

HUNGARIAN UNIVERSITY OF SPORTS SCIENCE

Organizational and Operating Regulations Part 3 - Student Requirements System

Chapter III

ACADEMIC REGULATIONS

Accepted by the Senate in decision no. 54/2015. (VIII. 24.)

Unified structure including the amendments accepted before 14 December 2023

Amending decisions:

Senate Resolution no. 54/2015. (VIII. 24.)
Senate Resolution no. 63/2015. (X. 1.)
Senate resolution no. 78/2015. (XII. 10.)
Senate Resolution no.5/2016. (I. 28.)
Senate resolution no. 31/2016. (IV. 28.)
Senate resolution no. 53/2016. (VI. 30.)
Senate Resolution no. 61/2016. (VIII. 25.)
Senate resolution no. 71/2016. (IX. 29.)
Senate Resolution no. 83/2016 (X. 27.)
Senate resolution no. 7/2017. (II. 23.)
Senate resolution no. 35/2017. (IV. 27.)
Senate resolution no. 84/2017. (XI. 30.)
Senate Resolution no. 19//2018. (III. 29.)
Senate resolution no. 12/2019. (II. 28.)
Senate resolution no. 44/2019. (VI. 27.)
Senate resolution no. 74/2019. (XII. 12.)
Senate resolution no. 38/2020. (VI. 25.)
Senate Resolution no.55/2020. (X. 29.)
Senate resolution no. 11/2021. (III. 25.)
Senate resolution no. 36/2021. (VI. 30.)
Senate resolution no. 59/2021. (IX. 30.)
Senate resolution no. 13/2022. (II. 24.)
Senate resolution no. 45/2022. (VI. 30.)
Senate Resolution no. 62/2022. (VIII. 30.)
Senate Resolution no. 5/2023. (I. 26.)
Senate Resolution no. 49/2023. (VIII. 31.)
Senate Resolution no. 60/2023. (XII. 14.)

CONTENTS

Academic Regulations	5
1 § SCOPE OF REGULATIONS	6
2 § STUDENT STATUS	6
3 § REGISTRATION FORM	7
4 § REGISTRATION	8
5 § LOGIN	9
6 § SUSPENSION OF STUDENT STATUS	10
7 § STUDENT RIGHTS AND OBLIGATIONS.....	12
8 § RIGHTS OF THE STUDENT	13
9 § OBLIGATIONS OF THE STUDENT.....	15
9/A.§ INFORMING STUDENTS	15
10 § STUDENT STATUS CERTIFICATE.....	16
11 § TERMINATION OF STUDENT STATUS	16
12 § MULTILATERAL TERMINATION OF STUDENT STATUS	17
13 § UNILATERAL TERMINATION OF STUDENT STATUS BY THE UNIVERSITY	19
14 § INDIVIDUAL ACADEMIC SCHEDULE	20
15 § TRANSFER	21
16 § CHANGING MAJORS	24
17 § CHANGING THE ACADEMIC SCHEDULE	26
18 § PARALLEL EDUCATION	27
19 § PART-TIME EDUCATION, VISITING STUDENT STATUS	27
20 § VOCATIONAL TRAINING IN HIGHER EDUCATION	28
21 § BACHELOR'S PROGRAMME.....	28
22 § MASTER'S PROGRAMME	29
23 § SINGLE-COURSE PROGRAMME.....	29
24 § PROFESSIONAL EDUCATION	29
25 § SPECIAL RULES FOR PROFESSIONAL CONTINUING EDUCATION.....	29
26 § SELECTING A SPECIALIZATION.....	31
27 § SPECIALIZATION.....	31
28 § METHODS OF ORGANIZING STUDIES	32
29 § PERIODS OF EDUCATION	32
30 § ACADEMIC CALENDAR.....	33
31 § THE PROGRAMME.....	33
32 § CURRICULUM	34
33 § SAMPLE CURRICULUM	34
34 § ASCENDING SYSTEM.....	35
35 § SUBJECTS.....	35

36 §	PREREQUISITE.....	36
37 §	CREDIT SYSTEM, CREDIT REPORTING.....	37
38 §	THE CREDIT APPROVAL PROCEDURE.....	39
39 §	COURSE AND SUBJECT ANNOUNCEMENTS	40
40 §	TIMETABLE.....	41
41 §	CURRICULUM REQUIREMENTS.....	41
42 §	SELECTING AND DROPPING COURSES.....	42
43 §	ATTENDANCE.....	42
44 §	KNOWLEDGE AND PRACTICAL SKILLS TESTS	44
45 §	EXAM ORDER, EXAM PERIOD.....	47
46 §	EXTENSION OF THE EXAM PERIOD.....	48
47 §	TEACHERS' DUTIES REGARDING EXAM PERIODS	49
48 §	ERASMUS+ PROGRAMME RULES.....	49
49 §	RECTOR'S FAIRNESS IN ACADEMIC AFFAIRS	50
49/A §	THE ELITE SPORTS MENTOR PROGRAMME.....	51
50 §	INDICATORS AND RECORDING OF ACADEMIC RESULTS	51
51 §	RIGHTS IN THE NEPTUN SYSTEM.....	52
52 §	PROFESSIONAL PRACTICE	54
53 §	FINAL CERTIFICATE (ABSOLUTORIUM)	56
54 §	THESIS.....	57
55 §	REGISTRATION FOR THE FINAL EXAMINATION.....	61
56 §	THE FINAL EXAMINATION COMMITTEE	62
57 §	EVALUATION OF THE FINAL EXAM.....	63
58 §	LANGUAGE REQUIREMENTS	64
59 §	THE DIPLOMA.....	65
60 §	MANDATORY CONTENT ELEMENTS OF THE DIPLOMA.....	68
61 §	APPENDIX TO THE DIPLOMA.....	68
62 §	HONORARY (JUBILEE) DIPLOMA	69
63 §	LEGAL REMEDIES.....	69
64 §	COMMITTEES AND PERSONS ACTING IN ACADEMIC MATTERS.....	70
65 §	ACADEMIC COMMITTEE.....	71
66 §	CREDIT TRANSFER COMMITTEE.....	71
67 §	COMMITTEE OF EQUAL OPPORTUNITIES AND SOCIAL AFFAIRS.....	71
68 §	DISABILITY COMMITTEE	72
69 §	APPEALS COMMITTEE	72
70 §	DISCIPLINARY COMMITTEE	73
71 §	CONCESSIONS FOR STUDENTS WITH DISABILITIES	73
72 §	HIGHER EDUCATION INFORMATION SYSTEM (HEIS)	73
73 §	RULES FOR HANDLING EDUCATIONAL MATERIALS.....	74
74 §	SPORTS PRACTICE	74

75 §	RECREATION, HIKING AND SPORTS CAMPS.....	76
76 §	BASIC CONCEPTS, DEFINITIONS.....	77
77 §	FINAL PROVISIONS.....	82

The Senate of the Hungarian University of Sports Sciences (hereinafter: “the University”) created these Academic Regulations (hereinafter “AR”) as a part of the Study Requirements of its Organizational and Operating Regulations in accordance with Act CCIV of 2011 on national higher education (hereinafter “NHA”)^{28 29 30}, 87/2015 on the implementation of certain provisions of the Act. (IV. 9.), Government Decree (hereinafter 87/2015. Id.), 423/2012 on the higher education admission procedure (XII.29.), Government Decree 51/2007 on the allowances of students participating in higher education and the individual fees they must pay, Government Decree 8/2013 (III. 26.) on the training and output requirements of higher education vocational programmes, bachelor's and master's programmes, as well as common requirements for teacher preparation and the training and output requirements of individual teacher courses (I.30.) MHC Decree (hereinafter “CRT”) and (XII.29) MTI Decree 65/2021 on the list of qualifications obtainable in higher education and the establishment of new qualifications as follows:

Relevant legal citations appear in smaller font, and bold is used at the beginning of paragraphs.

¹ Introduced by Senate Resolution no. 54/2015 (VIII. 24), effective as of 24 August 2015

² Amended by Senate Resolution no. 63/2015. (X. I.), effective as of 1 October 2015.

³ Amended by Senate Resolution no. 78/2015. (XII.10), effective as of 10 December 2015.

⁴ Amended by the Senate 5/2016. (I. 28.), effective as of 28 January 2016.

⁵ Amended by Senate Resolution no. 31/2016. (IV.28), effective as of 28 April 2016.

⁶ Amended by Senate Resolution no. 53/2016. (VI. 30.), effective as of 30 June 2016.

⁷ Amended by Senate Resolution no. 61/2016. (VIII. 25.), effective as of 25 August 2016.

⁸ Amended by Senate Resolution no. 71/2016. (IX. 29.), effective as of 14 October 2016.

⁹ Amended by Senate Resolution no. 83/2016. (X. 27.), effective as of 11 November., 2016.

¹⁰ Amended by Senate Resolution no. 7/2017. (II. 23.), effective as of 10 March 2017.

¹¹ Amended by Senate Resolution no. 35/2017. (IV. 27.), effective as of 27 April 2017.

¹² Amended by Senate Resolution no. 84/2017. (XI. 30.), effective as of 15 December 2017.

¹³ Amended by Senate Resolution no. 19/2018. (III. 29.), effective as of 30 March 2018.

¹⁴ Amended by Senate Resolution no. 12/2019. (II. 28.), effective as of 1 March 2019.

¹⁵ Amended by Senate Resolution no. 44/2019. (VI. 27.), effective as of 28 June 2019.

¹⁶ Amended by Senate Resolution no. 74/2019. (XII. 12.), effective as of 1 January 2020.

¹⁷ Amended by Senate Resolution no. 38/2020. (VI. 25.), effective as of 26 June 2020.

¹⁸ Amended by Senate Resolution no. 55/2020. (X. 29.), effective as of 30 October 2020.

¹⁹ Amended by Senate Resolution no. 11/2021. (III. 25.), effective as of 26 March 2021.

²⁰ Amended by Senate Resolution no. 11/2021. (III. 25.), effective as of 26 March 2021.

²¹ Amended by Senate Resolution no. 36/2021. (VI. 30.), effective as of 1 July 2021.

²² Amended by Senate Resolution no. 59/2021. (IX. 30.), effective as of 1 October 2021.

²³ Amended by Senate Resolution no. 13/2022. (II.24), effective as of 25 February 2022.

²⁴ Amended by Senate Resolution no. 45/2022. (VI.30), effective as of 1 July 2022.

²⁵ Amended by Senate Resolution no. 62/2022. (VIII. 30), effective as of 1 September 2022.

²⁶ Amended by Senate Resolution no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁷ Amended by Senate Resolution no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁸ Amended by Senate Resolution no. 74/2019. (XII. 12.), effective as of 1 January 2020.

²⁹ Amended by Senate Resolution no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁰ Amended by Senate Resolution no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

1 § SCOPE OF REGULATIONS

(1)³¹ The regulations cover all organizational units of the University, including lecturers, researchers, teachers and non-teaching research employees, as well as all of the University's students. Knowledge of and compliance with the regulations is binding for all these people.

(2) The regulations only apply to people and organizations that have a different legal relationship with the University if and where expressly stated.

(3)³² The material scope of the regulations covers the academic matters of students participating in the University's bachelor's, master's, specialized continuing education, and undivided education programmes. There are separate regulations on the special academic matters of those participating in doctoral courses, as well as those participating in professional and other training.

(4)³³ These regulations apply to people whose student status commences after the regulations are published. When these regulations are announced, students who already have student status can request for these regulations to be applied by submitting a statement in the NEPTUN system and acknowledging their binding nature.

2 § STUDENT STATUS

NHEA. Section 39 (1) Every Hungarian citizen has the right to study in a higher education institution according to the conditions set out in this law, supported by a Hungarian state scholarship, a Hungarian state partial scholarship [hereinafter "Hungarian state (partial) scholarship"] or by funding themselves.

This right also applies to people with the right to free movement and residence, stateless people living in Hungary, refugees, asylum seekers, admitted persons, immigrants, residents, foreigners subject to the same treatment as Hungarian citizens based on international agreement, a person subject to the principle of reciprocity, the Act on Hungarians under its scope, third-country citizens who declare to be of Hungarian nationality, holders of permits issued for the purpose of employment and residence requiring a high level of education (EU Blue Card), and holders of a combined permit.

(3) Student status is established on the basis of admission or acceptance, and commences with enrollment.

(7) The admitted applicant may establish student status in the semester for which he or she was admitted in the admission procedure.

42. § (4) Anyone who has been admitted or transferred to a higher education institution after the decision regarding admission or transfer has become final is entitled to establish student status by enrolling, and is also obliged to fulfill the obligations specified in § 43, paragraph (2).³⁴

(5) No further enrollment is required during the time student status is upheld. According to institutional regulations, students must register for the period in question before it starts. Students who fail to fulfill their overdue payment obligations may not register.

(1) Student status is a legal relationship established between the University and a student pursuing studies on one of the University's courses, in which the University and the student have mutual rights and obligations, as defined in the legislation and the University's Organizational and Operating Regulations.

³¹ Amended by Senate Resolution no. 5/2023. (I. 26.), effective as of 1 February 2023.

³² Amended by the Senate 5/2023. (I. 26.), effective as of 1 February 2023.

³³ Amended by Senate no. 63/2015. (X. I.), effective as of 1 October 2015.

³⁴ Text amended as per § 395 of Act L. of 2017. Established by the Senate's decision no. 19/2018. (III. 29.)

(2) Student status can be established by enrolling after admission or acceptance. Those who have been admitted to the University may only establish student status during the registration period in the semester following that in which the decision on admission was made, but no later than 14 October in the autumn semester and 14 March in the spring semester. After acceptance, the student may establish student status during the registration period but no later than by 15 September in the autumn semester and 15 February in the spring semester.

(3)^{35 36} Student status is established upon enrollment and lasts until the student gets an absolutorium on the last day of the semester, or until the decision regarding dismissal, exclusion from the institution, or termination of the legal relationship becomes final.

(4) Official registration of student status is recorded by the University in the electronic study system and is made available to the student. Official entries recorded by the University in the electronic study system, web messages, and an inquiries by email are considered official written notifications.

(5) The University may handle students' personal data and data related to studies, and may monitor and evaluate these based on the provisions of the legislation and the University's Organizational and Operating Regulations.

(6) The University must provide the personal and material conditions for completing the course in a student status, and must provide the student with the information necessary for the continuation of his or her studies within the framework of the legislation, the Organizational and Operating Regulations, and the curriculum of the given course.

3 § REGISTRATION FORM

(1) The enrollment form is a form used to certify the establishment of student status.

(2) Students shall fill out the registration form printed by the Academic Registrar's Office from the electronic study system and submit it to the Academic Registrar's Office at the time of enrollment with the necessary attachments.

(3)³⁷ Contents of the registration form:

- a) the name and institutional identification number of the higher education institution,
- b) the current academic year and semester,
- c) the student's name, sex, birth name, mother's maiden name, place and time of birth, citizenship, place of residence, place of stay, notification address, telephone number and email address. Non-Hungarian citizens: the legal status of residence in the territory of Hungary and the right-to-reside document, according to a separate law, free movement and in the case of persons with the right to reside, the document certifying the right, i.e. name, number and educational identification number,
- d) the name, level, academic schedule, language, form of financing and location of the course
- e) the type of student status,
- f) the student's tax identification number and social security identification number,

³⁵ Text amended as per § 395 of Act L. of 2017. Amended by the Senate's decision no. 19/2018. (III. 29.), effective as of 30 March 2018.

³⁶ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁷ Amended by the Senate 5/2023. (I. 26.), effective as of 1 February 2023.

- g) in the case of an applicant classified for education supported by a Hungarian state (partial) scholarship, the applicant must, according to Annex 9 of the IA, declare that he or she is familiar with and accepts the conditions of training supported by Hungarian state (partial) scholarships set out in the NHEA,
- h) the student's statement regarding familiarization with institutional information guide,
- i) additional information regarding student rights and obligations defined in the institutional regulations,
- j) date of completion and authentication of the registration form and the signature of the student or his or her representative, and
- k) authentication by the Registrar.

(4)³⁸ Enrollment sheet attachments:

- a) a copy of the documents submitted as a condition for admission during the admission procedure, which has been authenticated by the administrator of the Registrar's Office after comparing it with the original document or an electronically authentic original document,
- b) an original copy of the study contract concluded between the higher education institution and the self-funded student signed by all parties,
- c) other statements requested by the higher education institution,
- d) in the case of enrollment by way of a representative, the representative's document that authorizes the representation.

(5)³⁹

4 § REGISTRATION

42. § (4) of the NHEA: Students who have been admitted or accepted to a higher education institution, are entitled to establish student status by enrolling after the decision to accept them becomes final, and for which they are obliged to fulfill the obligations specified in § 43 of paragraph (2).^{40 41}

(5) No further enrollment is required for the duration of the student status. According to institutional regulations, students must register for the education period in question before said period starts. Students who fail to fulfill their overdue payment obligations may not register.

87/2015. of § 51 of the IA: With the exception of what is said in § 45, paragraph (2) of the NHEA, the student, in line with the regulations of the higher education institution, may withdraw his or her registration based on § 42, paragraph (5) within one month of the start of the semester, but no later than 14 October or 14 March (for the autumn and spring semesters respectively). He or she may also request a suspension of studies before these dates after registration. If, after enrollment or registration, the student does not request a break in studies by these dates, the semester in question is considered an active semester and the student shall be required to fulfill the obligations arising from accepting the conditions of education supported by the Hungarian state (partial) scholarship or included in the study contract regardless of the fulfillment of study obligations. If the student interrupts his or her studies or fails to register, and this does not result in the termination of student status, the semester in question must be registered as a passive semester.

NHEA. § 81 (2): Within the framework of training supported by a Hungarian state (partial) scholarship, unless otherwise permitted by law, the higher education institution may not request an administrative service fee (e.g. enrollment fee).

87/2015.of § 50. (1) of the IA: The student study contract must contain

- a) the name of the course,**
- b) the cost of self-funded education which may not be changed during the time the student status is held.**

³⁸ Amended by the Senate 5/2023. (I. 26.), effective as of 1 February 2023.

³⁹ Repealed by the Senate's decision no. 5/2023. (I. 26.), void as of 1 February 2023.

⁴⁰ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision no 19/2018. (III. 29.)

⁴¹ Amended by Act LIII of 2021., effective as of 28 May 2021. Established by the Senate's decision no. 36/2021. (VI.30.)

(2) The student study contract must be attached to the registration form as per § 38, subsection (4), point b). If the study contract is concluded due to reclassification, the study contract must be attached to the registry page.

(1)⁴² Student status is established with enrollment, which can be initiated by filling out and signing the enrollment form. The admitted student may enroll in the registration period in the semester following admission free of charge at the Registrar's Office. After the end of the registration period, students may enroll until 14 October in the autumn semester, and 14 March in the spring semester upon payment of the amount specified in the Reimbursement and Payment Regulations. Students cannot enroll after this deadline.

(2)⁴³ If there are no obstacles to the establishment of a legal relationship based on the details provided on the registration form, the administrator of the Registrar's Office will authenticate the registration form within five working days. Enrollment commences upon validation of the enrollment form. Student status is based on the decision regarding admission or acceptance and it is created by enrollment.

15. of the NHEA states that students participating in a programme supported by a Hungarian state (partial) scholarship defined in paragraphs (2)–(6) of § are obliged to fulfill the specific conditions mandatory therein. A student study contract must be concluded with the student regarding financing their own education as defined in § 15 paragraphs (2)–(6).

(3)⁴⁴ Enrollment may be refused if the student does not declare that he or she is aware of the provisions of the employment and fire protection regulations. If the student does not present and submit the specified certificates and declarations as attachments to the registration form by the beginning of the exam period, admission to the exam may be refused.

(4) If the student takes a language test after enrollment or is diagnosed with a disability, the language test certificate or disability certificate must be presented, and a copy submitted to the Registrar's Office within thirty days of its issuance.

(5)⁴⁵ Enrollment takes place in accordance with the procedure set by the Academic Registrar's Office. The Academic Registrar's Office informs the student about the start of the semester and the schedule of the academic year before the registration period.

5 § LOGIN

(1)⁴⁶ After the semester of enrollment, the student must log in to the NEPTUN system during the registration period of each semester. Students can log in independently, free of charge during the registration period. After the end of the registration period, by 14 October in the autumn semester at the latest, and by 14 March in the spring semester, an application for late registration may be submitted to the Office of Academic Affairs upon payment of the late fee specified in the Reimbursement and Payment Regulations. The student shall declare whether he or she wishes to be an active or passive student during the semester in question at the time of registration. Students are obliged to select the subject necessary for obtaining the final exam by the end of the registration period of each

⁴² Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

⁴³ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁴⁴ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁴⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁴⁶ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020, the last sentence of Section 5 (1) enters into force in the system as of the academic year 2020/21.

semester, otherwise the semester will be considered passive, even if they set their status to active.

(2) If a student with student status fails to log in to the electronic study system for the semester in question, he or she will be assigned passive student status.

(3) Students participating in part-time studies abroad in the semester in question must also register.

(4)⁴⁷ Applications will be accepted if the student:

- a) Sets his or her status to active or passive in the electronic study system, and
- b) Fulfills the obligation to pay the self-funded tuition fee.

6 § SUSPENSION OF STUDENT STATUS

§ 45 (1) of the NHEA: If the student announces that he or she does not wish to fulfill his or her obligations in the next academic period, or, if the student fails to register for the next academic period, his or her student status will be suspended. The period of continuous suspension of the student status may not be longer than two semesters. As per the academic regulations, the student may suspend his or her student on more than one occasion.

(2)⁴⁸ The higher education institution may authorize the suspension of the student status upon request by the student

a) for a continuous period longer than specified in paragraph (1),

b)⁴⁹ in the absence of a permissive provision in the institutional regulations, even before the completion of the first semester, or

c)⁵⁰ concerning the period in question, until the end of the academic period already commenced, provided that the student is unable to fulfill his or her obligations arising from the student status due to childbirth, accident, illness or other unexpected conditions arising through no fault of the student's own.

(2a)⁵¹ If the higher education institution authorizes the suspension of the student status in accordance with point c) of paragraph (2), the registration for the given academic period must be considered withdrawn, and the legal consequences of registration cannot be established for the period that has already begun but is affected by the suspension.

(3) Student status shall be suspended if the student is unable to continue his or her studies due to a disciplinary penalty.

(4) Student status is suspended for the duration of actual military service in the voluntary reserves, during which time the student is exempt from the obligations specified in the academic regulations of the higher education institution.

87/2015. of the IA § 51: with the exception of the contents of § 45, paragraph (2) of the NHEA, the student may withdraw his or her registration according to § 42, paragraph (5) within one month after the start of the semester on the basis of the regulations of the higher education institution, no later than 14 October and 14 March. Alternatively, he or she may request a suspension of studies before the same dates after registration. If, after enrollment or registration, the student does not request a break in his or her studies by these dates, the semester in question shall be considered an active semester and obligations that result from the acceptance of the conditions of the Hungarian state (partial) scholarship-supported education or those contained in the study contract arise regardless of the fulfillment of his or her study obligations. If the student interrupts his or her studies or fails to register and this does not result in the termination of student status, the semester in question must be registered as a passive semester.

(1)⁵² At the same time as enrolling and logging in, the student must declare whether he or she wishes to start his or her studies with an active or passive status in the semester in

⁴⁷ Amended by Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

⁴⁸ Amended by the Senate's decision no. 61/2016. (VIII. 25.), effective as of 25 August 2016.

⁴⁹ Amended by Senate Resolution no. 61/2016 (VIII. 25), effective as of 25 August 2016.

⁵⁰ Amended by Senate Resolution no. 61/2016 (VIII. 25), effective as of 25 August 2016.

