grading sheets printed from the electronic study administration system, and sign the grading sheets. Students must also sign the grading sheet upon completion of the oral examination. During the evaluation of oral assessment, the information on the grading sheet signed by the instructor must be accepted in the case of a dispute. If any piece of information pertaining to students is to be corrected on the grading sheet, students must be provided notice of this fact during the examination, or if this is not possible, immediately afterwards. Grading sheets must be archived after half a year.

552. The examination paper itself serves the purpose of retrospective verification of the grades given based on a written assessment. This must contain the evaluation, as well as the name and signature of the person performing the evaluation. Written tests must be archived after half a year.

553. In the case of oral assessment, students are provided notice regarding the result through the electronic study administration system when the evaluation of the assessment is performed, and in the case of written examination, within three working days of publication in the electronic study administration system.

554. Within no more than five days of the completion of the examination period, students may object to the data within the records pertaining to the evaluation by means of an on-line request at the Director of Customer Services and Studies, which the director must deal with within eight working days. Expiration of the deadline above leads to loss of rights.

555. The evaluation objected to must be corrected based on the grading sheet presented or the grade on the written test—once the justification of the objection has been verified. If the Director of Customer Services and Studies finds the objection to be justified, they must correct the mistake within their own scope of authority, and provide notice of this to students through the electronic study administration system. If the Director of Customer Services and Studies does not find the objection to be justified, they must also provide notice of this to students through the electronic study administration system. If students do not agree with the decision, they may appeal against it at the Student Legal Remedy Committee within 15 days of having received the decision.

556. Within 15 days of the closing of the course registration period, students receive notification by e-mail on where they must check the courses registered within the electronic study administration system. Within no more than five days of the receipt of the notice, students may object to the data discrepancy within the records by means of an on-line request at the Director of Customer Services and Studies, which the director must deal with within three working days. During the investigation of the validity of the

objection, students have the right and the obligation to attend the classes of the disputed subjects.

557. Upon the students' request, the Director of Customer Services and Studies must issue a free extract of students' course record books on one occasion each term at any time following the 30th day after the last day of the examination period. The extract may be used by students as evidence of participation in the programme as well as to the completion of a given subject. Students requesting that the extract be issued repeatedly within a term must pay a special procedural fee.

558. If students continue their studies by transfer in another higher education institution, the University registers the date of the termination of student status in the electronic course record book, and ex officio transfers the course record book to the receiving higher education institution within fifteen days of the termination of student status.

559. Prohibition of continued studies, expulsion from the University, or the unsuccessful completion of studies must also be recorded in the course record book and the electronic study administration system.

560. Following the closing of the register sheet, the certified course record book printed from the electronic study administration system must be issued to the student.

561. Based on the register sheet, a duplicate copy may be made of lost course record books, subject to a special procedural fee.

562. No separate course record books may be issued to guest students. Students studying at foreign higher education institutions are exempt for this rule. Upon written request to this effect, they may be issued a course record book for guest students in the English language, which contains:

    a) the personal identification information of the student;

    b) the data of the student status and the number of the transcript of records;

    c) subjects (curricular units) added during the studies broken down according to the study period, assigned credit values, information on the forms of evaluation;

    d) the reference number of the decision influencing the studies of the student.

563. Students receive notification on the courses registered at the end of the course registration modification period on a course registration form that can be printed by them from the electronic study administration system. This printout becomes available on the first working day following the course registration modification period. The printing of the course registration form is the responsibility of the students.

564. Within five days following the course registration modification period, the system operations manager of the electronic study administration system must create an electronic backup of the students' courses registered on safe data media. This backup database guarantees that potential changes made at a later point in time on the courses registered by students can be checked.

565. Following backup, during the rest of the term, the Director of Customer Services and Studies creates an entry in the electronic course record book regarding courses not registered or deleted by the student, other study related entries, requests, or decisions. The certified version of the electronic course record book covering the term must be created within 30 days of the last day of the examination period of the given term. This must be backed up according to the provisions of Provision 567.

566. Students receive notification on the courses completed at the end of the examination period on a course completion form that can be printed by them from the electronic study

administration system. This printout becomes available on the first working day following the examination period. The printing of the course registration form is the responsibility of the students.

567. At the end of the examination period, the system operations manager of the electronic study administration system must create an electronic backup of the student courses completed on safe data media. This backup database guarantees that potential changes made at a later point in time on the courses registered and completed by students can be verified. The course completion form printed from the electronic study administration system is at the same time a course registration and a course completion form.

568. Following backup, the Director of Customer Services and Studies creates an entry in the electronic course record book regarding course completions not registered or deleted by students, other study related entries, requests, or decisions. The certified version of the electronic course record book covering the term must be created within 30 days of the last day of the examination period of the given term.

LXXXVI. Provisions Related to Pre-Degree Certificates, Final Examinations, Degree Certificates and Diplomas

LXXXVII. Pre-Degree Certificate

NHE, Section 50 (1) The higher education institution issues a final certificate, the pre-degree certificate to students that have fulfilled the studies and examination requirements as well as the internship stipulated in the curriculum—with the exception of the language examination and the thesis or graduation project—and have acquired the required credits.

(3) Students may be admitted to final examinations following the acquisition of the pre-degree certificate...

Section 108, 47 Within the application of this act: pre-degree certificate: certifies that the examinations prescribed in the curriculum have been successfully passed and the other academic requirements—with the exception of passing the language examination and the preparation of the degree thesis (graduation project)—have been fulfilled. It also certifies that students have earned the credits prescribed in the programme completion and exit requirements, which proves (without qualification or evaluation) that students have fully complied with the studies and examination requirements prescribed in the curriculum;

NHE GD, Section 44 (1) When students have fulfilled the requirements for issuing a pre-degree certificate, the higher education institution issues the pre-degree certificate containing the date on which the requirements were fulfilled within twenty days following this date.

(2) Students must be provided notice of the issuing of the pre-degree certificate at the time that they are issued.

(3) The pre-degree certificate must be issued as a certified document.

(4) Pre-degree certificates must be marked with a unique serial number when issued, and their data kept on record within the study administration system of the higher education institution.

(5) The pre-degree certificate comprises an annex to the register sheet.

Section 45 (1) The certification serving as evidence that the pre-degree certificate was issued, the certification on the successful final examination, the certification of eligibility for a degree certificate or diploma, and the certificate of the educational area in the case of primary teachers must be issued based on the register sheet upon the request of the students.

(2) Certificates must be marked with a unique serial number when issued, and their data kept on record within the study administration system of the higher education institution.

Section 56 (3) If students meet the conditions of the pre-degree certificate by the last day of the final examination period defined in Paragraph (2), the last day of the final examination period according to the term defined in Paragraph (2) must be defined as the final date of the students' studies by the higher education institution. In the case of these students, the final date of studies is identical to the date of termination of student status within the higher education institution according to NHE, Section 59 (1) d)—with the exception of those participating in simultaneous programmes.

(4) The date on the certification of eligibility for a degree certificate or diploma must precede the date on the certificate.

569. The University issues a pre-degree certificate to students that have fulfilled the studies and examination requirements as well as the internship stipulated in the curriculum—with the exception of the language examination and the degree thesis, (diploma thesis, graduation project)—and have acquired the required credits. The pre-degree certificate is issued within 30 days of fulfilling the last condition required for issuing the certificate, so that the date of fulfilling the last condition is indicated as the date of issuing the pre-degree certificate.

570. In the case of students studying at several programmes, a separate pre-degree certificate must be issued for each degree programme.

571. In order to acquire the pre-degree certificate, students must accomplish at least 30 credits at the University, or in the case of students starting their studies during the academic year 2012/2013 or later, at least one third of the credit value of the programme at the University, even when former studies, previously acquired knowledge, and work experience is recognized as credit. Credits accomplished during former status as a student at the University, as well as credits accomplished at other programmes of the University are also deemed as credits accomplished at the University.

572. If the University has issued the pre-degree certificate for the student, the University issues a certification on the issuing of the pre-degree certificate as defined in Government Decree 87/2015 (9 Apr.) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education. The certification does not serve as evidence of any qualifications. Certificates must be marked with a unique serial number when issued, and their data kept on record within the study administration system.

LXXXVIII. Degree Thesis, Diploma Thesis and Graduation Project

573. If this is included in the Educational Programme, students must create theses and/or graduation projects for each programme in order to be awarded a degree certificate or diploma taking into account the considerations defined in the Supplement. If students are conducting their studies at several programmes at the same time, they must submit a thesis and/or graduation project with different content and topic for each programme.

574. The thesis is a written elaboration of a topic corresponding to the qualification and related to the programme-specific subjects, during the creation of which students must provide evidence that in addition to the study material, they are also familiar with relevant domestic and international publications.

575. The graduation project is the creative summary of professional knowledge acquired during a practical training within a specific piece of art or object.

576. The general rule is that the language of the thesis is the same as the language of the programme. Students may write their theses in a language different from the language of the programme if approved by the programme head and the head of institute.

577. Thesis topics and thesis advisers that can be selected at programmes are specified by the programme head. Thesis topics and the thesis advisers assigned to thesis topics are approved by the programme head and published by the Directorate of Customer Services and Studies by the end of the first month of each teaching period. In the case of postgraduate specialist training programmes, the date of publication for the topics is the first day of the examination period.

578. Students may also elaborate on individual topics if they meet professional conditions, are approved by the programme head, and there is a thesis adviser approved by the head of the institute on the thesis topic list of the given student who is willing to act as thesis adviser. In the case of students elaborating on individual topics, if the selected individual topic is not approved by the programme head, or if the head of the institute is unable to recommend an acceptable thesis adviser for the topic, and there is no possibility to employ an external thesis adviser based on Provision 586., students must choose a new topic within the deadline for selecting thesis topics.

579. Students must announce their thesis topics following consultation with the thesis adviser by 31 October or 31 March at the latest electronically, taking the following into account:

- in the case of one- or two-term consultation, during the term preceding the consultation;
- in the case of three-term consultation, during the first term of the consultation;
- in the case of art and art mediation degree programmes, within the framework of the subject “Thesis Consultation 1”, which can only be completed during the autumn term;
- students participating in postgraduate specialist training programmes must announce their chosen thesis topics electronically following consultation with the thesis adviser at the latest by the end of the first month of the teaching period during the term when final examinations are planned.

580. The number of students applying for specific topics can be limited if such limitation was indicated when the topic was announced. If the student headcount defined for a given topic is filled, students outside of this headcount must choose another topic; the headcount announced for a topic cannot be increased.

581. Each thesis adviser may undertake to be the thesis adviser of a total of 15 students in bachelor’s programmes, master’s programmes, postgraduate specialist training programmes, and higher educational vocational training programmes. If the student headcount defined for a given thesis adviser is filled, students outside of this headcount must choose another thesis adviser.

582. Thesis topics may be modified or changed by students at the end of the term-time of the term preceding the last term of the thesis consultation process on up to one occasion. The request is decided on by the head of institute based on an electronic request

addressed to the head of the institute, taking the opinion of the programme head into account. Postgraduate specialist training programmes are an exception from this provision, in the case of which students may change their topics until the 30th day preceding the submission deadline for the thesis.

583. Students may recommend that another thesis adviser not employed by the University and not having an agency contract by the University (henceforth: “external thesis adviser”) be accepted in an electronic request submitted to the head of institute with appropriate justification. The request is decided on by the head of institute as well as the head of the Postgraduate Specialist Training Centre in agreement with the programme head. External thesis advisers may be appointed if the corresponding expert is not available within the University, as well as if the external thesis adviser is willing to act as a thesis adviser subject to the same conditions as the thesis advisers available at the University.

584. The selection and acceptance of the thesis topic, as well as participation in consultations must be evidenced in an electronic format.

585. In the case of students participating in full-time degree programmes who must complete three terms of thesis consultation according to the recommended curriculum (Thesis Consultation I, II, and III), the prerequisites for completing the subject Thesis Consultation I are:

a) selection of thesis topic,

b) selection of thesis adviser,

c) participation in the Thesis Information Forum, as well as at the information forum organized by the Library and the Career Centre, and providing evidence thereof, as well as

d) creation of the outline of the topic and uploading it using the electronic interface.

586. Regarding part-time programmes, the conditions for completing the subject Thesis Consultation I are listed in Provisions 585 a), b), and d). Although the University provides an opportunity for students participating in part-time programmes to participate in the Thesis Information Forum, participation is not compulsory.

587. The University organizes a Thesis Information Forum at the beginning of each term.

588. In the case of thesis consultation over three terms, the prerequisite for the completion of Thesis Consultation II and Thesis Consultation III is participating in three consultations per term and providing evidence thereof using the electronic interface.

589. Within higher educational vocational training programmes, the conditions for completing the subject Thesis Consultation I:

a) Participation in the Thesis Information Forum;

b) selection of thesis topic and thesis adviser; as well as

c) participation in two consultations, and providing evidence thereof using the electronic interface.

590. The prerequisite for the completion of the subject Thesis Consultation II is participation in three consultations.

591. For students participating in programmes where two consultations must be completed each term according to the recommended curriculum, the conditions of completing the subject Consultation I:

a) in the case of full-time mode of study, participation in the Thesis Information Forum, as well as

b) participation in three consultations, and providing evidence thereof using the electronic interface.

592. In case of a part-time mode of study, Consultation I can be completed with the exception of Provision 591 a). The University provides an opportunity for students participating in part-time programmes to participate at the Thesis Information Forum, but participation is not compulsory.

593. The prerequisite for completing Thesis Consultation II is participation in three consultations and providing evidence thereof using the electronic interface.

594. Regarding students participating in postgraduate specialist training programmes who must participate in one thesis and/or graduation project consultation per term according to the recommended curriculum, the prerequisite for completing the given consultation subject is participation in three consultations, and providing evidence thereof using the electronic interface at the latest by the end of the term-time or the submission of the thesis.

595. During the consultations, thesis advisers provide guidance to students, discuss with them the content and formatting requirements for theses based on the conditions defined in the Supplement, provide help in the selection of literature, supervise progress and inform students that the thesis will be marked as a fail in case of plagiarism. Thesis advisers may not deviate from the conditions defined in the Supplement.

596. Students must consult in advance with the thesis advisers regarding the consultation times.

597. If students complete the thesis consultation(s) successfully, but if following the submission of the thesis evaluations it is revealed that the thesis does not meet the criteria of acceptance, the head of the institute may prohibit the instructor acting as thesis adviser from working as a thesis adviser during the next term. In cases such as this, the head of the institute appoints a new thesis adviser for students that the given instructor previously acted as a thesis adviser for.

598. In this case as well, the legal consequences stipulated in Provision 630. may be applied to the student.

599. Instructors provide evidence of the thesis consultation in an electronic format on the last day of the term-time at the latest. Students that have changed the topic of their theses must participate in the consultations stipulated.

600. Students with a pre-degree certificate that have not submitted a thesis within three years of acquiring a pre-degree certificate are sent a message by the Directorate of Customer Services and Studies by 1 March or 1 October. The University may oblige students to change their thesis advisers and participate in three consultations based on the table of special procedural fees in effect. Students that have received their pre-degree certificates more than three years ago that request a change of topic and/or thesis adviser must appear at three consultations during the given term, as well as pay the fee indicated in the table of special procedural fees in effect.

601. Students have the right to change their thesis advisers following an electronic request at the latest by the end of the term-time of the term preceding the planned submission of the thesis. Postgraduate specialist training programmes are an exception from this provision, in the case of which students may change their thesis advisers until the 30th day preceding the submission deadline for the thesis.

602. Students may only change their thesis advisers if the relevant head of the institute approves of their intention to change the thesis adviser indicated in an electronic request, as well as:

    a) the new thesis adviser approves of the change of thesis adviser in writing, and

    b) in the case of a change of the original thesis topic, the student fits into the predefined headcount of the new topic.

603. If, with respect to the agreed consultations, thesis advisers are permanently unavailable to perform their thesis consultation tasks in an unforeseeable manner, a special change of thesis adviser is made possible at a later time upon the request of students in a manner outside of the scope of Provision 604. However, even in this case, such change may not be approved by the head of the institute during the term when the thesis is submitted.

604. In case of illness or dismissal of the thesis adviser, the new thesis adviser is appointed by the head of the institute of the former instructor acting as thesis adviser, providing notice to the Directorate of Customer Services and Studies within ten working days of learning of the reason for a change of thesis adviser, who in turn provide notice of the change in writing to the students.

605. Should the institution initiate a change of thesis adviser due to any of the reasons above, students may submit a request during the given term with respect to compulsory consultations as well as a change of thesis topic or adviser.

606. Students may request confidential treatment of their theses at the latest by the submission of the thesis by submitting a Confidentiality Request, especially if the specific information of an external person or organization related to their theses or other corporate interests call for confidential treatment or if the concept within the thesis may be protected by patent. In this case, other conditions defined by the given company or organization must be attached to the thesis, as well as a statement that the company, person, or other organization has learned of and accepted the conditions set forth within the present SER.

607. The electronic request for the confidential treatment of the thesis must be indicated on the form “Thesis Acceptance Request”, addressed to the relevant thesis adviser.

608. Theses must be uploaded to the securely managed and protected storage of the University, but may not be uploaded to the Library database. Records must be kept of confidentially managed theses in the archives of the Directorate of Customer Services and Studies.

609. Supplement 2 to the SER contains the content and formatting requirements of theses, as well as their acceptance criteria. No deviation is possible from the requirements within the Supplement, even upon the permission of the thesis adviser. If students complete thesis consultation(s) successfully, but following the submission of evaluations it is revealed that a thesis does not comply with the formatting requirements stipulated in the SER and the Supplement, the head of the institute may prohibit the instructor acting as thesis adviser from working as a thesis adviser during the next term, and students must re-submit their thesis during the next term.

610. Theses must be submitted in electronic form to a secure storage defined by the University, as well as in hard copy to the Student Information Centre in one hard cover and one duplicate spiral bound copy.

611. Students must upload their theses to the secure storage of the University.

612. The uploading of the thesis to a secure storage specified by the university is only possible on one occasion in the defined form. Modifications on theses uploaded to the secure

storage can be performed by the Library staff. In the case of modifications, the library staff use an upload certification form to indicate the fact of the modification, or lacking an upload certification form, the library staff issue a certification of the modification.

613. Following the defence of the thesis, the electronic copy uploaded to the secure storage specified by the University is managed and stored by the Directorate of Customer Services and Studies Following successful defence, the hard cover and duplicate spiral bound copy must be returned to the students.

614. The thesis must reflect that its author has acquired the fundamental knowledge of (the) discipline(s) of science related to the given topic, has become sufficiently familiar with relevant publications, is familiar with the techniques required for scientific activities, and is capable of defining a scientific problem and investigating it independently. The topics elaborated must be scientific in nature, and must also contain independent thoughts and considerations. During development, the scientific research methods of the given field must be applied.

615. The following considerations must be taken into account when designing the structure of the thesis:

    a) The introduction must provide an accurate definition of the question, problem, and field examined, the purpose of the thesis, and must describe the related theoretical background and broader context before elaborating on the topic in the narrower sense.

    b) Following the elaboration on the topic, the conclusion contains a brief summary of the findings, statements of the thesis and the research results.

616. General requirements related to the content of the thesis:

    a) Justification, timeliness, and uniqueness (practical applicability) of the topic chosen, conformity of the title with the content.

    b) Consistent application of terminology compliant with the conventions of the given discipline of science, such terminology being accurate from a scientific and professional point of view and required for the given analysis.

    c) Solid theoretical basis of the thesis resting on related academic literature and theory, processing, evaluation, review and analysis of related domestic and foreign literature, and their comparison to own results.

    d) Adequacy of the research question, data collection, and processing.

    e) Empirical investigations and/or analysis of sources; appropriate sampling and/or appropriate scope of sources; credibility and orderliness of data, appropriate method of its documentation and processing.

    f) Professional processing of the topic, appropriate methodology, not merely of a descriptive nature.

    g) Critical reflections, observation of connections.

    h) Structure of the thesis, proportionate discussion of topics, logical breakdown of main chapters and subchapters, the overall structure and title structure, as well as clarity of the thesis.

    i) Conclusions, own opinion, fulfilment of the objectives defined in the title and the introduction, correctly drawn conclusions.

    j) Spelling and grammar, language usage, style, appearance, and appropriate layout of the thesis. Accuracy and fluency of the wording, clarity of figures and tables.

617. The general requirements related to content pertaining to the diploma thesis in the case of higher educational vocational training programmes are identical to the requirements pertaining to the general thesis requirements, with the exception that the review of relevant publications is in the focus as opposed to empirical research.

618. In the case of postgraduate specialist training programmes, the programme head may further refine the further requirements of content relevant for the outcomes of the degree programme, which are published by the University at the same time as the final examination requirements.

619. Students must submit their thesis to the Student Information Centre by 15 November during autumn terms, and by 15 April – in case of art and art mediation programmes by 20 March – during spring terms. Students applying for December (early) final examinations must submit their theses by 20 October.

620. In the case of postgraduate specialist training programmes, theses must be submitted to the Student Information Centre by 15 December or 15 May at the latest.

621. Students may submit their theses if deemed acceptable by the instructor, which is indicated on an electronic form.

622. The rules defined within this SER for omissions and verifications must be observed for theses submitted late. Students must pay the fee defined in the table of fees published in the electronic study administration system to the University via on-line bank card payment for theses submitted late. In the case of postgraduate specialist training programmes, the expiration of the submission deadline leads to a loss of rights.

623. Following the submission of the thesis, heads of institute and full-time instructors appointed by them, or in the case or postgraduate specialist training programmes, the programme heads inspect theses for their compliance with the formatting and acceptance requirements based on the thesis evaluation form. Should the thesis fail to meet any of the above criteria, the head of the institute provides immediate written notice of this fact to the given student's thesis adviser. The head of the institute grades the thesis "fail", and issues an official report of this fact, which is also signed by the thesis adviser. In cases such as this, theses do not need to be evaluated by the reviewer for content. Students may submit theses graded "fail" in this manner during the next term at the earliest, subject to the payment of a special procedural fee defined in a separate table of fees within the electronic study administration system.

624. The thesis adviser and the reviewer must evaluate the thesis based on the acceptance criteria and content in writing, and make a proposal as to the grade.

625. For purposes of content, the difference between the grades suggested by the thesis adviser and the reviewer cannot exceed two. This must be enforced by the head of the institute related to the thesis adviser, or in the case of postgraduate specialist training programmes, the relevant programme head. Should the difference between the suggested grades exceed two, the head of the institute defines the grade for the thesis, and documents this in a separate official report. Should the head of the institute be the same person as one of the reviewers, another reviewer is appointed by the General Vice-Rector.

626. Should one of the two grades be "fail", and the other "pass" or "fail", the thesis is graded "fail", and the contents of Provision 632. must be applied accordingly.

627. Should one of the two grades be "fail", and the other "satisfactory", the thesis must be submitted to a third reviewer, unless the thesis meets the acceptance criteria. Should the grade given by the third reviewer be "fail", the thesis is graded as "fail", and the contents of Provision 632. must be applied accordingly. Should the grade given by the

third reviewer be better than “fail”, this grade replaces the “fail” given by the other reviewer.

628. Should one of the evaluations result in “fail” due to plagiarism, the amount of spelling or grammar mistakes, mistakes in language usage or non-compliance with formatting requirements, the head of institute consults separately with the thesis adviser and the reviewer. Following this, students must be provided an official report containing the agreed grades as well as the result of the consultation.

629. The reviewers document their questions related to the defence of the thesis in the minutes of the meeting.

630. If the aggregate grade of the thesis is “fail”, or if the thesis is graded as “fail” by the head of the institute due to acceptance criteria, and as a result, the candidate cannot be allowed to take a final examination, they must re-submit their thesis subject to the payment of a special procedural fee defined in a table of fees within the electronic study administration system. This can be done at the earliest during the next thesis submission period. The Directorate of Customer Services and Studies must provide notice to the candidate regarding the unaccepted thesis at least ten working days prior to the commencement of the final examination. A thesis may be submitted on three occasions for defence subject to the payment of a special procedural fee defined in a table of fees within the electronic study administration system. A fourth submission is possible following a positive evaluation of a Leniency Application.

631. A Leniency Application seeking the fourth submission of the thesis may be submitted within 30 days of receiving an evaluation graded “fail” on the third occasion. In case of a positive evaluation of the Leniency Application, a thesis adviser of the thesis is appointed. If the deadline is missed, the University launches the procedure to terminate the student status.

632. If the thesis is submitted during the next term, the thesis adviser issues a statement regarding the acceptability of the thesis prior to the submission of the thesis.

633. If a thesis is not accepted or graded “fail”, the hard cover copy cannot be issued to the student, and the Directorate of Customer Services and Studies must store it. Students receive written notice regarding the completion of the thesis evaluation and the official report, which may be received in person prior to the commencement of the final examination period in the Student Information Centre.

634. Ten working days prior to the defence, the Directorate of Customer Services and Studies provides electronic notice to students on the exact time of the defence (such time being the same as the time of the final examination).

635. Once provided notice, students may receive the evaluation of the theses personally in the Student Information Centre, or upon request, electronically. They also receive the two questions provided by each of the thesis adviser and the reviewer(s) in line with the content of the thesis.

636. Students of the University participating in BA level programmes also have the right to present their submitted thesis at a conference of the Students’ Research Societies (henceforth: “CSRS”).

637. Students that defend their thesis submitted to an CSRS conference at the institutional CSRS conference—that is present it, react to written evaluations and questions asked on the site—and whose performance based on their aggregate score achieve:

    a) – at least 80% of the maximum score, receive a grade of “good” (4);

    b) – at least 90% of the maximum score, receive a grade of “excellent” (5)

at the final examination.