⁵¹ Introduced by Senate Resolution no. 66/2017 (IX. 14), effective as of 15 September 2017.

⁵² Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

question. Students have the option to change their status independently during the registration period in the NEPTUN system. Students may request a change of status by submitting a request to the Academic Registrar's Office, upon payment of the fee mandatory in the Reimbursement and Payment Regulations after the end of the registration period, from the beginning of the academic period until 14 October in the autumn semester, and until 14 March in the spring semester. The decision on the student's application is made by the head of the Academic Registrar's Office. After missing this deadline, an active status student will remain so even if the student does not attend the programme and does not fulfill his or her academic obligations. Subsequent passivity may not be requested after the deadline has passed.

(2)⁵³ The continuous suspension of student status may last for a maximum of two consecutive semesters, which the student may repeat more than once. Student status may also be set to passive in the semester following enrollment.

(3)⁵⁴ Student status may be suspended upon the student's request,

a) for a continuous period longer than the one specified in paragraph (2),

b) before the completion of the first semester, or

c) until the end of the academic period that has already started for the given academic year, provided that the student is unable to fulfill his or her obligations arising from the student status due to childbirth, accident, illness or other unexpected conditions arising through no fault of the student's own.

Students may submit the request within 15 days of the occurrence of the condition, along with supporting documents, and the payment of the late fee specified in the Reimbursement and Payment Regulations. The Academic Registrar shall assess the student's application and make a decision.

(4)⁵⁵ Student status is suspended if:

a) the student may not continue his or her studies due to a disciplinary penalty.

b) for the duration of actual military service in the voluntary reserve, during which period the student is exempted from the obligations specified in these regulations.

(5)⁵⁶ During the period of suspension of student status, the student has no obligations, has limited rights, may not receive allowances from the University's education budget, and his or her student ID card cannot be validated.

(6) The active semester in state-supported education must be taken into account when calculating the state-supported semesters of a participating student. A student participating in cost-reimbursed or self-funded education is obliged to pay for the active semester.

(7)⁵⁷ When calculating the period of state support,

a) the commenced semester may not be included if the student was not able to finish the semester due to illness, childbirth or other reasons outside of his or her control,

⁵³ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁵⁴ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁵⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁵⁶ Amended by Senate Resolution no. 78/2015 (XII.10), effective as of 10 December 2015.

⁵⁷ Amended by the Senate 5/2023. (I. 26.), effective as of 1 February 2023.

- b) the completed state-funded semester may not be included if the higher education institution was terminated and therefore the student was not able to complete his or her studies, provided that he or she was not able to continue his studies at another higher education institution,
- c) any semester not recognized by the higher education institution from the semesters completed at the discontinued institution may not be included,
- d) the semester completed at the National Public Service University defined by Act CXXXII of 2011 on the National Public Service University, public administration, law enforcement and military higher education, if the student was in a legal relationship specified in points a), b) and d) of § (1) of the Act (hereinafter called “Act on the National Public Service University”) 21/A and participated in training at the National University of Public Service.
- e) any semester in which the student spent in the teacher training master’s programme, and to which he or she was admitted in accordance with § 39, paragraph (4a) may not be included,
- f) any semester in which the student spent in teacher training parallel to the non-teacher training one-tier or master’s programme or following the non-teacher training one-tier or master’s programme, as well as the semester spent in the four-semester teacher training master’s programme may not be included.

(8)^{58 59 60} The continuous period of suspension of student status beyond the period defined by law in the case of conditions arising through no fault of the student’s own may last up to four consecutive semesters in total, after which the student must register, select a subject in the NEPTUN system and fulfill his or her academic obligations. If he or she fails to do this his or her student status will be terminated by the University.

(9)⁶¹ Students who provide or contribute to exceptional sports performance (particularly preparation for the Olympics or international competition) may be subject to individual assessment based on their applications.

7 § STUDENT RIGHTS AND OBLIGATIONS

43. § (1) of the NHEA:⁶² The student has the right, as defined in the legislation and institutional regulations, to receive complete, accurate and primarily accessible, where possible, personalized information through the study system for the start and continuation of his or her studies, to develop his or her academic schedule, use the training facilities available in the higher education institution, and receive care appropriate to his or her condition, personal characteristics, or any disability.

(2) It is the student’s duty to

- a) adhere to the regulations of the higher education institution,**
- b) respect the traditions of the higher education institution as well as the human dignity of the institution’s employees and fellow students and those admitted or transferred to the institution.**

(1) The rights arising from student status can be exercised from the date of enrollment or acceptance to the University. Obligations are binding from the date of enrollment or acceptance.

(2)⁶³ In the case of a passive student status, the rules of Section 6 (5) apply.

⁵⁸ Introduced by Senate Resolution no. 63/2015.(X.1.), effective as of 1 October 2015.

⁵⁹ Amended by Senate Resolution no. 31/2016 (IV.28), effective 28 April 2016.

⁶⁰ Amended by the Senate’s decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

⁶¹ Amended by the Senate’s decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

⁶² Amended by LIII of 2021. law, effective as of 28 May 2021. Established by the Senate’s decision no. 36/2021. (VI.30.)

⁶³ Amended by Senate Resolution no. 63/2015.(X.1.), effective as of 1 October 2015.

(1) Students can freely choose in which higher education institution they wish to continue their studies.

(2) Students have the right to have their human dignity respected, in particular with respect to their rights to their persons, including their right to free development of their personalities, self-determination, freedom of action and family life, provided that the exercise of these rights does not restrict others, endanger the health and physical integrity of themselves, their fellow students, or the employees of the University.

(3) Students have the right to have their religious views, worldviews or other beliefs of a national or ethnic minority respected and expressed, provided that the exercise of this right does not conflict with the law or violate the similar rights of others, and as long as it does not limit the enforcement of others' right to study.

(4) Students have the right to continue their studies at the University in a safe and healthy environment and, depending on their talents, abilities, and interests, they are entitled to receive help for their studies and the start of their careers.

(5) Students may use the tools, facilities, and services available at the University or in the dormitory.

(6) Students have the right to freely express their opinions on all issues (e.g. the work of the lecturers, the functioning of the University or College) while respecting human dignity.

(7) Students may make suggestions and ask questions from the managers and lecturers at the University or College, and they must receive substantive answers no later than twenty-one days from the date of the request.

(8) As specified in the educational programme, students may organize their own academic schedules, select subjects, and freely use the training opportunities provided by the University during their course of study.

(9) After enrolling and fulfilling the payment obligations related to the continuation of studies, students are entitled to attend classes, lectures, seminars, and sessions specified in the curriculum and to take exams in the subjects.

(10) Students can choose from parallel lectures, exercises, seminars, other sessions and lecturers.

(11) Students must be treated in a way that is in line with their condition, personal characteristics or any disabilities.

(12) Assistance must be provided to students to help them integrate into community life, to maintain their physical condition, and to lead a healthy life free of substance abuse.

(13) Students may be members of academic student groups or participate in the University's research and development activities.

(14) Students may receive academic and research scholarships.

- (15) Students may submit applications for academic and artistic purposes, publish academic and artistic results, and choose the topic of their theses.
- (16) Study and career counseling must be organized for students, and they must be provided access to these services.
- (17) Students may suspend their student status.
- (18) Students may establish a visiting student or further (parallel) student status.
- (19) Students may request to be transferred to another higher education institution.
- (20) Students must be provided with information on issues affecting their person and studies.
- (21) Students have the right to learn about international practice during their studies, and for this purpose may pursue partial studies in higher education institutions operating in countries of the European Economic Area (EEA) and may use a student loan for this purpose, or, if they participate in state-funded training, they may receive scholarships.
- (22) Students may receive financial or in-kind support based on their financial situation, income, and academic results.
- (23) Dormitory care or housing support may be provided to students.
- (24) Students may receive social or other scholarships or support.
- (25) Students may receive exemptions, discounts, deferrals, and installment payments related to their payment obligations.
- (26) ⁶⁴Students may apply for a student card with which they can use related services and discounts.
- (27) Students may work at the University, for which they may get paid.
- (28) Students may be members of the business association established by the University, or may work for it and receive a student wage.
- (29) Students have the right to assert their interests and legal remedies, as well as to access the information necessary to exercise their rights.
- (30) Students may participate in making decisions affecting their interests personally or by way of representatives, in the management of the University, and may elect and be elected to the Student Body of the University.
- (31) In the event of a violation of the student rights, the student in question may initiate proceedings and may also make the issue public.
- (32) Students may contact the Ministerial Commissioner for Education Rights.

⁶⁴ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(1) As long as the student legal relationship exists, students are obliged to familiarize themselves with and comply with the legislation regarding student status, the regulations of the University, and in particular the Student Requirements System, the Academic Regulations and the Reimbursement and Payment Regulation. They must also comply with the framework of the curriculum of the relevant courses when planning their studies and fulfilling their academic obligations.

(2) After enrollment, students must check the correctness of their personal data in the electronic study system at the beginning of each semester, during the registration period. Students must report any changes in their details to the Registrar within fifteen days of the change. They must provide their correct personal details, especially their email address, because the University sends all communications regarding student status through the electronic study system, which students also receive by email. Students may not refer to their failure to fulfill this obligation in order to avoid drawbacks caused by their lack of contact email.

(3) In order to obtain their diplomas, students must fulfill the conditions mandatory in the course and completion requirements.

(4) Students must check their personal details, monitor their academic progress, check payments, withdrawals, and financial data, monitor and view their official entries, web messages, and email inquiries recorded by the Academic Registrar's Office in the NEPTUN system.

(5) Students must fulfill their payment obligations related to the continuation of their studies with special regards to reimbursement or self-funds. They must pay the late fee resulting from defaults, as well as other procedural fees specified in the Reimbursement and Payment Regulations.

(6) Students must preserve and handle the equipment entrusted to them in accordance with the regulations, protect the University's facilities and equipment, their own and their peers' physical integrity and health, and they must acquire and apply the knowledge that protects their health and safety.

(7) Students must respect the University's traditions and the human dignity of the University's employees and fellow students.

9/A.§ INFORMING STUDENTS⁶⁵

(1) The University must prepare the institutional information in Hungarian and at least in one foreign language (preferably English). Information about each course must be displayed in the institutional information, general information about the University separately for each academic period.

(2) The institutional information sheet must be made public on the University's website, on paper or on an electronic data carrier in such a way that all amendments and the effect of the change's implementation can be clearly followed by the students while they are studying.

⁶⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(3) Information about subjects is included in the subject syllabuses.

10 § STUDENT STATUS CERTIFICATE

(1) The student status certificate certifies the existence or previous existence of student status.

(2) Students may request the issuance of a certificate certifying their legal status at any time during their studies free of charge in person at the Academic Registrar's Office or by email, or through the NEPTUN system. Those who do not have student status can request a certificate of student status from their previous studies upon payment of the fee specified in the Reimbursement and Payment Regulations.

(3)⁶⁶ The certificate is a sequentially numbered document, printed by the Academic Registrar's Office from the NEPTUN system at the student's request and authenticated by the study administrator.

(4) Certificates issued from the NEPTUN system are registered according to their serial number and can be retrieved from the system. Wrongly issued certificates must also be recorded in the system.

(5)⁶⁷ The certificate of student status contains:

- a) the serial number,
- b) the name, address and institutional identification number of the higher education institution,
- c) the student's personal details, except citizenship, the educational identification number (in the absence of this, the serial number of the main page),
- d) the beginning of the legal relationship and the expected end date, taking into account academic and completion requirements,
- e) the active or passive status of the student, or the legal relationship of a doctoral candidate in the study semester indicated on the certificate,
- f) the name, academic schedule, language, location and form of financing of the programme pursued by the student, and in case of multiple programmes,
- g) the purpose of issuing the certificate,
- h) other additions as requested, and
- i) authentication by the Academic Registrar (signature, stamp).

11 § TERMINATION OF STUDENT STATUS

§ 59. (1) of the NHEA : Student status is terminated

- a) if the student was accepted by another higher education institution on the day of acceptance,**
- b) if the student announces that he or she is terminating student status, on the day of the announcement,**
- c) if the student cannot continue his or her studies in a programme supported by a Hungarian state (partial) scholarship and does not wish to continue it in a self-funded programme,**
- d)⁶⁸ on the last day of the semester in which the student obtained the final certificate (absolutorium),**
- e) if the student has become medically unfit to continue his or her studies in a higher education vocational programmes, and there are no other suitable higher education vocational programmes in the higher education institution, or if the student does not wish to continue his or her education,**

⁶⁶ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁶⁷ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

⁶⁸ Established by § 21 of Act XC of 2018, effective as of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

or, in the absence of the necessary conditions for further education, he or she cannot continue his or her education, on the day of the decision regarding termination becomes final,

f) if the student's status is terminated by the Rector due to outstanding payment, after an unheeded payment notice and assessment of the student's social situation, on the day the decision regarding termination becomes final,

g) on the day the disciplinary decision of exclusion becomes final,

h) if the condition specified in this law for the establishment of student status no longer exists on the day the termination decision made in this regard becomes final,

i) if the student participating in a programme supported by a Hungarian state (partial) scholarship in accordance with Article 48/D. revokes his or her declaration according to § (2) and does not participate in self-funded education,

j) if the doctoral student fails the complex exam, on the day of failure or failure to fulfill the obligation,

k)⁶⁹

l) at the end of the eighth semester of the doctoral programme for which the student registered.

(2)⁷⁰

(3) The higher education institution may also unilaterally terminate the student status of a student who

a) does not fulfill his or her obligations related to the progress in his or her studies as set out in the academic regulations or in the curriculum,

b) fails to register for the next academic semester for the third time in a row,

c) does not start his or her studies after the suspension of student status, provided that the student has been informed in writing in advance about the fulfillment of his or her obligation by the specified deadline and has been informed about the legal consequences of failing to fulfill his or her obligations.

(4) the higher education institution terminates the student status of students whose total number of failed retaken exams taken in the same subject reaches five.

(3) The higher education institution may also unilaterally terminate the student status of a student who

a) does not fulfill his or her obligations related to progressing in his or her studies, as set out in the academic regulations or in the curriculum,

b) fails to register for the next academic semester for the third time in a row,

c) does not start his or her studies after the suspension of student status, provided that the student has been informed in writing in advance about fulfilling his or her obligation by the specified deadline and has been informed about the legal consequences of failing to fulfill his or her obligations.

(4)⁷¹

(5) If, within the framework of the student status, the student pursues degrees in several majors at the same institution, the provisions of this section shall be applied with the exception that, instead of the termination of student status, it is the studies in the major in question that may not be continued.

12 § MULTILATERAL TERMINATION OF STUDENT STATUS

(1)^{72 73} Students may request the termination of their student status at any time. The request for termination must be accompanied by a document certifying the settlement of outstanding payments owed to the University (e.g. equipment, books and amounts). As a general rule, the legal relationship in this case ends on the day of the notification. However, the University gives students the opportunity to change their decision until the decision terminating the legal relationship becomes final (within fifteen days after the communication of the decision).

⁶⁹ Repealed by Act XC of 2018, ineffective as of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

⁷⁰ Repealed by Act XC of 2018, ineffective of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

⁷¹ Repealed by § 55.9 of Act LIX of 2022, ineffective as of 20 December 2022. Established by the Senate's decision no. 5/2023. (I. 26.)

⁷² Installed by the Senate 5/2016. (I.28.), effective as of 28 January 2016.

⁷³ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision no. 19/2018. (III. 29.)

(2) If a student wishes to continue his or her studies at another institution, he or she must apply for the termination of studentship, along with the other institution's letter of acceptance. The University sends the student's documents to the host institution within thirty days of receiving the acceptance letter. In this case, student status is terminated on the day of acceptance.

(3)⁷⁴ If a student cannot continue his or her studies in a programme supported by a Hungarian state (partial) scholarship and does not wish to continue it in a self-funded programme, he or she can apply for the termination of his or her studentship by referring to this fact. The student has the opportunity to change his or her decision until the decision becomes final (within fifteen days after the notification of the decision).

(4)⁷⁵ Student status is terminated on the last day of the semester in which the student obtained the final certificate (absolutorium). In this case, the Office of Education checks whether the student has fulfilled his or her study and payment obligations, and then issues a decision on the termination of the student status.

(5)⁷⁶ If the student has become medically unfit to continue his or her studies, and there are no other suitable higher education vocational programmes at the University, or if the student does not wish to continue his or her studies, or if he or she cannot continue his or her studies in the absence of the necessary conditions for further studies, he or she may submit a request to terminate his or her studentship. The Academic Affairs Committee shall decide on the termination unless the student does not wish to continue his studies. In this case, student status is terminated on the day the decision becomes final. If the student does not want to take advantage of the opportunity to continue his or her studies, he or she has the opportunity to change his or her decision within fifteen days of the date of notification of the termination decision.

(6)⁷⁷ Every semester, fourteen days before the exam period at the latest, the administrators of the Academic Registrar's Office check whether the student has any overdue payments. If there is an overdue payment, the student will be informed of the fact and the legal consequences of the failure to settle the outstanding amount. If the student has not settled his or her overdue payment despite the payment reminder, or if he or she has not applied for social equity, student status will be terminated. The decision becomes effective on the day it becomes final. Until this date (within fifteen days of the notification about the decision), the student can still settle his outstanding payments and request the revocation of the termination of the legal relationship.

(7)⁷⁸ If the Disciplinary Committee has decided to expel a student, the student status is terminated on the day the decision becomes final.

(8)⁷⁹ If the legislation made the establishment of the student status subject to some condition but this condition no longer exists, the Academic Registrar's Office shall decide on the termination of the student status within fifteen days of learning about this fact. The decision to terminate is effective on the day the decision becomes final.

⁷⁴ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision no. 19/2018. (III. 29.)

⁷⁵ Amended by the Senate 12/2019. (II. 28.), effective as of 1 March 2019.

⁷⁶ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision 19/2018. (III. 29.)

⁷⁷ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision 19/2018. (III. 29.)

⁷⁸ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision 19/2018. (III. 29.)

⁷⁹ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision 19/2018. (III. 29.)

(9)⁸⁰ Applicants selected for programmes supported by a state (partial) scholarships declare their acceptance of the conditions of the course upon enrolment. If the student withdraws this declaration and does not agree to participate in the self-funded education, his or her student status will be terminated. The decision on termination is effective as of the day it becomes final, until which time the student has the opportunity to change his or her decision.

(10) The Academic Registrar's Office shall prepare a decision on the multilateral termination of the student status, which shall be sent to the student in the NEPTUN system and by post. After fifteen days from the date of issue of the decision, the Academic Registrar's Office will arrange for the student's name to be deleted from the student list.

13 § UNILATERAL TERMINATION OF STUDENT STATUS BY THE UNIVERSITY

(1)⁸¹ If a student does not fulfill the obligations related to progressing in his or her programme as set out in the University's relevant regulations or the curriculum, the Academic Registrar's Office will draw the student's attention, in advance in writing, to the fulfillment of his or her obligations by the specified deadline and will inform him or her of the legal consequences of the failure. If the student does not comply with his or her obligations despite the notice, the University will terminate the student status, the decision on which becomes effective on the day it becomes final.

(2) If a student's status has been passive for two consecutive semesters and he or she fails to activate his or her status in the third semester, or to submit a request for a passive status that needs special consideration even upon written request by the Academic Registrar's Office, the University shall terminate the student's legal relationship.

(3)⁸²

(4) If a student who is studying at more than one department of the University and whose status should be terminated according to the relevant rules at one department, his or her status will not be terminated but he or she may not continue his or her studies in the faculty in question.

(5) The higher education institution terminates the legal relationship, based on a unilateral declaration, of a student who, after exhausting his or her subject and/or course enrollment and examination options, fails to fulfill his or her academic obligations even with the Rector's fairness.

(6) In the event of termination of the student status by the University, the Academic Registrar's Office will contact the student on one occasion in writing to ask to the student to fulfill his or her obligations by the deadline, and inform him or her of the consequences of failing to do so. If the deadline passes without the student fulfilling his or her obligations, the Academic Registrar's Office shall include a decision terminating the student status, which it shall upload to the NEPTUN system and send to the student by post. After fifteen days of the issuance of the decision, the Academic Registrar's Office will take measures to remove the student from the student list.

⁸⁰ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision 19/2018. (III. 29.)

⁸¹ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision no. 19/2018. (III. 29.)

⁸² Repealed by the Senate's decision 5/2023. (I. 26.), void as of 1 February 2023.

(1)⁸⁴ Upon the request of a student who is participating in full-time in the University's BA/BSc and one-tier programmes and has achieved a minimum 3.51 grade point average in the last two active academic semesters prior to submitting the request, the Academic Affairs Committee may authorize an individual academic schedule. Upon the request of a student who is participating in full-time in the MA/MSc programmes, the Academic Affairs Committee may authorize an individual academic schedule, subject to the criteria set out in Article (3) of this paragraph. An individual academic schedule may be authorized for the subject in which the student, due to his or her pre-confirmed schedule, cannot fulfill his or her obligation to attend classes or take an exam in the subject, practice, or take part in practical sports sessions.

(2)⁸⁵ ⁸⁶ Within the framework of the individual study plan, the student can benefit from the following discounts, which must be recorded by the Academic Registrar's Office in the decision containing the decision of the Academic Affairs Committee:

- a) a maximum of 50% exemption from the obligation to attend classes;
- b) a maximum of 33% exemption from practical sports classes;
- c) permission to take the exams outside the exam period.

(2a)⁸⁷ ⁸⁸

(3)⁸⁹ ⁹⁰ Conditions the Academic Affairs Committee shall take into consideration:

- a) the receipt of a foreign scholarship, especially in relation to part-time vocational studies,
- b) giving birth, raising a child in one's own household, after which students receive a child care fee (CSED), or child care assistance Payment (GYES), or child care (GYED) or child education (GYET) support,
- c) social situations requiring special consideration,
- d) employment (an individual study plan for employment may only be granted if there is no part-time study option in the major in question),
- e) reasons related to healthcare,
- f) outstanding sports performance (Olympic squad member, national team member in an Olympic or non-Olympic sport, university national team member, or in other cases, the committee may ask for the prior opinion of the head of the respective sports department to aid decision-making),
- g) public activity.

(4)⁹¹ ⁹² In each academic semester, the student must submit his or her request in the NEPTUN system by the end of the first week of the term time of the semester in question, together with the verification of the circumstances giving rise to the request for individual study and exam suspension. This application may be submitted once in the semester in

⁸³ Amended by Senate's decision no. 83/2016. (X. 27.), effective as of 11 November 2016.

⁸⁴ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

⁸⁵ Amended by Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

⁸⁶ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

⁸⁷ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

⁸⁸ Repealed by the Senate's decision no. 62/2022. (VIII. 30.), invalid as of 1 September 2022.

⁸⁹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

⁹⁰ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

⁹¹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

⁹² Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

question. At the same time as submitting the application, the student must pay the procedural fee stated in the Reimbursement and Payment Regulations. Applications submitted after the first week of the term time of the semester, and incompletely submitted applications will automatically be rejected.

(5)⁹³ The application must include:

- the subject, subject code, practice, practical sports class, exam the student cannot complete at the mandatory time due to his or her schedule,
- conflicting dates,
- reasons supporting the request,
- the requested discounts,
- the documents supporting the application at the same time as submitting the application in the NEPTUN system.

(6)⁹⁴ The Academic Registrar's Office assesses the submitted documents and prepares them for the committee's decision. The Academic Affairs Committee decides on the application within fifteen days after the end of the first week of the term time.

(7)⁹⁵ The instructor of the subject in question must complete the certificate of the individual academic schedule with the conditions of completion in detail within 15 days of the issuance of the decision of the Academic Affairs Committee and in accordance therewith. After consulting with the instructor, the student must submit a copy of the certificate completed by the instructor to the Academic Registrar's Office within 15 days of the issuance of the decision of the Academic Affairs Board. The individual study plan must be provided to the student after these conditions have been met.

(8) The Office of Education records the decision on the individual academic schedule in the NEPTUN system.

15 § TRANSFER

NHEA. § 42. (1) Students

a) may establish visiting student status at another higher education institution in order to continue the partial studies related to their studies,

b) may request to be transferred to a programme run at the same or another higher education institution in the same field of study.

(6)⁹⁶ Transferring according to point b) of paragraph (1), with the exception of those specified in the Governmental decree, may only happen between majors leading to the same degree level for a bachelor's degree and a one-tier master's degree, provided that the student has actually acquired at least 30 credits at his or her previous institution.

(2) The higher education institution may admit persons holding a higher education degree, who do not have student status for the purpose of partial education under student status, to any course or module of the institution without a separate admission procedure in a self-funded quality. The institution is obliged to issue a certificate of academic performance. Completion of the completed course or module counts towards higher studies according to the rules of credit transfer.

(3)⁹⁷ The conditions of fulfilling the requests specified in paragraphs (1)-(2) are determined by the host higher education institution.

⁹³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

⁹⁴ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

⁹⁵ Amended by Senate Resolution no. 31/2016 (IV.28), effective as of 28 April 2016

⁹⁶ Text amended according to § 25 of Act XXXIII of 2020. Established by Senate Resolution no. 5/2023.(I.26.).

⁹⁷ Text amended according to § 42 (3) of Act CCIV of 2011. Established by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

(4)⁹⁸ Anyone who has been admitted or accepted to the higher education institution is entitled to establish student status by enrolling after the decision on admission or acceptance has become final, and is also obliged to fulfill the obligations specified in paragraph (2) of § 43.

87/2015. § 52. (1) of the Id: Transfers as per Section 42, paragraph (1).b) of the NHEA, as well as a changes of majors, specializations, places of training, the language of training, and the schedule may be arranged from the end of the previous academic semester until 15 September in the autumn semester and until 15 February in the spring semester.

87/2015. § 52. (2) of the Id: If a new student status is created, the transfer as per Section 42, paragraph (1).b) of the NHEA, acceptance is established with enrollment after the decision of the receiving higher education institution on acceptance. If a new student status is not created, the transfer as per Section 42, paragraph (1).b) of the NHEA is established by the student registering for the course after the acceptance decision of the receiving higher education institution. In the event of a transfer, the receiving higher education institution shall send their decision about the transfer and the date of enrollment or registration to the previous higher education institution and the student after the transferred student has enrolled or registered at the receiving institution. The receiving higher education institution shall record the date of acceptance and the name of the previous institution in the HEIS, the student and the previous institution indicate “transfer” in the HEIS as the reason for terminating the education at the original institution.

(3)⁹⁹ During the transfer procedure, the student must stand in a continuous legal relationship until enrollment or registration following the acceptance decision, otherwise the higher education institution shall revoke its decision on acceptance as per § 57, paragraph (6) of the NHEA.

(4) Acceptance may only be requested between courses of the same educational level, except for
a) transfers governed by § 8 of Government Decree (X. 4.) 283/2012 on the system of teacher training, the order of specialization and the list of teacher courses

b) transfers from one-tier programmes to bachelor's education,

c) transfers from bachelor's programmes or one-tier programmes to higher education vocational education

The obligations specified in 48/B. (8)^{100 101} 48/A. § a) of the NHEA do not limit the change of majors. The change of majors is implemented by changing the schedule, language, and location of the education or by the transfer. In the event of a change of majors, the education time and cost, and the fulfillment of obligations shall be construed under the new programme.

(1) A student of another higher education institution may request to be accepted at the University for a programme of the same educational level and field of study unless the conditions for the termination of student status are met. With the exception of what is specified in the Government Decree, transfers may only take place between majors that lead to the same degree level.

(2) During the transfer procedure, the student must indicate his or her intention to transfer by submitting a transfer application to the Academic Registrar's Office of the receiving institution and including the certificates issued by the transferring institution.

(3)¹⁰² Students can submit the transfer application by the deadline set by the Academic Registrar's Office, together with the necessary documents at the University's Academic Registrar's Office upon payment of the fee specified in the Reimbursement and Payment Regulations. After the deadline, applications are automatically rejected. The Academic Registrar's Office must record the transfer decision in the NEPTUN system from the end of the previous academic semester by 15 September in the autumn semester and by 15 February in the spring semester.

⁹⁸ Text amended according to § 395 of Act L. of 2017. Established by the Senate's decision no. 19/2018. (III. 29.)

⁹⁹ Text amended according to Section 80 (3) of Government Decree 345/2015. (XI.19.). Established by the Senate's decision no. 74/2019. (XII. 12.)

¹⁰⁰ Modified by § 31 of Act the 2018 XC, effective as of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

¹⁰¹ 114/J. § on the amendment of certain related laws concerning the regulation of higher education: 48/B of § (8), amended by Act (hereinafter: Act XC of 2018) must be used in the event of a change of major by enrollment in the academic year for the first time in 2020/2021, including (former) students who enrolled prior to Act 2018 XC's enforcement.

¹⁰² Amended by Senate no. 53/2016. (VI. 30.), effective as of 30 June 2016.

(4)¹⁰³ The student must attach the following documents, issued by the transferring higher education institution, to the transfer application:

- a) a certificate of valid student status that less than 30 days old, and in the case of a request to transfer to a state-funded course, the number of state-funded semesters completed,
- b) identity card,
- c) description of the subjects that the student wants to be acknowledged in the transfer,
- d) proof that the student is not subject to dismissal or disciplinary exclusion,
- e) sample curricula of the given course or courses,
- f) a copy of the documents submitted as a condition of admission during the transfer procedure (leaving certificate, diploma, language test certificate, records of disability).

(5) Within fifteen days of the receipt of the application, the Academic Registrar's Office shall assess whether the necessary conditions for acceptance have been met, and if a positive assessment is made, it shall notify the student and the transferring institution about the fact of transfer in the form of a decision. The decision shall be recorded by the Academic Registrar's Office in the NEPTUN system.

(6) Certain subjects of other higher education institutions are acknowledged only by comparing the studies that serve as the basis for determining the credit. Credit must be granted if there is an at least seventy-five percent match in the studies.

(7)¹⁰⁴ ¹⁰⁵ Subject to educational and staff capacities, students may be transferred to the bachelor's and one-tier master's programmes if they have obtained at least 30 credits at the previous institution. An additional condition of acceptance is that the student is not subject to dismissal, disciplinary proceedings, or exclusion at the transferring institution.

(8) If transferred, the student's legal status at the transferring higher education institution shall be terminated. The decision of acceptance must include the scope of the decision and the sample curriculum of the student, as well as information about the possibility of crediting previous studies and the form of financing. The Credit Transfer Committee shall decide about the acceptance of studies, taking into account the prior opinion of the departments that teach the subjects to be accepted.

(9)¹⁰⁶ If the University has free state scholarship capacity in the major in question, the accepted student may continue his or her studies in a state scholarship programme after acceptance, provided he or she was admitted to a state scholarship programme at the transferring institution, or provided he or she studied under the legal bounds of a state scholarship at the transferring institution. In the absence of free capacity, the student may be accepted to a self-funded programme.

If the student was admitted to self-funded education at the transferring institution, or continued his or her studies in self-funded education at the transferring institution, he or she can be accepted for self-funded education. In this case, the student can request to be transferred to a vacant place in a state-funded education programme in the same way as

¹⁰³ Amended by the Senate 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁰⁴ Amended by the Senate's decision no. 63/2015. (X. I.), effective as of 1 October 2015.

¹⁰⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁰⁶ Amended by the Senate's decision no. 63/2015. (X. I.), effective as of 1 October 2015.

other self-funded students at the University in the annual reclassification procedure as per the Reimbursement and Payment Regulations.

(10)¹⁰⁷ Students are obliged to complete the credit defined in accordance with the Academic Regulations (as well as defined in the education and completion requirements) of the major in question, but they must complete at least one third of the credit value of the programme at the given institution, except in those cases included in paragraph (9) of § 37, in order to obtain the final certificate (absolutorium) (even in the case of acknowledging previous studies and previously acquired knowledge for credit value and acknowledgment for credit value).

16 § CHANGING MAJORS

§ 42. (1) of the NHEA: Students

b) may request to be transferred to the course of the same or another higher education institution in the same field of study.

(3)¹⁰⁸ The conditions of fulfilling the requests specified in paragraphs (1)-(2) are determined by the host higher education institution.

(8)¹⁰⁹ The obligation specified in § 48/A. a) of the NHEA does not limit the change of majors. The change of majors is implemented by changing the schedule, language, and location of the education or by the transfer. In the event of a change of majors, the education time and cost, and the fulfillment of obligations is governed by the new programme.

(1)¹¹⁰ Students with student status have one opportunity to continue their studies in another major within the University during the course of the programme. With the exceptions specified in the Government Decree, transfer may only take place between majors that lead to the same degree level.

(2) When approving a change of majors, all completed subjects must be examined and classified according to the principles of credit transfer for compliance with the new training.

(3)¹¹¹ Students may submit their application for a change of majors by the deadline set by the Academic Registrar's Office, along with the necessary documents, and upon payment of the fee specified in the Reimbursement and Payment Regulations at the Academic Registrar's Office. Applications shall automatically be rejected once the deadline has passed. The Academic Registrar's Office must record the decision regarding the change of major in the NEPTUN system from the end of the previous semester until 15 September in the autumn semester and 15 February in the spring semester.

(4)¹¹² Depending on training and staff capacities, students may be allowed to change majors if they have earned at least 30 credits in their previous bachelor's and one-tier master's programmes. After changing majors, students must fulfill all requirements of the chosen major.

¹⁰⁷ Amended by the Senate's decision 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁰⁸ Text amended according to § 42 (3) of Act CCIV of 2011. Established by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

¹⁰⁹ Text amended according to point h) of § 18 of Act CXLVII of 2021. Established by the Senate's decision no. 5/2023. (I.26.)

¹¹⁰ Amended by the Senate's decision no. 63/2015. (X. 1.), effective as of 1 October 2015.

¹¹¹ Amended by the Senate's decision no. 53/2016. (VI. 30.), effective as of 30 June 2016.

¹¹² Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(5) The Academic Registrar's Office shall assess whether the conditions for changing of majors are met within fifteen days of the receipt of the application, and if the assessment is positive, it will notify the student about the change of majors in the NEPTUN system.

(6)^{113 114}Special majors and academic schedule changes:

<i>PROGRAMME</i>	
<i>Courses to be discontinued</i>	<i>Courses to start</i>
<i>Bachelor's programmes</i>	
<ol style="list-style-type: none"> 1. Bachelor's degree in Physical Education and coaching 2. Bachelor's degree in Recreation Organization and Health Promotion 3. Bachelor's degree in Human Kinesiology 4. Bachelor's degree in Sports Organization 5. Bachelor's degree in Sports and Recreation Organization 	<ol style="list-style-type: none"> 1. Bachelor's degree in Recreation and Lifestyle 2. Bachelor's degree in Sports Organization 3. Bachelor's degree in Coaching
<i>One-tier programmes</i>	
<ol style="list-style-type: none"> 1. Physical Education Teacher (general school) and Physical Education and Health Development Teacher (10 semesters) 2. Physical Education Teacher (secondary school) and Physical Education and Health Development Teacher (11 semesters) 	<ol style="list-style-type: none"> 1. Physical Education Teacher (10 semesters)
<i>Master's programmes</i>	
<ol style="list-style-type: none"> 1. Master's programme in Recreation 2. Master's programme in Physical Education Teaching (3 semesters) 3. Master's programme in Physical Education Teaching (3 semesters) 4. Master's programme in Physiotherapy and Health Development Teaching (4 semesters) 5. Master's programme in Physical Education and Physiotherapy (5 semesters) 	<ol style="list-style-type: none"> 1. Specialist master's degree course 2. Master's course in Human Kinesiology 3. Master's programme in Sports Management 4. Master's course in Physical Education Teaching (4 semesters) 5. Master's course in Physical Education Teaching (4 semesters) 6. Master's course in Physical Education Teaching (2 semesters)

1. ¹¹⁵

2. In addition to what is specified in point 1, changing majors from the Physical Education-Coaching bachelor's degree programme, as well as from other majors to the Bachelor's Degree in Coaching programme is not permitted.

3. ¹¹⁶ Changing majors from the Bachelor's Degree in Coaching programme to another programme is not permitted. Students may not change the type of sport in the Coaching bachelor's degree programme.

4. ¹¹⁷ Within the Bachelor's Degree in Coaching programme, a change of academic schedule is possible if the University organises a course in that academic schedule where the student

¹¹³ Installed by the Senate's decision no. 66/2017. (IX. 14), effective as of 15 September 2017.

¹¹⁴ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹¹⁵ Repealed by the Senate 5/2023. (I. 26.) decision, void as of 1 February 2023.

¹¹⁶ Amended by Senate 38/2020. (VI. 25.), effective as of 26 June 2020.

¹¹⁷ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

wishes to continue his or her studies, in the sport indicated by the student during the admission procedure, and the change of academic schedule has been approved in writing by the director of the institute upon the proposal of the person in charge of the sport.

5. ¹¹⁸

6. ¹¹⁹

7. *Changing majors from other majors to the Master's Degree in Professional Coaching is not permitted due to different admission requirements.*

8. ¹²⁰

17 § CHANGING THE ACADEMIC SCHEDULE¹²¹

(1)^{122 123 124} After the first completed semester, students with student status have one opportunity to continue their studies under a different academic schedule within the University during their programme.

(2)^{125 126} Students may submit their application for a change of academic schedule by the deadline set by the Academic Registrar's Office, along with the necessary documents, and upon payment of the fee specified in the Reimbursement and Payment Regulations at the Academic Registrar's Office. Applications shall automatically be rejected once the deadline has passed. The Academic Registrar's Office must record the decision regarding the change of academic schedule in the NEPTUN system from the end of the previous semester until 15 September in the autumn semester and 15 February in the spring semester.

(3) ¹²⁷ In the event of a change of the academic schedule, the education time, education and completion requirements and the cost shall be construed under the new academic schedule.

(4) ¹²⁸ When authorizing a change of academic schedule, the capacity number of the given schedule must be taken into account.

(5) ¹²⁹ After the change of academic schedule has been approved, the student must hand in his or her student ID card to the Academic Registrar's Office and apply for a new student ID card.

¹¹⁸ Repealed by the Senate 5/2023. (I. 26.) decision, void as of 1 February 2023.

¹¹⁹ Repealed by the Senate 5/2023. (I. 26.) decision, void as of 1 February 2023.

¹²⁰ Decision no. 5/2023. (I. 26.) of the Senate, void as of 1 February 2023.

¹²¹ Amended by the Senate's decision no. 13/2022. (II. 22.), effective as of 25 February 2022.

¹²² Amended by the Senate's decision no. 63/2015. (X. 1.), effective as of 1 October 2015.

¹²³ Amended by the Senate's decision no. 13/2022. (II. 22.), effective as of 25 February 2022.

¹²⁴ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹²⁵ Amended by the Senate's decision no. 53/2016. (VI. 30.), effective as of 30 June 2016.

¹²⁶ Amended by the Senate's decision no. 13/2022. (II. 22.), effective as of 25 February 2022.

¹²⁷ Amended by Senate's decision no. 13/2022. (II. 22.), effective as of 25 February 2022.

¹²⁸ Amended by Senate's decision no. 13/2022. (II. 22.), effective as of 25 February 2022.

¹²⁹ Amended by Senate's decision no.13/2022. (II. 22.), effective as of 25 February 2022.

(6)¹³⁰ The Academic Registrar's Office shall assess whether the conditions for the change of academic schedule are met within fifteen days of the receipt of the application, and if the assessment is positive, it will notify the student about the decision.

18 § PARALLEL EDUCATION

(1) Students may pursue studies simultaneously at more than one institution or in several programmes at the University.

(2) Students are obliged to submit a request for the establishment of a parallel student status, as well as to announce already existing legal relationships (especially with regard to the form of financing) at the time of enrollment or at the time of acceptance during the registration period.

19 § PART-TIME EDUCATION, VISITING STUDENT STATUS, THE MOBILITY WINDOW^{131 132}

(1) A person who does not have student status at the institution but has a higher education degree in the same field of study may receive permission to participate in partial education in any course or module of the institution for a specific period, without a separate admission procedure, in a self-funded form.

(1a)¹³³ A visiting student status may be established at another higher education institution in order to pursue partial studies related to the original studies upon request. A student supported by a Hungarian state (partial) scholarship is also a visiting student within the framework of the NHEA, who can take part in education as per Section 81 and Section 82 (1)–(3).

Students are obliged to prove their active student status at the parent institution during each academic semester during their visiting studentship.

(2)¹³⁴ The applicant may submit the request for partial education and the establishment of visiting student status during the registration period for the fee specified in the Reimbursement and Payment Regulations. Applications shall automatically be rejected once the deadline has passed.

(3) The Academic Registrar's Office shall assess the application and notify the applicant about the decision within fifteen days of the receipt of the application.

(4)¹³⁵ The mobility window is a period of international student mobility built into the curriculum to facilitate study abroad in bachelor's and master's degree programmes, with the aim of enabling the student to participate in part-time studies abroad, as well as to undertake an internship abroad or to prepare a thesis/thesis abroad, without extending the period of study.

¹³⁰ Amended by Senate's decision no. 13/2022. (II. 22.), effective as of 25 February 2022.

¹³¹ Amended by Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

¹³² Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

¹³³ Installed by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

¹³⁴ Amended by Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

¹³⁵ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

(5)¹³⁶ The mobility window is typically a semester-long section, which is integrated into the sample curriculum, and can be assigned to the third semester of the recommended curriculum at the earliest in the case of bachelor's degree programmes and to the second semester of the recommended curriculum at the earliest in the case of master's degree programmes. The mobility window should consist of at least 16 credits.

20 § VOCATIONAL TRAINING IN HIGHER EDUCATION

(1) Higher vocational qualifications may be obtained in higher education vocational programmes courses. These are certified by a diploma.

(2) The diploma issued does not certify an independent qualification level.

(3) A minimum of 120 credits must be obtained in a higher education vocational programmes.

(4) The education and completion requirements include the training area classification of the higher education vocational programmes.

(5) The number of credits that may be included in a bachelor's degree course in the same field of study may be at least 30 and at most 90.

(6) The education period is four semesters.

21 § BACHELOR'S PROGRAMME

(1) Bachelor's degrees (bachelor's degree, bachelor of science, bachelor of professional studies, bachelor of arts) and professional qualifications can be obtained in the bachelor programmes.

(2) The bachelor's degree is the first higher education level of the overlapping education cycles of higher education, which entitles students to start a master's degree.

(3) The education and completion requirements determine the qualifications to be obtained in the bachelor's degree programmes.

(4) Professional internships lasting at least six weeks must be organized within bachelor's degree courses that require practice.

(5) Completion of the professional practice is a condition for admission to the final examination.

(6) A minimum of 180 credits and a maximum of 240 credits are required to obtain a bachelor's degree.

(7) The education period is at least six semesters and at most eight semesters.

¹³⁶ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

22 § MASTER'S PROGRAMME

(1) A master's degree (master's degree, master of science, master of professional studies, master of arts) and professional qualification can be obtained in the master's programmes.

(2) The master's degree is the second higher education level of the interdependent education cycles of higher education.

(3) The education and completion requirements determine the qualifications that can be obtained in the master's programme.

(4) At least 60 credits are required in the master's programme and a maximum of 120 credits can be obtained.

(5) The education period is at least two semesters and at most four semesters.

23 § ONE-TIER PROGRAMME

(1) At least 300 credits are required in the one-tier programme course and a maximum of 360 credits can be obtained.

(2) The education period is at least ten semesters and at most twelve semesters.

24 § PROFESSIONAL EDUCATION

(1) Additional specialized qualifications can be obtained in specialized continuing education after bachelor's or master's degrees have been completed.

(2) At least 60 credits are required in the course and a maximum of 120 credits can be obtained.

(3) The education period is at least two semesters and at most four semesters.

25 § SPECIAL RULES FOR PROFESSIONAL CONTINUING EDUCATION

§ 2. (3) of the NHEA: The educational activity of the higher education institution includes higher education vocational programmes, bachelor's courses, master's courses, doctoral courses and specialized further courses. Activities falling within the scope of basic educational activities, - unless otherwise stated by the law, may only be carried out by a higher education institution.

§ 3 (3) In the framework of higher education, in addition to the provisions of paragraph (1), higher education-level

a) higher education vocational courses,

b) specialized courses,

can also be delivered with no higher education qualification.

§ 9 (6) The university or college may also carry deliver courses that do not lead to a higher education level qualification, such as higher education vocational courses and specialized further courses.

15. § (1)¹³⁷ In the higher education institution, training takes place on the basis of an educational programme. As part of the educational programme, the curriculum is freely prepared in higher education vocational programmes, bachelor's and master's programmes based on the training and output requirements published by the Minister, in joint training and specialized further courses within the framework of programmes financed by the European Union, the Visegrad Fund and the

¹³⁷ Amended by Act LIX of 2022. § 26 (1). Established by the Senate's decision no. 5/2023. (I. 26.)

Central European Higher Education Exchange Programme. University curricula must be reviewed every five years. New or modified academic requirements may be introduced in an ascending system.

(6) After the basic or master's degree, additional specialized qualifications can be obtained in the further specialized courses. At least 60 credits are required and a maximum of 120 credits can be obtained in specialized continuing education. The education period is at least two and at most four semesters.

§ 17 (3): Part-time training may take place as evening or correspondence training organized according to the academic schedule. The duration of part-time training, with the exception of further specialized courses, may make up at least thirty and at most fifty percent of the lessons of the full-time education. The duration of specialized further courses may make up at least twenty and at most fifty percent of the lessons of full-time education.

39. § (6) ¹³⁸: In the case of applications for professional further education and doctoral courses, the higher education institution will decide about admission, taking into account the performance of the applicant and the number of students to be admitted, as well as the student capacity of the major for the maximum number of students, as well as the number of students who can be admitted to the course supported by the Hungarian state (partial) scholarship, and the applicants' institutional ranking. For course supported by a Hungarian state (partial) scholarship, students can be admitted to a state higher education institution and, on the basis of an agreement concluded by the Minister in accordance with § 92 and § 94 of the international treaty, under the conditions specified therein, in a religious higher education institution or a private higher education institution.

§ 40. (5) Those who have a bachelor's degree or a master's degree along with a professional qualification can be admitted to further vocational training. In the case of further training in a specialized field, holding a specified position, a professional internship of a specified duration, and the existence of additional qualifications may also be stipulated as a prerequisite for admission.

(7) The higher education institution may determine the additional conditions for admission to the master's programme, specialized further courses and doctoral courses, with the stipulation that the same admission requirements must be applied, regardless of the higher education institution in which the applicant obtained his or her diploma.

§ 46 (3) The state shall bear the costs of the education of a student supported by a Hungarian state scholarship as defined by law, as well as half of the education cost of a student supported by a Hungarian state partial scholarship. The student shall bear the costs of the self-funded education. With regard to the education supported by the Hungarian state (partial) scholarship, the payment established by the body responsible for recording the fulfillment of the conditions of the Hungarian state scholarship is a public debt to be collected in the form of taxes. A student participating in any education cycle, higher education vocational programmes or specialized further courses can be supported by a Hungarian state (partial) scholarship, regardless of their academic schedule.

§ 50 (2) Students shall complete their studies in higher education vocational programmes, bachelor's and master's courses, and further specialized courses with a final exam.