638. Students who do not accept the result achieved at the institutional CSRS event have the right to repeat the defence at the final examination according to normal procedure.

639. Two evaluations are created regarding theses submitted to the CSRS conference, and the second evaluation may also be created by an external thesis adviser.

LXXXIX. Special Provisions Related to Theses and Graduation Projects in Art and Art Mediation Programmes

640. The provisions set forth in the previous part must be applied with respect to theses and graduations projects in art and art mediation programmes, subject to the deviations defined in this part.

641. Within art and art mediation programmes, the thesis is a theoretical piece of work in which students provide evidence that they have acquired the theoretical knowledge that they have learned of in the course of their art and art mediation programmes, and are capable of performing research in these areas as well as applying the knowledge. The rules set forth within the Supplement of the Student Requirement System must be applied regarding requirements of formatting pertaining to the theses created in the course of their art and art mediation programmes, with the exception defined within.

642. Within art and art mediation programmes, the graduation project is the creation of a graduation artwork related to the degree programme (specialization) completed, which is a summary of the professional and practical skills acquired by students.

643. The topic of the graduation project, as well as the thesis adviser must be specified by the student creating the thesis by the end of the term-time of the term preceding the final examination. The selection of the thesis topic and the person of the instructor acting as thesis adviser are approved by the relevant head of institute.

644. The topic of the graduation project can be changed until the end of the second centrally organized thesis consultation if approved by the thesis adviser and the relevant head of institute.

645. Students that have applied for a final examination must participate in two centrally organized thesis consultations, and report on the proportional completion status of the graduation project.

646. During the centrally organized thesis consultation, a professional committee consisting of at least two members decides on whether the preparedness of students meets the criteria described in the Supplement (Verification of Participation in Central Thesis Consultation).

647. Central thesis consultations are organized by the given institute for each degree programme. The first occasion must be organized by the end of the second month of the term-time, and the second occasion by the end of the term-time.

648. The result of the consultation is evidenced by the institute on the document in the form Verification of Participation in Central Thesis Consultation, as well as using the electronic interface. If the completion status of the graduation project created by the student is not appropriate and the committee grades the student's presentation as "fail", the student cannot be admitted to final examination. Students graded "fail" must complete the central thesis consultation again.

649. If the 6th term of the recommended curriculum of a degree programme includes consultation with a credit value of 6, the prerequisite for the completion of the subject is the successful completion of central thesis consultations.

650. Submission of the graduation project and presentation materials related to the graduation project

651. The graduation project and/or presentation materials related to the graduation project must be submitted by all students taking final examinations prior to the commencement of the final examination period (regardless of the day that a given student is scheduled for final examination).

652. The list and requirements of auxiliary materials supplementing the presentation and the graduation project are defined by the programme heads. Students must be provided a notice of at least 15 working days regarding the conditions of submission and the exact deadline.

653. Only the presentation material submitted may be presented and defended at the final examination.

XC. Special Provisions Pertaining to the Final Examinations in Master's Degree Programmes in Art

654. A reviewer opinion, that is a critic's opinion is written up with regards to the theses submitted in master's degree programmes in art. The essence of the critic's opinion is to place the thesis in the professional context of the given artistic field based on the evaluation considerations provided.

655. Each student may have one critic.

656. The critic's opinion does not include a grade recommendation.

XCI. Final Examination

NHE, Section 50 (2) Students participating in higher educational vocational training programmes, bachelor's programmes, master's programmes, and postgraduate specialist training programmes complete their studies by taking a final examination.

(3) Students may be admitted to final examinations following the acquisition of the pre-degree certificate. The final examination may be taken by those with student status during the examination period following the acquisition of the final certificate, or within two years following the termination of student status during any examination period according to the programme requirements in effect. The Studies and Examination Regulations may set conditions for taking the final examination after two years have expired following the issuing of the final certificate. No final examination may be taken after five years have transpired following the termination of student status.

(4) The final examination is the verification and evaluation of knowledge, skills, and abilities required for the acquisition of the degree certificate, during which students also need to prove that they are capable of applying the knowledge learned. The final examination may consist of several parts as defined in the curriculum; defence of thesis or graduation project, as well as further oral, written, and practical examination parts.

(5) Students that have failed to comply with their pending payment obligations against the higher education institution may not be admitted to final examination.

Section 112 (1) Programmes started based on Act LXXX of 1993 on Higher Education (henceforth: the "Higher Education Act of 1993") may be completed subject to unchanged professional requirements, an unchanged examination schedule, with the issuing of an unchanged degree certificate or diploma by 1 September 2016—in the course of a continuous training. The student status of those that have not acquired their pre-degree certificate by this deadline must be terminated on this date. Former students that have acquired a pre-degree certificate by 1 September 2016 may take their final examination by 1 September 2018. The rules of this section must be applied to former students who are subject to Section 112 (5a) of this Act as determined in Act CXXXI of 2015 on the Amendment of Certain Acts Pertaining to the Regulation of Higher Education. Taking Section 112 (5a) into account, decisions of higher education institution made for the benefit of former students must be modified by 15 February 2016.

NHE GD, Section 59 (2) The higher education institution specifies the method of application for final examinations, the policy of organizing and conducting final examinations, and the method of calculating the results within its regulations.

(3) Final examinations may also be organized in joint cooperation by higher education institutions.

Section 45 (1) The certification serving as evidence that the final certificate was issued, the certification on the successful final examination, the certification of eligibility for a degree certificate or diploma, and the instructor's certificate of the educational area in the case of primary teachers must be issued based on the register sheet upon the request of the students.

(2) Certificates must be marked with a unique serial number when issued, and their data kept on record within the study administration system of the higher education institution.

657. Students complete their studies in higher educational vocational training programmes, bachelor's programmes, master's programmes, and postgraduate specialist training programmes by taking a final examination.

658. The final examination is the verification and evaluation of the knowledge, skills, and abilities required for the acquisition of the degree certificate, during which students also need to prove that they are aware of the related context and capable of applying the knowledge learned. The final examination may consist of several parts as defined in the curriculum—defence of thesis, as well as further oral, written, and practical examination parts. Students must be informed regarding the requirements of the final examination (e.g. list of questions), as well as the process of the final examination for each degree programme before the pending final examination via the electronic study administration system by the end of the first month of the teaching period at the latest.

659. Students eligible for final examination are ones that

a) have acquired their pre-degree certificate at least one week before the start of the final examination period;

b) have submitted their thesis, the average of the grades suggested by the reviewers is at least "pass", and have submitted their graduation project required for art programmes;

c) have no debt towards the University in assets, books, and/or finances, and have submitted a certification to this effect.

660. Students are responsible for monitoring academic requirements as well as acquiring the prescribed credits. Following application for the final examination, the Directorate of Customer Services and Studies verifies the completion of required subjects and credits by 5 November or 5 April, and if a deficiency or deviation is detected, the application for the final examination is rejected.

661. In the case of students that have started their studies between academic year 2006/2007 and 2011/2012, if seven years have elapsed from the issuing of the final certificate, admittance to the final examination must be requested from the CTC. Within its permission, the committee may provide that examinations related to subjects counted as part of the grade of the degree certificate be taken again—taking the passage of time into account. Students may only be admitted to final examinations if the applicant for the final examination takes a repeated examination of the subjects that count towards the grade of the degree/diploma certificate at the degree programme during the year of application for final examination, following payment of the credit value in effect for the above subjects.

662. Students commencing their studies prior to academic year 2006/2007 that have acquired a pre-degree certificate by 1 September 2016 may take the final examination by 1 September 2018, regardless of when they have acquired the pre-degree certificate.

663. In the case of students commencing their studies from the academic year 2012/2013 on, the final examination may be taken by those with student status during the examination period following the acquisition of the pre-degree certificate, or within two years following the termination of student status during any examination period according to the qualification requirements in effect. The University may set conditions for taking the final examination after two years have expired following the issuing of the pre-degree certificate. No final examination may be taken after five years have transpired following the termination of student status.

664. The list of final examination questions must be published together with the list of compulsory relevant publications by the end of the first month of the teaching period during the study period of the expected completion of studies.

665. Final examinations may be taken at points in time during the final examination period defined annually by the General Vice-Rector. At art and art mediation degree programmes, final examinations may only be taken during the spring term. Students must indicate their intention to participate in the final examination in an electronic request addressed to the Director of Customer Services and Studies from 15 September to 1 October of the given term if applying for the winter final examination period, or from 15 February to 1 March if applying for the summer final examination period. In the case of postgraduate specialist training programmes, students must submit their application from 1 March to 15 March if applying for the winter final examination period or from 1 October to 15 October if applying for the summer final examination period. Should students fail to indicate their intention to participate by the dates above, they may only apply for the following final examination period.

666. Should students fail to register for a number of subjects sufficient to meet the prerequisite of the pre-degree certificate, the Director of Customer Services and Studies rejects the request, and informs the students of their obligation to complete the missing subjects.

667. Should applicants not having student status not be in possession of a password for the electronic study administration systems of the University, they may require one at the e-mail address neptunadmin@metropolitan.hu.

668. Cancellation of final examination is possible in a request submitted in electronic form by 31 May during summer final examination periods and by 5 December during winter final examination periods. The deadline for cancellation of the December final examination is 5 November. Should students wish to cancel their final examination following these dates, they must pay the amount defined for repeated final examination within the table of fees published in the electronic study administration system.

669. Students that have committed to completing several specializations/sub-specializations but do who not wish to fulfil the assessment requirements of one of such specialization/sub-specializations must issue a statement that they do not wish to make use of the opportunity of completing the final examination related to second or further specializations/sub-specializations at the same time as applying for the final examination.

670. The General Vice-Rector may also announce additional final examination opportunities for an earlier than the final examination period defined in the schedule of the academic year. Only the following students may apply for these dates:

    a) those that have applied for a master's degree programme during the admission procedure, and can provide evidence of their application in a document attached to the electronic request, and have only registered for internship and/or other practical classes, or

    b) those that had been awarded a final certificate previously.

671. Should students apply for these dates who do not meet any of the conditions above, their application is rejected by the Director of Customer Services and Studies.

    If the Director of Customer Services and Studies is in favour of the application, the deadline for submitting the thesis is 20 October for both single-degree and double-degree students. Expiration of the deadline leads to loss of rights.

672. Should students be graded "fail" at the final examination, they can only attempt to re-take the final examination during the next final examination period in line with the rules pertaining to repeated final examinations.

673. Should students fail to appear at the final examination, they must pay for the costs of organizing the final examination, which amount is identical to the repeated final examination fee defined in the table of fees published in the electronic study administration system.

674. Based on the requirements of the final examination announced in advance, the final examination may consist of the following parts:

    a) defence of the thesis;
    b) presentation and oral defence of the graduation project;
    c) taking of written or complex oral examinations.
    d) in case of students who enrol to bachelor programmes in Hungarian language from the academic year of 2018/19, the presentation of the own student portfolio.

675. Final examinations must be taken in front of the final examination committee. In addition to the chairperson and the visiting chairperson, the committee has up to two members, with the exception of art and art mediation programmes, where it has up to three members. The visiting chairperson is a recognized external expert of the field. The chairperson is an instructor of the University holding an academic degree.

676. The competence of the candidate is evaluated separately by each member of the committee, following which the result of the final examination is determined in a closed session, taking a vote in the case of dispute. In the case of ties, the chairperson decides.

677. Questions are of a complex nature. In case the final examination has a list of questions, students returning the question drawn may not draw a new question, and the grade for the given part of the final examination is “fail”.

678. In the case of art and art mediation programmes, members of the final examination committee ask questions related to the thesis and/or the graduation project as well as the defence following their presentation, to which students must respond according to their competence.

679. Students taking a final examination at the Communication and Media Science master’s programme elaborate on three complex theoretical questions presented to them in advance. Should the response to any question be graded “fail” by the final examination committee, the final examination is a “fail”.

680. Minutes must be kept of the final examination, which must be submitted to the Directorate of Customer Services and Studies once signed by the members. The keeping of the minutes and its forwarding is the task of the notary appointed by the Director of Customer Services and Studies.

681. The University may organize specific parts of the examination jointly or separately. In art and art mediation programmes, the final examination is public and is conducted jointly. In the case of public defence, only the members of the final examination committee may ask questions from the student.

682. In the case of students that have committed to completing several specializations/sub-specializations but do not fulfil the assessment requirements of one of such specialization/sub-specializations (receive a “fail” grade for the part of the examination related to a specialization/sub-specialization), the rules for repeated final examination must be applied.

683. The method of determining the result of the final examination is determined by the General Vice-Rector in a separate order.

684. The result of the final examination must be announced by the chairperson of the final examination committee on the day of the final examination.

685. A repeated final examination may be taken at the earliest during the next final examination period. Provision 665. stipulates the application for repeated final examination. At art and art mediation programmes, final examinations may only be taken during the spring term.

686. In the case of unsuccessful final examination, students may attempt to take a final examination on two further occasions against a repeated final examination fee defined in the table of fees published in the electronic study administration system.

687. During the repeated final examination, only the unsuccessful examination parts of the previous final examination must be repeated. The result of a successful examination part cannot be improved.

688. In the case of a repeated final examination, students must comply with the programme completion and exit requirements in effect at the time of the final examination, and prepare accordingly.

689. At art and art mediation programmes, graduation artworks that received a “fail” must be resubmitted by students. In this case, students must complete the central thesis consultation again.

XCII. Language Requirements

690. The prerequisite for issuing the degree certificate or diploma is passing the prescribed language examination. Unless the programme completion and exit requirements set forth more stringent conditions, in order to receive a degree certificate or diploma, students must present official documents which prove that

    a) they have passed a middle-level type “C” general language examination or middle level (level B2) complex general language examination for their bachelor’s programme;

    b) they have passed a state recognized or equivalent language examination as defined in the programme completion and exit requirements (henceforth: “language examination”) for their master’s programme.

691. The completion of language examination obligations must be indicated by students in an electronic request by attaching a copy of the official document serving as evidence that the language examination has been passed. Within five working days of the announcement, the successful language examination must also be evidenced by presenting the original official document certifying that the language examination has been successfully passed.

692. Based on the provisions of Act LXXX of 1993 on Higher Education, the language examination certificate must be demanded as a prerequisite of issuing the degree certificate or diploma if it was stipulated as a prerequisite at the start of the programme.

693. If the prerequisite of acquiring the degree or the diploma certificate is having passed a general language examination, students that reach the age of at least forty during the starting year of their studies as first-year students are exempt from fulfilling this requirement. This provision may be applied for the last time for those taking a final examination during the academic year 2015/2016.

XCIII. Degree Certificate, Diploma and Diploma Supplement

NHE, Section 51 (1) The prerequisite for the issuing of the degree certificate or diploma serving as evidence of the completion of higher education studies is the completion of a successful final examination, and furthermore—unless this Act provides otherwise—of the prescribed language examination. Unless the programme completion and exit requirements set forth more stringent conditions, in order to receive a degree certificate or diploma, students must present official documents which prove that

a) they have passed a middle-level type “C” general language examination or middle level (level B2) complex general language examination for their bachelor’s programme,

b) they have passed a state recognized or equivalent language examination as defined in the programme completion and exit requirements (henceforth: “language examination”) for their master’s programme.

(2) With the exception of the final examination, the provisions of Paragraph (1) need not be applied if the language of education is not Hungarian.

(3) The degree certificate or diploma must be issued to the person having passed a successful final examination within thirty days of presenting the official document

serving as evidence of a successful final examination according to Paragraph (1). If students have already presented the official document serving as evidence of the fulfilment of the requirements defined in Paragraph (1), the degree certificate or diploma must be issued to them within thirty days of the successful final examination.

(4) Only higher education institution subject to this Act has the right to issue a degree certificate or diploma. The name "degree certificate or diploma" can only be applied to an official document issued by a higher education institution based on this Act and serving as evidence of a qualification and—with the exception of higher educational vocational and postgraduate specialist training programmes—a higher education or doctoral degree.

(5) The degree certificate or diploma is a public document bearing the coat of arms of Hungary, and contains the name and institutional identification number of the issuing higher education institution, the serial number of the degree certificate or diploma, the name, birth name, place and date of birth of its holder, the name of the qualification level, the degree awarded and the name of the programme and qualification, the grade of the degree certificate or diploma, the place, year, month, and day of issuing, the category of the qualification according to the Hungarian Qualifications Framework and the European Qualifications Framework, as well as the length of programme according to the programme completion and exit requirements. It must furthermore contain the original signature of the head of the higher education institution—or the head defined in the studies and examination regulations—, and the stamp of the higher education institution.

(6) Central records must be kept of the degree certificates or diplomas issued.

NHE, Section 52 (1) The degree certificate or diploma must be issued in the Hungarian and English language or Hungarian and Latin language, or in the case of nationality education, the Hungarian language and the language of the nationality, or in the case of programmes not conducted in the Hungarian language, the Hungarian language and the language of the education.

(2) In addition to the degree certificate awarded for bachelor's and master's programmes, the diploma supplement defined by the European Commission and the Council of Europe must be issued in the Hungarian and the English language, as well as in the case of nationality education—upon the student's request—the language of the given nationality. The diploma supplement is a public document.

(3) The degree certificates and diplomas issued upon bachelor's and master's programmes, as well as single-cycle programmes, postgraduate specialist training and higher educational vocational training programmes provide eligibility to fill job positions and conduct activities as defined by law.

(4) Within higher educational vocational programmes, the programme completion and exit requirements may provide that a language examination be passed as the prerequisite for issuing the diploma.

(5) English and Latin language designation of qualification levels on certificates issued in Hungary:

a) bachelor's degree: "Bachelor" or "baccalaureus" (abbreviation: BA, BSc);

b) master's degree: "Master" or "magister" (abbreviation: MA, MSc).

(6) Those with a master's degree may use the designation "Master" in front of the qualification certified by their degree certificate (Master in engineering, Master in economics, Master in teaching, etc.). Those having received a degree certificate within

the framework of postgraduate specialist training based on a master's degree in law may use the title "Legum Magister" or "Master of Laws" (abbreviation: LL. M.). Those having been awarded a degree certificate in teacher training may use the title "Master of Education" (abbreviation: MEd).

NHE, Section 107 (1) If the prerequisite for acquiring the degree certificate or diploma is having passed a general language examination, students that reach the age of at least forty during the starting year of their studies as first-year students are exempt from fulfilling this requirement. This provision may be applied for the last time for those taking a final examination during the academic year 2015/2016.

(2) If the organizational and operational regulations of the higher education institution provide so, in addition to the provisions of Paragraph (1), students may also be exempt from fulfilling the requirement for a general language examination prescribed for the acquisition of the degree certificate or diploma if they have not presented the official document serving as evidence of the general language examination to the higher education institution within three years of the date of the successful final examination, and are taking a separate language examination organized by the higher education institution instead of fulfilling the requirement of a general language examination in order to acquire the degree certificate o diploma. This provision may be applied for the last time for those taking a final examination during the academic year 2012/2013.

NHE GD, Section (1) The degree certificate or diploma serving as evidence of the successful completion of higher education studies and of the acquisition of the qualification must be issued within thirty days following the successful final examination or the last successful final examination part (henceforth within this paragraph: the "final examination"), assuming that students have previously fulfilled the prescribed language examination requirements. If the official document serving as evidence of the fulfilment of the language examination requirements is presented, the degree certificate or diploma must be issued during the year of the final examination even if less than thirty days are left of the year of the final examination.

(3) The degree certificate or diploma is issued based on the register sheet.

(4) Clauses shall be added to the certificate according to Annex 9.. Should a clause not included in Annex 9 become necessary, the higher education institution may also add an individual clause to the degree certificate or diploma upon prior agreement of the Authority. The clause comprises an integral part to the degree certificate or diploma.

(5) When being issued, the degree certificate or diploma must be provided a unique institutional serial number, and its data kept on record within the study administration system of the higher education institution.

(6) The degree certificate or diploma is issued by the higher education institution in a hard cover dossier.

(7) Prior to issuing, the higher education institution creates a certified copy of the degree certificate or diploma issued, which comprises an annex to the register sheet.

(8) The handover of the degree certificate or diploma must be indicated on the register sheet. The handover of the document must be recorded on a delivery & acceptance document.

NHE GD, Section 48 (5) As opposed to the provisions of Government Decree 335/2005 (29 December) on the Common Provisions of the Document Management in Public Administrative Bodies, the higher education institution issues a duplicate copy of a degree certificate or diploma lost, stolen, or destroyed following handover upon request using the form defined in Section 46 (2). The contents of the copy are identical to the

annex of the register sheet described in Section 46 (7), and the copy furthermore contains the duplicate copy clause and certification defined in Annex 9. The record keeping policy related to the copy is identical to the record keeping policy of the certificate. When further copies are issued of the same certificate/diploma, the procedure to be followed is identical to the procedure followed when issuing the first copy.

(6) Within the frame of an ex officio process or upon request, the higher education institution revokes and destroys erroneously issued degree certificates or diplomas, records the error correction according to Section 36 (7) b) on the register sheet, and re-issues the certificate/diploma using the form defined in Section 46 (2) based on the corrected register sheet. The certificate/diploma contains the correction clause and certification defined in Paragraph 9.

(7) If the higher education institution issues a new degree certificate or diploma according to the contents of Paragraph (6), and the change has a bearing on the content of the diploma supplement, the diploma supplement is issued again, while the former diploma supplement is revoked and destroyed.

NHE GD, Section 47 (1) The form used for the diploma supplement is a paper-based security document issued by the Authority and marked with a unique serial number printed in a printing press, consisting of A/4 size sheets that can be printed on both sides, and a dossier suitable for uniform filing.

(2) Prior to issuing, the higher education institution creates a certified copy of the diploma supplement issued, which comprises an annex to the register sheet.

(3) Unless otherwise provided within this decree, the diploma supplement must be issued together with the degree certificate or diploma. The handover of the document must be recorded on a delivery & acceptance document.

(4) The minister reviews the description of the Hungarian higher education system within the diploma supplement, and publishes the modified description in the case of a modification.

(5) When copies are made of the diploma supplement or new diploma supplements are issued, the contents of Sections 48 (5) to (7) must be applied, with the difference that the text "DUPLICATE COPY!" must be printed on the copy. However, no new clause must be added to either the duplicate or the new diploma supplement. The applicant pays a fee as defined in the regulations of the higher education institution for the issuing of the duplicate copy.

NHE GD, Section 49 (1) Degree certificate and diploma and diploma supplement templates are made available to higher education institution by the Authority.

694. The prerequisite for the issuing of a degree certificate or diploma serving as evidence of the completion of higher education studies is a successful final examination. A further prerequisite for the issuing of the degree certificate or diploma is the completion of the prescribed language examination, unless the law provides otherwise, or if the language of the programme is not the Hungarian language.

695. The degree certificate or diploma must be issued to the person having passed a successful final examination within thirty days of presenting the official document serving as evidence of a successful final examination according to Provision 690. If the official document serving as evidence of the fulfilment of the language examination requirements is presented, the degree certificate or diploma must be issued during the

year of the final examination even if less than thirty days are left of the year of the final examination. If students have already presented the official document serving as evidence of the fulfilment of the requirements defined in Provision 690., the degree certificate or diploma must be issued to them within thirty days of the successful final examination. In agreement with students, degree certificates or diplomas may also be handed over to students at the faculty within the framework of a ceremony as usual, at a time later than 30 days. The graduation ceremony is an extra service provided by the faculty where participation is voluntary. Should students wish to participate, they must pay the amount specified in the fees and allowances regulations to the faculty. If a given person has fulfilled all requirements necessary for the issuing of the degree certificate or diploma, and the issuing and handover of the degree certificate or diploma is in progress, the University issues a certification regarding eligibility for the certificate/diploma upon the request of the person eligible for the degree certificate or diploma as defined in Government Decree 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education. The certification does not serve as evidence of any qualifications. Such letters of certification must be marked with a unique serial number when issued, and their data kept on record within the study administration system.

696. The degree certificate or diploma is a public document bearing the coat of arms of Hungary, and contains the name and institutional identification number of the University, the serial number of the certificate, the name, birth name, place and date of birth of its holder, the name of the qualification level, the degree awarded and the name of degree programme and qualification, the category of the qualification certified by the certificate or diploma according to the Hungarian Qualifications Framework and the European Qualifications Framework, the length of the programme according to the programme completion and exit requirements, as well as the place, year, month, and day of issuing. It must furthermore contain the original signature of the Rector and the stamp of the University. When issuing the degree certificate or diploma, the University must apply the certificate/diploma template text defined in Government Decree 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education, regardless of whether the certificate/diploma is evidence of the completion of studies started prior to the academic year 2015/2016, during the academic year 2015/2016, or following the academic year 2015/2016. This obligation does not pertain to the correction of the certificate/diploma and the issuing of a duplicate copy.

697. Central records must be kept of the degree certificates or diplomas issued.

698. The format of the degree certificate or diploma is defined by the Government. In line with the traditions of the higher education institution, it may also issue a duplicate copy of the degree certificate or diploma.

699. If the degree certificate or diploma cannot be issued because a person who has completed the final examination successfully did not fulfil the language requirements defined as a prerequisite for the issuing of the degree certificate or diploma, the University issues a certification as defined in Government Decree 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education upon the request of the person who has successfully completed the final examination. The certification does not serve as evidence of any qualifications. It merely serves as evidence that the final examination has been completed successfully. Such certificates must be marked with a unique serial number when issued, and their data kept on record within the study administration system.