§ 51. (4) Only higher education institutions covered by this law are entitled to issue diplomas. The diploma can only be used for a document certifying a professional qualification issued by higher education institutions based on this law and, with the exception of higher education vocational programmes and specialized continuing education, a higher education level, or a doctoral degree.

§ 52. (3) The diploma issued in bachelor's and master's programmes, as well as in one-tier programmes, further specialized courses, and vocational training in higher education entitles the holder to hold a position and carry out an activity, as defined by the law.

59. §¹³⁹ (1) Student status is terminated,

d) on the last day of the first final examination period following the last education period for the given education cycle, or in the case of specialized further courses or higher education vocational programmes,

108. § 34. *professional qualification*: Acknowledgment by way of a diploma or higher professional diploma of professional knowledge that can be acquired simultaneously with a bachelor's degree or a master's degree, as well as in further specialized courses or in higher education vocational programmes, determined by the content of the major and the specialization or specialization and prepares for the practice of a profession;

§ 112. (8) Students with college-level education and professional qualification may join the master's programme started on the basis of this law. Those with college or university-level education and professional qualifications can join the specialized continuing education launched on the basis of this law.

¹³⁸ Amended by Section 72 of the Act CLLVIII of 2020. Established by the Senate's decision no. 5/2023. (I. 26.)

¹³⁹ Amended by the Senate's decision no.no. 71/2016. (IX. 29.), effective as of 14 October 2016.

51/2007. Cr. § 36. (3): In the case of those exempted according to paragraph (1), the budgetary support for the education is based on the number of students declared by the higher education institution and the amount thereof is calculated according to § 4 paragraphs (1)-(2) of the Government Decree according to Regulation (III. 14.) 50/2008 on the financing of higher education institutions based on the course, academic purpose and maintenance norms. In the case of vocational training, the Ministry of Human Resources publishes the classification of the courses into two funding groups. The amount of support for a given student may not exceed the cost of reimbursement established for the programme the student is enrolled in.

(1) A curriculum unit (module), the completion of which, if permitted by the law, can also be displayed in the diploma, results in a special qualification.

(2) Specialized continuing education does not mean a separate higher education level, but it results in an independent professional qualification, thus entitling students to work in a particular profession.

(3) Students who have obtained a bachelor's or master's degree or qualification, or who hold a higher university degree and professional qualification, can be admitted to further vocational training.

(4) Holding a specified position, professional practice of a specified duration, the existence of additional qualifications, and other conditions may also be stipulated as prerequisites.

26 § SELECTING A SPECIALIZATION

(1)¹⁴⁰ Based on the proposal of the directors of study programme, the Rector shall determine the specializations to be announced for the given cycle and the minimum and maximum number of students to be admitted by the start of the registration period of the preceding semester. In line with this decision, the Academic Registrar's Office shall publish the offered specializations, the professional programmes and the conditions for choosing a specialization, and the planned number of students in the NEPTUN system.

(2) Students may announce their choice of specialization in the Academic Registrar's Office by the end of term time of the semester preceding the start of the specialized studies. If the number of applicants for a given specialization does not reach the minimum number required to start the specialization, the specialization will not be started.

27 § SPECIALIZATION

§ 108. 31. Of the NHEA: specialization: training that is part of the major in question and does not result in an independent professional qualification, but provides special professional knowledge.

34. professional qualification: Acknowledgment in a diploma or higher professional diploma of professional knowledge that can be obtained at the same time as a bachelor's degree or a master's degree, as well as in further specialized courses or in higher education vocational programmes, determined by the content of the major and the specialization, and prepares for the practice of a profession.

(1) Specialization means education that provides differentiated knowledge that does not result in an independent professional qualification, does not give the right to hold a job or carry out a professional activity.

¹⁴⁰ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

(2)¹⁴¹ Based on the proposal of the directors of study programme, the Rector shall determine the specializations to be announced for the given cycle and the minimum and maximum number of students to be admitted by the start of the registration period of the preceding semester. In line with this decision, the Academic Registrar's Office shall publish the offered specializations, the professional programmes and the conditions for choosing a specialization, as well as the planned number of students in the NEPTUN system.

(3) Students may announce their choice of specialization in the Academic Registrar's Office by the end of the semester preceding the start of the specialized studies. If the number of applicants for a given specialization does not reach the minimum number required to start the specialization, the specialization will not be started.

28 § METHODS OF ORGANIZING STUDIES

Types of courses offered at the University:

(1) Programmes can be done:

- a) full-time,
- b) part-time,
- c) as distance learning

(2) Full-time:

- a) ¹⁴²according to the academic schedule of full-time education consists of a minimum of 200 classes per semester
- b) must be held on work days on five-day teaching weeks,
- c) can be delivered as dual training,
- d) These rules can be overwritten with the agreement of the Student Body.

(3) Part-time:

- a) can take place in the evenings or via correspondence,
- b) the duration is at least thirty and at most fifty percent of the classes of the full-time course,
- c) in the case of further specialized courses, the duration may cover at least twenty and at most fifty percent of the lessons of full-time education.

(4) Correspondence course schedule: educational organization schedule

- a) is grouped into students' classes,
- b) takes place every two weeks or more,
- c) takes place on working days or on the weekly rest day at the University,
- d) uses distance learning methods the remainder of the time.

29 § PERIODS OF EDUCATION

(1) Education time: the time required to obtain the required credits, educational level, professional qualification, and professional qualification, defined by law.

(2) Education period: division of time

- a) period of attendance
- b) exam period

¹⁴¹ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

¹⁴² Amended by the Senate's decision no. 61/2016. (VIII. 25.), effective as of 25 August 2016.

(3) Course unit: a credit-acknowledged curriculum unit or subject that can be completed in one semester.

(4)¹⁴³ Academic year: an educational period of at least ten and at most twelve months.

(5) Class: an activity that requires the personal participation of the instructor in order to fulfill the study requirements defined in the curriculum (lecture, seminar, practice, consultation), the duration of which is at least forty-five and at most sixty minutes.

(6) During term time, the student participates in classes and various exercises and completes related tasks. Students may take the exam only if the conditions for admission to the exam have been met.

(7) Colloquium: a class included in the curriculum, in which the teacher's oral explanation primarily helps the acquisition of knowledge.

(8) Seminar: a small group class included in the curriculum, which is based on student activity under the guidance of the teacher.

(9)¹⁴⁴ The duration of term time is a maximum of fifteen weeks.

(10) The Rector may grant a study break of three days per academic year. The date of the study break must be set before term time.

30 § ACADEMIC CALENDAR

(1) The educational period is divided into academic years and semesters, and within these, a registration period, term time, an examination period, a period to be spent on professional practice and educational breaks.

(2)¹⁴⁵ A semester is an educational organization period of a maximum of five months. The registration period lasts for two weeks. Term time lasts a maximum of fifteen weeks, followed by an examination period of at least four to six weeks. The term and the exam periods may vary due to course specifics.

(3) The Senate decides on the schedule of the academic year no later than by the end of the term before the academic year, taking into account proposals by the Student Body and the University management, and the proposal of the Head of Academic Affairs.

31 § THE PROGRAMME

Pursuant to § 15 – § 16 and § 108 of the NHEA:

(1) Education at the University is based on an educational programme.

(2) The educational programme is the institution's complex training document, which includes

- a) the detailed learning and study requirements of the bachelor's and master's degree, the one-tier degree, higher education vocational programmes, as well as the specialized continuing education degree,

¹⁴³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

¹⁴⁴ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

¹⁴⁵ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

- b) in higher vocational training, the vocational educational programme,
- c) the doctoral course plan,
- d) the detailed rules of training,
- e) the curriculum,
- f) the educational programme,
- g) the subject programmes,
- h) the assessment and checking methods, procedures and rules.

32 § CURRICULUM

Pursuant to § 15 – § 16 and § 108 of the NHEA:

- (1) The curriculum is part of the educational programme.
- (2) Curriculum: a training plan in accordance with the education and completion requirements of a major, the elements of which:
 - a) are broken down by course and subjects (*subject*),
 - b) contain the lesson and exam plans based on curriculum units (*sample curriculum*),
 - c) contain the checks and evaluation system of requirements (*checking and evaluation*), as well as
 - d) the subject programme of subjects and curriculum units (*syllabus*).
- (3) The detailed academic requirements, as well as the detailed rules of education are both determined by the curriculum.
- (4) The curriculum in higher education vocational programmes, bachelor's and master's programmes must be prepared based on the education and completion requirements issued by the Minister.
- (5) The University freely prepares the curriculum for professional continuing education.
- (6) Curricula must be reviewed every five years.

33 § SAMPLE CURRICULUM

- (1) The sample curriculum prepared by the University is a recommended academic schedule for the order of completion of the subjects and the time schedule for completion, including the division of subjects into semesters.
- (2) The sample curriculum for the major in question determines the schedule on which the subjects required for obtaining the bachelor's or master's degree should be taken and completed during the education period typical of the major.
- (3) Keeping the academic progress according to the recommended curriculum, students can complete their studies during the education period specified in the education and completion requirements with an even workload, i.e. 30 per semester (± 3) by completing a credit, and they can finish in a way that helps them meet the prerequisites for all subjects.
- (4) Students have the right to deviate from the sample curriculum (recommended curriculum) within the framework of the curriculum, and progress in their studies according to an individual schedule, an individual curriculum.

(5) The sample curriculum (lesson and exam plan) broken down by education periods contains:

- a) all compulsory and compulsory elective subjects and the rules for offering these,
- b) the number of lessons per week (or semester) of the subject and the credits assigned,
- c) the type of assessment (signature, midterm grade or exam grade),
- d) the semesters in which the subject is announced, the criterion requirements and the deadline for their fulfillment,
- e) the instructor responsible for the subject and the person teaching the subject.

34 § ASCENDING SYSTEM

(1) New or modified academic requirements may only be introduced at the University in an ascending system.

(2)¹⁴⁶ The ascending system is the educational organization principle on the basis of which the new or modified academic requirements can be applied to those students who started their studies after the system was introduced, or, if permitted by the regulations of the higher education institution, to those who started their studies before, but decide to prepare for the exams based on the new or modified academic requirements.

(3)^{147 148} Students are obliged to fulfill their academic obligations during the course according to the sample curriculum in effect at the beginning of their educational programme. If a student has changed majors or academic schedules, or the sample curriculum he or she followed has changed in the meantime during his or her over-running or passive status, he or she must declare that he or she wishes to continue his or her studies according to the previous or the new/amended sample curriculum. Students may change the sample curriculum once during the whole educational programme.

35 § SUBJECTS

(1) The University curriculum includes

- a) compulsory,
- b) compulsory elective, and
- c) elective subjects.

(2) Completion of the compulsory subjects is mandatory for everyone in the major, as it is a prerequisite for obtaining a degree and professional qualification.

(3) Enrollment and completion of compulsory elective subjects is a condition for obtaining a degree and professional qualification. In the major in question, students must choose a compulsory elective subject from the range specified by the University in the sample curriculum. In addition to completing the compulsory subjects, students must take the elective subjects in the credit value necessary to reach the final exam.

(4)¹⁴⁹ An elective subject not specifically defined in the curriculum can be any subject included in the training of the University or other higher education institutions, which has

¹⁴⁶ Amended by the Senate's decision no. 12/2019. (II. 28.), effective as of 1 March 2019.

¹⁴⁷ Introduced by Senate's Resolution no. 31/2016.(IV.28), effective as of 28 April 2016.

¹⁴⁸ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁴⁹ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

the been approved to be offered by the University. If the student wishes to take an elective course not from the elective course offered in his/her programme, but from another programme offered by the University, the approval of the Vice-Rector for Educational Affairs is required. The deadline for submitting such a request is set by the Academic Registrar's Office.

(5)¹⁵⁰ In the course of their studies, students may pick camps organized outside of the class schedule as an elective subject twice. Camps as elective subjects are subject to the same rules as compulsory ones.

36 § PREREQUISITE

87/2015 § 54. (6) of the IA: The curriculum determines which other subjects must be completed in advance for admission to each subject (pre-study order). A maximum of three other subjects or a maximum of one subject group (module) comprising several subjects with a credit value of no more than 15 credits may be assigned to a given subject as a pre-study requirement. For certain subjects defined in the curriculum, the simultaneous election of other subjects can also be defined as a requirement.

(7) It is not necessary to fulfill the mandatory curriculum requirements if the student has already mastered these and proves this fact in a creditable manner. Credits obtained in training based on Section 49 (5) of the NHEA, if the prerequisite exists, must be recognized on the basis of studies conducted in any higher education institution, regardless which higher education institution the student obtained them at during the course of studies, and at which level of education. Acknowledgment on the basis of the subject programme is done exclusively by comparing the competences [knowledge, application (partial) skills and additional (partial) competences, especially attitudes, views, independence and responsibility], which serve as the basis for establishing the credit.

(8) The credit value of an academic performance recognized on the basis of § 49, paragraph (5) of the NHEA is the same as the credit value of the curriculum requirement that is classified as fulfilled, although the grade obtained cannot be changed when the subject is acknowledged.

(9) Previously acquired, non-formal (acquired outside the school system, but acquired in organized education), informal (outside the school system, experiential) competences acquired through learning, and work experience can be recognized as a competence (knowledge, performance, result, skill, additional competences) with credit or prompt exemption from fulfilling the requirement. In the acknowledgment procedure, the credit transfer committee must confirm the existence of the knowledge based on the student's documents within the framework of an appropriate evaluation procedure. The procedure must be defined in the institutional regulations.

(1) The conditions for progressing in studies are determined in the preliminary study order set out in the curriculum. Completion of the subject unit may require the prior completion of another subject. The same subject may have several prerequisites.

(2)¹⁵¹ The prerequisites for the major subject must also be acquired by a student who takes and completes the subject for the purpose of completing a non-major subject, unless otherwise instructed by the director of the subject. Non-major students may be exempted from fulfilling the prerequisite with the permission of the director of the subject.

(3) A subject is considered incomplete if the student completes it without the relevant prerequisites. In this case the incorrect entry regarding completion and the grade must be deleted in the NEPTUN system.

¹⁵⁰ Introduced by Senate Resolution no. 41/2018. (VIII. 29.), effective as of 30 August 2018.

¹⁵¹ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

(4)¹⁵² A maximum of three subjects can be marked as a prerequisite for a subject. Sample curricula valid before the entry into force of these regulations form an exception.

(5)¹⁵³ During the registration period, in addition to paying the procedural fee specified in the Reimbursement and Payment Regulations, students can apply for the admission of the prerequisite course and the additional course in the same semester in their application for parallel course enrollment if they have a signature from the prerequisite course. During parallel course enrollment, students must complete the prerequisite course in the same semester before the course on which it is built starts.

37 § CREDIT SYSTEM, CREDIT REPORTING

Pursuant to § 49 and § 108 of the NHEA:

(1) While studying at the University, the fulfillment of study requirements must be expressed in study credits (hereinafter: credits) assigned to individual subjects and curriculum units and grades must be given for qualification.

(2) Credit:

- a) the unit of measure of a student's academic work,
- b) expresses the estimated time required to acquire specific knowledge and fulfill the requirements of the subject in question,
- c) the value of the credit, provided that the student's performance has been accepted, does not depend on an evaluation of the student's knowledge.

(3) The student's progress in the given programme is expressed by the amount of credits he or she acquires. Credits can be obtained by fulfilling the study requirements. A one-time credit can be given for mastering specific knowledge material.

(4) During their studies, students must be able to pick at least five percent of the total credits required to obtain the diploma based on the institution's organizational and operating regulations, in elective subjects, or take part in voluntary activities that can be completed instead of these subjects. They must have the opportunity to choose from subjects with a credit value exceeding all of the credits by at least twenty percent.

(5) Students must be given the opportunity, without paying a separate cost or reimbursement fee, to:

- a) take up subjects with a credit value exceeding ten percent of all required credits,
- b) pick a subject taught in another language than Hungarian amounting to up to ten percent of all required credits,
- c) for credits that exceed the amount allowed in points a and b, the student must pay the reimbursement fee specified in the Reimbursement and Payment Regulations.

(6)^{154 155} Credit acknowledgment, based on the required completion requirements of the subject (module), is done exclusively by comparing the knowledge on which the credit is based. Credits must be given if at least seventy-five percent the knowledge of the creditable subject matches that of the programme's subject, or, if the subject completed as part of an international exchange programme, at least in fifty percent.

¹⁵² Introduced by Senate Resolution no. 63/2015.(X.1.), effective as of 1 October 2015.

¹⁵³ Amended by Senate Resolution no. 31/2016 (IV.28), effective 28 April 2016.

¹⁵⁴ Amended by the Senate' decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

¹⁵⁵ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

The credit value of the recognised learning achievement is equal to the credit value of the curricular requirement that is deemed to have been met, but the credit earned cannot be changed when the subject is recognised. Where more than one subject is recognised as a single subject, the credit shall be determined as the arithmetic average of the credits of the subjects completed. In the case of recognition of a subject without a mark, no mark will be determined when the subject is recognised and the entry "exempted without a mark" will be recorded in NEPTUN system. In the case of a subject completed in the course of previous studies which does not have a credit value, the credit value specified in the curricular requirement will be recorded in NEPTUN system when the subject is recognised.

(7) It is not necessary to fulfill the mandatory curriculum requirements if the student has already fulfilled them and proves this in a creditable manner.

(8) The Credit Transfer Committee may acknowledge knowledge and work experience previously acquired during non-formal or informal learning as fulfillment of an academic requirement.

(9)^{156 157} In order to obtain the final certificate (absolutorium), students are required to complete the credit according to the Academic Regulations, but at least a third of the credit value of the course in the given institution, even if credit value of previous studies and other previous studies at the higher education institution are recorded. The provision laid down in this paragraph shall not apply to:

a) joint training within the framework of programmes financed by the European Union, the Visegrad Fund and the Central European Higher Education Exchange Programme,

b) students admitted to a major in the same field of study on the basis of an agreement according to § 23, paragraph (1) and

c) former students admitted to the same course, as well as

d) in the case of refugees, protected persons, asylum seekers, and accepted persons.

(10)¹⁵⁸ Professional decisions regarding the acceptance and acknowledgment of subjects and the comparison of knowledge are made by the Credit Transfer Committee based on the opinion of the relevant educational organizational unit.

(11) Obtaining a credit is subject to receiving a grade that is at least sufficient in the case of a five-grade evaluation of the subject requirements, and at least adequate in the case of a three-grade evaluation. The value of the credit point is independent of the grade obtained.

(12) Credit points can only be awarded to subjects that end with an assessment.

(13)¹⁵⁹ Students may take the subjects related to their studies, including elective subjects, in other courses of the higher education institution with their student status, or as visiting students in courses in any other higher education institutions.

¹⁵⁶ Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

¹⁵⁷ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁵⁸ Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

¹⁵⁹ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(14) In a part-time educational programme, the number of credits assigned to a specific major is the same as the number of credits assigned to full-time education.

(15) Acceptance of a subject offered in another major or institution means that the value of the credit associated with the subject and the substitutability of the subject with other subjects are established.

(16) Only subjects that are different from all the subjects already considered for completion can be taken into account when fulfilling the requirements related to the training.

38 § THE CREDIT APPROVAL PROCEDURE

(1) After enrolling/registering for the semester in question, students may apply for acceptance of the subjects completed in another major or at another higher education institution until the date specified by the Academic Registrar's Office and published in the NEPTUN system. The decision of acceptance is made by the Credit Transfer Committee.

(2)¹⁶⁰ Students can submit the application to the Academic Registrar's Office using the appropriate form through the NEPTUN system by the specified date, upon payment of the amount specified in the Reimbursement and Payment Regulations. Applications submitted after the deadline will be rejected.

(3) Documents to be attached to the application:

- a) a certified subject syllabus,
- b) a copy of a certified textbook (e-textbook),
- c) the document certifying professional experience, practice and any voluntary activity.

(4) The Credit Transfer Committee may request additional documents to aid the decision-making process in addition to the above after submission.

(5) Following the preliminary opinion of the departments, the decision of the Credit Transfer Committee shall be included in a decision by the Academic Registrar's Office and uploaded into the NEPTUN system.

(6)¹⁶¹ The Credit Transfer Committee can create an acknowledgment precedent system. The electronic database that serves as the basis of the precedent system (hereinafter: database) contains the list of subjects and competencies, the file number of the precedent decision, as well as the expiry date of the precedent established by the head of the relevant educational unit. The precedent may only be applied before the expiry date. The database list is based on the Credit Transfer Committee's relevant decisions approving requests which are applicable and the content of which remains unchanged in its reasoning (hereinafter: precedent decision). The Credit Transfer Committee, upon the proposal of the head of the relevant educational organizational unit may decide to acknowledge credits by issuing a precedent decision even in the absence of an application. The Credit Transfer Committee may review the precedent nature of the decision in the database at any time. If the precedent system is created, the database must be published in a searchable form on the University's website.

¹⁶⁰ Amended by Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

¹⁶¹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

(7)¹⁶² If the student refers to a precedent decision in his or her application for credit recognition and the decision is applicable, the opinion of the department does not need to be sought, and the Chairman of the Credit Transfer Committee can also make a decision on the subject of the application without holding a committee meeting. In this case, the decision shall be included in a decision by the Academic Registrar's Office and uploaded to the NEPTUN system.

(7a)¹⁶³ In the case of recognition of competences/subjects/language achievement without a mark on the basis of the electronic database on which the precedence system is based, no mark is determined and a "exempted without a mark" entry is recorded in the NEPTUN system.

(8)¹⁶⁴ Students are exempted from the obligation to attend classes for the subject in question and to take an exam from the day of acknowledgment.

(9)¹⁶⁵ The detailed rules of the preliminary credit approval procedure are set out in the University's Admission Regulations.

39 § COURSE AND SUBJECT ANNOUNCEMENTS

(1) A subject belonging to the sample curriculum of the major in question may be taught by way of course advertisement.

(2)¹⁶⁶ Along with the directors of study programmes, the heads of the educational organizational units are responsible for the announcement of subjects in the NEPTUN system and for the accurate indication of the number of classes in a given subject.

(3)¹⁶⁷ Before each semester (the course announcement period), the directors of studies check the current sample curriculum and determine the subjects to be offered in the given and the following semester.

(4)¹⁶⁸ The given course in a subject included in the sample curriculum of the major/major must be announced before each semester, no later than thirty days before the beginning of the subject enrollment period. With the special permission of the Vice-Rector for Educational Affairs, subjects may be announced differently from the sample curriculum.

(5) The announcement must include the requirements of the subjects, the teachers and the minimum and maximum number of students required to start. The maximum number of accepted students is one and a half times the number of students belonging to the year of the major in question.

(6) The number of students admitted to a given course may be limited.

¹⁶² Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

¹⁶³ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

¹⁶⁴ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

¹⁶⁵ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

¹⁶⁶ Amended by the Senate's decision no. 44/2019. (VI. 27.), effective as of 28 June 2019.

¹⁶⁷ Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

¹⁶⁸ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(7) Compulsory subjects that end with an exam must be announced with sufficient places in their current semester according to the sample curriculum, and at least with the possibility of taking an exam (exam course) in the semester starting halfway of the academic year.

40 § TIMETABLE

(1) The timetable is based on the subjects included in the sample curricula and the number of classes assigned. The courses are also indicated in the timetable.

(2)^{169 170} Preparation of the timetable, in addition to consultations with educational and functional organizational units, is the responsibility of the staff appointed by the academic registrar (hereinafter: timetable editor).

(3)¹⁷¹ The timetable is published by the timetable editor at least two weeks before the start of the semester, upon the Rector's approval.

41 § CURRICULUM REQUIREMENTS

(1)^{172 173 174} Until the beginning of term time, the subject syllabuses (course descriptions) for the given semester are uploaded to the electronic distance learning system of the University by the department responsible for the operation of the e-learning system. The relevant department may also record the subject themes in the NEPTUN system. The subject syllabus cannot be modified during the semester. Taking up a subject also means learning the subject requirements.

(2)¹⁷⁵ The syllabus must clearly include:

- a) The name of the subject, the number of classes, credit value, code, number of semesters according to the recommended curriculum, frequency of offering,
- b) the language of instruction if other than Hungarian,
- c) prerequisites,
- d) classification of the subject as a compulsory, compulsory elective, or elective
- e) the subject's place in the timetable,
- f) the person in charge of the subject, the lecturer,
- g) the professional content of the subject, the purpose of its acquisition,
- h) a description of the subject that enables decision-making in the credit acknowledgment procedure,
- i) requirements and the conditions for obtaining a signature certifying completion of the semester,
- j) mandatory and recommended literature,
- k) the rules and consequences of make-up tasks due to absences,
- l) the method and possibilities of improving unsuccessful performance,
- m) examination papers and practical requirements, the time of the presentations, the method and time of their improvement for the fulfillment of the semester

¹⁶⁹ Amended by the Senate's decision no. 44/2019. (VI. 27.), effective as of 28 June 2019.

¹⁷⁰ Amended by Senate Resolution no. 55/2020. (X. 29), effective as of 30 October 2020.

¹⁷¹ Amended by the Senate's decision no. 44/2019. (VI. 27.), effective as of 28 June 2019.

¹⁷² Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

¹⁷³ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁷⁴ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

¹⁷⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

- n) the form of marking the end of the semester of the subject (signature, practical mark, exam).

(3) If the grade of a particular subject is included in the qualification of the degree, it must be indicated in the subject syllabuses and the instructor must draw the students' attention to the grade being included in the degree before teaching the subject.

42 § SELECTING AND DROPPING COURSES

(1) During the subject enrollment period announced in the NEPTUN system, students may freely pick and drop subjects, taking into account the pre-study schedule.

(2) After the subject registration period, the NEPTUN system automatically closes the subject registration, meaning the student's current curriculum becomes final for the semester in question.

(3) By the end of the second week following the subject enrollment period at the latest, students may withdraw their subjects upon payment of the amount specified in the Reimbursement and Payment Regulations.

(4) Students are obliged to check the list of their enrolled/submitted subjects in the NEPTUN system during the course enrollment period and to report any comments to the Academic Registrar's Office by no later than the end of the second week following the course enrollment period. Failure to fulfill this obligation may not be referred to in order for students to attempt to avoid the resulting disadvantage.

(5)^{176 177} After the second week following the subject registration period, students may not pick or drop subjects. In the case of a reasonable cause other than the student's own fault, students may be allowed to pick or drop the subject in the second week of the period of subsequent subject collection and submission and in the following week upon submission of the necessary certificates and the consent of the competent department. For reasons other than the student's fault, they may only submit a request for admission or withdrawal from a subject once per semester. If a student fails to submit the appropriate certificates, the student's application will be rejected.

(6) Students receive an automatic notification of course enrollment in the NEPTUN system.

(7) Students receive an electronic mail notification of the subject enrollment in the NEPTUN system with an invitation to check the subjects they have enrolled in within one working day after the end of the subject enrollment period.

43 § ATTENDANCE

108. § 41. Of the NHEA: *class*: an activity required to fulfill the study requirements defined in the curriculum, which includes the personal contribution of the instructor (colloquium, seminar, practice, consultation) and lasts at least forty-five and at most sixty minutes.

¹⁷⁶ Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

¹⁷⁷ Amended by Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

(1)¹⁷⁸ Participation in classes is a condition of getting signed off on the subject at the end of the semester. For full-time classes, participation in 80 percent of the classes (seminars) and lectures is required, and in the case of correspondence classes, participation in 75 percent of the classes is required to receive a signature. Deviations from this can only be made to the extent specified in the decision made about the student's request for an individual study schedule.

(2)¹⁷⁹ The student must confirm his or her attendance in practice sessions, classes (seminars) and lectures by signing the attendance list for the given course printed by the instructor from the NEPTUN system. The instructor can check the authenticity of the signatures during the given class (e.g. by reading out the names). The student's attendance sheet is certified by the teacher's signature at the end of class. After the end of the course enrollment period, students with student status who have not picked the course through the NEPTUN system may not participate in classes (lectures, seminars, practices, consultations), nor may they be admitted to the exam or obtain a signature or grade (except for exam courses)).

(3)^{180 181} If the reason for a student's absence is not due to their own fault and can be proven using documentation, he or she may be excused for forty percent of the semester's total number of hours. Absences must be documented by the last day of term time at the latest. The student must submit the documents to the relevant department administrator, and after the administrator has examined them, the instructor will allow the student to take the exam.

(4) In sports practice classes, the amount of exemption may not exceed thirty-three percent of the total number of hours per semester.

(5)^{182 183} A student participating in the Elite Sport Mentor Programme with a full-time active student status may be exempted from 50%, 75% and 90% of the obligation to attend classes. A student with an active correspondence student status may be exempted from 75% of the obligation to attend classes under the condition that the student is obliged to do their studies in an alternative way (e.g. with the help of a mentor teacher, participation in an online class; personal and/or online consultation with the instructor, or in e-learning).

¹⁷⁸ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

¹⁷⁹ Amended by the Senate's decision no. 31/2016. (IV.28.), effective as of 28 April 2016.

¹⁸⁰ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁸¹ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

¹⁸² Amended by Senate Resolution no. 62/2022. (VIII. 30.), effective as of 1 September 2022

¹⁸³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

(1) The evaluation of knowledge of the course material has five grades: excellent (5), good (4), satisfactory (3), sufficient (2), fail (1).

Equivalence table

Hungarian grade	ECTS grade	English description
5	A	EXCELLENT - outstanding performance with only minor errors
5	B	VERY GOOD - above the average standard but with some errors
4	C	GOOD - generally sound work with a number of notable errors
3	D	SATISFACTORY - fair but with significant shortcomings
2	AND	SUFFICIENT - performance meets the minimum criteria
1	FX	FAIL - some more work required before the credit can be awarded
1	F	FAIL - considerable further work is required

5 (Excellent) – The student has gained the requisite knowledge covering the studies and the contexts thereof completely

4 (Good) – The student has gained the requisite knowledge of the studies and can apply it

3 (Satisfactory) – The student has gained knowledge on the most important parts of the studies and can apply it satisfactorily

2 (Sufficient) - The student has gained knowledge on the most important parts of the studies and can still apply it sufficiently

1 (Fail) – The student cannot show that he or she has gained knowledge on the most important part of the studies and cannot apply it

Qualification – Well done (WD), Done (D) or Insufficient (I)

Subscription – Signed (S), Signature denied (SD)

(2) Completion of the midterm requirements of the subject ending with the exam is confirmed by e-textbook signature. Obtaining a signature is a condition for receiving the practical grade as well as admission to the exam.

(3)¹⁸⁴ Instructors must record the obtaining or refusal of the signature in the NEPTUN system by the end of the first week of the exam period. If the deadline is missed, the instructor must provide the signature to the student. In the case of professional practice, if the professional practice is completed during the exam period, the signature must be recorded within three days of the end of the professional practice, but no later than by the end of the examination period.

(4)¹⁸⁵ Conditions of receiving the signature are defined by the instructor.

(5) After the first week of the exam period, students may only take the exam, instructors may no longer give or deny a signature.

¹⁸⁴ Amended by the Senate's decision no. 19/2018. (III. 29.), effective as of 30 March 2018.

¹⁸⁵ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

(6) ¹⁸⁶ If a student fails to go to the exam despite signing up for it, the entry "did not appear" must be made on the exam form and in the NEPTUN system. With this, the student's number of exam opportunities is reduced and he or she must pay the amount specified in the Reimbursement and Payment Regulations, unless he or she justifies the reason for his or her absence in the manner specified in paragraph (22).

(7) No distinction may be made in the qualification of students on the basis of participation in state-funded or state (partial) scholarship or reimbursed or self-funded education.

(8)¹⁸⁷ ¹⁸⁸ There is no legal remedy against the evaluation, unless the decision was not based on the requirements accepted by the University, or if the decision contradicts the provisions of the University's organizational and operating regulations, or if the provisions regarding the organization of the exam were violated. If at least fifty percent of the students who signed up for the given course fail to pass the subject during the semester, the Vice-Rector for Educational Affairs may decide to review the case and provide a new assessment.

(9) Students' knowledge may be reported

- a) during term time, with an oral or written report in class, a written (in-class) essay, or an evaluation of a task involving extracurricular work,
- b) during the exam period, by a seminar and/or colloquium grade.

(10) An end-of-semester evaluation can be given

- a) as a practical grade (in the case of theoretical and practical subjects, based on evaluations during term time),
- b) as an exam grade (colloquium and/or written exam),
- c) by offering the exam grade (only in case of colloquiums).

(11) The exam grade may be determined:

- a) Based solely on the performance in the exam,
- b) based on evaluations during term time,
- c) taking into account both a) and b)

(12) If the practical grade is established during term time, an additional opportunity must be provided during term time to make up for the failed or unacquired practical grade. If a student is unable to obtain the practical grade even after having used the other options offered, he or she may attempt to obtain the practical grade two more times until the end of the exam period upon payment of the amount specified in the Reimbursement and Payment Regulations.

(13) In the event that the practical grade is established on the basis of a practical presentation (evaluation), two presentation opportunities must be provided during term time. At least two attempts are allowed for each presentation.

(14) Students shall earn the credit point if they get a grade that is higher than fail.

(15) The instructor may only set the exam for students who have registered for the exam day in question in the NEPTUN system

¹⁸⁶ Amended by the Senate's decision no. 36/2021. (VI.30.), effective as of 1 July 2021.

¹⁸⁷ Amended by Senate Resolution no. 31/2016 (IV.28), effective as of 28 April 2016.

¹⁸⁸ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

(16) The examination form is authenticated by the signature of the instructor and the student. The instructor is obliged to submit the exam form to the department administrator no later than by the day after the exam. If that is the last day of the exam, then on the day of the exam. The electronic study system and the entries on the exam form must match. If there is a discrepancy, the exam form shall be considered inauthentic. Departments are obliged to keep the examination forms for five years.

(17) A student shall be deemed to have failed a subject if he or she

- a) fails to obtain a semester signature for a subject he or she has picked,
- b) ¹⁸⁹ cannot meet the exam requirements (did not get a pass or failed) in the allowed number of retakes during the given exam period.

(18) A subject is not considered non-completed,

- a) if the compulsory or elective subject does not start due to an insufficient number of applicants or for other (e.g. administrative) reasons. In this case, the Academic Registrar's Office will deregister the student from the subject in the NEPTUN system upon the written request of the department.
- b) if in justified cases (e.g. serious injury or illness confirmed by a hospital's discharge papers) the student cannot fulfill the course requirements, this fact must be recorded in the NEPTUN system. The official registration shall be carried out by the Academic Registrar's Office after checking the submitted documents.

(19)^{190 191 192 193} Students may enroll in the subject for the first time in the semester according to the sample curriculum. During their studies, students may select a total of three subjects. If a student has obtained a signature from the subject, he or she is entitled to take the subject as an exam course, and is not required to attend classes.

(20)^{194 195 196} If a student does not pass the subject during three subject elections, he or she may request a fourth subject election with an exam option at the Rector's fairness. If the student fails to complete the subject even during the fourth subject election granted by the Rector, the student's legal status will be terminated by the University. The exam course is included in the number of subject elections.

(21)^{197 198 199 200}

(22)^{201 202} Students have a maximum of three exam times within the exam period. If a student has registered for the exam but fails to appear, the number of exam opportunities will be reduced. An exception to this is if the student confirms the reason for his or her

¹⁸⁹ Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

¹⁹⁰ Amended by the Senate's decision no. 5/2016. (I. 28.), effective as of 28 January 2016.

¹⁹¹ Amended by the Senate's decision no. 31/2016. (IV.28.), effective as of 28 April 2016.

¹⁹² Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

¹⁹³ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁹⁴ Amended by Senate Resolution no. 5/2016. (I.28.), effective as of 28 January 2016.

¹⁹⁵ Amended by Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

¹⁹⁶ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

¹⁹⁷ Amended by Senate Resolution no. 5/2016.(I.28.), effective as of 28 January 2016

¹⁹⁸ Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

¹⁹⁹ Amended by the Senate's decision no. 11/2021. (III. 25.), effective as of 26 March 2021.

²⁰⁰ Repealed by the Senate's decision no. 5/2023. (I. 26.) decision, void as of 1 February 2023.

²⁰¹ Amended by Senate Resolution no. 5/2016. (I.28.), effective as of 28 January 2016.

²⁰² Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

absence to the Academic Registrar's Office within five days of the missed exam date. The three exam opportunities apply to the given exam period, an exam time cannot be carried over to the next exam period.

(23)^{203 204 205}

(24)²⁰⁶ Out of the three exam options for the subject registration and the exam course, the third exam is considered a resit, for which students may apply after paying the amount specified in the Reimbursement and Payment Regulations.

(25)²⁰⁷ If a student violates the principle of fairness in the assessment of knowledge and practical skills, the University will act in accordance with its Code of Ethics and its Disciplinary and Compensation Policy.

(26)²⁰⁸ In particular, it is considered a violation of the fairness of the examination if the student does not comply with the conditions of the examination set by the instructor, uses other inadmissible means than those set by the instructor or resorts to the help of others, and if he/she commissions another person to take the examination in his/her place or to make a statement or declaration in his/her place during the attendance check. In the event of a breach of the purity of the examination, the mark of merit for the examination is insufficient; if the mark is not merit, the student will receive a "failed" assessment. In the case of digital examinations, the University will also take into account the system's logging to prove that the examination was not taken in a clean manner.

45 § EXAM ORDER, EXAM PERIOD

§ 49 (1) of the NHEA: While studying at a higher education institution, the fulfillment of the study requirements assigned to individual subjects and curriculum units must be expressed in study credits (hereinafter: credits) and qualified with a grade. The progress of the student in the programme in question is expressed by the amount of credits acquired and the quality of the grade. (4) The higher education institution shall issue a recommended curriculum for structuring the student study schedule. The higher education institution must ensure that all students can give an account of their knowledge and repeat successful or unsuccessful tests in such a way that the repeated assessment is conducted and evaluated in an unbiased manner.

108. §²⁰⁹ 48. Of the NHEA: Exam: the form of control of the acquisition of knowledge, skills and abilities combined with evaluation, which can also be accomplished by implementing a project task.

(1) Exams may be taken during the exam period. The length of the exam period is four to six consecutive weeks in each semester.

(2) The number of students that can take the exam is at least one and a half times the number of students enrolled in the subject.

(3)²¹⁰ The exam schedule and exam dates must be made known to the students at least three weeks before the start of the exam period. The exam may also be held virtually, in accordance with the Rector's relevant regulations. The rules specified in the Rector's

²⁰³ Amended by Senate Resolution no. 5/2016.(I.28.), effective as of 28 January 2016.

²⁰⁴ Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

²⁰⁵ Repealed by the Senate's decision no. 5/2023. (I. 26.) decision, void as of 1 February 2023.

²⁰⁶ Amended by the Senate's decision no. 5/2016. (I. 28.), effective as of 28 January 2016.

²⁰⁷ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁰⁸ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁰⁹ Installed by Act 2022 LIX. § 49 (4). Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²¹⁰ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

regulation must be applied to the oral and written theoretical assessment in a digital form. The head of the relevant department is responsible for organizing the exam, and the instructor is responsible for conducting it.

(4) Students must apply for the exam through the NEPTUN system. The application can be withdrawn no later than twenty-four hours before the start of the exam. The student cannot take the exam without registering in the NEPTUN system.

(5)²¹¹ Students may not take exams without proving their identities. In the exam, students can prove their identities with any document suitable for proof of identity, containing a photograph and a signature. If a student cannot prove his or her identity for the exam in this way, the entry "did not appear" shall be entered in the NEPTUN system, which reduces the number of exam opportunities for the subject in question.

(6)²¹² An exam form must be kept during the exam. The exam form is a mandatory form to be printed from the NEPTUN system. The exam form contains the name of the subject, the date of the exam, the examiner's name, the instructor's educational identification number and signature, the name of the student participating in the exam, the student's educational identification number, and the evaluation of the exam. An examination certificate must also be issued for grades obtained outside of the exam. The instructor or the head of the department where the subject was announced is responsible for managing the exam pool.

(7)²¹³ At the request of the student, he or she can take the repeat exam in front of another instructor or committee. The student can submit the request for this with the Study Office by the end of the exam period at the latest.

(8) The maximum number of students who can be examined on one day is determined by the examining teacher, in such a way that the number of examination places specified in point (2) is ensured by the number of examination opportunities announced in the given examination period.

(9) Students may resist exams in the subjects until the end of the exam period. Before the resit exam, the student must be informed that it is also possible to get a lower grade than the original one.

46 § EXTENSION OF THE EXAM PERIOD

(1) During the exam period, exams and resit exams must be organized in such a way that students are provided with at least three exam times per subject.

(2) If, through no fault of his or her own, a student was unable to fulfill the obligation to take the exam during the exam period, he or she may ask to take the exam outside of the exam period, within the two weeks following the exam period, by proving the circumstances that caused his or her absence.

(3)²¹⁴ Students can submit their applications using the standardized form through the NEPTUN system, along with the necessary documents, to the Academic Registrar's Office

²¹¹ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²¹² Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

²¹³ Amended by the Senate's decision no. 31/2016. (IV.28.), effective as of 28 April 2016.

²¹⁴ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

upon payment of the amount specified in the Reimbursement and Payment Regulations. Applications submitted past the end of the exam period will be automatically rejected.

(4)²¹⁵ The decision shall be recorded by the Academic Registrar's Office in a decision in the NEPTUN system by no later than the last day of the exam period.

47 § TEACHERS' DUTIES REGARDING EXAM PERIODS

(1) The instructor must announce the exam on the subject in the NEPTUN system three weeks before the exam period. The exam times must be distributed proportionally through the exam period for the maximum number of students.

(2) At the start of the exam, the instructor must check the student's identity and whether the student has applied for the exam and is eligible for it (has a signature).

(3) For the exam, the instructor must print the exam form for the day of the exam from the NEPTUN system and keep it during the exam. An examination certificate must also be issued for grades obtained outside of an exam (e.g. an essay to be submitted).

(4) ²¹⁶ ²¹⁷ Content of the exam:

- a) indication of the semester of the given academic year,
 - b) name and code of the subject, curriculum unit,
 - c) date of the exam,
 - d) name of the examiner,
 - e) educational identification number and signature of the examiner,
 - f) name and educational identification number of the student who applied for the exam,
- and
- g) evaluation of the exam and its date
 - h) if it is a retaken exam, the indication thereof, as well as the fact of payment of the fee included in the Reimbursement and Payment Regulations.

(5) In oral exams, the instructor must record the evaluation of the exam in the NEPTUN system no later than the day after the exam. In written exams, the evaluation of the exam must be announced no later than the third working day after the exam, i.e. it must be recorded in the NEPTUN system.

(6) If the exam results are made public, only the student's NEPTUN code may be displayed.

(7) Departments are obliged to keep the exam papers prepared during the exams, so that they can be retrieved at any time if necessary. The student's exam thesis must be kept for one year, which is taken care of by the examiner.

(8) The student can view his or her written exam when the result is announced, but no later than within two working days after the result announcement, at the time specified by the department.

48 § ERASMUS+ PROGRAMME RULES

²¹⁵ Amended by the Senate's decision no. 78/2015. (XII. 10.), effective as of 10 December 2015.

²¹⁶ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

²¹⁷ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(1) ERASMUS+ students participating in the programme must request an individual study plan.

(2) The instructor of the subject is obliged to provide the student with the provisions of the decision on the individual study schedule.

(3) Within five working days of the decision of the Academic Board, the instructor shall determine in writing:

- a) the tasks and the method of replacement,
- b) the deadline for completing the tasks,
- c) the method and deadline for completing the signature, exams, and subject requirements.

(4) The student must deliver the schedule of the individual academic schedule agreed with the instructor to the Academic Registrar's Office, as well as the ERASMUS+ faculty administrator within three working days of receipt.

(5)²¹⁸ Through the NEPTUN system, the University enables students with student status to enroll and receive credit for subjects acquired abroad as elective subjects within the framework of the Erasmus+ programme in a mobility window, in addition to the 30 credits that can be completed at home in the case of subjects that do not have a 75% thematic matching.

(6)²¹⁹ Credits acquired in the Erasmus+ programme must be indicated in the diploma supplement. Credit overdrafts exceeding 10% of the total credit value due to participation in the Erasmus+ programme are free of charge.

(7)²²⁰ The individual exam schedule of Erasmus+ students may last until the end of the next semester's registration period at the most.

(8) The instructor of ERASMUS+ students who have passed the exam period just record the results of subjects completed beyond the examination period in the NEPTUN system on the day of completion.

49 § RECTOR'S FAIRNESS IN ACADEMIC AFFAIRS

(1) In special circumstances deserving of consideration, the Rector may, at the student's request, issue or decide differently from any provision of the Student Requirements System, as long as the decision is not in conflict with the law.

(2) The student can use the Rector's fairness regarding academic matters once during the entire programme.

(3) According to the subject matter of the case, the Rector decides on fairness, taking into account the opinion of the relevant educational organizational unit and/or instructor, or competent body/committee, as well as the Academic Registrar's Office.

(4) There is no room for fairness

- a) regarding decisions rejecting admission,

²¹⁸ Introduced by Senate Resolution no. 78/2015 (XII.10), effective as of 10 December 2015.

²¹⁹ Installed by the Senate 78/2015. (XII.10.), effective as of 10 December 2015.

²²⁰ Introduced by Senate Resolution no. 31/2016 (IV. 28), effective as of 28 April 2016.

- b) if the student is in an extraordinary situation due to his or her own unacceptable behavior or omission.

(5) The rector may not grant an exemption from the completion of studies within the framework of a fairness decision.

(6) The decision based on fairness must provide for the conditions of the permit.

(7) There is no legal remedy against a decision made in the jurisdiction of equity.

(8)²²¹ Students can submit a request for fairness to the Academic Registrar's Office through the NEPTUN system upon payment of the procedural fee specified in the Reimbursement and Payment Regulations. The application must explain why the student is requesting equity. The Academic Registrar's Office shall request supporting documents for the application. It shall also perform the tasks related to the preparation of the decision. The Rector shall make a decision on the matter within fifteen days of receiving the request. The Academic Registrar's Office shall record the decision in the NEPTUN system.

(9)^{222 223 224} The rules of § 44 must be applied to exams and subject enrollment provided on the basis of the Rector's fairness.

49/A § THE ELITE SPORTS MENTOR PROGRAMME²²⁵

(1) The University operates an Elite Sports Mentor Programme, the purpose of which is to help the academic progress of students who are studying at the university with active student status, who work full-time or by correspondence, and who are outstanding athletes.

(2) Participation in the Elite Sports Mentor Programme is subject to submitting a tender, the announcement of which is prepared by the Sports Office, approved by the Rector, and published by the Academic Registrar's Office during the registration period.

(3) The elements of the programme concerning academic requirements are contained in these regulations.

50 § INDICATORS AND RECORDING OF ACADEMIC RESULTS

(1) The amount of the student's academic work is shown by the amount of credits acquired in the semester in question or since the beginning of his or her studies.

(2) The quality of a student's academic work is determined based on the academic average weighted by credits, which can be calculated for a period of studies longer than one semester or for the entire course of studies (cumulative average).

²²¹ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

²²² Amended by the Senate's decision no. 63/2015. (X. 1.), effective as of 1 October 2015.

²²³ Amended by the Senate's decision no. 7/2017. (II. 23.), effective as of 10 March 2017.