700. The certificate must be issued in the Hungarian and English language or Hungarian and Latin language, or in the case of nationality education, the Hungarian language and the

language of the nationality, or in the case of programmes not conducted in the Hungarian language, the Hungarian language and the language of the education. The certificate may also be issued in another language upon the request and at the cost of the student.

701. The degree certificate issued upon bachelor's and master's programmes, as well as postgraduate specialist training programmes provides eligibility to fill job positions and conduct activities as defined by law.

702. English and Latin language designation of qualification levels on certificates issued in Hungary:

    a) bachelor's degree: "Bachelor" or "baccalaureus" (abbreviation: BA, BSc);

    b) master's degree: "Master" or "magister" (abbreviation: : MA, MSc).

703. Those with a master's degree may use the designation "Master" in front of the qualification certified by their degree certificate (Master in Engineering, Master in Economics etc.).

704. The degree certificate or diploma is graded based on the average result defined in the curriculum of the programme:

    - outstanding (5.00);
    - excellent (4.51 to 4.99);
    - good (3.51 to 4.50);
    - satisfactory (2.51 to 4.99);
    - pass (2.00 to 2.50).

705. In the case of an outstanding grade, the University may award a certificate with merits.

706. A certificate with merits is received by those that have achieved a result of excellent in all parts of the final examination, have a grade of "excellent" taking into account their thesis and all comprehensive examinations as well as the credit index of the subjects counting towards the grade of their degree certificate or diploma within the new education system (with the exception of postgraduate specialist training programmes), have a grade point average of at least 3.51 based on the credit index of all their other examination and practical grades, and furthermore do not have any grades below satisfactory. When calculating the average of the grades and taking the "satisfactory" grades into account, the result of the grade improvement examination must be taken into account in the case of any grade improvement examinations or comprehensive examinations.

707. In addition to the degree certificate or diploma awarded for bachelor's programmes, master's programmes, or higher educational vocational training programmes, the diploma supplement defined by the European Commission and the Council of Europe must be issued in the Hungarian and the English languages, as well as in the language of the given nationality upon the student's request in the case of nationality education. The diploma supplement is a public document.

708. The basic requirements of content and form are defined in Decision 2241/2004/EC of the European Parliament and of the Council done on 15 December 2004. The diploma supplement contains

    a) information identifying the holder of the qualification;

    b) information identifying the qualification;

    c) information on the level of the qualification;

d) information on the level of the qualification and results gained;

e) information on the function of the qualification;

f) certification of the supplement;

g) information on the Hungarian higher education system.

709. The Rector has the right for the certification of the diploma supplement.

710. Degree and diploma certificates and diploma supplements issued by the University or its legal predecessor are revoked within five years of the issuing of the certificate, if the certificate was acquired illegally. Otherwise, the provisions of Act CL of 2016 on the General Rules of Public Administration (henceforth: GRPA) must be applied with respect to the revocation.

711. As opposed to the stipulation in Provision 710., the Language Examination Centre that issued the language certificate destroys the language certificate without any limitation in time if the issuing of the language certificate was influenced by a criminal act and this was established by a binding resolution of a court or a prosecutor terminated the criminal procedure because the period of the prosecutor's conditional suspension lapsed, unless this has an impact on a right attained and practised in good faith. In case the Language Examination Centre that issued the language certificate has ceased to exist without a legal successor, the language certificate is destroyed by the Educational Authority. In other cases, the provisions of the GRPA must be applied for the destruction.

712. Degree and diploma certificates revoked and destroyed are withdrawn by the University. The resolution must be published without giving justification in the official journal of the ministry headed by the minister responsible for education, as well as the website of the Educational Authority.

713. Legal remedy may be sought against the decision made according to Provisions 710. and 711.

714. The University issues a duplicate copy of degree and diploma certificates lost, stolen, or destroyed following handover upon request against a special procedural fee. When further duplicate copies are issued of the same certificate, the procedure to be followed is identical to the procedure followed when issuing the first copy.

715. Within the framework of an ex officio process or upon request, the University revokes and destroys erroneously issued degree certificates and diplomas, records the error correction, and re-issues the degree certificates or diplomas based on the corrected register sheet.

716. If the University issues a new degree certificate or diploma according to the contents of Provision 715. and the change has a bearing on the content of the diploma supplement, the diploma supplement is issued again, while the former diploma supplement is revoked and destroyed.

SECTION 3 – FEES AND ALLOWANCES REGULATIONS

I. General Provisions

II. The Scope of the Fees and Allowances Regulations

1. These Regulations apply to students of Hungarian citizenship and foreign students with the same legal status as Hungarian students participating in full-time or part-time higher educational vocational training programmes, bachelor's programmes, master's programmes, postgraduate specialist training programmes and college education – as defined by the earlier version of the act on higher education – at the University (henceforth: students). Furthermore, the SER also apply to persons whose student status has ceased with the University, until they are awarded their degrees or diplomas.
2. These Fees and Allowances Regulations (henceforth: FAR) must be applied to students, instructors and lecturers participating in art or art mediation and postgraduate specialist training programmes, and administrative staff dealing with issues of such students with the differences defined in the respective points of the regulations.
3. These FAR apply to all instructors, teachers, to all administrative staff dealing with student issues and to all employees of the University conducting the administration of fee and allowance issues should they participate as instructors or in non-teaching positions.
4. The Equal Opportunity Regulations regulate the academic and examination issues of and the special provisions available for special needs students, should they be different from the rules laid down in these FAR.
5. The rights and obligations related to the fees and allowances of students who have the rights to freedom of movement and residence under special regulations or who are citizens of third-world countries holding EU Blue Cards for the purposes of highly qualified employment and residence will be the same as those of Hungarian citizen students participating in higher education.
6. With regard to the payment of the tuition fee, these Regulations also apply to persons or organizations paying a student’s tuition fee.

III. Definitions

7.

1. **orphan:** student under the age of 25 whose parents or unmarried, divorced or separated parent living in the same household as the student have died and who has not been adopted;
2. **half-orphan:** student under the age of 25 one of whose parents has died and who has not been adopted;
3. **special needs student due to disability or state of health:** students who
    a) due to their disabilities, need constant or increased supervision and care or regular personal and/or technical help and/or services; or
    b) who have lost their fitness for work to an extent of at least 67%, or suffered an at least 50% health impairment at least one year ago or an at least 50% health impairment that is expected to last for at least one more year;
4. **breadwinner:** students who

a) have at least one child;

b) who are entitled to attendance allowance under Act III. of 1993 on Social Administration and Social Assistance;

5. **of large families:** students who

a) have at least three dependent siblings or three children; or

b) have at least two members in the same household in addition to their supporter(s) whose income is less than the amount of the minimum wage; or

c) are guardians of at least two minors;

6. **students entitled to need-based support:** students attending full-time higher educational vocational training programmes, bachelor's or master's programmes, or single-cycle programmes who

a) participate in state-funded programmes or in programmes (partially) financed through scholarships granted by the Hungarian state; or

b) have started their studies as state-funded students, and based on the number of terms enrolled in the given degree programme or vocational training programme, would be entitled to participate in state-funded programmes;

7. **own income:** fees according to NHE, Section 82 (1, 2), and service fees specified by the regulations of the institution, and the proceeds of the institution's business activities, income from the support from a business entity or support granted specifically for paying scholarships;

8. **state-funded student:** student participating in a state-funded programme and from September, 2012, student granted admission to a programmes (partially) financed through scholarships granted by the Hungarian state.

IV. General Provisions

8. The legal claims and conditions of support forms for students, the fees to be paid by students due to failure to act or late performance, the legal claims for, conditions for and extent of fees and the amount of full tuition fees to be paid must be determined for the duration of the academic year and published on the University's website and in the customary manner of University.

9. The amount of the full tuition fee for an entire education programme is ascertained in the student training agreement and cannot be modified in the course of a student status.

10. Decisions about the fulfilment of payment obligations (exemption from fulfilment of payment obligation, payment in instalments, postponement) are to be recorded as formal decisions which belong to the competence of the Directorate of Controlling. Decisions providing the opportunity of instalment payment must include the deadline and the schedule of payments, and the consequences of non-performance. When requests are denied, the decision must include the justification and students must be informed of the legal remedy opportunities.

V. Scope of Authority

11. The following bodies and persons (henceforth: bodies) are entitled to act in fee and allowance issues of the University at first instance acting in their own scope or conferred scopes of competence as defined in these Regulations:

a) Controlling Director;
b) Fees, Allowances and Educational Committee;
c) Director of Customer Services and Studies;
d) Student Welfare Committee;
e) Career Centre;
f) METU College for Advanced Studies;
g) International Directorate;
h) Chief Financial Officer

VI. Types of Support Available for Students

12. Students can be granted
    a) need-based support charged to the statutory funds allocated to the University from the central budget;
    b) merit-based support charged to the statutory funds allocated to the University from the central budget.
13. The University may grant the following from its own income, external donations or contributions:
    a) METU Professional and Cultural support;
    b) sports and cultural support;
    c) Internship Grant; and
    d) METU Study Scholarship;
    e) METU Start-up Support;
    f) METU Creative Programme support;
    g) METU-TATA Scholarship;
    h) student wages

    available following successful application by students.
14. The University can utilize the resources available for student allowances by reason of:
    a) payment of merit-based scholarships:
        aa) study scholarships;
        ab) national higher education scholarship;
        ac) institutional professional, science and public life scholarships;
    b) payment of need-based scholarships:
        ba) payment of need-based stipends;
        bb) payment of one-time need-based stipends;
        bc) the institutional part of the Bursa Hungarica Higher Education Municipal Bursary;

bd) the Minister's Scholarship for foreign students;

be) the basic grant;

i. support for participation in internships;

c) for financing the operating costs of the institution:

ca) support for the production of lecture notes, procurement of electronic textbooks, curricular material and electronic devices to aid studies, and devices to support the studies of special needs students;

cb) support for cultural and sports activities;

cc) support for the operation of the Student Union (henceforth: SU);

cd) support for the operation of student counselling organizations;

d) and for the payment of other types of scholarships.

VII. The Utilization of Allocated Institutional Funds

15. At least 45% of the statutory state funding for students participating in higher educational vocational training programmes, bachelor's or master's programmes under these Regulations must be used for the payment of **study scholarships**.

16. The institutional amount received for students under these Regulations supported by national higher education scholarships must be used for the payment of **national higher education scholarships**.

17. Between 2% and 4% of the statutory state funding for students participating in higher educational vocational training programmes, bachelor's or master's programmes under these Regulations must be used for the payment of **institutional professional and science scholarships**.

18. Up to 10% of the statutory state funding for students participating in higher educational vocational training programmes, bachelor's or master's programmes under these Regulations must be used for the payment of **institutional public life scholarships**.

19. At least 20% of the statutory state funding for students, the amount or at least 30% of the amount allocated by the institution from the statutory state funding for housing support, and 56% of the statutory funding allocated for textbooks, lecture notes, sports and culture must be used for the payment of **need-based stipends, one-time need-based stipends, basic grants and the support for participation in internships**.

20. 24% of the statutory funding allocated for textbooks, lecture notes, sports and culture must be used to support **the production of lecture notes, procurement of electronic textbooks, curricular material and electronic devices to aid studies, and devices to support the studies of special needs students**.

21. 20% of the statutory funding allocated for textbooks, lecture notes, sports and culture must be used to support **cultural and sports activities**.

22. Up to 70% of the amount allocated by the institution from the statutory state funding for housing support may be used for the payment of **rent for dormitory accommodation**.

23. At least 1% of the statutory state funding of students must be used to **support the operation of the SU**.

24. Merit-based, need-based support and scholarships can be provided to eligible students solely in the form of financial support.

25. Merit-based scholarships, need-based stipends, the institutional portion of the Bursa Hungarica Higher Education Municipal Bursary, the Minister's Scholarship for foreign students, basic grants, the support for participation in internships and the study scholarships must be paid monthly to students with the exception of the METU study scholarship. Higher education institutions are obliged to ensure at the credit institution maintaining their bank account that the above allowances are transferred until the 10th day of each month, with the exception of the first month of academic terms.

VIII. Student Eligibility

26. Students attending state-funded, full-time bachelor's or master's programmes or higher educational vocational training programmes are eligible for study scholarships and basic grants.
27. Students attending full-time bachelor's or master's programmes are eligible for national higher education scholarships.
28. Students attending state-funded, full-time bachelor's or master's programmes or higher educational vocational training programmes are eligible for institutional professional, science and public life scholarships and the Bursa Hungarica Higher Education Municipal Bursary.
29. The University will distribute institutional professional, science and public life scholarships among the following scholarship types under this title:
    a) science and professional scholarships;
    b) public life scholarships;
    c) sports scholarships.
30. The amount of institutional professional, science and public life scholarships is to be paid as a non-compulsory allowance to students doing activities exceeding the requirements of the curriculum in accordance with the procedural system and the principles prescribed by the institution's Fees and Allowances Regulations, based on student applications, for a definite time period, either in monthly instalments or in full.
31. The Minister's Scholarship can be awarded to foreign students attending state-funded, full-time bachelor's or master's programmes or partial studies.
32. The support for participation in internship may be awarded to students attending state-funded, full-time bachelor's or master's programmes.
33. Students having additional (simultaneous) student status can also apply for study scholarships based on their academic results achieved in their first or additional bachelor's or master's programme.
34. Students can receive need-based support only from one higher education institution at any given time. Should students have a student status at more than one higher education institution, they can receive such support at the institution where they first acquired a state-funded student status.
35. Students can receive national higher education scholarships from only one institution as well. If more than one institution recommends the recognition of the same student, these students will be awarded the national higher education scholarship at the institution where they first acquired a student status.
36. The amount available for the subsidy for textbooks and lecture notes must be used by the higher education institution for the production of lecture notes, for their distribution to students and for the purchase study devices for special needs students. The Student

Union will give its opinion about the utilization of this subsidy in advance, and the Rector will inform the Student Union of it annually.

37. Pursuant to NHE, Section 61 (2), the FAEC—after the Student Union has agreed—will decide about the support for cultural and sports activities according to the following:

    a) cultural activities include any cultural activity, event organization, career counselling, life guidance and academic counselling that is provided or organized for students, particularly within the framework of the higher education institution;

    b) sports activities include any activity, provided or organized for students, particularly within the framework of the higher education institution, that ensures physical exercises, sporting, competing, healthy lifestyle education and lifestyle counselling.

IX. The Procedure for Determining the Scope and Number of Students Regarding the Statutory State Funding for Students' Allowances

38. When establishing the total amount of scholarships,

    a) the arithmetic average of the number of students entitled according to the statistical report for March and October is to be taken into account for determining the amount available for the support of

        a. student scholarship support,

        b. dormitory fees,

        c. housing support,

        d. textbooks, lecture notes, sports and cultural activities;

    b) for national higher education scholarships, one-tenth of the actual number of months when the student is eligible must be taken into account;

    c) the actual amount to be paid will be the basis of the calculation of the Minister's Scholarship for foreign students and the institutional portion of the Bursa Hungarica Higher Education Municipal Bursary.

39. The University's statistical report for March and October means its recorded state of affairs as of 15th March and 15th October respectively.

40. In the case of the student scholarship support, "number of students entitled" is the number of students attending state-funded, full-time bachelor's, master's or university level courses or higher educational vocational training programmes. When calculating scholarships, students who began their studies before 1 September, 2006 can only be included for such a number of terms that does not exceed the length of their programme.

41. In the case of the amount for housing support, "number of students entitled" is the number of students participating in state-funded, full-time programmes at the University, minus 95% of the number of students participating in state-funded, full-time studies having a registered address at the location of the programmes.

42. In the case of the amount of support for textbooks, lecture notes, sports and cultural activities, "number of students entitled" is the number of students entitled to receiving scholarships.

43. In the case of the national higher education scholarship, "number of students entitled" is the number of students actually receiving scholarships.

44. If there are changes in the statutory state funding of students during the year, the determination of the number of students entitled is done by study periods (terms).

X. Forms of Funding for Students

45. University students' form of funding may be state-funded, supported by full or partial Hungarian state scholarships, or fee-paying.

XI. State-Funded Education

46. Students supported by Hungarian state scholarships or partial Hungarian state scholarships must fulfil the special requirements prescribed by the NHE. Wherever these Regulations refer to "state-funded", it also stands for "supported by Hungarian state scholarship" or "supported by partial Hungarian state scholarship" except when the expressions "supported by Hungarian state scholarship", "supported by partial Hungarian state scholarship" and "supported by (partial) Hungarian state scholarship" occur separately. Wherever these Regulations use the expression "fee-paying", it also stands for "self-financing" except when the latter expression occur separately.

47. State-funded students are those admitted to state-funded programmes and

a) in a student status established prior to 1st January, 1997, while the status exists, until the completion of their studies;

b) in a student status established after 1st January, 1997 in the 1997/1998 academic year or during the 1998/1999 or 1999/2000 academic year, while the status exists, until the completion of their studies in case

ba) they pursue their studies to acquire their first degree certificate (with regard to this Provision, henceforth: first bachelor's programme), or

bb) they continue their studies at the same degree programme after having obtained a college-level degree and qualification to acquire their first university-level degree and qualification, or to acquire their first teacher qualification built upon a college- or university-level degree (with regard to this Provision, henceforth: first top-up bachelor's programme);

c) in a student status established during the 2000/2001 or 2001/2002 academic year while the status exists

ca) if they had not obtained a student status before obtaining the above mentioned student status, and are studying for the first bachelor's degree and the number of the terms started does not exceed the length of programme as described in the qualification requirements, or

cb) if at the time they started their studies, they had already had a single-subject teacher qualification and are studying to acquire a second single-subject teacher qualification and the number of the terms started does not exceed the length of programme as described in the qualification requirements, or

cc) if they pursue their studies at a degree programme whose qualification requirements prescribe having a higher education certificate as an entry requirement and the number of the terms started does not exceed the length of programme as described in the qualification requirements, or

cd) if they participate in their first top-up bachelor's programme for four terms;

d) in a student status established during the 2002/2003, 2003/2004, 2004/2005 or 2005/2006 academic year while the status exists if

da) they had not obtained a student status before obtaining the above mentioned student status, are studying for their first bachelor's degree and the number of the terms started does not exceed the length of programme as described in the qualification requirements by three terms in the case of at least 8-term programmes, or by two terms in other cases, or

db) they had obtained a student status before obtaining the above mentioned student status but terminated the older student status when obtaining the new student status in the course of the admission procedure, are studying for their first bachelor's degree and the total number of all of the terms started does not exceed the length of programme as described in the qualification requirements by three terms in the case of at least 8-term programmes, by two terms in other cases, or

dc) at the start of their studies, they participated in state-funded single-subject teacher training specialized in general education or religious education, and are currently studying to acquire a second single-subject teacher qualification majoring in general education, and the number of all of the terms started does not exceed the length of programme as described in the qualification requirements by three terms in the case of at least 8-term programmes, by two terms in other cases, or

dd) if they pursue their studies at a degree programme whose qualification requirements prescribe having a higher education certificate as an entry requirement and the number of the terms started does not exceed the length of programme as described in the qualification requirements by three terms in the case of at least 8-term programmes, by two terms in other cases, or

de) if they participate in their first top-up bachelor’s programme for six terms;

e) who - based on a decision by the institution – has been transferred from a fee-paying programme to an already existing state-funded place available at the institution, for the remaining part of the length of the programme of the student whose state-funded status has been terminated.

48. Students participating in programmes (partially) financed through scholarships granted by the Hungarian state may use the following services:

a) registration for lectures, practical classes, consultations, practical courses, and fieldwork courses for the first time, one occasion to retake reports and examinations, failed reports and examinations without charge, the taking of the final examination and the doctoral degree completion procedure necessary for the fulfilment of academic and studies-related requirements specified in the educational programme and to acquire a degree certificate or a doctoral pre-degree certificate during a student status;

b) classes provided in the frame of the College for Advanced Studies;

c) use of the facilities, including the library and basic library services, laboratories, IT, sports and recreational facilities, and the equipment of the higher education institution related to free-of-charge services;

d) in the case of higher educational vocational training programmes, work and protective clothing and sanitary accessories provided for the practical training,

and in the case of other types of programmes, protective clothing and sanitary accessories;

e) student counselling;

f) the first-time issue of any official documents related to the programme, unless the government decree specifies more beneficial conditions for a student;

g) attendance of compulsory award ceremonies or other compulsory ceremonies or commemorations organized by the University.

49. Students participating in programmes (partially) financed through scholarships granted by the Hungarian state may use the following services by paying the appropriate fees:

a) teaching of study material in any language other than Hungarian as chosen by a student, which is defined in the curricula of the bachelor's and master's programmes in Hungarian and is taught in Hungarian;

b) those objects produced with the equipment of a higher education institution, provided to students by the higher education institution which will become the property of a student (e.g. reproduced learning materials);

c) use of the facilities (including the library, laboratories, IT, sports and recreational facilities) and the equipment of the higher education institution outside the scope of free services;

d) studies resulting in a credit value beyond the one that the higher education institution must provide under this Act.

XII. Fee-Paying Programmes

50. The number of terms is not limited for students paying tuition fees. However, students are not eligible for the allowances, benefits and services they would legally be entitled to if the number of semesters they have started at a given academic programme of the University, including the duration of a state-funded programme, exceeds sixteen terms. This provision does not apply to students who acquire a new student status after the elapse of five years from the termination of a former student status.

51. The rights and obligations related to the fees and allowances of students who have the rights to freedom of movement and residence under special regulations will be the same as those of Hungarian citizen students participating in higher education.

52. Students whose student status has been established prior to 1st December, 2006 in a fee-paying programme, and who were legally receiving prenatal and parental allowance, childcare allowance, child rearing support, or childcare benefits on the first day of the given term (teaching period), and who meets the same requirements on the first day of the given term (teaching period) of the same degree programme or vocational training programme where they enjoyed exemption from fee-paying due to these conditions before 1st August, 2007, cannot be obliged to pay tuition fees for the given term (teaching period).

53. The amount of the tuition fee and other fees must be included in the student training agreements between fee-paying students and the University. The amounts of tuition fees for the first year must be published in the Higher Education Admission Guide.

54. The initial tuition fees to be paid by students will be determined by the Senate for each degree programme by 15th October of the year preceding the year of the admission procedure. The annual fees to be paid for participation in preparatory courses must be

published by 15th October of the year preceding the year of the admission procedure. Any foreign language contribution to be paid by students related to their studies at a degree programme must also be determined by the Senate by 15th October of the year preceding the year of the admission procedure.

55. The amounts of the tuition fees defined for an entire programme are set out in the student training agreements for both fee-paying and self-financing students and cannot be modified in the course of their student status.

56. The Directorate of Customer Services and Studies (henceforth: DCSS) will publish the payment requirements of tuition fees (tuition fee notice) for fee-paying and self-financing students in the electronic study administration system in July for the autumn term and in the first part of January for the spring term every reference year.

57. The date of tuition fee notice is to be considered the official date of notification of the payment requirements of tuition fees, and the official deadline will be the deadline published in the electronic study administration system. Fee-paying notices must be scheduled so that there must remain at least 15 days between the notification day and the deadline.

58. When students have overdue payment obligations, they get a message about it when they sign in to the students' interface of the electronic study system. The DCSS will also send electronic reminders to affected students by 30th April in the spring term and by 30th November in the autumn term. The first payment notice in a certified mail with return receipt requested is posted to students with outstanding payment obligations by the Controlling Director or if he/she is prevented from exercising his/her functions, by the Chief Financial Officer in June in spring terms and in January in autumn terms.

59. Self-financing students must pay a tuition fee for the free-of-charge services listed in Provision 48. and special procedural fees for failing to comply with or for the late fulfilment of the requirements specified by Provision 49.

60. For students enrolled after 1st September, 2013, the University provides the opportunity to complete subjects with a total credit value exceeding the total credit value prescribed in these students' individual academic programme by up to ten percent free of charge. For fee-paying students who enrolled before 1st September, 2013, the University provides the opportunity to complete subjects with a total credit value exceeding the total credit value of credits prescribed if they pay tuition fee for these subjects.

61. Students who register for more credits than specified by Provision 60. at the University will pay a credit fee for each credit point if they register for these excess credits during the length of their degree programme specified by the qualification requirements or the programme completion and exit requirements. The value of credit fees is included in the table of special procedural fees published annually. Following students' registration for excess credits and after their registration for the final examination within the length of the programme, the University sends them credit-based financial calculations corresponding to the amount of excess credit points and the current credit fee. Students must settle the fees for the excess credit points by bank transfer on the fifth working day before the date of the final examination at the latest.

62. If students paying tuition fees do not complete the number of credits necessary for the completion of their programme within the length of their programme, for each additional term beyond the length of programme when they sign in and register for subjects, they must pay the following tuition fees:

a) If they sign in for a term beyond the length of programme and the total credit value they register for does not exceed 15 credit points, the tuition fee for the term will be 50% of the tuition fee for one term.

b) If they sign in for a term beyond the length of programme and the total credit value they register for exceeds 15 credit points, the tuition fee for the term will be 100% of the tuition fee for one term.

63. At the end of the programme, that is, when a student status is terminated or following the registration for the final examination, the University will send a credit settlement about any outstanding tuition fees and other amounts due under other titles. Students must settle the fees for the excess credit points they have completed by bank transfer on the fifth working day before the date of the final examination at the latest. The exact amount of tuition fee for one term—calculated by the annual fee, assuming an average rate of progress and taking the above considerations into account—will be published by the Director of Customer Services and Studies in the University's customary manner until 15th June of the preceding academic year or in the case of cross-terms, until 15th December of the preceding academic year. The Director of Customer Services and Studies publishes the list of special procedural fees for an academic year electronically until 15th June, or in the case of cross-term programmes, until 15th December of the preceding academic year.