²²⁴ Amended by the Senate's decision no. 38/2020. (VI. 25.), effective as of 26 June 2020.

²²⁵ Installed by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

(3) Based on the operator's registry of NEPTUN, the following settings are included in the system for one semester:

- a) CREDIT TAKEN: "S" Only 'Domestic Accreditation' types are included in the credit taken, among recognized subjects [within a semester];
- b) COMPLETED CREDIT: "S" completed credit, also includes signatures, only those of the 'Domestic Accreditation' type are included [within a semester] in the acknowledged subjects;
- c) WEIGHTED (CREDIT) AVERAGE: "S" (accomplished credit * grade) / "S" completed credit, among acknowledged subjects, only those of the 'Domestic accreditation' type are included, signed completion is not included [within a semester];
- d) CREDIT INDEX: "S" (completed credit * grade) / 30, among recognized subjects, only the 'Domestic accreditation' type is included, signature completion is not included [within a semester];
- e) CORRECTED CREDIT INDEX: KI * ("S" credits completed / "S" credits taken), among recognized subjects, only those of the 'Domestic accreditation' type are included, signature completion is not included [within a semester];
- f) CUMULATIVE CREDIT TAKEN: Only 'Domestic Accreditation' types are included in the credits taken among acknowledged subjects [in all semesters];
- g) CUMULATIVE COMPLETED CREDIT: "S" completed credit, also includes signatures among acknowledged subjects, only those of the 'Domestic Accreditation' type are counted [in all semesters];
- h) Cumulative average: "S" (completed credit * grade) / "S" completed credit only those of the 'Domestic Accreditation' type are included in the acknowledged subjects, signature completion is not included [in all semesters];
- i) Scholarship index: the detailed rules for its calculation are contained in the scholarship regulations.

$$j) \text{ÖI} = \frac{\sum (Kr_t x I_t)}{\sum Kr_f}$$

(4) After the end of the examination period, the Academic Registrar's Office shall use the NEPTUN system to check the students' fulfillment of the requirements for the end of the semester mandatory in the recommended curriculum and undertaken in the individual curriculum, and shall record the grade average in the NEPTUN system.

(5)²²⁶ Students will be notified of the result in the NEPTUN system once the evaluation of the assessment is determined within fourteen days of the end of the study period. Students can object to the evaluation included in the NEPTUN system. The objection must be submitted to the Academic Registrar's Office. The head of the Academic Registrar's Office is authorized to examine the objection under the supervision of the Vice-Rector for Educational Affairs.

51 § RIGHTS IN THE NEPTUN SYSTEM

(1) Students' grades obtained in a given subject are recorded in the NEPTUN system by the authorized instructors.

(2)²²⁷

(3) The data of the lesson book is contained in the NEPTUN system.

²²⁶ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

²²⁷ Repealed by the Senate's decision no. 5/2023. (I. 26.) decision, void as of 1 February 2023.

(4)²²⁸ Students may request an extract from the NEPTUN system, which contains the details of the current semesters of the current course. The extract printed from the NEPTUN system is certified by the Academic Registrar's Office. Students are entitled to receive a free extract of the entire report book once per semester.

(5) Access to the NEPTUN system and the rules for recording entries are contained in the NEPTUN Regulations of the University.

(6) Student rights:

- a) students do not have registration (writing) rights in the e-report book,
- b) students have the right to view the e-report book data during the entire duration of their studentship using the individual access code used in the NEPTUN system,
- c) students are entitled to print out the completion form for the education period in question from the NEPTUN system,
- d) students shall receive an electronic notification of any correction made on the exam.

(7) Instructor privileges:

- a) instructors may make an entry in the e-report book for the courses assigned under their instruction based on the evaluation order defined in the subject programme and these Regulations, in accordance with the data of the exam database,
- b) instructors can check the examination papers of the courses assigned under their instruction and make corrections in the e-report book based on the marks included in it until the last day of the exam period,
- c) instructors can check the exam papers of the courses assigned under their instruction within five working days of the last day of the exam period and initiate the correction of the grades in the e-report book at the head of the Academic Registrar's Office in the university's electronic mail system or in writing, provided that they notify the head of the educational unit in charge of teaching the subject in question,
- d) in the e-report book, the evaluation entry according to the above can only be made by the instructor or, in case of obstruction, by the head of the organizational unit responsible for the teaching of the subject in question, provided that the entry can be modified by the head responsible for the operation of the NEPTUN system.

(8) Rights of the Academic Registrar's Office:

- 1) the education officer can create and modify data on students assigned to him or her in the e-report book, and all data made available to him or her on the basis of a personal license based on his or her job title, with the exception of data related to academic evaluation;
- 2) the education officer may only make changes in the e-coursebook regarding subject enrollment and academic evaluation in accordance with the instructions issued by the head of the Academic Registrar's Office in the electronic mail system operating at the university or in writing.

(9)²²⁹ Rights of the administrator in charge of operating the NEPTUN system:

- a) persons with administrative and supervisory rights do not have registration rights for the e-report book;

²²⁸ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²²⁹ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

- b) a special entry managed at the database level can only be made on the written order of the Rector and based on the permission of administrator in charge of NEPTUN operations specified in the NEPTUN regulations, the fact of which must be recorded in writing and a certified copy of the system's state before the change must be produced.

52 § 230 PROFESSIONAL PRACTICE

§ 108. 36. Of the NHEA: professional practice is partially independent student activity to be completed in higher education vocational programmes, bachelor's, master's and one-tier programmes at an external training place or at a training place of a higher education institution.

NHEA. § 15 (3) Basic degrees (bachelor's degree, bachelor of science, bachelor of professional studies, bachelor of arts) and professional qualifications can be obtained in basic education. The bachelor's degree is the higher education level within the interdependent levels of higher education which entitles you to start a master's degree. The education and completion requirements determine the qualifications that can be obtained in the bachelor's degree. In the bachelor's degree courses that require practice, at least one professional practice (hereinafter referred to as "professional internship") must be organized during the time specified in Section 85 (3). Completion of the professional internship is a condition of admission to the final exam. At least 180 credits are required in the bachelor's programme and a maximum of 240 credits can be collected. The education period is at least six and at most eight semesters.

§ 44. (1): The student may enter into employment on the basis of a student employment contract:

a) a student may work at an external site during the education period of the dual programme, within the framework of the educational programme, or in the institution during professional practice or practical training organized as part of the programme, or in a business organization established by the institution, or at an external training site

b)²³¹

(2) The provisions of the Labor Code shall be applied accordingly to the employment of a student working on the basis of a student employment contract. When defining the rules of student employment contracts, the government may establish more favorable conditions for the student than the Labor Code.

(3) ²³² As detailed in the student employment contract, a) in the case of point a) of paragraph (1), students may be entitled to remuneration, or during the period of a continuous internship of up to six weeks, as well as during the education period of the dual programme, the amount of which is at least sixty-five percent of the mandatory minimum wage. The fee shall be paid by the vocational training place unless the parties agree otherwise,

b)²³³

(3a) Professional practice may take place at a budgetary entity without a student employment contract or remuneration within the framework of the educational programme or as part of the training, in accordance with paragraph (1) point a, excluding dual training. In this case, the student is also entitled to all the rights that the labor code provides for employees. With respect to this activity, an agreement must be concluded with the student participating in the practical training under the conditions determined by the government.

(3b)²³⁴ In the case of a professional internship for an employer with whom the student has a legal employment relationship, it is not necessary to conclude a student employment contract according to point a) of paragraph (1).

(4) Whoever organizes the practical training must take out liability insurance for the payment of the student participating in the higher education vocational programmes.

§ 85. (3) of the NHEA: A course that includes a professional internship lasting at least six weeks based on the education and completion requirements defined in the law is considered a course requiring practice.

²³⁰ Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

²³¹ Repealed by § 32 point a) of Act XC. of 2018, effective as of 18 December 2018. Established by the Senate's decision no. on 12/2019. (II. 28.)

²³² Amended by § 31 of Act XC of 2018, effective as of 18 December 2018. Established by the Senate's decision on 12/2019. (II. 28.)

²³³ Repealed by § 32 point a) of Act XC of 2018, effective as of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

²³⁴ Installed by § 31 of Act XC of 2018, effective as of 1 March 2019.

- (1) Professional practice in higher education vocational programmes, basic master's and one-tier programme, specialist continuing education at an external training place or a training place at a higher education institution is a partly independent student activity.
- (2) The general purpose of internships is to deepen and further develop the knowledge and skills acquired at the university in a real professional environment, to develop the students' professional skills and to increase their desirability on the labor market. During the professional internship, students acquire basic knowledge from practical tasks corresponding to the course of study and their chosen specialization. They get to know the structure and operation of an organization, and prepare for their future professional tasks in real life conditions.
- (3) The requirements of professional internships are determined by the training and output requirements of students' majors. Completion is a condition of admission to the final exam. Exemption from completion of the exam may not be granted.
- (4) The contact information of the persons responsible for professional internships and the list of internship locations must be published on the university's website. Upon students' request, if the appropriate conditions are met, the directors of study programme (responsible for the teaching practice) may also accept a practice place that is not included in the list.
- (5) Professional practice can also be completed abroad. In order to carry out a professional internship abroad, an application must be submitted to the director of study programme, or to the director of the Teacher Training Institute for teacher training courses, at least 45 days before the start of the internship. The person responsible for professional practice decides on the suitability of the location and topic. The minimum duration of the internship abroad is the same as the duration of the internship required for the major in question. In teacher training courses abroad, practice may only be completed in Hungarian.
- (6) The professional practice may also be completed at the student's workplace, with the exception of teacher training courses. Students can apply for the acceptance of employment as a professional internship by attaching their employment contract and job description to the director of study programme during the registration period of the semester. The head of the department decides about the request.
- (7) Students may only start their professional internships after signing the Cooperation Agreement and the Student Employment Agreement with the internship site. Failure to do so may result in refusal to accept the internship.
- (8) During professional practice, students shall prepare a report. The exact content and form requirements of the professional internship report are determined by the director of the subject. The report shall be written in Hungarian. If the professional internship is abroad, it can also be in a foreign language with prior permission. At the end of the internship, students must submit the report they prepared, signed by the company of the internship site, containing a daily record of the details of the internship, to the person responsible for the internship. Students may only be admitted to the final exam with an accepted professional internship (professional internship report).
- (9) The summary of the student's report and the evaluation of the internships constitutes the student's work rating. For teacher training, the parts of the qualification

include detailed lesson plans, the individual academic plan, the preparation of the report, and the successful teaching exam completed in the Hungarian school. By the end of the examination period of each semester, the director of the subject shall grade the students' performance based on the evaluation prepared by the professional internship place taking into account the student's report and the opinion of the person responsible for the professional practice. The teacher shall record the grade in the NEPTUN system.

(10) During the internship, students are obliged to comply with the relevant legislation, the regulations of the University, the rules and policies of the internship, as well as the provisions of the student employment contract.

53 § FINAL CERTIFICATE (ABSOLUTORIUM)

50. § (1)²³⁵ of the NHEA: The higher education institution issues a final certificate (absolutorium) to the student who has completed the academic requirements mandatory in the curriculum, obtained the required credits and completed the mandatory professional practice, with the exception of the preparation of the thesis.

50.§ (1a)²³⁶ of the NHEA: The higher education institution shall provide publicly available data from the study system about the final certificates issued in accordance with paragraph (1), keep a register of the final certificates, and it shall issue a certified copy at the request of the person who obtained the final certificate based on the register. At the request of the person obtaining the final certificate, the final certificate must also be issued in the form of an electronic copy, which must be provided with the electronic signature of the higher education institution and a time stamp issued by a qualified service provider.

108. § 47.²³⁷ of the NHEA: The final certificate (absolutorium) certifies the successful passing of the exams mandatory in the curriculum and, with the exception of writing the thesis, the fulfillment of other study requirements, as well as the acquisition of the credits mandatory in the education and completion requirements, which certifies, without qualification or evaluation, that the student has completed the mandatory courses of the curriculum and met all academic requirements;

(1)^{238 239}The final certificate (absolutorium) certifies without qualification or evaluation that the student has fulfilled all of the academic obligations mandatory in the curriculum, with the exception of the final exam and the thesis or diploma work, and has completed the mandatory professional internship.

(2) In order to obtain the final certificate (absolutorium), students have to complete at least one third of the credit value of the training at the given institution, even if the University acknowledges previous studies and previously acquired knowledge completed at the University or other institutions.

(3)²⁴⁰ If the student has fulfilled the conditions for issuing the final certificate, the higher education institution shall issue the final certificate with the date of completion within twenty days of the date of completion.

(4) In the case of students pursuing studies in several majors, a separate certificate (absolutorium) must be issued for each major. If a student continues his or her studies in a combined major, the final certificate (absolutorium) can only be issued if he or she has fulfilled the requirements of both majors.

²³⁵ Amended by § 55.6 of Act LIX of 2022. Established by the Senate's decision no. 5/2023. (I. 26.)

²³⁶ Installed by § 38 (1) of Act LIX of 2022. Established by the Senate's decision no.5/2023. (I. 26.)

²³⁷ Amended by § 14 of § 55 of Act LIX of 2022. Established by the Senate's decision no. 5/2023. (I. 26.)

²³⁸ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²³⁹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁴⁰ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(5) Students must fulfill the academic obligations required for the issuance of the final certificate (absolutorium) and mandatory in the curriculum of the programme no later than the last day of the examination period preceding the day of the final examination.

(6)²⁴¹

(7) The final certificate (absolutorium) is not a proof of education or professional qualification.

54 § THESIS²⁴²

(1)²⁴³ In order to obtain the diploma, the student must prepare a thesis in the bachelor's programme and in the master's programme. A thesis is an essay written at the end of the studies, the contents of which are set in the education and completion requirements.

(2)^{244 245} Students are required to submit an independent thesis or diploma project in each major (unless the qualification requirements stipulate otherwise due to the specifics of the major) and defend it as part of the final exam. In the simultaneous teacher education of the two teacher education programmes, a thesis must be submitted and defended as part of the final exam.

(3)^{246 247} Departments are obliged to offer students thesis topics. The department, in collaboration with the relevant director of study programme, will draw up a list of topics by 16 September or 16 March, and will send topics not approved by the Research Ethics Committee to the Research Ethics Committee for approval. The Department uploads the list of topics approved by the Research Ethics Committee into the University's electronic distance learning system by 08 October or 08 April.

(3a)²⁴⁸ The student is also entitled to propose a topic on his/her own. The student can request the acceptance of an individual proposal in writing to the department concerned by 20 October or 20 April. The head of the department concerned will notify the student by e-mail of the acceptance of the individual proposal, after having obtained the opinion of the Research Ethics Committee.

(3b)²⁴⁹ Thesis topics not approved by the Research Ethics Committee cannot be published.

(4)^{250 251 252 253} If the duration of the course is 3 semesters or more, the student must choose a thesis topic two semesters before the semester of the final examination. In the case of a two-semester course, the student must choose the thesis topic in the first

²⁴¹ Repealed by the Senate's decision no. 5/2023. (I. 26.) decision, ineffective as of 1 February 2023.

²⁴² Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁴³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁴⁴ Amended by the Senate's decision no. 84/2017. (XI. 30.), effective as of 15 December 2017.

²⁴⁵ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁴⁶ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁴⁷ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁴⁸ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁴⁹ Established by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁵⁰ Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

²⁵¹ Amended by the Senate's decision no.5/2023. (I. 26.), effective as of 1 February 2023.

²⁵² Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁵³ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

semester of the course. The student is required to submit the chosen topic and the supervisor (consultant) to the department of the supervisor by the deadline specified in the academic year regulations using the form entitled *Thesis Registration Form*. The student is entitled to change the subject of the thesis once during the course of his/her studies, with the consent of the supervisor. The request for this must be submitted, together with the consent form, to the department of the consultant. A student may change supervisor once in the course of his/her studies with the written agreement of the transmitting and host supervisors. He/she must submit his/her request, together with the consent form, to the department of the host supervisor. A change of supervisor cannot be initiated during the semester of submission of the thesis.

(5)^{254 255} Students shall receive guidance on the preparation of the thesis from an internal supervisor who is a University lecturer, academic researcher or a person in a legal relationship with the University.

Students may also ask for help from an external supervisor, who can be a professional with a higher education qualification but who is not employed by the University. If a student does choose an external supervisor, the appointment of an internal supervisor is also mandatory at the same time as the topic is approved.

When aggregating the number of thesis applications received by the departments, the number of theses per supervisor may not exceed 15.

(6)^{256 257 258 259 260} The student must prepare the thesis according to the guidelines on the formal and content requirements for theses published in the University's electronic distance learning system and upload it to the University's electronic distance learning system by the deadline specified in the academic year's regulations. Students may upload their theses from at least three weeks before the deadline.

(7)^{261 262 263 264} Students will receive a system message when the upload is successful. The uploaded file is checked by the Library, and if the uploaded file is not technically correct (corrupted, not openable, not in the correct format or clearly not the complete thesis), the Library will notify the student electronically and ask him/her to upload the file again. If the upload happened on a weekend or holiday, the student will be notified on the first working day regarding the repetition of the upload.

(8)^{265 266 267 268} Students must declare on the (original) form published on the University's electronic distance learning system that the uploaded thesis is their own, independent work, that the use of artificial intelligence in the preparation of the thesis was in accordance with these regulations, and that the use of the literature cited in the thesis was

²⁵⁴ Amended by the Senate's decision no. 31/2016. (IV. 28.), effective as of 28 April 2016.

²⁵⁵ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁵⁶ Amended by Senate's decision no. 78/2015. (XII. 10.), effective as of 10 December 2015.

²⁵⁷ Amended by Senate's decision no. 66/2017. (IX. 14.), effective as of 15 September 2017.

²⁵⁸ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁵⁹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁶⁰ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁶¹ Installed by the Senate's decision no. 66/2017. (IX. 14.), effective as of 15 September 2017.

²⁶² Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁶³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁶⁴ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁶⁵ Installed by the Senate's decision no. 66/2017. (IX. 14.), effective as of 15 September 2017.

²⁶⁶ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁶⁷ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁶⁸ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

in accordance with the rules of resource management. This declaration by the student is an essential part of the thesis. If the student fails to comply with the obligation to make a declaration, the thesis will not be accepted.

(9)^{269 270} Once the thesis has been submitted, with the exception of the provisions of paragraph (7), there is no way to modify or correct it.

(10)^{271 272 273} The assessment of the thesis is carried out by the assessor requested by the head of the department using the University's electronic distance learning system.

(11)^{274 275 276 277} A student who fails to upload his or her thesis to the University's electronic distance learning system and thus misses the plagiarism check, or who proves to have committed plagiarism following the assessor check of the results of the plagiarism check software, may not be admitted to the final exam. The assessor shall declare on the thesis assessment sheet that the plagiarism check has been carried out and whether the work is acceptable or not.

(12)^{278 279} Students must be given the opportunity to learn about the assessment of the thesis by no later than three working days before the defense.

(13)^{280 281 282} Plagiarism is committed by a student who uses the intellectual product of others in the work carried out in the course of fulfilling his or her academic requirements, in particular during the preparation of the homework, term paper, final thesis, thesis, or uses artificial intelligence methods in such a way that the source is not or not properly marked.

Cases of plagiarism include:

a) verbatim citation, where the student fails to mark the source with a quotation mark or refer to the work with a page number.

b) paraphrasing the accepted text in their own words (i.e. does not take it verbatim) and fails to refer to the work.

c) the use of figures, drawings, photographs, diagrams, data and other illustrations of audiovisual and electronic content not indicated by source.

In the case of a thesis, the consultant or reviewer is entitled to determine plagiarism, while in other cases it is the instructor of the subject who determines it.

If it can be proven that the student's homework, term paper, final thesis, thesis and diploma work contains plagiarism in whole or in part, the student's thesis must be classified as insufficient.

²⁶⁹ Content and numbering were modified by the Senate's decision no. 66/2017. (IX. 14.), effective as of 15 September 2017.

²⁷⁰ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁷¹ Amended by Senate's decision no. 53/2016. (VI. 30.), effective as of 30 June 2016. Numbering modified by the Senate's decision no. 66/2017. (IX. 14.)

²⁷² Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁷³ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁷⁴ Installed by the Senate's decision no. 66/2017. (IX. 14.), effective as of 15 September 2017.

²⁷⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁷⁶ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁷⁷ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁷⁸ Its numbering was modified by Senate's decision no. 66/2017. (IX. 14.)

²⁷⁹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁸⁰ Amended by Senate Resolution no. 5/2016.(I.28.), effective as of 28 January 2016. Numbering modified by the Senate's decision no. 66/2017. (IX. 14.)

²⁸¹ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁸² Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

A thesis that has been given a fail due to plagiarism can no longer be corrected in the semester in question.

(14)^{283 284 285 286} The internal supervisor shall make a proposal for grading the thesis, together with a text evaluation, and then the assessor shall grade it using a five-point scale. If the assessor classifies the thesis as failed, the student cannot take the final exam and must prepare a new thesis. In the event that the assessor has graded the student's thesis as unsatisfactory, but the mark proposed by the supervisor is not unsatisfactory, the thesis shall be graded by a second assessor appointed by the Head of Department, in which case the mark awarded by the latter shall be the mark for the thesis.

(15)^{287 288 289} If a student receives a failing grade or is found guilty of plagiarism, the head of the department shall notify the student in writing about the rejection of the thesis, its legal consequences, the justification for the rejection, and the possibility of resubmission, no later than three working days before the final exam.

(16)^{290 291 292 293} In the case of bachelor's and master's programmes, one-tier education, and further specialized courses, the defense of the thesis is part of the final exam, organized and conducted during the final exam period, at a time other than the day of the final exam. The organization of the defense of the thesis is the responsibility of the head of the department, which in exceptional cases can also be conducted virtually.

(17)^{294 295 296 297 298} For bachelor's and master's programmes, one-tier programmes and specialised further education, the departments will transmit the aggregated results of the defenses to the Academic Office after the defense. The University shall store theses in an electronic form in the study system, as well as in the system designed for this purpose, and keeps a record of thereof. The stored theses can be accessed and searched without restriction through the study system, except for encrypted parts.

(18)^{299 300 301} The assessors and the committee appointed to defend the thesis during the defense also assess the thesis with using five-point grade. The certification of defense is signed by the chairman of the committee.

²⁸³ Amended by Senate Resolution no. 5/2016.(I.28.), effective as of 28 January 2016. Numbering modified by the Senate's decision no. 66/2017. (IX. 14.)

²⁸⁴ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

²⁸⁵ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁸⁶ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁸⁷ Numbering was modified by Senate's decision no. 66/2017. (IX. 14.)

²⁸⁸ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁸⁹ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁹⁰ Amended by Senate's decision no. 35/2017. (IV. 27.), effective as of 27 April 2017. Numbering modified by Senate's decision no. 66/2017. (IX. 14.)

²⁹¹ Amended by the Senate's decision no. 84/2017. (XI. 30.), effective as of 15 December 2017.

²⁹² Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁹³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁹⁴ Amended by Senate's decision no. 35/2017. (IV. 27.), effective as of 27 April 2017.

²⁹⁵ Content and numbering modified by Senate Resolution no. 66/2017 (IX. 14), effective as of 15 September 2017.

²⁹⁶ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

²⁹⁷ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

²⁹⁸ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

²⁹⁹ Numbering modified by the Senate's decision no. 66/2017. (IX. 14.)

³⁰⁰ Amended by the Senate's decision no.74/2019. (XII. 12.), effective as of 1 January 2020.

³⁰¹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

(19)^{302 303} If a thesis meets the content and form requirements and has won a place at the National Academic Student Conference, the thesis may be accepted by the head of the department without an assessment and with an excellent mark. Acceptance only replaces the reviewers' opinions, the defense of the thesis is still mandatory in this case.

(20)^{304 305} When uploading their theses, students must declare that they agree to make them public. In justified cases, students (e.g. because their writing contains a business secret) can request a five-year postponement of publication through the NEPTUN system.

55 § REGISTRATION FOR THE FINAL EXAMINATION

87/2015. (2) of the IA: In the regulations of the higher education institution, the method of applying for the final exam, the procedure for organizing and conducting the final exam, and the method of calculating the result shall be determined.

§ 50 (2) of the NHEA: The student completes his or her studies in higher education vocational programmes, bachelor's and master's courses, and further specialized courses with a final exam.

(3) After obtaining the final certificate, the student can take the final exam. The final exam can be taken in the examination period following the acquisition of the final certificate as part of the student status, and after the termination of the student status, within two years in any exam period, according to the valid training requirements. The academic regulations may set conditions for the participation in the final examination after the second year from the issuance of the final certificate. A final exam cannot be taken after the fifth year following the termination of student status.

(4) The final exam is the verification and evaluation of the knowledge, skills and abilities required to obtain the diploma, during which the student must also prove that he or she can apply the knowledge he or she has learned. As specified in the curriculum, the final exam can consist of several parts: the defense of a thesis, additional oral, written, and practical exam parts.

(5) Students who have not fulfilled their payment obligations to the higher education institution may not be admitted to the final exam.

(6)³⁰⁶ The thesis of a student who has passed the final exam shall be stored in its entirety in the study system of the higher education institution, which keeps a record of them. Stored theses must be made accessible and searchable without restriction through the study system, with the exception of encrypted parts as defined by the law.

(1) At the end of their programme, students can take a final exam, and the university will issue a certificate to the student upon successful completion of the exam. Unless the law states otherwise, students must have a language certificate set in the education and completion requirements of the major in question.

(2) The conditions for admission to the final exam in bachelor's and master's courses:

- a) obtaining the minimum credits specified in the course curriculum,
- b) fulfillment of the mandatory criteria requirements (colloquiums, internships, camps, etc.),
- c) fulfillment of the requirements set out in the special legislation on teacher qualification in teaching training courses,
- d) fulfillment of financial obligations towards the University,
- e) application for the final exam in the Academic Registrar's Office during the specified period.

(3) The final examination can be completed in the examination period following the acquisition of the final certificate within the framework of student status, and after the

³⁰² Numbering modified by the Senate's decision no. 66/2017. (IX. 14.)

³⁰³ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁰⁴ Introduced by the Senate Resolution no. 66/2017 (IX. 14), effective as of 15 September 2017.

³⁰⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁰⁶ Installed by the 2022 LIX. § 38 (2) of the Act. Amended by the Senate's decision no. 5/2023. (I. 26.)

termination thereof, within two years in any examination period, according to the valid training and output requirements. The academic Regulations may condition the passing of the final examination after the second year from the issuance of the final certificate. A final exam cannot be taken after the fifth year following the termination of student status.

(4) The final exam may only be completed in accordance with the provisions of the Academic Regulations adopted by the Senate, during the twice yearly designated final exam period.

(5) Students may take the final exam in the courses in which they obtained an absolutorium.

(6) Information about the final exam together with the schedule for the semester shall be sent to the students by the Academic Registrar's Office in the first week of term through the NEPTUN system. The departments shall send the final exam items to the students in the first week of the term time via the NEPTUN system.

(7)^{307 308}Students can apply for the final exam through the NEPTUN system until the date specified by the Academic Registrar's Office. Students who have obtained the final certificate in the course, or who are expected to obtain it by the start of the final examination by the latest, can apply for the final exam. Students who do not owe reimbursement, compensation, or other fees and charges, and who have submitted the University's inventory items, submitted their thesis by the deadline, and who have been graded with at least a sufficient grade, may be admitted to the final exam.

(8) The preparation of the final exams is carried out and coordinated by the Academic Registrar's Office.

(9)³⁰⁹ The parts and requirements of the final exam, the method of calculating the results of the final exam and the diploma, a brief description of the course of the final exam and the items of the final exam are approved by the Vice-Rector for Educational Affairs and handed over to the Academic Registrar's Office no later than two months before the final exam.

56 § THE FINAL EXAMINATION COMMITTEE

§ 59 (1) of the IA 87/2015: The final exam must be performed before a final examination committee, which is made up of a chairman and at least two other members. The final examination committee must be composed in such a way that at least one member is a university or college teacher or a university or college associate professor, and at least one member has no employment relationship with the higher education institution in question or is an instructor in another subject of the higher education institution. A record must be kept of the final exam.

- (1) The final exam shall be taken before a committee. The final examination committee
- a) consists of a president and at least two other members,
 - b) has a president, who must be a recognized university professor, associate professor, assistant professor, college teacher or college associate professor in the field,
 - c) can have a member who is a practical specialist in the specialized field, or an adjunct professor or teaching assistant,

³⁰⁷ Amended by the Senate's decision no. 13/2022. (II. 24.), effective as of 25 February 2022.

³⁰⁸ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁰⁹ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

- d) ³¹⁰ has at least one member who does not stand in an employment relationship with the University or is an instructor on another course.

(2)³¹¹ The directors of study programmes, together with the Academic Registrar's Office, will propose persons to be members of the final examination committee and for the position of chairman of the final examination committee no later than two months before the start of the final examination period. After that, the chairman of the final examination committee and the members of the committee shall be approved and commissioned by the Rector.

(3) Minutes of the final exam signed by the president and the members of the final exam committee must be kept. The minutes shall be prepared and signed by the notaries. The documentation related to the final exam shall be kept by the Academic Registrar's Office.

(4)³¹² The final exam report contains:

- a) the student's name and educational identification number,
- b) the name of the major,
- c) the date of the final exam, the names of parts and their evaluation,
- d) the name, educational identification number and signature of the members of the final examination committee,
- e) the title of the thesis,
- f) the name of the supervisor and reviewer of the thesis and his or her educational identification number,
- g) the date of defense of the thesis,
- h) the questions asked,
- i) the final evaluation and grading of the final exam.

The final exam report is attached to the main page.

57 § EVALUATION OF THE FINAL EXAM

(1) ³¹³ ³¹⁴ The final exam

- a) is performed in the simultaneous or separate defense of the thesis,
- b) is performed in a complex oral and/or written exam covering specialist knowledge and practical skills,
- c) in the teaching training courses consists of the complex oral part of the teacher qualification exam specified in a separate law,
- d) and in the one-tier teacher training and the teacher training master's course consists of the above and a teaching test.

(2)³¹⁵ ³¹⁶ The defense of the Portfolio is part of the final exam of the one-tier teacher training and teacher training master's courses. Students must prepare the Portfolio by the end of the last semester of the education period. The content and form requirements of the Portfolio shall be published by the Department of Pedagogy on the University website.

³¹⁰ Amended by Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

³¹¹ Amended by the Senate's decision no. 5/2016. (I.28.), effective as of 28 January 2016.

³¹² Installed by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³¹³ Amended by Senate 36/2021. (VI. 30.), effective as of 1 July 2021.

³¹⁴ Amended by the Senate 49/2023. (VIII. 31.), effective as of 1 September 2023.

³¹⁵ Installed by the Senate's decision no. 84/2017. (XI. 30.), effective as of 15 December 2017. The numbering of the former paragraphs (2) - (11) has been changed to paragraphs (3) - (12).

³¹⁶ Amended by the Senate's decision no. 36/2021. (VI. 30.), effective as of 1 July 2021.

(3) Students' preparedness is graded by the members of the committee, and then in a closed session, in the event of a dispute, by way of voting. The grades for the individual parts of the final oral exam are determined by the committee. In the event of a tie, the president's vote shall be decisive.

(4) The final exam shall be passed if the qualification of all the listed exam components is at least sufficient. A successful final exam cannot be corrected.

(5) The final exam is unsuccessful if any of its subcomponents are insufficient. In a repeated final exam, the candidate must take the exam only in the part that he or she failed the first time. The final exam can be repeated once. A repeated final exam can only be taken in the next final exam periods. Credit points cannot be assigned to the final exam.

(6) When the final exam is taken in a later period, it must be completed based on the provisions of the education and completion requirements applicable to the final exam at the time it takes place. A final exam cannot be taken after the fifth year following the termination of student status.

(7)^{317 318 319}The result of the final exam shall be given by the average grade of the defense of the thesis, the grade of the complex oral and/or written exam, the grade for the defense of the portfolio in the case of one-tier teacher training and master's degrees, and the oral grade received for exam teaching and for the complex teacher qualification exam, rounded to two decimal places.

(8)³²⁰ the final exam result shall be calculated as the arithmetic mean of the partial marks achieved in the final exam and the final grade of the thesis, with an accuracy of two decimal places.

(9)³²¹ If the defense of the thesis is insufficient, the student must prepare a new thesis after an approval procedure. In the case of a repeated thesis, the student can apply for the next final exam period as soon as possible.

(10)³²² The topic of a previous thesis can also be selected as the topic of the thesis.

(11) An unsuccessful final exam can be repeated upon payment of the repeated final exam fee in the amount specified in the Reimbursement and Payment Regulations.

(12) It is not possible to draw a supplementary item to report knowledge about in the final exam.

58 § LANGUAGE REQUIREMENTS^{323 324}

(1) The University ensures the teaching of the foreign language required for the exercise of the professional qualification that can be obtained in the major in question. It provides

³¹⁷ Amended by Senate no. 63/2015. (X. 1.), effective as of 1 October 2015.

³¹⁸ Amended by Senate 36/2021. (VI. 30.), effective as of 1 July 2021.

³¹⁹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³²⁰ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³²¹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³²² Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³²³ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³²⁴ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

the conditions for the student to acquire the foreign language required for the exercise of the professional qualification that can be obtained in the major in question specified in the curriculum.

(2) The institutional language requirements and the cases of automatic exemption are included in the educational programme for each educational programme.

(3) If the curriculum of a student's training includes a language exam or an equivalent high school graduation certificate or diploma, as well as a language requirement completed on a specific course that is acceptable as evidence of foreign language skills, the student will be exempted from completing the subject in question upon request for credit acknowledgment.

(4) If a student has a language certificate that does not belong to the exemption cases specified in the educational programme, the Credit Transfer Committee will decide on the student's request for credit acknowledgment after first seeking the opinion of the Sports Language Review department.

(5) Regarding a student's request for credit acknowledgment, the Credit Transfer Committee shall act in accordance with § 38 of these Regulations, so that in the event of doubts about the authenticity of the submitted document, the University's Sports Language Review department will check the language test or an equivalent graduation certificate and the authenticity of the diploma at the request of the Credit Transfer Committee.

(6) If the educational programme defines a sports language exam as a language requirement, then the sports language exam shall be a criterion requirement, i.e. a mandatory requirement that is a condition for admission to the final exam, but does not include credits. The condition for applying for the sports language exam is the completion of the language training mandatory in the educational programme (obtaining a practical certificate, in the case of language training built into a specialized subject, completion of the specialized subject).

(7) The sports language exam appears as an independent course in NEPTUN. The application for the exam takes place during the course enrollment period by taking the sports language exam subject defined as a criterion requirement in NEPTUN.

(8) The sports language exam is completed during the exam period, as organized by the University's Sports Language Review department. It also applies to the sports language exam that it is possible to pass it by having three subject enrollments.

59 § THE DIPLOMA

51. §³²⁵(1) of the NHEA: A successful final exam is a prerequisite for issuing a certificate certifying the completion of a higher education programme.

(2)³²⁶ The higher education institution issues and hands over the diploma to the student within thirty days of the date of the successful final exam.

(3)³²⁷

(4) Only higher education institutions covered by this Act are entitled to issue diplomas. The diploma can only be used for a document certifying a professional qualification issued by higher education institutions on the basis of this law and, with the exception of higher education vocational

³²⁵ Installed by. § 39 of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³²⁶ Installed by § 39 of Act LIX. of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³²⁷ Repealed by. § 55. Clause 7 of Act LIX of 2022, ineffective as of 20 December 2022. Established by the Senate's decision no. 5/2023. (I. 26.)

programmes and specialized continuing education, a higher education qualification or a doctoral degree.

(5)^{328 329} The diploma is a public document bearing the coat of arms of Hungary, which contains the name of the issuing higher education institution, the institution's identification number, the serial number of the diploma, the name of the holder of the diploma, the birth name, place and time of birth, the level of education, the degree awarded and the name of the major and qualification, the qualification of the diploma, the place, year, month and day of issue, the classification of the qualification certified by the diploma according to the Hungarian Qualification Framework and the European Qualification Framework, as well as the duration of the programme according to the education and completion requirements. It must also include the name, position and original signature of the head of the higher education institution or the head defined in the institutional regulations, and additional heads in the event that these are unavailable, and the impression of the stamp of the higher education institution.

(6) A central register of issued certificates must be kept.

(7)³³⁰ It provides publicly available data on issued diplomas and micro-certificates from the study system of the higher education institution, and keeps records of diplomas and micro-certificates. Based on this register, the higher education institution issues a certified copy at the request of the holder of the given document. At the request of the person acquiring the diploma and the micro-certificate, it is also issued in the form of an electronic copy, which must be provided with the electronic signature of the institution and a time stamp issued by a qualified service provider.

(8)³³¹ A diploma can be issued to a student whose application for acknowledgment of further education was made by the higher education institution on the condition that he or she must subsequently present a legally required document if the student has fulfilled the obligation to present the document.

§ 52 (1) The diploma must be issued in Hungarian and English or in Hungarian and Latin, in the case of nationality training in Hungarian and in the language of the nationality in question, in the case of non-Hungarian training in Hungarian and the language of the training.

(2)^{332 333} In addition to the diploma obtained in bachelor's, master's and vocational higher education courses, the diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and English. The diploma supplement must be issued in the Hungarian language and the language of the nationality concerned in the case of a nationality course, and in Hungarian and the language of the course in the case of a non-Hungarian course at the student's request. The diploma supplement can also be issued in the case of specialized further education at the student's request. An electronic copy of the issued diploma supplement must be stored in the study system, which must be provided with the electronic signature of the institution and a time stamp issued by a qualified service provider. Based on the records of the issued diploma supplement in the study system of the higher education institution, the higher education institution is obliged to issue a copy at the request of the recipient of the diploma supplement. The diploma supplement must also be issued in the form of an electronic copy at the request of the person obtaining the diploma supplement, which must be provided with the electronic signature of the institution and a time stamp issued by a qualified service provider.

(3) The diploma issued in bachelor's and master's programmes, as well as in undivided training, specialized further courses, and vocational training in higher education entitles the person to hold a job and pursue an activity, as defined by law.

(4)³³⁴

(5) Notation of the educational levels certified by diplomas issued in Hungary in English and Latin:

a) basic degree "bachelor's" or "baccalaureus" (abbreviated: BA, BSc),

b) master's degree "master's" or "magister" (abbreviated as MA, MSc).

³²⁸ Amended by the Senate's decision no. 61/2016. (VIII. 25.), effective as of 25 August 2016.

³²⁹ § 41 point i) of Act XLI was inaugurated in 2023. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 August 2023.

³³⁰ Installed by § 40 of Act LIX of 2022. Established by the Senate 49/2023. (VIII. 31.), effective as of 1 September 2023.

³³¹ Installed by Act LIII of 2021, effective as of May 28, 2021. Established by the Senate's decision no. 36/2021. (VI. 30.)

³³² Amended by 661/2020. (XII. 24.) Government Decree, effective as of 25 December 2020. Established by the Senate's decision no. 11/2021. (III. 25.)

³³³ Installed by § 41 of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³³⁴ Repealed by § 55. Clause 8 of Act LIX of 2022, ineffective as of 20 December 2022. Established by the Senate's decision no. 5/2023. (I. 26.)

(1)³³⁵ On the basis of a successful final exam, the University issues a certificate to the candidate indicating the level of education and professional qualification. The certificate is signed by the Rector.

(2)³³⁶ The diploma must be issued and handed over to the student within thirty days of the successful final exam.

(3)^{337 338} When calculating the qualification of the diploma, the following must be taken into account with a weight of one third each

- a) the average grade of the final exam, calculated to two decimal places,
- b) in the case of majors where the sample curriculum contains comprehensive grades, the average of rigor is calculated to two decimal places, for those courses where the sample curriculum does not contain rigorous grades, the colloquium average is calculated to two decimal places,
- c) the cumulative average of the average grades of the semesters weighted by credits calculated to two decimal places.

(4) Based on the average result, the diploma must be classified as follows

- a) excellent (4.51 - 5.00),
- b) good (3.51 - 4.50),
- c) satisfactory (2.51 - 3.50),
- d) sufficient (2.00 - 2.50).

(5)³³⁹ Students who achieve outstanding results in all subjects of the final exam and whose thesis and colloquium or test grades are excellent, and whose average of all other exams and practical marks is at least 4.51 shall receive an honors certificate.

(6) The diploma must be issued in Hungarian and English.

(7) The diploma issued in bachelor's and master's programmes, specialized continuing education, as defined by law, entitles the holder to do a profession and carry out professional activities.

59/A.§ REGISTRY PAGE³⁴⁰

(1) The registry page is used to register the student's personal and academic data in connection with the student status indicated on the page.

(2) At the University, a registry page may be kept for the same person in connection with the given student status for all types of legal relationship. After the termination of student status, when establishing a new legal relationship, a new registry page must be opened.

(3) The page must be authenticated within three months of the termination of student status.

(4) The sealed and authenticated page must be completed and re-authenticated if

³³⁵ Amended by the Senate's decision no. 31/2016. (IV.28.), effective as of 28 April 2016.

³³⁶ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³³⁷ Amended by Senate's decision no. 63/2015. (X.1.), effective as of 1 October 2015.

³³⁸ Amended by the Senate's decision no. 19/2018. (III. 29.), effective as of 30 March 2018.

³³⁹ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁴⁰ Installed by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

- a) after the termination of student status, the thesis, the final exam and the language requirements are fulfilled, and the diploma and diploma supplement are issued,
- b) changes to the data recorded in the registry page are necessary due to the correction of errors or the transfer of data changes,
- c) the diploma is corrected, a duplicate is issued, or the diploma is invalidated.

(5) A replacement registry page must be issued instead of the damaged or lost one based on the available records, documents and data.

(6) Upon termination of student status, the Academic Registrar's Office issues a paper-based certified extract of the registry page

- a) *ex officio* for a student who completes his or her studies without a final certificate (absolutorium), if he or she completed at least one semester as an active student,
- b) upon request by students who obtained a final certificate but completed their studies without obtaining a diploma,
- c) upon request by students who have obtained a diploma in specialized further education.

(7) For students to whom the University issues a report book, a certified extract of the registry page does not have to be issued. All pages of the printed page must be authenticated by the clerk. The registry page extract is printed from the NEPTUN system by the study administrator with the content in accordance with the law and certified by the Academic Registrar.

60 § MANDATORY CONTENT ELEMENTS OF THE DIPLOMA

(1) The mandatory content elements of the diploma are defined in Act CCIV of 2011 on National Higher Education, in 87/2015 on the implementation of certain provisions of the Act. (IV.9.), contained in Annex 9 of the Government Decree.

61 § APPENDIX TO THE DIPLOMA

52. § (2)^{341 342} of the NHEA: In addition to the diploma obtained in bachelor's, master's and vocational higher education courses, the diploma supplement specified by the European Commission and the Council of Europe must be issued in Hungarian and English. At the student's request, it must be issued in the Hungarian language and the language of the nationality concerned, in the case of a non-Hungarian language course, in Hungarian and the language of the course. At the student's request, the diploma supplement can also be issued in the case of specialized further education. An electronic copy of the issued diploma supplement must be stored in the study system, which must be provided with the electronic signature of the institution and a time stamp issued by a qualified service provider. Based on the records of the issued diploma supplements in the study system of the higher education institution, the higher education institution is obliged to issue a copy at the request of the recipient of the diploma supplement. At the request of the person obtaining the diploma supplement, the diploma supplement must also be issued in the form of an electronic copy, which must be provided with the electronic signature of the institution and a time stamp issued by a qualified service provider.

§ 104. (3): The coat of arms of Hungary may be placed in the premises serving the primary task of the higher education institution, on its address plate, on the facade of its buildings, and may also be displayed on its seal and on diplomas and diploma supplements issued by the higher education institution.

³⁴¹ Amended by § 55 of Act CXLVIII of 2020. Established by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁴² Installed by § 41 of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

(1) The Europass diploma supplement is issued by the University that issued the original degree.

(2) The purpose of issuing the diploma supplement is to make clear the kind of knowledge and competences the given diploma demonstrates to third parties, primarily foreign interested parties.

(3) *Graduates after 1 March 2006*: the supplement for the diploma, must be issued free of charge in Hungarian and English, and in the case of national or ethnic minority training in the language of the respective minority at the student's request.

(4) The diploma supplement can be issued in a language other than that specified in the previous paragraph, in accordance with the Reimbursement and Payment Regulations At the student's request.

(5) *Graduates between 1 July 2003 and 1 March 2006*: the Hungarian-language certificate supplement can be requested free of charge, and the English-language one can be requested for a fee.

(6) *Graduates before 1 July 2003*: it is not mandatory to issue a certificate supplement, because the legislation is not retroactive. The higher education institution can decide to issue the document and charge a fee for it.

(7) Fees for the issuance of diploma supplements are contained in the Reimbursement and Payment Regulations.

62 § HONORARY (JUBILEE) DIPLOMA

(1) The Rector of the University may award a gold, diamond, iron or ruby honorary diploma to someone who obtained his or her diploma at the higher education institution fifty, sixty, sixty-five or seventy years ago and is worthy of public respect based on his or her career, according to the conditions set out in its organizational and operational regulations.

(2)³⁴³ The issuing of honorary (jubilee) diplomas and the graduation ceremony are organized and carried out by the Office of Alumni, Career and Special Student Services under the supervision of the Academic Registrar's Office and the Rector's Office based on the requests received.

(3)³⁴⁴ Persons who have obtained a degree in full-time education at the University and its predecessor institutions are entitled to an honorary (jubilee) diploma.

(4) Recipients of honorary (jubilee) diplomas may be awarded prizes.

63 § LEGAL REMEDIES

(1) Pursuant to Section 57 (3) of the NHEA, students may appeal against the University's decision, action, or failure to act (hereinafter collectively called "decision") within fifteen days of notification, with the exception of decisions related to the evaluation of studies.

³⁴³ Amended by Senate 74/2019. (XII. 12.), effective as of 1 January 2020.

³⁴⁴ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

Proceedings can also be initiated against the decision regarding the evaluation of studies, if the decision was not based on the requirements accepted by the University, or if the decision is contrary to the provisions of the University's regulations or the relevant legislation.

(2) Student legal remedy procedures are governed by Part VI. (Order of legal remedy) of III. of the University's Organizational and Operating Regulations.

64 § COMMITTEES AND PERSONS ACTING IN ACADEMIC MATTERS

- I. Academic Committee
- II. Credit Transfer Committee
- III. Social and Equality Committee
- IV. Disability Committee
- V. Appeals Committee
- VI. Disciplinary Committee

Pursuant to § 12 of the NHEA:

(1) The Senate establishes permanent committees to manage the academic, examination and social affairs of students.

(2) If the committee or council established by the Senate also acts in matters affecting students, it must be ensured that student representatives, with the exception of the Credit Transfer Committee, can also participate in the work of the committee.

(3) The participation of students must be ensured in the committee dealing with matters concerning students, with the stipulation that the number of members delegated by students in the committee established to manage academic, exam and social affairs cannot be less than twenty-five percent of the committee's members.

(4)³⁴⁵ The Rector makes a proposal for the members of the committee, taking into account the opinions of the student body, the doctoral body, and the heads of the organizational units.

(5) Members of the committees are approved by the Senate. The term of committee membership lasts until the formation of the new Senate at the latest.