64. In all fee-paying programmes of the University, students granted admission to a given programme of a given mode of study will pay the same amount of tuition to the University each year except if they participate in simultaneous programmes within the University. In the latter case, when they register or sign in for the second programme, instead of paying the tuition fee for each degree programme, they must only pay 50% of the tuition fee for the second degree programme they registered for as long as they study simultaneously. Once simultaneous studies end, students will pay full tuition fees for the remainder of their programme.

65. Students will pay the credit fee determined for the current term for each credit they have registered for as guest students.

66. If students admitted to fee-paying programmes give a written statement after enrolment/sign-in declaring that after enrolment/sign-in they wish to take a passive term, paying of the tuition fee is not a condition of enrolment/sign-in. If such fees have already been paid, students are entitled for a full refund of the tuition fee paid as a lump sum. Students who wish to suspend their student status in the term following admission must pay the fee listed in the table of special procedural fees.

67. Students are not entitled for the refund of their tuition fee if their student status has been terminated during the term due to dismissal.

68. Students who had previously participated in state-funded education, terminated it and after a successful admission procedure, pursue their studies as state-funded students are entitled to state-funding until the term of their new studies when the total number of terms started by them as state-funded students exceeds 12. Students may attend any further terms necessary to acquire the degree certificate as fee-paying students.

XIII. Student Training Agreement

69. The University and students participating in fee-paying programmes will enter into student training agreements. The Deputy CEO for Education will represent the University in the agreement.

70. Student training agreements are to be entered into in the following cases:

a) with students admitted or transferred to fee-paying programmes, self-financed programmes or programmes supported by partial Hungarian state scholarships;

b) with students re-categorized to self-financed status, after their first sign-in following re-categorization, with students whose re-categorization has taken place during the first academic year of their studies at the given degree programme, or with students who are re-categorized to self-financed status starting from the second term of the current academic year; in that case, within 30 days after the decision becomes final.

71. Student training agreements are to be concluded in writing in two original copies. The Directorate of Customer Service and Studies (DCSS) must retain one of such copies for ten years after the student status is terminated. The agreement must be written in Hungarian but if the student is a non-Hungarian citizen participating in a foreign-language programme, the agreement must also be written in the language of the programme.

72. Student training agreements must include:

a) the name of the programme, the qualification level and qualification that may be acquired by the completion of the programme, and the number of the legal regulation specifying the professional requirements of the programme;

b) the student assessment and evaluation methods and the conditions under which students may take examinations;

c) the extent of the allowed absence from theoretical classes, practical classes and consultations and the consequences affecting students when exceeding the maximum number of absences;

d) the site, mode of study, duration and schedule of the programme, taking any previously acquired knowledge into account;

e) the site, duration and schedule of practical classes, and any allowances provided to students in relation to practical classes;

f) the amount, extent and payment methods of tuition fees and other fees, taking the previously acquired knowledge into account;

g) the services available in return for the fees paid;

h) the conditions for the repayment of fees;

i) in the case of programmes supported by state and European Union resources, the fact, name and amount of such support;

j) consequences of the breach of the agreement by students participating in the programme and the University;

k) any other rights and obligations prescribed by legal provisions.

73. Only the standard form defined by the Senate may be used for student training agreements.

XIV. Foreign Language Contributions

74. If the Higher Education Admission Guide prescribes the payment of a foreign language contribution in relation to students' studies at a given programme, students may be obliged to pay such contributions the amount of which is determined by the Senate and published in the Higher Education Admission Guide.

XV. Fees and Service Charges to be Paid by Students

75. Students are obliged to pay the fees listed in the table of procedural and service fees when they do not fulfil or are late in the fulfilment of obligations prescribed by the Studies and Examination Regulations or other regulations provided that such non-performance or late performance has taken place through their fault.

76. Further fees may be charged for other services unrelated to the programme completion and exit requirements and the academic requirements of the curriculum. These are listed in the table of procedural and service fees and published in the customary manner of the University.

77. The use of the facilities (including the library and library services, laboratories, IT, sports and recreational facilities) and the equipment of the higher education institution are free of charge within the scope specified by the regulations of such facilities. Beyond the scope of free-of-charge facilities, fees specified by the facilities may be charged to students.

XVI. State-Funded Periods

78. Students are entitled to pursue studies in higher education for twelve terms as state-funded students (henceforth: “state-funded period”), including higher-level vocational training programmes. Pursuant to decisions by the Fees, Allowances and Educational Committee, the duration of such support may be increased by four terms for special needs students.

79. State-funded periods include any terms started as a part of state-funded programmes and programmes (partially) financed through Hungarian state scholarships except for students who suspend their student status for the given term or who are unable to complete such terms due to illness, childbirth, or other reason through no fault of their own. Except for exceptional cases, related to this Chapter, “not completing a term” means that the student in question have not completed any subjects or courses. These provisions are to be applied to studies started in the 2006/2007 academic year or later. State-funded terms in this case include terms completed as state-funded terms prior to the 2006/2007 academic year except for the terms completed as state-funded terms in programmes that students started before 1st March, 2006 and completed without acquiring a degree certificate before 1st March, 2006 and are not expected to acquire a degree certificate related to such programmes.

80. Students who have acquired a higher education degree and qualification may also participate in programmes (partially) financed through scholarships granted by the Hungarian state, however, for students studying in a training cycle (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) terms (partially) financed through scholarships granted by the Hungarian state in the case of simultaneously pursued studies in the same training cycle are to be subtracted from the total number of terms that may be (partially) financed through scholarships granted by the Hungarian state.

81. In the case of students who established their student status in the 2006/2007 academic year, when calculating state-funded periods and time periods available for fee-paying programmes, terms when students have a further (simultaneous) student status at more than one higher education institution in addition to the one with the University or when they study for more than one qualification at the University are to be considered as one term utilized.

82. For students who were first-year students in or later than the 2012/2013 academic year and pursue their studies in programmes (partially) financed through scholarships granted by the Hungarian state, the number of further (simultaneous) terms at simultaneous programmes (partially) financed through scholarships granted by the Hungarian state are to be subtracted from the total number of terms from the state-funded period.
83. The following must be ignored when calculating the state-funded period:
    a) any uncompleted terms of students due to illness, childbirth, or other reason through no fault of their own;
    b) terms completed as part of the state-funded period if the higher education institution affected was dissolved without allowing students to complete their studies provided that such students did not have the opportunity to continue their studies at another higher education institution;
    c) terms completed at a dissolved higher education institution that are not recognized by the higher education institution where students continue their studies;
    d) terms utilized at the programmes of the National University of Public Service by students in a student status pursuant to Section 21/A (1 a, b) of the Act CXXXII of 2011 on the National University of Public Service and on Higher Education in the Public Administration, Law Enforcement and Military Fields (henceforth: Act on the National University of Public Service).
84. Students who have exhausted the state-funded period available for the acquisition of the degree certificate or the diploma for the given programme may participate in the same programme only as self-financing students.
85. The state-funded period available for the given programme may only exceed the length of the given programme by a maximum of two terms. Students unable to complete their studies during the state-funded period may continue their studies as fee-paying students.
86. When calculating state-funded periods and time periods available for fee-paying programmes, terms when students—who have established a further (simultaneous) student status not later than in the third term of their first programme—are in a student status at another higher education institution in addition to the one with the University or when they study for more than one qualification at the University are to be considered as one term utilized.
87. State-funded periods for students are increased by two terms for students under the Preference Act who previously participated in state-funded bachelor's programmes and have been admitted to state-funded master's programmes.

XVII. Provisions for Re-categorization between State-Funded Programmes, Programmes (partially) financed through scholarships granted by the Hungarian state and Fee-Paying Programmes

88. At the end of an academic year, if the Directorate of Customer Services and Studies (henceforth: DCSS) establishes that state-funded students or students (partially) financed through scholarships granted by the Hungarian state who began their current programme in the 2007/2008 academic year or later have not earned at least 50% of the number of credit points prescribed by the recommended curriculum in the last two terms when their student status was not suspended, they may continue their education in the

next academic year only as fee-paying or self-financing students. When calculating the 50% of the amount of credit points prescribed by the recommended curriculum, the sum must be rounded to the nearest integer, and if the number ends in “0.5”, it has to be rounded up.

89. In the case of students supported by Hungarian state scholarships or partial Hungarian state scholarships who began their studies in the 2016/2017 academic year or later, the Director of the DCSS will pass a decision to re-categorize them as self-financing students at the end of the academic year if in the course of the last two terms when such students’ student status was not suspended, they did not participate in trainings abroad specified in NHE, Section 81 (3) and (4) , they did not earn a total of at least eighteen credit points or they did not reach the credit-weighted average specified by the NHE GD for the given degree programme based on the field of training it belongs to in addition to those students who have revoked their declaration made according to NHE, Section 48/D (2) The credit-weighted average for the given field of training and the fields of training of the degree programmes are published in the University’s customary manner.

90. Students supported by (partial) Hungarian state scholarships who began their studies in the 2012/2013 academic year or later must be re-categorized as fee-paying students if their average results for the last two terms when their student status was not suspended was less than the credit-weighted average specified for the given degree programme.

91. Students who have exceeded the maximum state-funded period available for their studies and the acquisition of the degree certificate for the given programme become fee-paying students or self-financing students in case they have started their studies in the 2012/2013 year or later.

92. Decisions on re-categorization due to students’ academic results must be passed after the conclusion of the study period by 31st July. Re-categorization decisions according to Provision 91. must be passed each term after the conclusion of the study period by 1st March following the autumn term and by 30th September following the spring term at the latest.

93. Re-categorization decisions are passed by the Fees, Allowances and Educational Committee (FAEC).

94. When passing re-categorization decisions according to Provisions 88. and 90., students who have participated in University education only for up to one study period and who have not been able to complete their terms due to illness, childbirth, or other reason through no fault of their own need not be taken into account. Except for exceptional cases, related to this Provision, “not completing a term” means that the student in question did not complete any subjects or courses in a given term. Students who have pursued their studies under scholarship programmes (ERASMUS, CEEPUS, etc.) at foreign higher education institutions or participated in internship abroad during any of the terms considered in re-categorization decisions need not be taken into account, either.

95. Re-categorization decisions are to be passed for each programme separately. If University programmes are separated by sites (municipalities), such decisions are to be passed for each site and programme separately.

96. Credit points recognized by credit recognition procedures are to be taken into account when passing re-categorization decisions in accordance with Provision 88. This may be performed in the frame of the following procedure: the DCSS identifies the terms in a student’s recommended curriculum where the subject affected by credit recognition belongs, and in the course of re-categorization decisions, takes into account only those recognized subjects which belong to the terms investigated during the re-categorization decision according to the student’s recommended curriculum.

97. Upon application, state-funded students may continue their studies as fee-paying students, and students supported by full or partial Hungarian state scholarships may continue their studies as self-financing students from the following term if their application arrives to the DSCS at least 30 days prior to the beginning of such terms. Students supported by full or partial Hungarian state scholarships must make a statement in their application or in a document submitted with their application that they revoke the undertaking of the requirements of the programme supported by full or partial Hungarian state scholarships. Decisions on re-categorization at the students' request are passed by the FAEC. Students thus re-categorized may later only apply for transfer to vacancies in programmes supported by full or partial Hungarian state scholarships in accordance with the processes prescribed for other self-financing students.

98. Students re-categorized as fee-paying students enter into student training agreements with the University according to the provisions of these Regulations. Students re-categorized as self-financing students enter into student training agreements with the University according to the provisions of these Regulations. The amount of the initial tuition fee for the above students is the same as the amount of the tuition fee for the academic year following re-categorization of fee-paying and self-financing students who were admitted to the same degree programme in the year when the student status of the re-categorized students was established. For students re-categorized in the first academic year at a given degree programme or from the second term of the given academic year to fee-paying or self-financed form of funding, the amount of the initial tuition fee is the same as the amount of the tuition fee of for the given academic year of fee-paying and self-financing students who were admitted to the same degree programme in the year when the student status of the re-categorized students was established.

99. If the student status of students admitted to state-funded programmes is terminated before the completion of their studies or if they continue their studies as students paying tuition fee for any reason, such vacancies in state-supported programmes may be filled by fee-paying students at the same degree programme. Decisions related to the stipulations in this Provision may be made once per academic year or per term, that is, no more than twice per academic year following the adequate procedures for filling vacancies in state-funded programmes. After re-categorization, re-categorized students—taking the provisions about funded periods into account—may continue their studies as state-funded students for the number of terms remaining from the total length of programme of the students whose places they have filled.

100. The following students may be re-categorized to vacant state-funded places:

    a) who have acquired at least 50% of the total credit points specified by the recommended curriculum in the course of the last two terms they signed in for, or in the case of students exceeding their length of programme, 50% of the credit points for the last two terms of the recommended curriculum, and who are at the top of the list of students ranked by aggregate adjusted credit index; and

    b) whose aggregate adjusted credit index is higher than that of the student who is placed at the top of the bottom fifth on the list of state-funded students ranked by aggregate adjusted credit index.

101. When determining the number of students who may be re-categorized to state-funded status for the following study period, students' study performance must be evaluated to establish the following:

a) how many student statuses have been terminated in the given academic year in the given degree programme before the acquisition of their pre-degree certificates taking the mode of study and language of instruction into consideration;

b) how many state-funded students have been re-categorized to fee-paying form of funding in the given academic year at the given degree programme;

c) how many students have already exhausted the number of state-funded terms available under their student status for acquiring the degree certificate or diploma by completing the given term.

102. Fee-paying students cannot be re-categorized to state-funded form of funding if the number of the state-funded terms they have previously utilized exceeds the length of the given degree programme by two, or in the case of students considered as special needs students by the SER, by six, or if they have already exhausted all of the state-funded periods.

103. After student applications, the FAEC passes decisions on re-categorization from fee-paying form of funding to state-funded form of funding.

104. If the student status of students admitted to programmes financed through state scholarships is terminated before the completion of their studies or if they continue their studies as self-financing students for any reason, such vacancies in state-funded programmes may be filled by students at the same degree programme studying with partial state scholarships or as self-financing students following their application for re-categorization within the deadline proposed by the DCSS and specified by the FEAC. If the student status of students admitted to programmes supported by partial state scholarships is terminated before the completion of their studies or if they continue their studies as self-financing students for any reason, such vacancies in a state-funded programme may be filled by students studying as self-financing students at the same degree programme following their application for re-categorization within the deadline proposed by the DCSS and specified by the FEAC. Decisions described in this Provision may be passed no more than once per term, that is twice per academic year following the adequate procedures for filling vacancies in programmes supported by partial or full scholarships granted by the Hungarian state. After re-categorization, re-categorized students—taking the provisions about the supported period into account—may continue their studies as students supported by partial or full scholarships granted by the Hungarian state for the number of terms remaining from the total length of programme of the students whose places they have filled.

105. The following students may be re-categorized to places (partially) financed through scholarships granted by the State:

a) who have acquired at least 50% of the total credit points prescribed by the recommended curriculum in the course of the last two terms they signed in for, or in the case of students exceeding their length of programme, 50% of the credit points for the last two terms of the recommended curriculum, and who are at the top of the list of students ranked by aggregate adjusted credit index; and

b) whose aggregate adjusted credit index is higher than that of the student who is placed at the top of the bottom fifth on the list of students (partially) financed through scholarships granted by the State and ranked by aggregate adjusted credit index.

106. When determining the number of students who may be re-categorized as (partially) financed through scholarships granted by the State for the following study period, students' study performance must be evaluated to establish the following:

    a) how many student statuses (partially) financed through scholarships granted by the State have been terminated in the given academic year at the given degree programme before the acquisition of their pre-degree certificates;

    b) how many students (partially) financed through scholarships granted by the State have been re-categorized to fee-paying form of funding in the given academic year at the given degree programme;

    c) how many students have already exhausted the number of state-funded terms available under their student status for acquiring the degree certificate or diploma by completing the given term.

107. Students supported by partial scholarships granted by the Hungarian state and self-financing students cannot be re-categorized to programmes supported by scholarships granted by the Hungarian state, and self-financing students cannot be re-categorized to partially state-funded programmes if the number of the state-funded terms or the terms supported by (partial) Hungarian state scholarships they have utilized exceeds the length of the given degree programme by two, or in the case of students considered as special needs students by the SER, by six, or if they have already exhausted all of the state-funded periods.

108. Decisions on re-categorization from self-financed programmes to programmes supported by scholarships granted by the Hungarian state, from self-financed programmes to programmes partially supported by scholarships granted by the Hungarian state and from programmes partially supported by scholarships granted by the Hungarian state to programmes supported by scholarships granted by the Hungarian state are made by the FEAC upon student applications.

109. During the registration period of the term following the re-categorization decision, students re-categorized to programmes supported by (partial) Hungarian state scholarships must make statements about their undertaking of the requirements of programmes supported by full or partial Hungarian state scholarships. In the case of persons who do not make a statement about the undertaking of the conditions of programmes (partially) financed through scholarships granted by the Hungarian state, the re-categorization decision becomes invalid and such students may continue their studies only as self-financing students or students supported by partial Hungarian state scholarships.

110. If the student status of students admitted to programmes (partially) financed through scholarships granted by the Hungarian state is terminated before the completion of their studies or if they continue their studies as self-financing students for any reason, such vacancies in state-funded programmes may be filled by students at the same degree programme studying as self-financing students at the higher education institution upon their application for re-categorization. The higher education institution will pass its re-categorization decision based on the study performance of the self-financing students applying for re-categorization to programmes (partially) financed through scholarships granted by the Hungarian state.

XVIII. Forms of State Support Available for Students

XIX.General Principles of Support

111. Students who do not provide all of the information necessary for the payment of allowances (especially their tax number, social security ID and bank account number) by the end of the second week of the term-time cannot receive such allowances until the end of the current term and the amount allocated for distribution in the course of the next term—depending on the type of support—will be increased by the outstanding amount.

112. Based on the information from the Directorate of Customer Services and Studies, the staff of the Directorate of Controlling must provide for the payment of monthly allowances by the 10th day of each month with the exception of the first months of terms (September and February).

113. The Controlling Director must inform the SU President about the utilization of the amounts of support to be provided for state-funded and fee-paying students by the last day of each term.

114. The portion of the support allocated for need-based stipends, study scholarships, sports scholarships, public life scholarships and professional scholarships unutilized in the year under review will be distributed in December among students who qualify for study scholarships and need-based stipends, proportionally to the amount they are entitled to.

115. The Director of Accounting must inform the Director of Customer Services and Studies and the SU Chairperson about the amount available for the current term by type of support by the first day of the second month of each term.

XX. The Student Welfare Committee

116. The Student Welfare Committee (henceforth: SWC) is the advisory body of the SU acting in cases related to need-based stipends, one-time need-based stipends, public life scholarships, science and professional scholarships, sports scholarships and basic grants.

117. Except in the case of one-time need-based stipends, the SWC investigates students' social circumstances and extracurricular activities once each term using a uniform system at the institutional level and based on the results, the SWC decides on the distribution of the support among need-based, public life, science and professional, and sports scholarships.

118. The SWC establishes its composition and adopts its own rules of procedure according to the provisions of these Regulations and the SU Statues.

119. The SWC's scope of authority:

    a) invites applications within the framework of the FAR for merit-based and need-based scholarships;

    b) drafts proposals to the Senate on the calculation methods of the merit-based and need-based scholarships that it announces calls for;

    c) calculates the per capita amount of need-based scholarships and sends it to the Fees, Allowances and Educational Committee for approval;

    d) gives its opinion on merit-based and need-based applications and forwards them to the Fees, Allowances and Educational Committee for decision;

e) informs students about fees and allowances issues and provides office hours at least monthly;

f) monitors regulations on allowances to be paid to and fees to be paid by students continuously, and evaluates them annually, and initiates any amendments or additions necessary;

g) performs the tasks defined by the SU Statues.

120. The persons jointly supervising the operation of the SWC are the Chief Customer Officer and the SU President.

XXI. Study Scholarships

121. Students attending state-funded, full-time bachelor's or master's programmes or higher educational vocational training programmes can receive study scholarships allocated from the statutory state funding.

122. Study scholarships are monthly, differentiated financial allowances to motivate and recognize students' academic achievements.

123. Study scholarships can be awarded for the duration of one term. Based on students' academic results in the previous active term, the amount of the scholarship must be determined so that it motivates their academic work.

124. When making decisions about study scholarships, the scope and number of the grantees must be determined in a way to ensure that the academic results of students having identical or similar academic obligations are comparable and the amounts of their study scholarships thus defined are the same.

125. Up to 50% of state-funded full-time students of the University may be awarded study scholarships. The study scholarship determined for each student cannot be less than 5% of the statutory state funding per student.

126. Students enrolling or signing in for their first term at a degree programme cannot receive study scholarships for that term.

127. When determining the amount of study scholarships, students' study performance in the course of the last completed active term has to be evaluated. For students who are participating in partial training in a foreign country (e.g. under Erasmus scholarships) while continuing their studies at the University in an active status, and therefore their current terms cannot be closed in time, the amount of the study scholarship can only be determined following the conclusion of the term which is the basis of the calculation of the study scholarship. Such students will receive their study scholarship for the affected term retroactively for the months missed until September/February after the conclusion of the term which is the basis of the calculation of the study scholarship.

128. When determining study scholarships, credit points gained outside the frame of partial studies and through credit recognition in the current term do not qualify as credit points to be calculated in the corrected credit indexes or grade point averages, therefore such credit points cannot be taken into account. When determining study scholarships, credit points earned in the frame of partial studies do qualify as credit points to be calculated in the corrected credit indexes or grade point averages, therefore such credit points must be taken into account.

129. Students who have been granted transfer to the University from other higher education institutions they had previously attended can be awarded study scholarships under the

same conditions as students who have been admitted to the University according to the conditions specified in SER. The corrected credit index for students transferred from other higher education institutions or from other degree programmes at the University will be calculated based on credits recognized by the University.

130. The study scholarship according to the corrected credit index determined each term is paid in the term following the term for which the average was calculated.

131. Students are entitled to study scholarships if

    a) they participate in state-funded full-time programmes; and

    b) they have accomplished at least 15 credit points in the previous active term; and

    c) their corrected credit index reaches or exceeds the arithmetic average of the corrected credit indexes of students who study in the same field of training and qualify for the criteria mentioned in Provisions a) and b), or their corrected credit index is at least 3.75.

132. The arithmetic average assigned to a field of training or a class of trades varies annually depending on students' performance.

133. The corrected credit index necessary for the determination of the study scholarships and the scope of the grantees will be published by the Fees, Allowances and Studies Committee in the electronic study administration system of the University on the 10th day of the second month of the term-time at the latest.

134. After consultation with the SU President and until the last day of the second month of each term, the Director of Customer Services and Studies determines and publishes the exact monthly amount of study scholarships for each field of training and class of trades based on the credit points recorded in the electronic study administration system in such a way that the scholarships are of the same amount for each student group with the same academic requirements.

135. A student group consists of all students from the same year. Based on the number of active terms, the following students will belong to the same group:

    - 1st year: 2 terms;
    - 2nd year: 3 and 4 terms;
    - 3rd year: 5 and 6 terms.

    Students who have exceeded their length of programme are to be treated as students studying in the highest year of the given degree programme.

136. Students who are participating in simultaneous programmes but have begun their first programme at the University may receive scholarships according to their performance at the University.

137. Within one week of the date specified in Provision 134., students must submit an electronic application to the Director of Customer Services and Studies if they notice an administrative error (e.g. erroneously calculated average or scholarship) or other deficiency (any piece of information missing from the electronic study administration system).

XXII. National Higher Education Scholarships

138. Students attending full-time bachelor's or master's programmes are eligible for national higher education scholarships.

139. National higher education scholarships may be granted for full academic years (10 months). The monthly amount of the national higher education scholarship is the same as one tenth of the amount determined in the annual budget act for this purpose.

140. The number of students eligible for national higher education scholarships is 0.8% of all of the state-funded full-time students at bachelor's and master's programmes according to the statistical data provision reflecting the number recorded on 15th October of the preceding year, or at least one person.

141. Students eligible for national higher education scholarships are those at bachelor's or master's programmes who have signed in for at least two terms—during their current or previous studies—and have earned at least 55 credit points.

142. Starting from their third term, students with active student status may receive national higher education scholarships if

    a) in the course of the previous two terms, they have achieved a corrected credit index exceeding 4.5; and

    b) they participate in outstanding scientific or other professional activities.

143. The national higher education scholarship is awarded through an application procedure published by the Director of Customer Services and Studies. Students must submit such applications to the Student Information Centre. The Fees, Allowances and Educational Committee will evaluate student applications using a scoring system. Based on the applications, the Fees, Allowances and Educational Committee acting in its scope of authority delegated by the Senate will draft a proposal on the award of the national higher education scholarship to the minister responsible for higher education by 1st August each year.

144. National higher education scholarships granted for a given academic year may be disbursed only in the same academic year.

145. National higher education scholarships cannot be paid to students whose student status is terminated or suspended for any reason. In the case of programmes with an odd number of terms, the eligibility for the national higher education scholarship does not cease for students who continue their studies in the second term of the given academic year.

146. If it is established in the course of a legal remedy procedure that a student whose application for the national higher education scholarship has been denied although the student deserves it and would also be eligible according to the University's proposal based on the conditions above and the maximum number of eligible students, however, due to an institutional procedural error, the University has not received the scholarship, the minister responsible for higher education is authorized to grant a national higher education scholarship to the student. Nevertheless, such a student cannot be taken into account when determining the number of eligible students for national higher education scholarships and the University must pay the scholarship from the statutory state funding for students or its own income.

147. Students who have been granted national higher education scholarships cannot be excluded from support awarded in the form of study scholarships.

148. The ceremonial method of handing over the honorary certificates to students who have been granted national higher education scholarships is determined by the General Vice-Rector.

XXIII. Institutional Professional, Science, Public Life and Sports Scholarships

149. Following student applications, institutional professional, science, public life and sports scholarships are awarded to students participating in extracurricular activities. They are allowances determined for one term and paid monthly.

150. Irrespective of their form of funding, all students at the University participating in full-time programmes are eligible in case their credit-weighted average for the term preceding the application is at least 2.5 and they have not exceeded the length of their programme by more than two terms.

151. Students who have been awarded national higher education scholarships for the given academic year cannot apply for institutional professional, science and public life scholarships.

152. Applicants' activities for which they have received regular fees, wages or other reward cannot be considered for such scholarships.

153. In the case of applicants whose term on which the evaluation is based was passive, their activities and performance during the last active term before the submission of the application must be evaluated. The documents attached must evidence the activities in the affected term except when the nature of such activities does not make it possible.

154. Pursuant to the NHE, institutional professional, science, public life and sports scholarships are not obligatory allowances.

155. The SU calls for application for students conducting outstanding professional, scientific and public life activities. Such calls for applications must be published by the 10th day of the second month of term-time with the conditions and deadline specified. The deadline for submitting applications cannot be longer than two weeks. If an application includes false information that may have or may have had substantial influence on the evaluation, applicants cannot receive professional, science, public life and sports scholarships in the course of their studies and must repay any support received.

156. After evaluation, such scholarships are transferred by the 10th day of each month.

157. The SU evaluates the applications based on a predefined criterion system included in the Supplement No. 2 within five working days and ranks the applicants.

158. The DCSS prepares an official report about the evaluation process including the appropriate reasons for the decisions.

159. Based on the scores and ranking list proposed by the SU, decisions are made by the Fees, Allowances and Educational Committee and affected students are notified by the Directorate of Customer Services and Studies.

160. Appeals may be submitted against the decision of the Fees, Allowances and Educational Committee to the Student Legal Remedy Committee in line with the provisions of the SER.

161. The financial support for students who do not provide their bank account number, tax number and social security ID necessary for the bank transfer until the last day of the term in question will be revoked.

XXIV. Need-Based Scholarships

XXV. Basic Grants

162. Upon application, when students establish a student status for the first time in the course of state-funded full-time higher educational vocational training programmes or bachelor's programmes and sign in for the first time, they are entitled to a basic grant in the amount of 50% of the annual statutory state funding of students if they fulfil the requirements of Section 16 (2, 3) of Government Decree 51/2007 (26 March) on the Allowances and Fees of Higher Education Students.

163. Upon application, when students establish a student status for the first time in the course of state-funded full-time master's programme and sign in for the first time, they are entitled to a basic grant in the amount of 75% of the statutory state funding of students if they fulfil the requirements of Section 16 (2, 3) of Government Decree 51/2007 (26 March) on the Allowances and Fees of Higher Education Students.

164. If justified by their social circumstances, students may apply for need-based stipends, one-time need-based stipends and basic grants (henceforth: need-based scholarships) within the deadline specified by completing the respective application form and attaching the documents specified in the conditions of such applications.

165. When evaluating students' social circumstances, the following must especially be taken into account:

    a) the number and level of earnings of the persons living in the same household as the student, as defined by Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services (henceforth: SSB);

    b) the duration, cost of travel and distance between the training site (Budapest or Hódmezővásárhely) and the student's place of residence;

    c) the cost of living in the case of students not living in the same household with others as defined by the SSB;

    d) the amount special needs students need to spend on acquiring and maintaining their special devices, their special travel needs and the employment of any personal aides or sign language interpreters;

    e) regularly occurring health-related expenses due to the illness of students or their close relatives from the same household;

    f) the number of dependent persons living in the same household as the student, especially the number of dependent children including the student;

    g) expenses related to the care of relatives needing care;

    h) the income of wage-earning relatives and the household per capita income;

    i) the family circumstances of dependent students (divorced parents, retired parents, unemployed parents, siblings in a student status, half-orphan status, orphan status, state custody, permanent illness, disability);

    j) other circumstances of married students (spouse's circumstances related to employment and income, child benefit, maternity leave).

166. When calculating the income, with regard to the regular monthly income, the average of the last three months is to be considered; in the case of other types of income, one twelfth

of the income of the last year is to be considered. The expected and verifiable future changes in income are also to be considered upon students' request.

XXVI. Special Rules Pertaining to Need-Based Stipends, One-Time Need-Based Stipends and Basic Grants

167. Out of the types of need-based scholarships, students may apply for need-based stipends and one-time need-based stipends electronically. Claims for basic grants must be specified in the electronic application. The SU gives a preliminary recommendation for the evaluation of such applications. The Fees, Allowances and Educational Committee evaluates such applications on the basis of students' social circumstances and according to a scoring system, taking the SU's recommendation into consideration.

168. In the case of deficient applications or applications not submitted in the correct way, the SWC requests the missing documents from students. Students may supply missing information or documents and correct any errors in their application within the period specified. Students who expect that they will not be able to submit the missing documents within this period through no fault of their own (especially due to longer administrative deadlines of authorities), may submit application for justification for non-submission before the deadline for the submission of missing documents. In cases when students do not supply the missing documents or do not do so in the required way within the deadline, the SWC will consider their applications invalid or will draft their recommendation to the Fees, Allowances and Educational Committee only on the basis of the facts already verified.

169. The Director of Customer Services and Studies may examine the information and circumstances described in such applications. If an application includes false information that may have or may have had substantial influence on the evaluation, applicants cannot receive need-based scholarships in the course of their studies and must repay any support received.

170. The DCSS prepares an official report about the evaluation process that includes the ranking list containing the appropriate reasons for the decisions submitted to the Fees, Allowances and Educational Committee.

171. The Fees, Allowances and Educational Committee makes its decisions considering the recommendation of the SWC. In case of rejection, appeals may be submitted against the decision of the Fees, Allowances and Educational Committee to the Student Legal Remedy Committee in line with the provisions of the SER.

172. The Supplement No. 2 of these Regulations include the criterion system of applications. Applications for need-based stipend must be submitted electronically.

173. The financial support for students who do not provide their bank account number, tax number and social security ID necessary for the bank transfer until the last day of the term in question will be revoked.

XXVII. Special Rules Pertaining to Basic Grants

174. Upon electronic application for need-based stipends, if students establish a student status for the first time in the course of their first state-funded full-time bachelor's programme and sign in for the first time, they are entitled to a one-time basic grant in the amount of 50% of the annual statutory state funding of students provided that they are entitled to need-based stipend and have indicated their request for the basic grant. Upon electronic application for need-based stipend, if students establish a student status for the first time in the course of their first state-funded full-time master's programme and

sign in for the first time, they are entitled to a one-time basic grant in the amount of 75% of the annual statutory state funding for students provided that they are entitled to need-based stipend and have indicated their request for the basic grant. Students can only apply for a basic grant in the electronic application for need-based stipends.

175. The call for applications for basic grants will be announced together with the applications for need-based stipends. The deadline for applications cannot be later than the last day of the first month of term-time. Within ten working days after the deadline for applications at the latest, the SWC must make its recommendation on the granting of the requested support to the Fees, Allowances and Educational Committee. If an application includes false information that may have or may have had substantial influence on the evaluation, applicants cannot receive need-based scholarships in the course of their studies and must repay any support received (including the basic grant).

176. The SWC examines the fulfilment of the conditions of eligibility for basic grants with the help of the Directorate of Customer Services and Studies. Based on the decisions by the Fees, Allowances and Educational Committee, the Directorate of Accounting provides for the payment of need-based support.

XXVIII. Need-Based Stipends

177. Need-based stipends are monthly paid allowances awarded for one term to students whose social circumstances justify it.

178. The SWC announces the call for applications for need-based stipends each term until the first day of term-time and specifies the conditions and deadline for such applications. The deadline for applications cannot be later than the last day of the first month of term-time. Within ten working days after the deadline for applications at the latest, the SWC must make its recommendation on the granting of the requested support.

179. The monthly amount of need-based stipends cannot be less than 20% of the annual statutory state funding of students for students in case they are entitled to need-based stipends based on their social circumstances and they are either:

    a) special needs students due to disability or state of health; or

    b) students with multiple disadvantages; or

    c) breadwinners; or

    d) of large families; or

    e) orphans.

180. The monthly amount of need-based stipends cannot be less than 10% of the annual statutory state funding of students for students in case they are entitled to need-based stipends based on their social circumstances and they are either:

    a) disadvantaged; or

    b) their guardianship has been terminated due to coming of age; or

    c) half-orphans.

181. The monthly amount of need-based stipends cannot be less than 10% of the annual statutory state funding of students for students who have been awarded the Minister's Scholarship for foreign citizens or for students under the Preference Act whose grant has not been awarded for the duration of partial studies.

182. When calculating the monthly amount of the need-based stipend for an applicant, the total monthly amount available for the current term must be divided by the sum of the

applicants' scores. The result rounded down to the next integer is the number of forints corresponding to one point. These values then must be multiplied by each applicant's score. If applicants' support would be less than the minimum amount announced, such applicants are not entitled to need-based stipends, and their application is considered invalid. Taking such reduced number of applicants into consideration—that is, leaving out invalid applications—the above method must be applied once more to calculate the number of forints corresponding to one point in the applications, and then it is to be multiplied by the score of each applicant. Such results will be the amount of need-based stipends and housing support.

183. When awarding need-based support, students' academic results and the corresponding amounts of merit-based support cannot be taken into account.

XXIX. One-Time Need-Based Stipends

184. One-time need-based stipends are one-time allowances to alleviate the unexpected decline in students' social circumstances in a maximum amount not exceeding the amount of the current statutory minimum remuneration (minimum wage).

185. One-time need-based stipends may be granted upon student applications. Once a month, the SWC makes its recommendations to the Fees, Allowances and Educational Committee on student applications submitted based on fairness and the documents attesting students' unexpected circumstances. The Directorate of Finance must make such payments within eight working days of the decision.

186. One-time need-based stipends may be granted once per term.

XXX. Housing Support

187. Support for student housing is provided within the framework of need-based stipends.

XXXI. Internship Grants

188. State-funded, full-time students in bachelor's or master's programmes are eligible for internship grants.

189. Upon application, internship grants may be awarded for a maximum of one term to students participating in internships that are specified in the programme completion and exit requirements and not longer than one term.

190. The General Vice-Rector determines the conditions for internship grants in a separate instruction so that such grants are awarded to students who participate in off-site internships, that is not at the University's registered seat or site (henceforth: training site), and the distance between the training site and the student's place of residence is at least 30 km.

191. Applicants must attach documents verifying their social circumstances and a certificate by the organization providing the internship. Applicants who have applied for other forms of need-based support in the course of the same term and attached the necessary documents need not verify their social circumstances.

192. The monthly amount of internship grants cannot exceed 10% of the annual statutory state funding of students.

XXXII. The Bursa Hungarica Higher Education Municipal Bursary

193. The Bursa Hungarica Higher Education Municipal Bursary is a type of financial need-based support consisting of two parts: need-based support for students awarded by the municipal and county governments (henceforth: municipalities) that have joined the given annual round of the Bursa Hungarica Higher Education Municipal Bursary System (henceforth: Bursary System) and a need-based support paid and determined by the University according to the municipal bursary awarded (henceforth: University contribution).

194. Students may receive University contribution if they are supported by the municipality of their place of residence within the Bursary System and if they pursue their studies as full-time bachelor's or master's students or participate in higher educational vocational training programmes.

195. The financial resource of the University contribution is the financial resource reserved for this purpose in the University budget.

196. The maximum amount of the University contribution per month and per student (henceforth: limit) is published annually by the minister responsible for higher education in the Ministry's official bulletin.

197. Bursaries determined in the framework of the Bursary System may be awarded only according to applicants' social circumstances, and students' academic results cannot be taken into account.

198. The University contribution is independent of any other forms of University support.

199. The University contribution is awarded by the minister responsible for higher education.

200. The bursary is paid to students by the University. Before such payments, the Director of Customer Services and Studies investigates whether students are eligible for the bursary.

201. In the case of students who began their higher education studies before the payment of the bursary, the payment of the University contribution begins in March by the same schedule as other types of student allowances. The payment of the municipal portion of the bursary begins in March but at the latest at the time when the first grants are paid after the amounts have been transferred to the University. The first payment will include all of the support accrued until that day, and the remainder of the support is paid together with the University contribution following the schedule of the payment of other scholarships.

202. In the case of students beginning their higher education studies for the first time in the term when they receive the bursary, the payment of the University contribution will be done according to the same schedule as other allowances to students starting in October. The payment of the municipal portion of the bursary begins in March but at the latest at the time when the first grants are paid after the amounts have been transferred to the University. The first payment will include all of the support accrued until that day, and the remainder of the support is paid together with the University contribution following the schedule of the payment of other scholarships.

203. The payment of the bursary is suspended for all the months when a student's student status is suspended, without changing the end date.

204. If the receiver of the bursary does not continue to fulfil the conditions of such support, the University is obliged to terminate the payment of the bursary.

205. In the case of students who have become ineligible for the bursary, the University is obliged to transfer the amounts of the municipal bursary received but not paid to the corresponding students to the Wekerle Sándor Academic Fund of the Ministry of Public Administration and Justice within 30 days.

206. During such support, students awarded this bursary must notify the higher education institution providing the bursary and the Wekerle Sándor Academic Fund of the Ministry of Public Administration and Justice in writing within the shortest time but not later than 15 days of any change affecting the eligibility for and the payment of the bursary. Such obligation of notification must be fulfilled within five working days if the following data change:

    a) students' name, birth name, place and date of birth, citizenship, address of permanent or temporary residence;

    b) the name of the programme and its mode of study;

    c) deferral of studies.

207. Students who have been granted the bursary but do not fulfil the obligation of notification may be excluded from receiving the support and from applying for the bursary in the next annual round of the Bursary System. Students who have been granted the bursary must repay any undue support received to the University within 30 days. Students who are denied the payment of the bursary because they have omitted to give notification about the above changes may not claim any unpaid support after the term is closed (30th June or 31st January).

208. The University must pay the bursary together and in the same way as all other allowances, free of charge. The higher education institution is only obliged to pay the municipal bursaries if the funds for the amount has been transferred to its account by Wekerle Sándor Academic Fund of the Ministry of Public Administration and Justice.

209. The University contribution must be paid even when the funds for the municipal bursaries is not available on the bank account of the University.

XXXIII. Purchase of Electronic Textbooks, Study Materials and Electronic Devices Necessary for Studies

210. The amount allocated for the production of lecture notes, the purchase of electronic textbooks, study materials and devices necessary for the fulfilment of academic requirements and the purchase of devices to facilitate the studies of special needs students may be used for the purchase of electronic textbooks, study materials and electronic devices necessary for studies if the University uses it for the production or purchase of digital study materials or devices aiding the studies of special needs students.

211. The SU will give its opinion of the utilization of this subsidy in advance, and the Chief Executive Officer will inform the SU of it annually.

XXXIV. Support for Sports and Cultural Activities

212. Sports activities include any activity, provided or organized for students, particularly within the framework of the University, that ensures physical exercises, sporting, competing, healthy lifestyle education and lifestyle counselling.

213. The Chief Executive Officer makes the decisions on the support for sports activities with the consent of the SU.

214. Cultural activities include any cultural activity, event organization, career counselling, life guidance and academic counselling that is provided or organized for students, particularly within the framework of the University.

215. The Chief Executive Officer makes the decisions on the support for culture activities with the consent of the SU.

XXXV. Support for the Operation of the SU

216. Pursuant to the agreement between the Chief Customer Officer and the SU President, the Chief Customer Officer makes the decisions on the support for the SU.

XXXVI. Scholarship for Students Studying Abroad

217. The procedure of calling for application for and evaluation of scholarships supporting Hungarian citizens to study at foreign higher education institutions recognized by the state

218. Scholarships supporting Hungarian citizens to study at foreign higher education institutions recognized by the state may by awarded upon public application.

219. Such scholarships aim to facilitate the studies of Hungarian citizens who belong to a national or ethnic minority in their native language at higher education institutions recognized by the state under bilateral international treaties with the countries in question.

220. Pursuant to the provisions of the budget act, the minister responsible for higher education announces the call for application for such scholarships. The decision-making procedures are conducted by the organization appointed by the minister responsible for higher education.

221. Decisions on the applications are made according to the provisions of bi- or multilateral international treaties and the applicants' study performance.

222. Students must submit such applications to the Student Information Centre. The applications are ranked by the Fees, Allowances and Educational Committee and forwarded by the Director of Customer Services and Studies to the organization appointed by the minister responsible for higher education. The minister responsible for higher education makes the decisions on the applications calling for expert help when necessary.

223. The deadline for the submission of such applications cannot be earlier than the 30th day from the announcement.

224. The rules concerning the determination of the amount of and the disbursement of scholarships for students participating in partial studies in the countries of the European Economic Area

225. If state-funded students participate in partial studies in the countries of the European Economic Area and such studies may be recognized as part of their University programme, they may get scholarships from the University for the duration of their foreign studies.

226. The annual amount of such scholarships cannot be less than three times the amount of the student scholarship support. The University allocates the necessary funds for the scholarship in its annual budget.

227. Students are entitled to such scholarships if they start their studies abroad with the consent of the Director of the International Directorate—or that of International

Committee in case of Erasmus programmes—and have already acquired 60% of the credit points necessary for the acquisition of the degree certificate.

228. Such permissions may be granted if students affected are able to earn the credit points of the subjects in their individual study schedule for the current term by passing examinations taken at the foreign higher education institution and at the University. Before granting the permission, a statement by the head of the International Directorate must be obtained about the recognition of such examinations and credit points. At least 15 credit points must be earned at the foreign institution.

229. After public applications, the head of the International Directorate decides on the award of such scholarships.

230. The call for applications must be published on the University's website. At least 30 days must be provided for the submission of students' applications after the announcement.

231. The staff of the Directorate of Accounting will provide for the transfer of the scholarship before the student's travel to the foreign country or within 15 days of the travel at the latest.

232. In case of students about whom the Directorate of Customer Services and Studies ascertains that they have not accomplished at least 15 credit points at the foreign institution, half of the support received must be repaid within 30 days of the receipt of the notification.

XXXVII. The System of Support for Foreign Citizens Studying in Hungary

233. Pursuant to bilateral agreements, the minister responsible for higher education may award the Minister's Scholarship to students of foreign citizenship participating in state-funded programmes at the University. The scholarship awarded is for ten or twelve months.

234. The monthly amount of the Minister's Scholarship is the same as 34% of the annual statutory state funding defined by the budget act for students participating in other bachelor's or master's programmes.

235. The Minister's Scholarship is paid by the University.

236. In the case of foreign students who established their student status before 1st January, 2007 and who are supported by Hungarian state scholarships, the support is to be paid according to the provisions of their individual agreements with the difference that the support granted by the Hungarian Scholarship Board is paid by the University.

237. The minister responsible for higher education may award 10-month scholarships to state-funded students subject to the Preference Act.

238. The monthly amount of the Minister's Scholarship is the same as 15% of the statutory state funding of students as specified by the budget act.

239. Students may be awarded such support upon application. The applications are managed by the organization appointed by the Minister for Education and Culture.

240. For each academic year, the minister responsible for higher education may award scholarships to non-Hungarian citizens participating in fee-paying programmes in Hungary.

241. Pursuant to the provisions of the budget act, the minister responsible for higher education announces the call for application for such scholarships. The applications are managed

by the organization appointed by the minister responsible for higher education. The call for applications is published on the Ministry's website.

242. Students must submit such applications to the International Directorate. Applications are ranked by the head of the International Directorate. The applications for the Minister's Scholarship are evaluated according to the available budgetary resources and applicants' study performance.

243. The head of the International Directorate forwards the ranking list of applications to the organization appointed by the minister responsible for higher education. The minister responsible for higher education makes the decisions on the applications calling for expert help when necessary.

244. The deadline of such applications cannot be earlier than the 30th day from the announcement.

XXXVIII. The Student Scholarship Programme

XXXIX. METU Study Scholarships

245. Any self-financing student participating in fee-paying higher educational vocational training programmes, bachelor's or master's programmes with their student status not suspended is eligible for the Metropolitan Study Scholarship.

246. One student for each term and enrolment year,

    a. for each mode of study (full-time or part-time);

    b. for each faculty (Faculty of Business, Communication and Tourism, and Faculty of Arts and Creative Industries);

    c. for each type of language of instruction

    may be awarded the Metropolitan Study Scholarship.

247. The amount of the Metropolitan Study Scholarship is the same as the tuition fee for the current term in the degree programme the student is enrolled in.

248. Metropolitan Study Scholarships are awarded for academic results. Students with the highest corrected credit index are eligible for the scholarship provided that their credit-weighted average is at least 4.5. The scholarship is awarded automatically.

249. Ties are broken by the number and level of language examinations.

XL. Creative Scholarship

250. The University Creative Programme aims to support projects designed by student groups strengthening university community life, community consciousness and social responsibility.

251. Active students or student groups enrolled in any bachelor's degree programme may submit their application for the Creative Scholarship.

252. The limit for the support of the Creative Programme is HUF 500,000 per project. The total annual limit for the support of the Creative Programme HUF 1,500,000 for all of the projects.

253. The University sets up a committee to evaluate the applications. The committee notifies students about the evaluation criteria in the call for applications. An opportunity must be provided for the participation of students in the committee.

254. Support by the Creative Programme may be awarded from the 2014/2015 academic year in a phasing-in system. Such scholarships are awarded in the spring term.

XLI. Start-up Programme

255. The University Start-up Programme aims to support projects designed by student groups beneficial for the University and for the society.

256. The University establishes a committee to evaluate the applications. The committee notifies students about the evaluation criteria in the call for applications.

257. The limit for the support of the Start-up Programme is HUF 1,000,000 per project. The total annual limit for the support of the Start-up Programme is HUF 3,000,000 for all of the projects.

258. Support by the Start-up Programme may be awarded from the 2013/2014 academic year in a phasing-in system. Such support is awarded in the spring term.

XLII. Forms of Support for Students from Non-Governmental Sources

259. The sources and extent of University support and the reporting of support from other sources

260. Up to 5% of the tuition fees paid by fee-paying students may be used for student allowances not funded by the government.

261. The Senate determines the forms of student allowances from other external sources, that is, not from the state support received by the University.

262. Students receiving support from a company, another organization, a foundation or other—non-governmental and non-University—sources must notify the Directorate of Customer Services and Studies within 15 days of the day they are awarded the support.

XLIII. Metropolitan Professional and Cultural Support

263. The Chief Executive Officer is entitled to grant professional and cultural support to students or student groups who

    a) represent the University by outstanding professional activities beyond the requirements of the curriculum (at professional or scientific conferences, national or international competitions);

    b) undertake the organization of cultural events related to University life but independent of the events of the Student Union;

    c) organize events for students that reinforce and support student life at the University (trips, workshops, forums, study groups, etc.).

264. Students or student groups organizing or participating in events specified by Provision 263. are eligible for the Metropolitan Professional and Cultural Support.

265. The conditions for applications for the Metropolitan Professional and Cultural Support are determined jointly by the General Vice-Rector and the Chief Executive Officer and are published in the University's customary manner by the end of the first month of the term-time each term.

266. Students or student groups organizing an event that fulfils the conditions of the application may submit their applications at any time during term-time.

267. The documents specified in the conditions must be attached to the application together with a statement that declares that the affected students will represent the University's unified corporate identity at such events. The Director of the Directorate of Marketing and Communication informs applicants about the use of the elements of the unified corporate identity.

268. A committee appointed by the General Vice-Rector evaluates such applications within two weeks of their receipt. Students may turn to the Chief Executive Officer for legal remedy within five days of the decision.

269. The support for such events may be used only for the purposes of the event. Student groups awarded the support must prepare a financial and professional report about the utilization of the support within one month of the end of the supported activity. If the support has not been used in accordance with the rules, applications by the members of the group may be excluded from further application procedures.

XLIV. Sports and Cultural Support

270. The University may reserve funds from its own sources for the support of sports and culture. The support for a student cannot exceed the amount of the support the University receives per student from government sources for the support for sports and culture.

271. University sports and cultural support may be used in the same way as governmental sports and cultural support.

XLV. METU Internship Grants

272. For the duration of internships that are mandatory parts of the academic requirements of students granted admission to fee-paying programmes, the University will provide a scholarship of HUF 100,000 per term for one student upon application.

273. The support to be paid in the course of internships is determined upon application by a committee that takes the SU's opinion into consideration.

274. The conditions and the deadline for applying for these grants, the composition of the committee responsible and the evaluation criteria are determined by the General Vice-Rector each term, taking the opinion of the Director of the Career Centre into consideration.

275. From all other respects, the rules pertaining to state-funded students must be applied to METU Internship Grants.

XLVI. Student Wages

276. State-funded and fee-paying students may conduct activities considered as work and serving as the basis of student wages, for example as general student assistants working in education, research or at the library. Students may also collaborate in other basic jobs and services of the University.

277. Individual organizational units may require students to submit applications for general student assistant positions and other student jobs. The general student assistants of institutes may perform student work pursuant to SRS, Section 2.

278. Student employment contracts must be entered into for students to work in such jobs. Students are entitled to student wages for the work performed in accordance with the legal provisions in effect.

XLVII. MNB Scholarship of Excellence

279. With the aim of utilizing the amount of support at its disposal and within the framework of its cooperation with Magyar Nemzeti Bank (MNB/ the central bank of Hungary), Budapest Metropolitan University announces a call for applications for scholarship in accordance with the conditions specified in the Support Agreement and following the approval granted by MNB.

280. The MNB Scholarship of Excellence may be awarded to 20 students pursuing their studies in bachelor's programmes and 1 student participating in a master's programme in case they comply with the conditions laid down in the call for applications.

281. Applications may be submitted by students - regardless of their citizenship - who

    a) are full-time students with an active student status pursuing their studies at any of the following state-funded or fee-paying programmes of Budapest Metropolitan University: Business Administration and Management BSc, International Business Economics BSc, Finance and Accounting BSc or Management and Leadership MSc;

    b) have registered for at least two terms in one of the bachelor's or master's programmes eligible for the support and have earned a minimum of 54 credits in the last two active terms;

    c) have earned a minimum of 90% of the total number of credits specified in the recommended curriculum of the relevant programme, calculated on a pro-rata basis; and

    d) whose credit-weighted grade point average gained during the previous two completed consecutive active terms is at least 4.00 and who have also performed scientific or other professional activities in the past two terms.

282. Documents to be completed and attached to the application:

- application form;
- documents certifying students' scientific activities (publications, papers submitted to the Conference of Students' Research Societies, participation in international and national competitions, activities performed within colleges for advanced studies) and further documents and certificates that the applicants wish to be considered in the evaluation procedure;
- a statement by the students in which they express their consent to be bound by all the terms and conditions specified in the call for applications, in particular, the provisions relating to the suspension of the scholarship awarded;
- a statement by the students in which they authorize the members of the evaluation committee, the representatives of MNB and the persons responsible for the administration of the application procedure to process their personal details recorded in their applications;
- a statement by the students in which they approve of their personal details (in particular their names and programmes) to be used by the University and MNB in their communication in case the students are awarded the scholarship.

283. Applications may be submitted until 25 October 2018 through the electronic study administration system of the University. No documents may be submitted in case of any irregularities after the deadline.

284. When evaluating the submitted applications, the committee appointed by the University considers the following activities of the applicants in accordance with the provisions of the Support Agreement: academic performance accounting for 70%, scientific activities accounting for 20% (publications, papers submitted to the Conference of Students' Research Societies, participation in international and national competitions, activities performed within colleges for advanced studies), public or community activities accounting for 10%. The detailed scoring system used in the course of the evaluation process is available in the Supplement.

285. In case of equal scores, the number and level of language examinations will determine the final result.

286. The University informs the applicants about the results of the applications electronically.

287. Winning applicants are granted the amount of the above scholarship as "MNB Scholarship of Excellence" in monthly instalments of HUF 30,000 due for ten months within an academic year (for the period from September to June**)** in case students meet the criteria of eligibility for the scholarship.

288. Conditions of eligibility for the scholarship:

- Scholarships granted for academic year 2018/2019 may only be paid during academic year 2018/2019. The payment of the scholarship cannot be rescheduled for a period commencing after the academic year that follows the one in which the application has been submitted.
- In case the students – in line with the length of their programmes – finish their studies in an odd semester (at the end of the first, i.e. the autumn semester of academic year 2018/2019), they may only continue to be eligible for the scholarship if - following a successful admission procedure - they continue their studies in a master's programme supported by the scholarship programme at the same higher education institution.
- In case students
  - finish their studies in an odd semester (at the end of the first, i.e. the autumn semester of academic year 2018/2019) in line with the length of their programmes; or
  - discontinue their studies for some other reason without continuing their studies at a master's programme supported by the scholarship programme; or
  - fail to complete all the subjects during the first (autumn) term thus becoming ineligible for the scholarship,

  the higher education institution has the right – without launching a repeated call for applications – to fill their vacant places by choosing the next student in the ranking list of applicants that are eligible for the scholarship. The scholarship thus granted to the applicant may only be paid during the second (spring) term.
- Students are not eligible for the scholarship in the second (spring) term in case they fail to complete all the subjects they have registered for in the autumn term of academic year 2018/2019 excluding incomplete subjects that they have registered for in excess of the study workload specified in the recommended curriculum.
- In case students' student status is terminated or suspended, the scholarship shall also be terminated.

289. Winning applicants cannot be excluded from the National Higher Education Scholarship and study scholarship support.
290. Applications for the scholarship programme submitted by students pursuing their studies in bachelor's programmes and master's programmes shall be handled separately.
291. The University retains its right to withdraw the call for applications.
292. No appeal shall be lodged against any decision relating to the evaluation of the application or the termination of the scholarship.

SECTION 4 - POLICY FOR DISCIPLINARY PROCEDURES AND DAMAGE COMPENSATION ACTIONS CONCERNING STUDENTS

I. General Provisions

The Scope of the Policy for Disciplinary Procedures and Damage Compensation Actions Concerning Students

1. The policy for disciplinary procedures and damage compensation actions (henceforth: "PDCA") concerning students applies to Hungarian as well as—unless separate laws provide otherwise—non-Hungarian students participating in higher educational vocational training programmes, bachelor's programmes, master's programmes, and postgraduate specialist training programmes at the University, regardless of the form in which they are conducting their studies.

II. Disciplinary and Damage Compensation Liability

2. Students seriously culpable of violating their obligations may be subjected to a disciplinary penalty based on a disciplinary procedure in the form of a written decision.
3. Students have disciplinary responsibility for the following:
    a) acting in a manner at the University which intentionally or seriously violates the policies of the University, or which action is in violation of any laws, university regulations, or University house rules;
    b) also including actions within the area of the University and outside of the area of the University which is irreconcilable with their University student status, seriously violates or endangers the good repute of the University, especially if students behave in a manner which is in violation of other persons' human dignity, personality rights, the fundamental standards of conduct resulting from European and international culture and coexistence, or if their behaviour results in a misdemeanour or felony,
    c) in case of misconduct which is in violation of the orderly operation of the University as an educational institution;
    d) being seriously culpable of violating their obligations resulting from their student status;
    e) serious violation of the University Code of Ethics.
4. Students are in violation of the orderly operation of the University if seriously or repeatedly disturbing the order of educational activities, lectures, practical classes or other forms of teaching, or seriously or repeatedly violating a provision or rule having a significant bearing on studies and examination requirements or educational order but not provided for in the SRS.
5. Furthermore, deception of an instructor or other employee of the University acting in its scope of competence or the sustenance of such deceit by students related to a circumstance which is significant for the purpose of their studies and examination requirements comprises misconduct in violation of the orderly operation of the University.
6. Misconduct resulting from behaviour irreconcilable with the students' student status at the university.

7. Misconduct resulting from behaviour irreconcilable with the student status of students includes the following:

    a) a felony or any action comprising a misdemeanour which is morally irreconcilable with their preparation for a profession;

    b) insulting behaviour, violence, or threat of violence against an instructor, employee, or student or the University;

    c) disruption of the student union elections, their intentional obstruction, as well as obstructing the work of an official of the student union;

    d) unauthorized file manipulation, endangering of the computer network, breach and unauthorized use of passwords;

    e) violation of the rules pertaining to the use of the University library;

    f) plagiarism.

8. Students cannot be held responsible for any behaviour, act, or omissions regarding which a legal consequence related to their studies is stipulated in any of the sections of the SRS.

9. Should students cause illegal damage to the University or the person organizing practical education in relationship with fulfilling their academic requirements, the provisions of the Civil Code (henceforth: the “CC”) must be enforced with the exception of the deviations set forth within the NHE.

10. In the case of unintentional damage, the extent of compensation may not exceed fifty percent of the monthly statutory minimum remuneration (minimal wage) valid on the day of damages.

11. In case of intentional damage, the full damages caused must be reimbursed.

12. Students have full damage compensation liability for any shortfalls or damages related to assets received together with a bill of materials or receipt subject to an obligation to return them or perform settlements, assuming that such assets are kept safe permanently, used, or managed by the given students. Students are exempt from responsibility if the shortfall was caused by reasons beyond their control.

13. If damages were caused due to causes other that misconduct, the General Vice-Rector—seeking the opinion of the Deputy CEO of Finance as necessary—makes a justified decision, calling upon the student within the decision to acknowledge the liability for damages determined and to reimburse the damage caused.

14. Should a person liable for damages refuse to acknowledge the liability for damage, or should the damage caused and the misconduct be the result of the same act, the rules of disciplinary procedures must be applied for the damage proceedings.

15. Students refusing to reimburse the amount of damages caused intentionally or unintentionally and determined in a final resolution

    a) may not enrol the next term;

    b) may not participate in a final examination;

    will be subjected to the University’s collection proceedings.

III. The Disciplinary Committee

16. The disciplinary procedure of first instance is conducted by the Disciplinary Committee (henceforth: the “Committee”) consisting of two instructors and one student.

Members are entitled and obliged to:

a) participate in the Committee meetings;

b) if prevented from attending, notify the Chairperson or the Secretary of their absence;

c) adhere to the law and the university regulations while working in the Committee;

d) pose questions, initiate actions or amendments within the Committee's scope of authority during Committee meetings;

e) access all information necessary for the fulfilment of tasks as a Committee member.

The Committee has one additional instructor member for the case of one of its members being unavailable. The Director of Customer Services and Studies must be invited to the meeting of the committee with a right of consultation.

17. The chairperson of the committee is elected at the inaugural meeting of the committee from among its two instructor members.

18. The instructor members of the committee, including the additional member, are delegated by the Senate. The SU delegates one additional student member.

19. The mandate of the instructor member is three years, while the mandate of the student member is for one year.

20. The mandate of a member is terminated:

a) upon expiry of the mandate;

b) upon the termination of employment or student status;

c) In the case of the member delegated by the Student Union, upon termination of the position within the Student Union;

d) when recalled from the committee;

e) upon resignation.

21. If the mandate of the chairperson is terminated, a new chairperson must be elected. If the mandate of a member is terminated, a new member must be elected in their stead.

22. The following may not participate in the work of the Committee:

a) close relatives of students subjected to disciplinary procedures (CC, Section 8:1 (1) 1);

b) the investigator of the case;

c) persons heard as witnesses or experts during the disciplinary procedure;

d) persons that cannot be expected to decide on the case in an unbiased and objective manner (partiality).

Each Committee member has one vote. The Committee passes its decisions by majority vote.

After the opening of CTC meetings, the Chairperson will ascertain whether there is a quorum. The meeting is quorate if at least half of its members are present. If the Committee is inquorate, the Chairperson of the Committee will attempt to restore quorum or convene another meeting within 24 hours. The repeated meeting will be quorate regardless of the numbers present.

If there are persons present at the meeting with the right of consultation, and the Committee members do not have further questions for them, the Chairperson of the Committee will ask those who are not Committee members to leave the room while the Committee passes its decision.

In case the person subject to the disciplinary and damage compensation procedure is present at the meeting, the Chairperson of the Committee will inform them about the decision of the Committee.

IV. The Disciplinary and Damage Compensation Procedure

23. Disciplinary procedures are launched upon report or becoming officially aware, and can be ordered by the General Vice-Rector, or if permanently unavailable, the Secretary General.

24. “Becoming aware” means that the person authorized to order a disciplinary procedure has become aware.

25. The General Vice-Rector immediately provides notice to students regarding the fact that the proceedings have been launched by certified mail with return receipt requested (RRR), such notice indicating the essence of the acts serving as the basis for the proceedings having been ordered, and also covering the elements of content stipulated in Provision 33. of the Regulations. At the same time as sending notice to students, the General Vice-Rector sends all documents available regarding the case to the chairperson of the committee to provide information, and provide notice to them that the procedure has been launched.

26. No disciplinary procedure may be launched if one month has elapsed since becoming aware of the misconduct or five months had elapsed since the misdemeanour was committed.

27. If criminal proceedings or other procedure by a public authority has been launched in relationship with the act serving as the basis for the disciplinary procedure, or if the hearing of the students or their participation in the trial defined within these Regulations is not possible due to reasons beyond their control, the committee suspends the disciplinary procedure in a decision issued within eight working days of becoming aware of the hindrance, such suspension remaining in effect at the latest until a binding resolution or a final decision is issued ordering the closing of the criminal proceedings or other procedure by a public authority, or until the elimination of the hindrance.

28. With the exception of the contents of Provision 26., the disciplinary procedure must be completed within 21 working days of the proceedings having been ordered. However, if justified, the chairperson of the committee may extend this deadline by a further 15 working days on one occasion.

29. Within three working days of the disciplinary procedure having been ordered, the General Vice-Rector may appoint an investigator from amongst the persons in employment or agency contract at the University in order to determine the facts of the disciplinary case, as well as to seek out and gather evidence.

30. The appointment of the investigator may only be forgone if the facts of the disciplinary case are simple, and if students make a written statement covering all substantial circumstances of the disciplinary case, in which they admit to having committed the misconduct.

31. Persons with conflict of interest as defined in Provision 22. may not be investigators.

32. Investigators must conduct the investigation within eight days of having been appointed, and within the framework of this, hear out the students suspected based on reasonable grounds of committing misconduct. The minutes of the meeting must be documented regarding the students' defence and the demonstration of evidence with the involvement of a record keeper.

33. Students must be informed of the following within the notice of the disciplinary procedure having been launched as well as orally during the proceedings:

    a) they may authorize a legal representative or a member of the SU to represent them during the proceedings;

    b) if they make a statement of confession, they may request that the demonstration of evidence be foregone, and furthermore that confession is a strong mitigating circumstance when imposing a penalty;

    c) during the investigation, they have the right to make remarks orally or in writing, as well as to present a consistent defence;

    d) during the disciplinary procedure, they have the right to view the documents related to their disciplinary responsibility, to make notes of these, and to receive duplicate copies of the documents related to them on one occasion upon request.

34. Students subjected to a disciplinary procedure or their representative may file an objection based on bias.

35. The Student Legal Remedy Committee decides on the objection based on bias forthwith. If the objection is upheld, a new member or new chairperson is appointed. If not, the objection is rejected in a decision. No legal remedy may be sought against this order within the University.

36. Students must be heard during disciplinary procedures, and given the opportunity to present their position and defence. Should students dispute the misconduct charged with, or should it be called for otherwise in order to determine the facts, a trial is to be held. Students must be invited to the trial. The disciplinary trial may also be held if students or their representative have failed to appear despite being called upon to do so repeatedly and in an orderly fashion. If the disciplinary procedure had been initiated by students, this must be launched and conducted. Should the students' request for evidence be rejected, the reason thereof must be indicated in the disciplinary decision, except if it has been determined that the students did not commit any misconduct.

37. Documents may not be delivered to students subjected to proceeding in notices, electronically, or via fax, and furthermore, deemed delivery is not applicable.

38. Oral summons must be documented in the minutes of the trial.

39. Should a party have a representative, the summons for a personal hearing must be delivered both to them as well as their representative.

40. Within the summons, students subjected to a disciplinary procedure must be given notice that they also have the right to submit their defence in writing, as well as that their absence will not hinder the disciplinary trial and a decision being made.

41. Students subjected to proceedings, witnesses, and experts must be summoned to the trial eight days in advance in writing.

42. Disciplinary trials are headed by the chairperson of the student disciplinary committee.

43. The chairperson sees that the provisions of the disciplinary regulations are observed, order be kept during the trial, and makes sure that persons participating in the procedure can exercise their rights.
44. Minutes must be kept of the disciplinary proceedings.
45. The committee must clarify the facts related to its decision. If the data available is insufficient to achieve this, they may conduct a procedure to present evidence ex officio or upon request.
46. Facts officially known to the committee, as well as those of common knowledge need not be proven.
47. Evidence that is suited for facilitating the clarification of the facts may be used during the procedure of the committee.
48. Evidence is defined as especially:
    a) the statement of students;
    b) documents;
    c) depositions;
    d) minutes taken of site visits;
    e) expert opinions;
    f) minutes taken at the audit of the students' disciplinary committee; and
    g) material evidence.
49. The students' disciplinary committee assesses the pieces of evidence both separately and in the whole, and determines the facts of the case according to the conviction reached based on it.
50. The committee may issue an order to confiscate material evidence and documents that may be used as evidence that are important for the clarification of the facts of the case, at the same time issuing a note including the list of confiscated materials.
51. Unless provided otherwise by law, material evidence and documents no longer required for the clarification of the facts of the case must be returned within eight days to whoever they were confiscated from.
52. The acting commission issues a certified duplicate copy of the documents confiscated upon the request and at the cost of students subjected to the procedure or the owner of the documents.
53. Once the evidence procedure has been conducted, the committee makes its decision during a closed session by a simple majority, and announces it.
54. The committee puts its decision into writing within eight days of announcement, and provides notice to those affected by it by certified mail with return receipt requested.
55. Upon request, the students' disciplinary committee provides help to students subjected to the procedure to appropriately exercise their rights and obligations.
56. Students subjected to the procedure or their legal representative may view the documents of the procedure.
57. The students' disciplinary committee decides on disciplinary cases within the course of an open trial.

58. Within a justified decision, the students' disciplinary committee may exclude the public from the whole of the trial or any part thereof, if this is absolutely necessary for the keeping of state secrets, professional secrets, business secrets, or other secrets as defined by separate law.

59. The students' disciplinary committee may also exclude the public in the defence of public morality as well as upon the request of the student subjected to the procedure if this is reasonable in order to defend the personality rights of the student subjected to the procedure.

60. If criminal proceedings are being conducted regarding the same case against the person subjected to a disciplinary procedure, the disciplinary procedure must be suspended until such proceedings are concluded within a binding resolution. The disciplinary procedure must also be suspended if the person subjected to the disciplinary procedure cannot participate in the hearing or trial due to causes beyond their control, until such hindrance is eliminated.

V. Decision-Making in Disciplinary and Damage Compensation Procedures

61. The decision may impose a disciplinary penalty or terminate the disciplinary procedure.

62. No specimen documents may be used in students' disciplinary procedures.

63. The disciplinary penalty may be

    a) a reprimand;

    b) a serious reprimand;

    c) reduction or withdrawal or the discounts and allowances defined in the Fees and Allowances Regulations for up to a period of six months;

    d) prohibition of continued studies for a definite timeframe of up to two terms (in which case, the student status is suspended for the definite timeframe);

    e) expulsion from the University.

64. The operative clause of the decision imposing a disciplinary penalty must contain the following data related to the student subjected to the procedure:

    a) personal information;

    b) name of misconduct;

    c) the disciplinary penalty imposed and other related provisions;

    d) reference to the opportunity for an appeal.

65. The justification of the decision imposing a disciplinary penalty must contain the following:

    a) the facts determined;

    b) description and evaluation of evidence;

    c) the reason for rejecting the students' evidence;

    d) the circumstances taken into consideration when imposing the penalty;

    e) reference to provisions comprising the basis of the disciplinary penalty.

66. The committee makes a decision to end the procedure if

    a) the act committed is not misconduct;

b) it has not been committed by the student subjected to the procedure;

c) the act of misconduct cannot be proven;

d) the misconduct has become time-barred;

e) a final disciplinary decision has already been issued related to the act serving as the basis of the procedure;

f) the committee issues a warning to the student as opposed to issuing a disciplinary penalty.

67. The measure defined in Provision 66. f) may be imposed if the act committed by students subjected to the proceeding is of small significance, and it can be expected that the desired result can be achieved without a stricter penalty.

68. Disciplinary penalties can also be imposed in a combined manner. The decision must be recorded in the study administration system.

VI. Exemption from Disciplinary Penalties

69. Students become exempt from the disadvantageous consequences related to disciplinary penalties in the following cases—without a request and a relevant decision:

a) in case of a reprimand, following the lapse of three months of it becoming final;

b) in the case of reduction or withdrawal of allowances or discounts, following the expiry of the deadline imposed, and at the latest following the lapse of five months of the decision becoming final;

c) in the case of prohibition of continued studies, following the expiry of the prohibition, or at the latest following the expiry of a teaching period equivalent to four terms.

70. In the case of expulsion, the students' disciplinary committee may issue a decision of exemption upon the request of the former student, assuming that at least three years have lapsed from the decision becoming final.

71. In case of exemption, the disciplinary decision must be deleted from the records, and students must be provided written notice of this fact.

72. Following exemption, students cannot be disadvantaged as a result of their disciplinary penalty.

VII. Rules for Procedures of Second Instance

73. The rules of procedures of second instance related to disciplinary decisions of first instance followed by a request for legal remedy and a relevant decision having been made must be applied subject to the deviations defined within this Chapter, notwithstanding that wherever the Student Legal Remedy Committee disposes over a meeting or a personal hearing, this means a trial in the case of a students' disciplinary procedure of second instance.

74. Within students' disciplinary procedures of second instance, no statements pertaining to the request for legal remedy are to be requested of the disciplinary committee making the decision of first instance, and members of the committee proceeding at first instance are not be invited.

75. The rapporteur of the disciplinary case of second instance is in all cases the chairperson of the committee.

76. The rules of the disciplinary procedure of first instance must be applied accordingly for deliveries, summons, minutes, providing for the defence, and the suspension and termination of the procedure.

77. No instruction for a decision may be issued within students' disciplinary procedures of second instance. If the committee overrules the decision of first instance, it may only dispose over imposing the penalties defined by law or the termination of the procedure. In the latter case, a written warning may also be issued.

SECTION 5 - ACCIDENT PREVENTION AND OCCUPATIONAL SAFETY AND HEALTH REGULATIONS FOR STUDENTS

I. General Provisions

II. The Scope of the Regulations

1. The scope of the Regulations applies to all students and instructors of the University, and in relation with the students, all employees of the University in any role.
2. Occupational health and safety is defined as a system of work-related safety and health requirements, as well as legal, organizational, and institutional provisions serving the implementation of the purpose of this act and pertaining to organized work, and in addition, the enforcement of all of these.
3. The health tests required for students to be eligible for admittance are contained in the Admission Procedure Regulations of the University, which must be published by the University within the University Admission Guide.

III. Occupational Safety and Health Training

4. Occupational safety and health training must be prescribed for all students in the curriculum including it in the subject that it is integrally related to.
5. Students must be tested on their general occupational safety and health knowledge acquired within the framework of a theoretical subject by taking an examination.
6. Following enrolment, students must be provided general occupational safety and health training upon beginning the first term. The General Vice-Rector is responsible for organizing this. The Director of Facilities Maintenance acting as the occupational safety and health manager must also be involved in the organization of training. The fact that the training has been provided must be documented in the electronic study administration system.
7. Occupational safety and health training is compulsory for all new entrant students that have not yet participated in any degree programme of the University during their former or present studies.
8. Students transferred to the University from other higher education institution during the year must also be informed regarding the rules characteristic of the University and pertaining to their health and physical integrity, also including those pertaining to services and events organized or supervised by the University. Providing information is the task of the Director of Customer Services and Studies.
9. The occupational safety and health safety training of students whose native language is not Hungarian or those that do not speak and/or understand Hungarian appropriately is done on a separately organized occasion in the English language by a separate trainer, or by issuing a training material created by the Directorate of Facilities Maintenance (henceforth: the “DFM”). Conducting this is the task of the DFS. Following a study of the English language material or attendance at the English-language course, the subject is certified in a manner identical to the certification of those studying in the Hungarian language.
10. Students must sign the attendance sheet in their own hand at the time the training is received. Attendance at the occupational safety and health training and/or the acquisition of appropriate occupational safety and health skills is certified by the

Director of Customer Services and Studies in the electronic study administration system. This certification is the prerequisite of application for the first examination.

11. Students transferred to the University from other higher education institutions during the year must be informed regarding the rules characteristic of the University and pertaining to their health and physical integrity, also including services and events organized or supervised by the University. Providing information is the task of the DFS with the cooperation of the Director of Customer Services and Studies.
12. Changes in hazards and rules must be communicated to the relevant students in a timely and documented fashion.
13. Students participating in internship must be provided special occupational safety and health training pertaining to the given field on the first day of internship.
14. In addition to general information, special emphasis must be placed during training on the special requirements and potential dangers of the given internship, as well as the prevention of accidents and health damage.
15. Students that have not participated in a special occupational safety and health training pertaining to the given subject or internship may not participate in internship.
16. If significant changes have occurred in the working environment during the internship term, the training must be held again.
17. In the case of internship done abroad or at other domestic institutions, the occupational safety and health training must be held by the entity hosting the internship. The internship-related occupational safety and health training of students must be documented in a training log identical to the one used for the workers.
18. The General Vice-Rector is responsible for organizing subject related and internship related occupational safety and health trainings.
19. The fact that the training has been carried out must be documented appropriately in the Training Log, which is the responsibility Director of Facilities Maintenance.

IV. Providing of Safety Tools and Equipment

20. At any place of work, students of the University must be provided with protective equipment and protective clothing identical to that of workers employed in the same position, which must be documented in an official delivery and acceptance report.
21. Students failing to use the protective equipment prescribed for and provided to them despite being warned may not be kept employed.
22. In the case of internships, the administration of any needed vaccination is the task of the employer. When being called upon to do so by the employer, students must appear for vaccination required by them.
23. No students may be employed without vaccination at places of work with compulsory vaccination.
24. Should students perform work subject to workplace temperature identical to that of the workers as defined by law, they must be provided protective drinks and/or hot drinks. Please see the “Occupational Safety and Health Regulations”, which is Section 5 to the volume Further Regulations for temperature conditions and other provisions.

V. Extraordinary Activities

25. In the case of internship or work performed outside of the usual working hours, work schedules, or workplace, a person authorized to take occupational safety and health related action is appointed by the manager ordering the special activity. Stakeholders must be informed of this person.

26. Occupational safety and health training related to special work may be held by a responsible person who is clearly aware of the unique nature of the special situation. Work such as this requires that protective equipment appropriate for the circumstances of the work performed be provided, and a relevant official delivery and acceptance report documented.

VI. Checking of Devices and Tools

27. The instructor must check the devices and tools used by students in classes for the purpose of occupational safety and health in advance.

28. Students may not perform work using tools and devices that pose a danger of accidents or that are damaged, even under direct supervision.

29. In addition to the above, an annual mechanical check must be performed on electric equipment, which must be an electric shock protection test on every third occasion.

30. In addition to the compulsory tests above, special attention must be paid to the condition of heavily used electric equipment.

VII. Student Accidents and Work Related Accidents

31. Student accidents are ones arising in relationship with the student status of students that have not occurred during practical classes. These accidents do not need to be forwarded elsewhere, but the University investigates these within its own scope of authority in order to prevent similar accidents.

32. A work-related student accident is one suffered by students during practical classes or courses (internships), or in relationship with them. Separate forms serve the purpose of documenting the official reports of these accidents and of keeping record of them.

33. The participation of the Student Union must be ensured during the investigation procedure of accidents.

34. The Director of Facilities Maintenance must also participate in the investigation of accidents.

35. Should students suffer a work-related accident at a practical class outside of the area of the University, the employing institution has the obligation to investigate, report, and keep record, while providing notice to the University (immediately in case of serious accidents).

36. In line with the above, student accidents are ones suffered by students:

    a) during University courses;

    b) during lawful stay on University premises;

    c) during an activity organized by the University (organized sport, cultural or other event);

    d) while having meals provided by the University and making use of other services provided by the University;

e) while students are performing activities upon being told to do so by the University.

37. Students must immediately report all accidents, as well as the smallest injury, sickness, or work-related accident suffered during practical courses immediately to the supervising instructor, and/or to the Director of Facilities Maintenance, and/or to reception.

VIII. Students' Rights and Obligations

38. Students have the right to:

a) healthy and safe working conditions as well as protective measures set forth by law;

b) be provided information required for healthy and safe working conditions;

c) equipment, work tools, as well as protective equipment required for work.

39. Students may not be disadvantaged for procedures and reports required in order to establish healthy and safe working conditions.

40. Students must

a) appear at activities in a state fit for safe work;

b) verify the safe condition of work tools provided to the extent possible, use them as intended, and take measures to clean them as expected;

c) wear clothing not posing a danger of bodily harm;

d) behave at the working area in a disciplined manner, as well as to keep it orderly and clean;

e) acquire occupational safety and health knowledge and adhere to this during work;

f) participate in required medical and eligibility examinations and receive compulsory vaccination;

g) report irregularities and malfunctions posing a danger to their superiors, eliminate these or reduce the danger as expected until measures are taken;

h) when detecting immediate danger to life or other serious danger, stop work immediately and draw the attention of colleagues to the danger;

i) deny work if it endangered their own life, health, or physical integrity or that of others;

j) report accidents and sickness immediately, or if their state of health prevents them from doing so, the colleague noticing the event must do so;

k) provide first aid to injured colleagues.

41. During work, pregnant students are subject to the rules defined in Section 87 8/A of Act XCIII of 1993 on Occupational Safety and Health.

42. Students violating occupational safety and health rules commit misconduct. The rules defined in Section 4 of the SRS must be applied during the disciplinary procedure.

SECTION 6 - ERASMUS+ REGULATIONS

I. General Provisions

II. The Scope of the Regulations

1. The scope of these Regulations applies to procedures and tasks related to the exercising of rights and obligations defined within the document titled Erasmus Charter for Higher Education (henceforth: "ECHE"), the Institutional Implementation Guide of the Tempus Public Foundation (henceforth: "Tempus"), as well as the institutional support agreement of the ERASMUS+ Programme (henceforth: the "Programme"), including rules of implementation of

    a) Student Mobility for Studies (SMS),

    b) Student Mobility for Traineeships (SMP)

    type activities.

2. Within the framework of the Programme, only those students may participate in the educational programmes of European higher education institutions that have an active student status at the University during the time of their partial studies.

III. Scope of Authority

3. The International Committee provides for the University level supervision of the Programme and the making of decisions related to the implementation of student mobility. Its rules of procedure are documented in the Studies and Examination Regulations (henceforth: the "SER").

IV. General Rules of Student Mobility

4. Student mobility programmes include study mobility and traineeship programmes.

5. Activities supported by the Erasmus+ scholarship:

    a) full-time partial studies which may be received by students participating in bachelor's programmes, master's programmes, postgraduate specialist training programmes, and higher educational vocational training programmes,

    b) full-time internship.

6. Applicants have the opportunity to combine various mobility activities, which means that they may perform foreign mobility activities not exceeding a timeframe of 12 months during the given training cycle. Mobility performed during former "European Union Lifelong Learning (LLP)" programmes counts as part of the timeframe.

7. Studies take 3 to 12 months, while internships take 2 to 12 months.

8. Students participating in study mobility programmes must complete courses worth a minimum of 15 credit points during their term at the partner institution, which may count as part of the applicants' studies according to the credit recognition process of the University documented in the SER.

9. Students not achieving the minimum number of credits through to their own fault may be required to pay back the proportional part of the financial support.

10. Participating in the programme is possible according to the following methods:

a) as Erasmus+ scholarship student: receives one-sum financial grant according to the table published by the European Commission;

b) as Erasmus+ self-financed student: receives no grants, but is entitled to all the rights that scholarship students are entitled to.

V. Call for Application

11. The International Committee announces a call for application for participating in the ERASMUS student mobility programme during the spring term for the next academic year by 28 February at the latest. If the places provided by the Tempus Public Foundation are not filled during the call, the International Committee announces a new call during the next autumn term by 30 September at the latest as part of a so-called "supplemental call" for foreign study trips due for the spring term of the given academic year. The call contains general information, and must also be made accessible in the appropriate section of the electronic study administration system.

12. The call for application and the supplemental call contains the following:

a) the purpose of the call;

b) the timeframe of the scholarship that may be awarded;

c) the deadline and method for submitting the application;

d) the deadline and method for evaluating the application;

e) the evaluation considerations.

13. The deadline for submitting and evaluating the application is included in the call for application. Applications must be submitted electronically in a manner defined in the call for application.

14. In order to submit an application, students must minimally meet the following conditions:

a) they must have at least one completed term, but will have completed two active terms by the time of travel;

b) they have an active student status at the University during the term the application is submitted;

c) they have a minimum weighted grade point average of above 3.0 during each of the two active terms preceding the submission of the application;

d) they have no outstanding debts to the University;

e) they have at least an intermediate level (B2) complex language examination from the given language of instruction, or participate in a language placement test and complete it with a satisfactory result.

15. Students that have submitted an incomplete application will be given notice to make up for the deficiencies on one occasion by the Erasmus coordinator of the International Directorate with a deadline of not exceeding eight days. Students that repeatedly fail to submit a complete application must be disqualified from the given application procedure.

16. Applications submitted by the deadline are evaluated by the International Committee based on the considerations documented in advance and communicated in the call for application, taking the headcount provided by the Tempus Public Foundation into account.

17. The primary consideration of the evaluation is the corrected credit index of the previous two active terms. The secondary consideration is the language skills of the student evidenced by a language examination or a language placement test. If two students applying for the same institution have an identical grade average, the student to be awarded the scholarship will be the one having a higher level language examination from the given language. In the case of identical level language examinations, the Committee takes into account the public and scientific activities, as well as other evidenced language skills of students when deciding on applications.

18. The Committee Secretary creates an official report of the evaluation, which documents the following:

    a) the number of students that have submitted an application;

    b) the ranked list of students recommended for scholarship (including the name of the foreign institution and the term applied for in the case of each student); and furthermore

    c) the time of evaluation.

19. The deadline for the evaluation of the applications submitted and the creation of the University ranking list is the 15th day following the submission deadline of the application.

20. Based on the recommendation of the Committee, the University ranking list is compiled by the Erasmus coordinator of the International Directorate, who takes care that relevant students are provided written information within five working days of the evaluation.

21. Within two weeks of the written notice, winning students must issue a written statement to the Erasmus coordinator of the International Directorate on whether they accept the position awarded by the International Directorate. Students that have answered “no” may only apply again when a new call is issued. Following the decision of the Committee, students may only modify the proposed foreign target country, target institution or its faculty in exceptional cases.

22. Places that have become vacant as a result of students answering “no” is offered by the Erasmus coordinator of the International Directorate to the student achieving the next best ranking position. The change is approved by the chairperson of the International Committee, and written notice is provided of the change to the members of the Committee.

23. Students’ study programmes to be carried out at foreign higher education institutions are approved by the head of the given institute with respect to the given subject.

24. Winning students must sign a scholarship contract at the latest by two weeks before the travel date, which comprises the basis for providing the support.

VI. Students’ Cancellation Opportunity

25. Should students wish to cancel receiving support, they must provide written notice of the fact to the Erasmus coordinator of the International Directorate at least one month before their travel date. The cancellation must contain the following:

    a) student’s name;

    b) timeframe of the ERASMUS scholarship;

    c) name of the target institution.

26. The position vacated as a result of cancellation must be offered to the student following the cancelled applicant in the ranking list.

27. Students that have cancelled may submit an application during the next call for proposal.

VII. Subject Registration and Examination Obligation

28. Students participating in studies provided by European higher education institutions within the framework of the Programme may register for compulsory and optional subjects during the given term as part of course registration at the University, which may be completed within the framework of a preferential study schedule.

29. Students participating in the Programme automatically receive a preferential study schedule. According to this, students are exempt from participating in compulsory classes, and the method of assessment is defined by the instructor. Tasks defined by the instructor must be performed at a time and in a manner defined by the instructor, but at the latest by the last day of the term-time. In the case of students that fail to consult regarding the completion of a subject by the end of the 4th week of the term-time, the instructor cannot be obligated to define the task. Preferential study schedules do not cover trainings or workshops.

30. Students must meet the assessment requirements at the University regarding all subjects registered in the electronic study administration system. In the case of practical classes, assessment is performed based on preliminary agreement with the instructor.

VIII. Credit Recognition, Course Recognition

31. Students send their preliminary course recognition requests before commencing the teaching period at the foreign institution, but by the latest by the start of the teaching period in the form of a hard copy request containing the course(s) to be recognized to the heads of the institution responsible for the given courses.

32. Students must attach the following documentation to their request for preliminary course recognition:

    a) exact name of the foreign higher education institution (and faculty);

    b) exact name of the course to be studied;

    c) syllabus of the course to be studied published by the foreign higher education institution;

    d) the name, position, and academic qualifications of the instructor giving the course;

    e) certification of the instructor or higher education institution serving as evidence to the registration of the subject (except if the University has an original copy of the Learning Agreement).

33. Within the preliminary course recognition request, the head of the relevant institute indicates which courses can be recognized by courses to be studied based on the rules of credit transfer, following the completion of the subject.

34. Within the framework of the Programme, the partner institute issues a so-called Transcript of Records regarding the studies completed at the foreign higher education institution for the student participating in a Programme at the European higher education institution. Having received this final certificate, students request the

preliminarily approved course recognition or credit recognition in a request addressed to the Credit Transfer Committee.

35. The documentation attached to the electronic request for credit recognition and/or course recognition must contain the following:

    a) the original copy of the preliminary course recognition request; and

    b) a certification providing evidence to the courses completed abroad, which contains the credit points earned and the grades, as well as the Transcript of Records certified by the signature of the relevant person within the foreign higher education institution and the stamp of the institution;

    c) a certification issued by the foreign higher education institution which also contains the assessment expressed in a scale of grades on a five-grade scale according to the ECTS conversion.

IX. Students' Obligations

36. Within the framework of the ERASMUS program, students participating in programmes at European higher education institutions must fulfil the following obligations:

    a) Implementation of tasks related to documentation prior to travel:

        1. completion of a Learning Agreement;
        2. signing of a Scholarship Contract.

    b) Completion of the study programme committed to in the Learning Agreement, evidenced by the Transcript of Records once students return home. Within the Learning Agreement, students commit to completing a specific number of non-language subjects. Students must acquire written approval for any changes in the Learning Agreement from both the sending and the receiving institution (indicated in the part "During Mobility" of the Learning Agreement). Should students receiving scholarship not meet the expectations described in the Learning Agreement or only meet them partially, the funder has the right to request that all or a part of the scholarship be reimbursed.

    c) Implementation of tasks related to documentation following travel:

        1. Students must complete the form on foreign field trips that can be downloaded from the University home page (www.metropolitan.hu/erasmus) within seven working days of returning home, and submit it to the Erasmus coordinator of the International Directorate in electronic format.
        2. The Transcript of Records must be presented to the Erasmus coordinator of the International Directorate within seven working days of receiving it.

X. Provisions Related to the Completion of ERASMUS Traineeships Abroad

37. In the case of students that wish to have the ERASMUS foreign traineeship recognized as compulsory internship, the provisions of the SER pertaining to internship related to internship obligations, the aim of internships, as well as the organization providing internship must be observed.

38. The selection and contacting of places of work serving the purpose of foreign traineeship is done individually.

39. Foreign traineeship may be started by students that are eligible to start internship based on the stipulations of the SER pertaining to internship.

40. ERASMUS support may be applied for throughout the year for foreign traineeship continuously for a timeframe of 2 to 10 months.

41. The amount of the scholarship provided is transferred by the University in one instalment to the foreign currency bank accounts indicated in the scholarship contract within no more than 30 days following the signing of the scholarship contract.

42. The submission deadline of the application documents is 30 June at the latest each year for students. Applications must be submitted to the International Directorate electronically together with the documents defined in the call.

43. Following preliminary approval of the Career Centre which pertains to

    a) the timeframe of the traineeship;

    b) students' planned job descriptions;

    c) the connection between students' practical activities and the degree programme;

    the International Committee evaluates complete applications submitted on a continuous basis.

44. The Erasmus coordinator of the International Directorate provides continuous notice to students regarding the evaluation of applications.

45. Compulsory elements of the application documents:

    a) a state recognized complex language examination certificate of at least intermediate level (B2) of the foreign language specified by the receiving institution, or in the case of language skills that cannot be proven by a certificate, a written statement of the head of Institute of Foreign Languages that the language skills of the student minimally meet the requirements of an intermediate level language examination;

    b) motivation letter in a foreign language required by the Hungarian and the receiving institution;

    c) CV in a foreign language required by the Hungarian and the receiving institution;

    d) acceptance statement with authorized signature in the foreign language required by the receiving institution and its certified Hungarian translation;

    e) completion of the "Before Mobility" part within the Mobility Agreement serving as detailed introduction to the programme of the foreign traineeship, which is attached to the call for application.

46. Following a decision made in favour of the application, students, the receiving institution, and the University sign a training agreement at the latest two weeks before students travel abroad.

47. The University signs a support agreement with students whose applications have been accepted within five working days following the signing of the training agreement. The support agreement is signed by students whose applications have been accepted, as well as the International Director on behalf of the University. The Directorate of Accounting pays the support according to Provision 41., following the signing of the support agreement.

48. During their traineeship, students must keep a monthly internship time log in the language requested by the receiving institution (containing the work processes of the given month), and have the tutor sign this on a monthly basis.

49. During the time of the traineeship, the tutor has the task of providing written information to the Career Centre based on specific considerations on a monthly basis in the language defined by the receiving institution regarding the traineeship activities of students, as well as their performance and attitude.

50. Students wishing to have the ERASMUS traineeship recognized as compulsory internship must submit the documents defined in section “Provisions Related to the Completion of Internships” of the SER to the Career Centre as a precondition for the completion of the internship:

    a) The Cooperation Agreement signed with the place of traineeship at least ten working days before the commencement of traineeship;

    b) and furthermore if the internship is registered as a subject, at the latest one week before the conclusion of the term-time:

        i. Evaluation of Intern by Supervisor (hard copy and online, in English), and

        ii. Report on Internship in Hungarian online, and

        iii. Student Feedback on Internship online.

51. The precondition for the completion of internship is to complete the form on foreign field trips that can be downloaded from the University home page (www.metropolitan.hu/erasmus) within seven working days of returning home, and submit it to the Erasmus coordinator of the International Directorate in electronic format.

52. Translation costs arising during the internship must be paid by the students (especially in the case of documents required for the submission of the application and completion of the traineeship, as well as those to be created during the traineeship).

XI. Entry into Force and Closing Provisions

53. In the case of issues arising that have not been addressed within these Regulations, the ECHE, the Erasmus+ Programme Guide, the institutional implementation guide published by the Tempus Public Foundation, as well as the Erasmus Programme Student Guide are to be used as guidance.

54. The Erasmus+ document samples annually published by the Tempus Public Foundation are annexes to these Regulations. The annexes must be published on the University website.

SECTION 7 - REGULATIONS ON ENSURING EQUAL OPPORTUNITIES FOR STUDENTS WITH SPECIAL NEEDS

I. General Provisions

1. The scope of these Regulations covers the students of the University and applicants to the University, regardless of the form of their programme.
2. The Regulations provide for the following:

   a) tasks of the University Equal Opportunities Coordinator coordinating the assistance provided to special needs student and the policy for appointing them;

   b) the policy for the delegation of the University's Equal Opportunity Committee deciding on requests related to assistance, exemption, and special provisions, as well as the scope of authority of this committee;

   c) the rules of providing access arrangements for students;

   d) the technical and personal assistance provided by the University depending on the type and extent of the disability, as well as the rules on the use of specific services and the related fees;

   e) personal and technical assistance and services not provided by the University but available otherwise;

   f) the policy for keeping track of disability-related data on the register sheets of special needs students.
3. Access to data required for the evaluation of the special treatment of students with special needs is provided to the Equal Opportunities Coordinator by the University.

II. General Rules for the Provisions of Access Arrangements for Students with Special Needs

4. With regards to their disability, students may request partial or complete exemption from fulfilling their academic requirements and/or completing their examinations, or to be approved to complete these using another method based on an expert's opinion.[2]
5. The expert's opinion can be certified using the following methods:
   a) If the disability or special educational needs of students was present during their secondary level studies, and they were granted access arrangements based on this consideration during their studies or school-leaving examination, the disability or special educational need may be certified using an expert's opinion issued by qualified county (capital) institutions of pedagogical assistance services and/or their member institutions acting as national expert committees (as well as from amongst their legal predecessors, committees on learning ability testing and rehabilitation and national expert and rehabilitation committees).[3]
   b) If the disability or special educational need of students was not present during their secondary level studies, and they were not were granted access arrangements based on their disability or special educational needs during their studies and

[2]Section 64 (1) of Government Decree 87/2015 (9 April)
[3] NHE, Section 63 (2)

school-leaving examination, the disability can be evidenced using an expert's opinion issued by the rehabilitation expert body or its legal predecessors.[4]

6. Special needs students must be provided with preparation and examination opportunities in line with their disability, and furthermore must be helped so as to be able to meet their obligations resulting from their student status. If justified, they must be exempt from studying certain subjects or parts of subjects, or from having to report on them. They must be exempt from the language examination, or a part or level thereof as needed.[5]
7. During the examination, they must be provided with extra time for preparation, and during the written assessment, the use of aids must be made possible (especially computers). Written assessments must be replaced with oral ones, or oral assessments with written ones as needed. Exemptions provided based on this section may only be provided in relationship with the circumstance which is the basis of the exemption, and may not lead to exemption from fundamental academic requirements needed for the acquisition of the qualification certified by the degree certificate or diploma.[6]
8. Based on the conclusions of the expert's opinion related to the disability, disabled students can be assigned to the following groups: students with
    a) functional disabilities;
    b) hearing impairment (deaf or partially deaf);
    c) visual impairment (blind, sight impaired and severely sight impaired);
    d) speech impairment (dysphasia, dyslalia, dysphonia, stuttering, cluttering, aphasia, hypernasal speech, dysarthria, mutism, severe language disorder, central lisp, delayed speech development);
    e) psychological development disorder:
        - dyslexia, dysgraphia, dysorthograpy;
        - dyscalculia;
        - hyperactive, attention deficit;
        - behavioural disorder;
    f) autism.
9. Upon the request of special needs student, the University must determine requirements that are in part or in whole different from the provisions of the curriculum. In addition, taking NHE, Section 49 (8) into account, it must provide exemption from meeting these by providing at least one, or as needed, several special provisions from amongst the special provisions that can be provided to the groups defined in Sections (a) to (f) in case a special provision or exemption may be provided to students based on the conclusions of the expert's opinion serving as evidence to the disability.[7]

[4] NHE, Section 63 (3)
[5]NHE, Section 49 (8)
[6] NHE, Section 49 (8)
[7]Section 62 (1) of Government Decree 87/2015 (9 April)

III. Provisions Related to Students with Functional Disabilities[8]

10. Applicable special provisions:

a. partial or complete exemption from meeting practical requirements, as well as meeting these in another form;

b. replacement of written examinations with oral ones, or oral examinations with written ones;

c. exemption from the language examination, or a part or level thereof;

d. exemption from tasks requiring manual skill, notwithstanding that theoretical knowledge may be demanded;

e. making the use of special tools, furniture and equipment required for solving written tasks possible;

f. providing longer preparation time than available for students without special needs;

g. providing for a person to assist students during their studies.

IV. Provisions Related to Students with Hearing Impairment (Deaf or Partially Deaf)

11. Applicable special provisions:

a) partial or complete exemption from meeting practical requirements, as well as meeting these in another form;

b) replacement of oral examination with a written examination, providing for sign language or oral interpreter during oral examination based on the students' need;

c) exemption from the language examination, or a part or level thereof;

d) displaying of what is being said at lectures and examinations simultaneously in writing in order to facilitate legibility and understanding;

e) providing aids and visual demonstration for all examinations;

f) providing longer preparation time than available for students without special needs;

g) providing for a person to assist students with their studies, providing a note taking interpreter, or sign language interpreter during the students' studies.

V. Provisions Related to Students with Visual Impairment (Blind, Sight Impaired, Severely Sight Impaired)

12. Applicable special provisions:

a. partial or complete exemption from meeting practical requirements, as well as meeting these in another form;

b. replacement of written examinations with oral ones, or the use of special tools of technology in case of written assessment;

c. exemption from the language examination, or a part or level thereof;

d. exemption from tasks requiring manual and/or visual skills, but theoretical knowledge may be demanded;

[8]Section 62 (2) of Government Decree 87/2015 (9 April)

e. access to questions and the list of topics during lectures, practical classes, and examinations on audio media, digitally, in Braille, or in a magnified format;

f. providing longer preparation time than available for students without special needs;

g. providing for a person to assist students during their studies.

VI. Provisions Related to Students with Speech Impairment (Dysphasia, Dyslalia, Dysphonia, Stuttering, Cluttering, Aphasia, Hypernasal Speech, Dysarthria, Mutism, Severe Language Disorder, Central Lisp, Delayed Speech Development)

13. Applicable special provisions:

a. replacement of oral examination with a written examination, and the use of special tools of technology during assessment;

b. exemption from the language examination, or a part or level thereof;

c. providing longer preparation time than available for students without special needs;

d. providing for a person to assist students during their studies.

VII. Provisions Related to Students with Psychological Development Disorders

14. Special provisions that may be applied in the case of students with dyslexia, dysgraphia, or dysorthograpy:

a) replacement of written examinations with oral ones, or written examination instead of oral examination;

b) in the case of written examination, longer preparation time than available for students without special needs;

c) providing necessary aids for examinations (especially computers, typewriters, spell checking dictionary, monolingual dictionary, thesaurus);

d) exemption from the language examination, or a part or level thereof.

15. Special provisions that may be applied in the case of students with dyscalculia:

a) exemption from calculation tasks, but theoretical knowledge may be demanded;

b) use of all aids during examinations that students have worked with before during their studies (especially tables, calculators, configurations, mechanical and manipulative tools), as well as providing more time for preparation.

16. Special provisions that may be applied in the case of students that are hyperactive and/or have attention deficit:

a) replacement of written examinations with oral ones, or written examination instead of oral examination;

b) providing longer preparation time than available for students without special needs;

c) decreasing the students' waiting time to minimum during examinations;

d) application of special tools, furniture and equipment required for solving written tasks;

e) breaking down longer examinations into several parts, allowing breaks or exercise without leaving the examination site, toleration of emotional outbursts;

f) separate examination from other students;

g) depending on the unique characteristics of students, writing down questions or repeating them several times, breaking down complex questions into parts, help with the clarification of expectations and question if students request so during oral examinations;

h) access to questions and the list of topics during lectures, practical classes, and examinations on audio or digital media;

i) providing for a person to assist students during their studies.

VIII. Provisions Related to Students with Behavioural Disorders (Adaptation Disorders, Behavioural Traits Indicating Issues with Emotional Regulation, Aggression and Self-Aggression, Anxiety, Self -Regulation, Divergent Development of Adaptability, Purposive Behaviour, Self-Organization, as well as Metacognition)

17. Applicable special provisions:

a) replacement of written examinations with oral ones, or oral examinations with written ones;

b) breaking down longer examinations into several parts or allowing breaks, tolerating of individual impulses or emotional outbursts;

c) separate examination from other students;

d) during oral examination, writing down the questions, clarification of expectations and questions, simplification and refinement of questions asked and instructions given if so requested by students during oral examination;

e) longer preparation time than available for students without special needs;

f) providing for a person to assist students during their studies.

IX. Provisions Related to Students with Autism

18. Applicable special provisions:

a. adapting the circumstances of the assessment to the special needs of students, oral examination instead of written examination, or written examination instead of oral examination;

b. providing help in the clarification of expectations and questions during assessment, displaying the questions asked and instructions given in writing during oral examination, simplification of their wording;

c. longer preparation time than available for students without special needs;

d. application of special tools during both courses and assessment (primarily voice recording equipment, computer, monolingual dictionary, and other supportive info-communication technologies);

e. exemption from the language examination, or a part or level thereof;

f. exemption from certain practical requirements due to difficulties posed by their developmental disorder, or replacing these with appropriate non-practical tasks;

g. providing for a person to assist students during their studies.

X. Special Provisions and Exemptions

19. Longer preparation time must be specified as at least 30% more than the time allotted for students without special needs.
20. When granting special provisions to students with multiple disabilities, any of these may be granted, taking the students' unique needs into account.
21. If justified upon students' request and based on the expert's opinion, the University may also grant further or other special provisions to students different from the special provisions defined here.
22. Exemption from the language examination, or any of its parts or levels may be granted to former students with special needs that have completed their final examination and no longer have student status, but have not completed their language examination obligation required for acquiring the qualification.
23. Based on the decision of the University's Equal Opportunity Committee, special needs students that request so may make use of the personal and technical aids and services provided by the University according to the type and extent of their disability.
24. With the exception of trainings and workshops, special needs students may create voice recordings at courses, but may only use these during their own studies and in relationship with them. The creation of the voice recording must be announced in advance to instructors and participants of the course.
25. Special needs students must contact the instructor of the given subject at least four working days prior to assessments in order to consult on the special provisions and exemptions that may be granted.
26. Upon the request of special needs students and based on the recommendation of the University's Equal Opportunity Committee, the instructor of the course may provide complete or partial exemption from the course requirements, and/or define requirements to be imposed instead of them as defined by law.
27. Following consultation, examiners must provide at least one, or as needed, several of the following special provisions and/or exemptions:
    a. making it possible to take a written examination instead of an oral examination, or to take an oral examination instead of a written examination;
    b. approve the use of special tools of technology during written assessment;
    c. extend the time for preparation and/or completion by at least 30% compared to the timeframe determined for students without special needs.
28. Based on the request of special needs students submitted at least four working days prior to the examination, the Equal Opportunities Coordinator takes care that the aids, special tools, and/or sign language interpreters be available in line with their disability.
29. Upon the request of special needs students and based on the recommendation of the University Equal Opportunity Committee, strictly in relationship with the circumstances serving as basis for the exemption, the Deputy CEO for Education may provide exemption to students from completing the language examination or a certain part or level thereof.

XI. The Equal Opportunity Committee

30. The Senate sets up the Equal Opportunity Committee in order to provide for the University level tasks set forth within these regulations.

31. Members of the Equal Opportunity Committee:

    a) Equal Opportunities Coordinator coordinating the assistance provided to special needs students;

    b) an instructor chosen by the Senate;

    c) a student delegated by the University Student Union (henceforth: the “SU”);

    d) in case of grounds for exclusion, an additional instructor and student member.

32. The chairperson of the Equal Opportunities Committee is the Equal Opportunity Coordinator.

33. The General Vice-Rector makes a proposal to the Senate as to the person of the instructor member and additional member.

34. The mandate of the instructor member and the additional member is three years, while the mandate of the student member and additional member is for one year.

35. The mandate of a member and additional member is terminated:

    a) upon expiry of the mandate;

    b) upon the termination of employment or student status;

    c) when recalled from the Committee;

    d) upon resignation.

36. The Equal Opportunity Committee sets its own order of business.

37. Scope of authority of the Equal Opportunity Committee:

    a) supervision of the application of these Regulations and the management of modifications;

    b) decision on the use of supplemental normative support providing assistance in the studies of special needs students and the acquisition of material assets required for assistance; as well as the supervision of the enforcement of this decision;

    c) supervision of the use of the supplemental normative support requested by the University;

    d) drafting of proposals to the management of the University for more satisfactory provision of equal opportunities to special needs students;

    e) decision on registration applications of special needs students;

    f) making decisions on assistance, exemptions, and special provisions that may be granted to special needs students as indicated in their application and as defined by law;

    g) decision on requests received from special needs students related to partial deviation from qualification, as well as programme completion and exit requirements, and further requirements related to their training, studies and examination requirements.

38. The Equal Opportunity Committee makes a report on its activities at least each study term for the management of the University. The Equal Opportunity Committee creates a

periodic report upon the request of the Rector, the Chief Executive Officer (CEO), and the General Vice-Rector.

39. An appeal may be submitted to the Student Legal Remedy Committee against the decisions of the Equal Opportunity Committee within 15 days of reception.
40. The Equal Opportunity Committee is supervised by the Chief Executive Officer (CEO).

XII. The Equal Opportunities Coordinator

41. The Senate elects an Equal Opportunities Coordinator who provides help in the studies of special needs students.
42. The coordinator must be in possession of a higher education certificate, as well as competences or professional experience related to disabilities and special needs students.
43. The mandate of the Equal Opportunities Coordinator is for three years, which may be extended.
44. The infrastructure required for the Equal Opportunities Coordinator to provide for their tasks is made available by the University.
45. The Equal Opportunities Coordinator performs its tasks as part of its job-related duties.
46. Tasks of the Equal Opportunities Coordinator:
    a. liaison with special needs students, the persons assisting them, as well as students and the Student Union of the University;
    b. providing for assistance opportunities that may be employed during the studies and examinations of special needs students, as well as the organization of consultation opportunities required by special needs student during term-time;
    c. making proposals on the use of supplemental normative support providing assistance in the studies of special needs students and the acquisition of material assets required for assistance;
    d. continuous record keeping of the number of special needs students while observing privacy provisions, and making the data available for statistical purposes;
    e. certification of documents submitted by special needs students;
    f. based on the request of students experiencing difficulty in gaining information from printed materials and reading learning materials, the University takes care that digital learning materials be made available in the appropriate format upon the initiative of the Equal Opportunities Coordinator;
    g. participation in the decision and record keeping process of requests submitted by special needs students as well as legal remedy decisions related to students, notwithstanding that the Equal Opportunities Coordinator who has participated in the evaluation of the request may not participate in the legal remedy procedure.

XIII. Policy for the Distribution of Supplemental Normative Support Provided for Special Needs Students

47. The University receives supplemental normative support for special needs students.
48. The amount of the support is regulated within the budget act.

49. These support funds must be used for improving the material conditions of special needs students, providing assistance in the studies of special needs students, as well as for providing assistance in their everyday affairs.
50. The Equal Opportunity Committee makes a proposal as to the distribution of the supplemental normative support according to Provision 47. on an annual basis.

SUPPLEMENT 1 - REGULATIONS ON THE CONTENT AND FORMATTING REQUIREMENTS OF THE THESIS[9]

I. General Provisions

The thesis (including the main body, appendices, the abstract, the table of contents, the bibliography, footnotes and endnotes) must be prepared with a computer word processor according to the following specifications:

- font: black, Times New Roman;
- font size: 12;
- line spacing: 1.5;
- alignment: justified;
- margins: 3 cm on the left, 2.5 cm each on the right, bottom and top.

The length of the main body (without the abstract, the table of contents, the bibliography, footnotes, endnotes, figures, tables, illustrations and appendices) is as follows:

- for students in higher educational vocational training programmes, at least 25 pages and 40,000 characters (with spaces), 50 pages at most;
- for students in bachelor's programmes, at least 36 pages and 70,000 characters (with spaces), 60 pages at most;
- for students in postgraduate specialist training programmes, at least 36 pages and 70,000 characters (with spaces), 60 pages at most, except for the art and art mediation postgraduate specialist training programmes where the length of the main body of the thesis is at least 12 pages and 20,000 characters (with spaces), 20 pages at most;
- for students in master's programmes, at least 45 pages and 90,000 characters (with spaces), 70 pages at most.[10]

For students in art and art mediation bachelor's programmes, the body of the thesis must be at least 20 pages and 32,000 characters, 36 pages at most.

For students in art master's programmes, the body of the thesis must be at least 12 pages and 20,000 characters, 20 pages at most.

For students in the Design and Art Theory bachelor's programme and those in the Art and Design Management master's programme, the minimum requirements listed above apply to the length of their thesis.

The genre (“thesis”) must be printed in the middle of the front cover, the student’s name must appear in the bottom left corner, and the year of the thesis must appear in the bottom right corner.

The information above must also be included on the title page of the thesis along with the name of the institution (“Budapest Metropolitan University”), the precise title of the thesis, the name of the thesis adviser, the name of the programme and the level of training (higher educational vocational training programme, i.e. HEVT, BA, MA, postgraduate specialist training programme, i.e. PST) and the training site (Budapest/Hódmezővásárhely)

The obligatory format of the front cover is described in **Supplement 2a**.

[9]Modified by the Senate on 14th February, 2012 by decision No. 3a/0214/2012.
[10] The number of characters is to be investigated only when the number of pages seems to be less than the number specified as a minimum criterion.

The obligatory format of the title page is described in **Supplement 2b**.

II. The Abstract of the Thesis

Students must prepare an abstract (keywords, main sources, concise summary) for their thesis in Hungarian and either English, German, French, Spanish, Italian or Russian.* Students in foreign-language programmes need to prepare the abstract only in the language of the programme. The concise summary in the abstract must be between a minimum of half a page and a maximum of one page in length for each language with the formatting requirements for the thesis applied.

The number of characters in the abstract does not count towards the required number of characters of the thesis.

A template for the abstract is included in **Supplement 2c**.

III. Table of Contents

In the thesis, the table of contents must immediately follow the abstract. The structure of the table of contents must follow the numbering of the chapters of the main body. When numbering the chapters and subchapters, the decimal notation must be used to reflect the structure:

1. Main title 1

1.1. Subtitle 1

1.1.1. Part 1

1.1.2. Part 2

1.1.3. etc.

1.2. Subtitle 2

IV. Types of References and the Rules for Preparing the List of Referenced Literature[11]

The rules for citation and referencing

Students' familiarity with the literature and the sources used is demonstrated by the direct and indirect references in the text of the main body and in the footnotes. Citations are included in the text, and their sources are identified in footnotes at the bottom of the pages. Footnotes are to be marked by numbers in the text. The formatting rule for footnotes is: Times New Roman, font size 10, single line spacing, justified alignment.

The thesis must have accurate, unambiguous references. "Accuracy" means the clear identification and easy retrieval of sources, "unambiguity" means that it is clear where a citation begins and where it ends.

The presentation of a specific author's thoughts may be done in two ways: **word-for-word quotation** and/or **paraphrasing**.

* Student enrolled before the 2008/2009 academic year must submit the abstract of their thesis in Hungarian and in a foreign language of their choice.

[11] Source: Pál Majoros: *The Principles of Research Methodology.* Budapest, Perfekt Publishing House, 2004.
MSZ ISO 690:1990 standard

- **Word-for-word quotations** must be inserted between quotation marks ("..."). Word-for-word (verbatim) quotations may not be longer than 10 lines, 2 paragraphs or 500 characters (with spaces).
- When **paraphrasing**, no quotation marks are necessary. It is enough to cite the source at the end of the sequence of ideas.

In both cases, the author of the quotation and the bibliographic (citation) information of the quotation are to be identified. Such information includes the title, the place of publication, the publisher, the date of publication—for online sources, the entire internet path (URL) and the date of the last retrieval—, and the page number or numbers. For example:

HEIKE, PAUL: *The Myths that Made America. An Introduction to American Studies.* Bielefeld, Verlag, 2014. p. 15.

In principle, it is the original work that must be cited, however, the original source may not always be available. In such cases, the original source is to be cited using the work consulted (indirect citation/citation within citation**)**. For example:

According to Madsen, the above mentioned idea "is used frequently to describe the development of American cultural identity from Puritan origins to the present".[1]

[1]MADSEN, DEBORAH L.: *American Exceptionalism.* Jackson, UP of Mississippi, 1998. cited by HEIKE, PAUL: *The Myths that Made America. An Introduction to American Studies.* Bielefeld, Verlag, 2014. p. 15.

General warning: citations without references are considered plagiarism!

When specifying statistical data, all quantified information must be referenced even if it is a fact of common knowledge.

Further detailed rules of referencing (works with one or more authors, collections, articles in journals, etc.) are published in the institution's customary manner.

The rules for the compiling the list of referenced literature

The bibliography (list of referenced literature) is a compulsory element of all theses. The bibliography must and may only list the pieces of literature consulted and referenced in the text of the main body. The list must be ordered alphabetically, numbered, and the academic sources must be separated from other types of sources. The purpose of the bibliography is to present the materials and academic literature used (and known) by the author of the thesis. Each source used are to be included regardless of the extent of their use.

The compulsory minimum number of source material to be used in theses is as follows:

- in the case of higher educational vocational training programmes: 5 pieces of academic literature and 10 other sources;
- in the case of bachelor's programmes and postgraduate specialist training programmes: 15 pieces of academic literature and 5 other sources;
- in the case of master's programmes: 25 pieces of academic literature and 10 other sources;
- in the case of art and art mediation bachelor's or master's programmes: 10 pieces of academic literature and 3 other sources. For students in the Design and Art Theory bachelor's programme and those in the Art and Design Management master's programme, the rules pertaining to master's programmes apply.

Academic literature is defined as all texts published in a monograph, collection of essays and papers or a journal that process the given topic using relevant qualitative, quantitative or interpretive methods and that are reviewed by the publisher or a group of peer experts, for example specialist books, scientific periodicals or journals and articles in such publications.

Other sources include newspapers, magazines, lexicons, encyclopaedias, laws, internet sources, analyses, interviews, internal company publications, statistics, etc.

V. Plagiarism

To avoid plagiarism, students must use footnotes to identify the sources of facts and data not comprising common knowledge and the ideas of and citations from other persons as specified in this Supplement. This rule pertains to all the sources used including research results, studies, essays, book reviews, websites, audio material, etc. Students must document all of the sources used for submitted pieces of writing and the bibliographic information identifying them. Students who fail to do so commit plagiarism and must face the sanctions specified by the Student Requirement System.

VI. Further Minimum (Acceptance) Requirements for the Thesis

The number of obvious and major spelling mistakes in a thesis cannot be more than ten, and the number of mistakes in language usage cannot be more than twenty. If the number of such mistakes exceeds these limits, the thesis is graded as ‘’fail”.

VII. Submitting the Thesis

Theses must be submitted by students electronically to the following interfaces (in the following order):

- the University’s electronic library interface, except for confidentially treated theses;
- the University’s secure internal storage.

Following this, theses must be submitted in two hard copies: one hard-cover and one spiral-bound copy.

VIII. Statement on the Observance of Copyrights

When submitting theses, students must declare electronically that the theses prepared and submitted by them are the result of their own efforts and that they have used all the information in the theses observing copyright.

Supplement 2/a

THESIS

Author's name **Year of preparation**

Supplement 2/b

Budapest Metropolitan University

THESIS

The title of the thesis

Thesis adviser:

Name

Author:

Name

Name of programme

Level of programme

Training site

Year of preparation

ABSTRACT

1. Keywords of the thesis (3–5 keywords):
   -
   -
   -
   -
   -

2. Main (academic) sources (2-3 pieces of literature):
   -
   -
   -

3. Short abstract of the thesis in Hungarian not exceeding one page (students must outline the main aims of the thesis, present the findings of the research and their main conclusions):

4. Short abstract of the thesis in a foreign language not exceeding one page:

Date

SUPPLEMENT 2 – SCORING CRITERIA FOR CERTAIN SCHOLARSHIPS

I. The set of criteria for the evaluation of the social status of students applying for regular social scholarships

CRITERION	SCORE
Net income per person	
0 - 20,000 HUF	25
20,001 - 25,000 HUF	21
25,001 - 30,000 HUF	18
30,001 - 35,000 HUF	15
35,001 - 40,000 HUF	12
40,001 - 45,000 HUF	10
45,001 - 50,000 HUF	8
50,001 - 55,000 HUF	6
55,001 - 60,000 HUF	4
60,001 - 65,000 HUF	3
65,001 - 72,000 HUF	2
72,001 HUF -	0
Distance between the place of residence and the University	
0 - 50 km	1
51 - 100 km	2
101 - 150 km	3
151 - 200 km	4
201 - 250 km	5
251 - 300 km	6
301 km -	8
Type of accommodation	
Rented apartment	3
Student hostel	2
Personal circumstances of the applicant	
Self-supporting	3
The applicant has an unemployed partner or spouse	6
Orphan	18
Half-orphan	9
Disabled student (at least 50 %)	13
Living with disabilities	13
Disadvantaged	5
Severely disadvantaged	10
Guardianship terminated due to adulthood of the student	5

Circumstances of the supporting community	
Number of siblings requiring support in the supporting community (except for the student (number of siblings)	1 point / person (up to 5 points)
Unemployed family member, with support	4
Unemployed family member, without support (if unemployed for less than a year)	6
Pensioner parent	4
Parent on disability pension	5
Parents divorced and single parent is taking care of the student	3
Pensioner grandparent	2
Grandparent on disability pension	3
Permanently ill family member	1
Mentally or physically disabled sibling	6
Own child	12

II. Set of scoring criteria for scientific and professional scholarships

ACTIVITY	SCORE
Research activities	
Active participation in a research	3
Preparation of a partial study in a research	4
Active member of a talent workshop	2
Publications (articles)	
Professional publication in a national professional journal, specialized periodical, or on a specialized website with editing staff	3
Professional publication in a newspaper or locally distributed magazine (3 articles / 1 point)	2
Professional publication on a website (3 articles / 1 point)	1
Participation or top results in competitions organized by the National Council of Student Research Societies (OTDK), by the Student Research Society (TDK), by the Student Research Society in Arts (MDK) or by the National Council of Student Research Societies for Arts (OMDK)	
Participation in TDK, MDK	4
1st - 3rd place in a TDK, MDK	10
Submitted a paper to OTDK, OMDK	6
1st-3rd place in a OTDK, OMDK	12
Projects, papers	
Domestic project, paper submitted to an open competition	6
Award or 1st - 3rd place in Hungary	12
International project, paper submitted to an open competition	8
Award or 1st – 3rd place abroad	15
Other professional or student competitions	
Participation in a domestic professional competition	8
1st – 3rd place in a domestic professional competition	12
Special mention in a domestic professional competition	10

Participation in international professional competitions	8
1st – 3rd place in an international professional competition	15
Special mention in an international professional competition	12
Exhibitions	
Participation in an exhibition organized by METU	3
National or regional exhibition outside of the institute	6
Local exhibition outside of the institute	2

III. Set of scoring criteria for athletic scholarship

ACTIVITY, RESULTS	SCORE
Membership in a sports club	2
National selection	5
Olympics, 1st place	6
Olympics, 2nd place	6
Olympics, 3rd place	6
Olympics, 4th place	6
Olympics, 5th place	6
Olympics, 6th place	6
Participation in the Olympics	5
World championship, 1st place	5
World championship 2nd place	5
World championship 3rd place	5
World championship 4th place	5
World championship 5th place	5
World championship 6th place	5
Participation in a World championship	4
World cup 1st place	5
World cup 2nd place	5
World cup 3rd place	5
World cup 4th place	5
World cup 5th place	5
World cup 6th place	5
Participation in a World cup	4
European Championship 1st place	5
European Championship 2nd place	5
European Championship 3rd place	5
European Championship 4th place	5
European Championship 5th place	5
European Championship 6th place	5
Participation in a European championship	4

National competition 1st place	4
National competition 2nd place	4
National competition 3rd place	4
National competition 4th place	4
National competition 5th place	4
National competition 6th place	4
Participation in a National competition	3
Hungarian Regional Championship 1st place	3
Hungarian Regional Championship 2nd place	3
Hungarian Regional Championship 3rd place	3

IV. Set of scoring criteria of the national tertiary education scholarship

1. Study results – up to 50 points

The scoring takes place based on the arithmetic average of the average of the previous two consecutive, completed active semesters weighed with the credit points.

For the weighed study average the product of the multiplication of the credits and grades of the individual subjects shall be divided with the credits of the completed subjects.

Determination of the score:

Arithmetic average of the weighed study average of two semesters * 10

2. Scientific activity* - up to 14 points

***Remark:** A result may be taken into consideration only once within one set of criteria, with the highest score among the possible options.

(1) Research activity (up to 3 points)	
Verified research work among institutionalized circumstances	1
Partial study in a research	3
Other noteworthy research activity	1
(2) Participation or top results in competitions organized by the National Council of Student Research Societies (OTDK) or by the Student Research Society (TDK) (up to 10 points)	
Submitted a paper to the TDK of the institution (ITDK)	1
ITDK paper, 1st place	5
ITDK paper, 2nd place	4
ITDK paper, 3rd place	3
Submitted a paper to the OTDK	3
OTDK, 1st place	10
OTDK, 2nd place	8
OTDK, 3rd place	6
Special mention in an OTDK	4
(3) Publications (articles) (up to 10 points) for English-language publications 1.5 multiplier; proportional scoring for co-authors	
Book, part of a book (1 point/author's sheet)	9
Contribution to a scientific periodical (3 points/contribution)	6
Contribution to a scientific conference (2 points/contribution)	4

Other educational publication / scientific publication	2
(4) Projects, papers (up to 10 points) (officially verified projects and papers fulfilling the requirements may be taken into account)	
Paper submitted to a domestic open competition	3
Paper submitted to an international open competition	5
Award, 1st – 3rd place domestically	6
Award, 1st – 3rd place internationally	10
(5) Other professional or study competitions (up to 10 points)	
Participation in a domestic professional competition	3
Participation in an foreign professional competition	5
1st – 3rd place in a domestic professional competition	6
1st – 3rd place in a foreign professional competition	10
(6) Other scientific activities (up to 2 points)	
Active member of a talent workshop, or special college	1
Membership in a scientific organization	1
Other	1

3. Community and public activities – up to 7 points

Active participation in the student union	5
Active contribution to the school newspaper	3
Active contribution to the school radio	3
Active participation in the organization or events and conferences	2
Other community and public activities	2

In the case of equal scores the tie-breaker shall be the number and level of language exams as follows:

Type of the language exam	Intermediary general	Intermediary professional	Advanced general	Advanced professional
„A" type	3 points	4 points	4 points	5 points
„B" type	3 points	4 points	4 points	5 points
„C" type	6 points	8 points	8 points	10 points

V. Set of scoring criteria of the MNB Scholarship of Excellence

The committee appointed by the University considers the following activities of the applicants in accordance with the provisions of the Support Agreement:

- academic performance accounting for 70%,
- scientific activities accounting for 20% (publications, papers submitted to the Conference of Students' Research Societies, participation in international and national competitions, activities performed within colleges for advanced studies),
- public or community activities accounting for 10%.

1. Study results – up to 50 points

The scoring takes place based on the arithmetic average of the average of the previous two consecutive, completed active semesters weighed with the credit points.

For the weighed study average the product of the multiplication of the credits and grades of the individual subjects shall be divided with the credits of the completed subjects.

Determination of the score:

Arithmetic average of the weighed study average of two semesters * 10

2. Scientific activity* - up to 14 points

***Remark:** A result may be taken into consideration only once within one set of criteria, with the highest score among the possible options.

(1) Research activity (up to 3 points)	
Verified research work among institutionalized circumstances	1
Partial study in a research	3
Other noteworthy research activity	1
(2) Participation or top results in competitions organized by the National Council of Student Research Societies (OTDK) or by the Student Research Society (TDK) (up to 10 points)	
Submitted a paper to the TDK of the institution (ITDK)	1
ITDK paper, 1st place	5
ITDK paper, 2nd place	4
ITDK paper, 3rd place	3
Submitted a paper to the OTDK	3
OTDK, 1st place	10
OTDK, 2nd place	8
OTDK, 3rd place	6
Special mention in an OTDK	4
(3) Publications (articles) (up to 10 points) for English-language publications 1.5 multiplier; proportional scoring for co-authors	
Book, part of a book (1 point/author's sheet)	9
Contribution to a scientific periodical (3 points/contribution)	6
Contribution to a scientific conference (2 points/contribution)	4
Other educational publication / scientific publication	2
(4) Projects, papers (up to 10 points) (officially verified projects and papers fulfilling the requirements may be taken into account)	
Paper submitted to a domestic open competition	3
Paper submitted to an international open competition	5
Award, 1st – 3rd place domestically	6
Award, 1st – 3rd place internationally	10
(5) Other professional or study competitions (up to 10 points)	
Participation in a domestic professional competition	3
Participation in an foreign professional competition	5
1st – 3rd place in a domestic professional competition	6
1st – 3rd place in a foreign professional competition	10
(6) Other scientific activities (up to 2 points)	
Active member of a talent workshop, or special college	1
Membership in a scientific organization	1
Other	1

3. Community and public activities – up to 7 points

Active participation in the student union	5
Active contribution to the school newspaper	3
Active contribution to the school radio	3
Active participation in the organization or events and conferences	2
Other community and public activities	2

In the case of equal scores the tie-breaker shall be the number and level of language exams as follows:

Type of the language exam	Intermediary general	Intermediary professional	Advanced general	Advanced professional
„A" type	3 points	4 points	4 points	5 points
„B" type	3 points	4 points	4 points	5 points
„C" type	6 points	8 points	8 points	10 points