(6) The committees are obliged to report to the Senate in writing on their work at least once at a Senate meeting. The report must include the date of the meetings, the list of case groups, and the designation of individual cases that require special consideration.

(7)³⁴⁶

³⁴⁵ Amended by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁴⁶ Repealed by the Senate's decision no. 5/2023. (I. 26.) decision, void as of 1 February 2023.

65 § ACADEMIC COMMITTEE

Pursuant to § 12 and § 49 of the NHEA:

(1) The Academic Committee (AC) acts in the students' academic matters, in the cases specified in the student requirements system.

(2) The scope of the committee's decisions covers the following: all ad hoc matters related to studies and exams that require a committee decision.

(3)³⁴⁷ The composition of the committee:

- a) a member appointed by the Academic Registrar,
- b) a lecturer and a researcher elected by the University Senate,
- c) members delegated by the Student Body.

(4) The academic lecturer and institute delegate involved in the case shall be invited on a case-by-case basis.

(5) The activities of the committee are supervised by the Vice- Chancellor of Education.

(6) If a committee decision is made, the committee must make the decision on the matter within twenty-one days from the receipt of the request.

66 § CREDIT TRANSFER COMMITTEE

Pursuant to § 12 and § 49 of the NHEA:

(1) The Credit Transfer Committee (CTC) acts in cases related to credit transfers for students.

(2) The committee is made up of:

- a) two lecturers elected by the University Senate,
- b) an academic member delegated by the Academic Registrar's Office.

(3) Student representatives may not be present during the discussion of cases involving credit transfers.

(4) The activities of the committee are supervised by the Vice-Rector for Educational Affairs.

(5) The committee meets at least once every six months, and may be convened on a case-by-case basis in special cases.

67 § COMMITTEE OF EQUAL OPPORTUNITIES AND SOCIAL AFFAIRS

51/2007. 6-11 § and pursuant to § 21 of AD:

(1) The student's social situation, with the exception of the application for the extraordinary social scholarship, is examined once per academic semester at the institutional level, by the committee appointed for this purpose, and then the results are

³⁴⁷ Amended by the Senate's decision no. 67/2015. (X. 29.), effective as of 29 October 2015.

used to assess both the social scholarship and dormitory admissions, as well as all other needs-based allowances .

(2) The tasks listed in paragraph (1) are performed by the Social and Equality Committee (hereinafter SEC) at the University.

(3) The commission is made up of:

- a) ³⁴⁸ the two administrators appointed by the Director General of Economics,
- b) a main instructor,
- c) two delegates of the Student Body,
- d) two administrators appointed by the head of the Academic Registrar's Office.

(4) The committee also acts in all matters in which it is necessary to act in order to ensure equal opportunities.

(5)^{349 350 351} The activity of the Social and Equality Committee is supervised by the Rector.

68 § DISABILITY COMMITTEE

(1) The Senate establishes a Disability Committee to manage the affairs of students with disabilities.

(2) The composition of the committee is chosen by the Senate based on the proposal of the coordinator who supports the studies of disabled students.

(3) Members of the committee:

- a) a coordinator who supports the studies of disabled students,
- b) a lecturer elected by the University Senate,
- c) the delegate of the Student Body.

(4) The duties and powers of the committee, as well as the detailed rules of procedure are contained in the Disability Regulations of the University.

69 § APPEALS COMMITTEE

(1) Appeals submitted by the deadline against the decisions and measures of the first instance regarding the legal relationship of the institution's students are dealt with by the University's Appeals Committee.

(2)^{352 353 354 355} The chairman of the committee is the lecturer assigned by the Rector, the members are:

- a) a member delegated by the Vice-Rector for Educational Affairs,
- b) a lecturer chosen by the Senate,
- c) a member delegated by the Student Body,

³⁴⁸ Amended by the Senate's decision no. 45/2022. (VI. 30.), effective as of 1 August 2022.

³⁴⁹ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

³⁵⁰ Amended by Senate Resolution no. 55/2020. ((X. 29), effective as of 30 October 2020.

³⁵¹ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

³⁵² Amended by the Senate's decision no. 67/2015. (X. 29.), effective as of 29 October 2015.

³⁵³ Amended by the Senate's decision no. 71/2016. (IX. 29.), effective as of 14 October 2016.

³⁵⁴ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

³⁵⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

d) a doctoral student member delegated by the Doctoral Body.

The person involved in the case should be invited on a case-by-case basis.

3)³⁵⁶ The activities of the committee are supervised by the Rector, although if the Rector is involved in the case in question a replacement must be provided.

(4)³⁵⁷ The Appeals Committee is responsible for examining the regularity of the first instance procedure. The Appeals Committee may make the following decisions regarding an appeal request:

- a) it may reject the application,
- b) it may instruct the person who failed to make a decision to do so,
- c) it may change the decision,
- d) it may annul the decision and order the decision-maker to conduct a new procedure.

(5)^{358 359 360} If a committee decision is made, the committee must make a decision on the matter within thirty days of receiving the request.

70 § DISCIPLINARY COMMITTEE

(1) The Senate establishes a Disciplinary Committee to manage matters related to disciplinary proceedings.

(2) The composition of the committee:

- a) the University's legal expert,
- b) a lecturer elected by the Senate,
- c) a member delegated by the Student Government.

The person involved in the case should be invited on a case-by-case basis.

(3)³⁶¹ The activities of the committee are supervised by the Rector, although if the Rector is involved in the case in question a replacement must be provided.

(4) The committee's tasks and powers, as well as the detailed rules of its procedure are included in the University's Student Disciplinary and Compensation Regulations.

71 § CONCESSIONS FOR STUDENTS WITH DISABILITIES

(1) Concessions and procedures for students with disabilities are included in the University's Disability Regulations.

72 § HIGHER EDUCATION INFORMATION SYSTEM (HEIS)

§ 2 (6) of the NHEA: The higher education institution is obliged to keep the records required by law and to provide the data specified in the national statistical data collection programme and the higher education information system.

³⁵⁶ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

³⁵⁷ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

³⁵⁸ Amended by the Senate's decision no. 71/2016. (IX. 29.), effective as of 14 October 2016.

³⁵⁹ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

³⁶⁰ Amended by the Senate's decision no. 11/2021. (III. 25.), effective as of 26 March 2021.

³⁶¹ Amended by the Senate's decision no. 59/2021. (IX. 30.), effective as of 1 October 2021.

LXXVI of 1999 on copyright:

§ 30 (1) In the absence of a different agreement, property rights are acquired by the employer as the legal successor of the author upon the transfer of the work, provided that the creation of the work is the result of the author's duty arising from the employment relationship.

(5) If the creation of the work is an obligation of the author arising from the employment relationship, the handing over of the work is considered to be the consent to disclosure.

(6) Legal declarations related to the work created in fulfillment of the author's employment obligations must be included in writing.

(7) The provisions relating to a work created in fulfillment of an obligation arising from an employment relationship shall be applied accordingly if the work was created by a person in a public service or public employee legal relationship or employed in a service relationship, or a member of a cooperative employed within an employment relationship.

(1) Students must have the curriculum and teaching and auxiliary materials available and accessible. The teacher of the subject is responsible for the preparation of the course material, teaching materials and supporting materials.

(2) All material delivered by the instructor in printed or electronic form during the course of the education is the intellectual property of the instructor and/or the institution.

(3) Publication of audio and visual material recorded on the premises of the institution may only take place upon written permission by the Rector.

74 § ³⁶²SPORTS PRACTICE

(1) The purpose of the sports practice subject is to expand students' practical knowledge, as well as to demonstrate the application of the theoretical knowledge acquired during the programme.

(2) During the sports practice, students participate in the training and competitions of their chosen sport, get to know the activities of sports organizations, and prepare for their future professional tasks. They also gain direct training and training management, competition and competition management experience. They acquire the professional and personal competences and methods that enable them to teach the physical material of the sport in question, conduct training sessions, promote the sport, and organize and manage sports association sessions.

(3) ³⁶³ ³⁶⁴ Sports practice is a compulsory subject in the bachelor's degree programme for physical education coach, coach, and full-time physical education teacher and physical education teacher-health development teacher and is an elective subject in the basic courses of sports and recreation organization, sports organization, recreation and lifestyle, and human kinesiology.

(4) ³⁶⁵ From the types of sports (and disciplines, hereinafter called "sports") offered by the departments (and departmental groups, hereinafter referred to as "departments") offered by the Institute of Sports, the student majoring in physical education and training is required to complete the sports practice for four semesters, in the first four semesters of the education period. In order to apply for the coaching specialization in the physical

³⁶² Amended by Senate Resolution no. 31/2016 (IV.28), effective as of 28 April 2016

³⁶³ Amended by the Senate's decision no. 36/2021. (VI.30.), effective as of 1 July 2021.

³⁶⁴ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

³⁶⁵ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

education and coaching major, the student must complete the course in the sport corresponding to the coaching specialization in the two semesters prior to the application. A student participating in the full-time programme of physical education teacher and physical education teacher-health development teacher, as well as in the coaching specialization of physical education coach, is required to complete the practice in the field of sports for six semesters.

(5) The sports practice is announced by the departments of the Sports Institute according to the rules for course announcements found herein.

(6) ³⁶⁶ The duration of the sports practice in the physical education-Bachelor's Degree in Coaching programme and the full-time part of the physical education teacher and physical education-health promotion teacher training is two hours at least twice a week, which must be completed during term time. In the majors where sports practice can be selected as a subject, the duration of the practice is at least four hours per week in full-time courses and at least two hours per week in correspondence courses.

(7) If possible, the sports practice must be completed at the specialized departments within the cooperation of the University Sports Association (USSA). Where this is not possible, the departments of the Sports Institute organize the sports practice at an external sports organization. In sports not offered by the departments of the Sports Institute, and in the case of sports performance different from the professional level of the University's department, or if the number of students exceeds the number of staff at the given department, the sports internship can be completed at an external sports organization with the prior approval of the head of the department concerned. The student can submit the request for this during the registration period of the semester in question through the NEPTUN system, which can be approved by the head of the relevant department within 15 days of the submission of the request. The decision is included in a decision by the Academic Registrar's Office and uploaded to the NEPTUN system.

(8) ³⁶⁷ A change of sport is possible in the physical education-Bachelor's Degree in Coaching programme and in the full-time physical education teacher and physical education-health promotion teacher educational programmes once during the entire course, during the registration period for the third subject enrollment at the latest.

(9) If the student completes the sports practice at an external sports organization, then a certificate from the head of the sports organization containing the student's professional evaluation is also required, on the basis of which the head of the relevant department evaluates the student.

(10) Students who complete their sports practice at an external association must be available for university international, national and regional competitions, from which the head of the relevant department may grant an exemption in justified cases.

(11) Completion of the sports practice is certified by the instructor's signature and graded on a five-point scale.

(12) ³⁶⁸ The range of sports offered by the Sports Institute for the completion of the sports practice is contained in the Rules of Procedure of the Sports Institute.

³⁶⁶ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

³⁶⁷ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

³⁶⁸ Amended by the Senate 49/2023. (VIII. 31.), effective as of 1 September 2023.

(1) ³⁷⁰ ³⁷¹ Camps are a compulsory subject in the full-time and correspondence education of the bachelor's degree programmes, in recreational master's programmes and in the physical education teacher and physical education-health promotion teacher programme.

(2) Completion of camps is certified by the instructor in the five-semester physical education teacher-medical physical education teacher master's programme with his or her signature, while in the bachelor's degree programmes, in the recreation master's programme, and in the physical education teacher and medicinal physical education teacher's programme, the student's work is graded on a five-point scale after receiving the signature.

(3) ³⁷² Camps can be free of charge or include student co-payment. Ski camps, hiking camps, recreation in nature and sports tourism, and aquatic sports camp may include student participation. In the semester preceding the semester of the announcement according to the sample curriculum, the student must register via the NEPTUN system by the deadline specified by the Department of Recreation for the ski camp, hiking camps, nature recreation and sports tourism, and the aquatic sports camp. If the camp includes co-payment after the deadline, the student's co-payment advance will be issued to the students through the NEPTUN system, based on the final number of participants. Students who have completed pre-registration will be admitted to the course in the semester of the announcement. The amount of the co-payment on top of the down payment will be announced to the students during course enrollment. Pre-registration is considered as subject enrollment.

(4) Students must enroll in the camps during the subject enrollment period and must complete them during the term time of the semester according to the sample curriculum. If there are reasons outside the student's control or in cases deserving of special consideration, the completion of camp at a time other than the one set in the sample curriculum can be requested along with the attachment of supporting documents. Students can submit the request in the Academic Registrar's Office based on the provisions of these regulations entitled attendance at sessions.

(5) If a student enrolls in the free camp and does not participate in it, he or she must pay the full fee of the camp in the semester of the next enrollment of the subject.

(6) The schedule of camps is published by the Recreation Department on the University's website before the start of the registration period for the semester in question and posted on the designated advertising platforms of the Recreation Department and the Academic Registrar's Office.

(7) The Department of Recreation is obliged to notify the student of the dates of the summer camps during term time, but no later than the first day of the last week of classes, and to announce the exact schedule to the students.

³⁶⁹ Amended by the Senate 31/2016. (IV. 28.), effective as of 28 April 2016.

³⁷⁰ Amended by Senate 74/2019. (XII. 12.), effective as of 1 January 2020.

³⁷¹ Amended by Senate Resolution no. 60/2023. (XII. 14.), effective as of 1 February 2024.

³⁷² Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

(8) The educational, organizational and operational costs of camps are covered by the University and the student payments. The costs of education are covered by the University.

(9) Students pay the camp fee via the NEPTUN system by bank card at a time pre-determined by the Academic Registrar's Office to the University's account number.

76 § BASIC CONCEPTS, DEFINITIONS

NHEA and 51/2007. pursuant to the Governmental Degree:

Academic fields: the humanities, religious studies, agricultural sciences, technical sciences, medical and health sciences, social sciences, natural sciences and arts, which are divided into disciplines.

Academic year:³⁷³ an educational organization period of at least ten and at most twelve months; in the case of doctoral courses, an educational organization period of twelve months.

Ascending system:³⁷⁴ a programme organization principle, on the basis of which the new or modified academic requirements can be applied to students who started their studies after its introduction, or, if the regulations of the higher education institution allow it, to those who started their studies before but choose to prepare based on modified study and exam requirements.

Career aptitude test: an aptitude test to establish whether the applicant has the individual skills and qualities that make him or her suitable for participation in the course and for the performance of the activity corresponding to the acquired qualification.

Clinic: the health care provider that, as an organizational unit of the higher education institution, contributes to the performance of training and research tasks related to medical education.

Closed distance education training management system:³⁷⁵ a qualified and certified closed IT system that plans, organizes and monitors the training of the person taking part in the training, delivers the digital curriculum required for the course, the content provided by the video content manager, and additional material according to the educational programme (displays in a web browser), which, in addition to the organization of the training records and evaluates in its database in an unmanipulated way as well as transmits to the study system the progress of the person participating in the course as recorded in the educational programme, his or her answers to control questions, results, activities, and implements the possible navigation according to the educational programme requests based on the evaluation of the performance of the person participating in the course, and also ensures the full online and offline cooperation of the instructor, the education organizer and the student or person participating in the course through an interactive and remote connection.

Closed-system electronic distance education:³⁷⁶ a form of education in which the teaching of the theoretical material is carried out with digital teaching material, and the cooperation between the instructor and the student is implemented through the IT network (internet, intranet) with a closed distance education training management system, during which the instructor, the education organizer and the participant in the training. The common means of communication of a student or person is the computer and the IT network, as well as the closed-system distance education training management system and the study system;

Colloquium: a class included in the curriculum, in which the teacher's oral explanation is the main way the participants acquire knowledge.

Comprehensive exam: a summary oral exam of several subjects or a subject of several semesters.

Consultation:³⁷⁷ the possibility of a personal discussion provided to the student by the lecturer of the higher education institution, including electronic communication.

Continuation of partial studies: if the student acquires credits in another higher education institution as a visiting student.

Community Higher Education Training Center: an organization operating outside the headquarters of a higher education institution, which is not considered a higher education institution, and based on an agreement concluded with a higher education institution with the necessary teaching staff and the training area and maximum number of students specified in its operating license, provides the higher education institution and its students with the operating authority for the training basic

³⁷³ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁷⁴ Amended by § 31 of the Act XC of 2018, effective as of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

³⁷⁵ It was introduced by Section 54.23 of Act LIX of 2022. Established by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁷⁶ Installed by § 18 of § 40 of Act LIII of 2021. Established by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁷⁷ Established in § 25 (2) of Act XC of 2018, effective as of 1 March 2019.

educational activity, the material and real estate use conditions of the training - financial - as stipulated in the agreement concluded with the higher education institution.

Correspondence programme schedule: an educational organization system according to which, in the absence of a different agreement with the students concerned, the students' classes are block-packed, at most every two weeks on working days or on the weekly rest day, and distance learning methods are used for the rest of the training.

Course unit: a credit-recognized curriculum unit or subject that can be completed in one semester.

Credit: the unit of measure of the student's academic work, which expresses the estimated time required for the acquisition of specific knowledge and the fulfillment of the requirements in relation to the subject or curriculum unit; one credit means an average of thirty study hours, the value of the credit, provided that the student's performance has been accepted, does not depend on the evaluation of the student's knowledge.

Criterion requirement: a requirement that must be fulfilled without credits. These include the comprehensive exam, the colloquium, the practical certificate, obtaining a signature certifying the fulfillment of the semester's study requirements, the completion of the professional practice, the language requirement and other requirements related to the given course or subject specified in the sample curriculum.

Cumulatively disadvantaged: a person who has not reached the age of twenty-five at the time of enrollment (application) and who is classified as cumulatively disadvantaged according to the provisions of the Act on the Protection of Children and Guardianship Administration.

Curriculum: a training plan compiled in accordance with the training and output requirements of a major, the elements of which include the lesson and exam plan determined on the basis of the subjects and curricular units, the monitoring and evaluation system for the fulfillment of the requirements, as well as the subject programme of the subjects and curricular units.

Department: the organizational unit that performs the tasks of training, scientific research, and educational organization in connection with at least one subject.

Disadvantaged: a person who has not reached the age of twenty-five at the time of enrollment (application) and who is classified as disadvantaged according to the provisions of the Act on the Protection of Children and Guardianship Administration.

Distance learning: training based on the interactive relationship between instructor and student and independent student work using specific information technology and communication teaching tools, as well as knowledge transfer and learning methods, digital teaching materials, in which the number of lessons does not reach thirty percent of the lessons of the full-time course.

Dual training:³⁷⁸ technical, informatics, agriculture, sciences or economics, the form of training conducted in a practice-demanding bachelor's degree programme, in a bachelor's degree programme in deaconry and social work, or in a master's degree programme on the listed training area, in which the programme is defined in accordance with the education and completion requirements, full-time, according to the curriculum, which contains unique provisions for the education period, the training methods, the lesson, and the evaluation of the acquired knowledge, the practical training takes place within the framework defined by the Dual Training Council, at a qualified organization.

Education and completion requirements: the totality of those knowledge, skills, abilities (competence), or the knowledge, upon acquisition of which a diploma can be issued in the major in question.

Education supported by a Hungarian state (partial) scholarship: in higher education, training supported by a Hungarian state scholarship or a Hungarian state partial scholarship.

Educational period: the division of education time into a term time and the corresponding exam period.

Educational programme: the complex educational document of the institution, which includes
ia) the detailed training and study requirements of the bachelor's and master's degree, one-tier degree, higher education vocational programmes, as well as the specialized continuing education degree,

ib) the vocational educational programme in higher vocational education, furthermore

ic) the plan of the doctoral courses, together with the detailed rules of the training, in particular the curriculum, the educational programme and the subject programmes, as well as the assessment and control methods, procedures and rules.

Educational system:³⁷⁹ for the proper operation of the higher education institution, training, research, higher education research and development business activities and the organization of their external relations, to ensure the higher education institution's document management, as well as its financial, accounting, payroll and human resources functions, the operator of the study system,

³⁷⁸ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁷⁹ Installed by § 54.21 of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

and the minister to ensure direct institutional, student and instructor communication by the authority and the maintainer, to ensure student reviews of the instructor's work in a way that is not suitable for personal identification, to exercise the employer's rights, and to exercise the rights of those employed by the higher education institution, to fulfill their obligations and issue the related certificates, for keeping the records specified in the law, for establishing, assessing and verifying the entitlement to discounts provided for in the law and in the organizational and operational regulations of the higher education institution, for the registration of personal and special data handled in accordance with data protection requirements for the purpose of tracking the careers of graduates, electronic documents, subject descriptions, for authentic registration of sample curricula, decisions of the credit transfer committee and for monitoring changes, for the provision of closed-system electronic distance education at the institutional level, for accessing the Regulated Electronic Services and Public Service Online Encyclopedia services, for the registration and electronic preservation of theses, for the storage of data registered in accordance with Annex 3 of this law and preservation, as well as for electronic contact with the higher education information system, the basic institutional system used by the higher education institution, together with its modules and related systems, which must be designed in such a way as to ensure equal access to it, as well as all its clients, user interfaces and implemented functionalities must also be available in Hungarian.

Exam: a form of oral or written assessment (exam) of a subject during the exam period.

Programme area: the set of courses defined by government decree that have similar or partially identical training content.

Examination:³⁸⁰ the form of control of the acquisition and acquisition of knowledge, skills and abilities, combined with evaluation, which can also be completed with a project.

Final certificate (absolutorium):³⁸¹ certifies the successful exams mandatory in the curriculum and, with the exception of the preparation of the thesis, the fulfillment of other study requirements, as well as the acquisition of the credits mandatory in the education and completion requirements, which certifies without qualification or evaluation that the student meets the academic requirements mandatory in the curriculum in all respects.

Final examination: checking and evaluating the knowledge, skills and abilities required to obtain the diploma, during which the candidate must testify before the Final Examination Committee that he or she has the knowledge necessary for the qualification and that he or she understands and can apply the knowledge learned in context.

Fitness test: a medical test, the purpose of which is to determine whether the individual is able to prepare for the chosen activity on the basis of their physical abilities and health status, and whether their health is at risk in the process.

General knowledge teaching courses: Hungarian language and literature teacher; history teacher; foreign language teacher; math teacher; IT teacher; computer science teacher; science teacher; physics teacher; biology teacher; chemistry teacher; geography teacher; singing and music teacher; drawing teacher; drawing and visual education teacher; technology and lifestyle teacher; technical teacher; PE teacher; economics teacher; home economics-lifestyle teacher; teacher of ethics, human and social studies teacher; philosophy teacher; teacher of film theory and film history; art history teacher; psychology teacher; health teacher; business administration teacher, and the course for which the student was exempted from paying the reimbursement of expenses before 1 September 2006, on the basis of the second general education teacher training.

Habilitation: habilitation is an institutional assessment of teaching and presentation skills, as well as academic performance.

Half-orphan: a student who is younger than 25 years of age, one parent of whom has died and was not adopted.

Hungarian state (partial) scholarship student: a student supported by a Hungarian state scholarship or a Hungarian state partial scholarship.

Institute: an organizational unit that combines the activities of several departments or performs the tasks of several departments.

Institutional document: the founding document, as well as the regulations, programmes and plans mandated by the law, such as the organizational and operational regulations, educational programme, institutional development plan, the statutes of the student body, the internal regulations according to the Accounting Act and its implementing decree.

Lecture: an activity requiring the personal participation of the instructor in order to fulfill the study requirements defined in the curriculum (lecture, seminar, practice, consultation), the duration of which is at least forty-five and at most sixty minutes.

³⁸⁰ Installed by § 49 (4) of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁸¹ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

Mentor programme:³⁸² the specific form of training in which the student or instructor of the higher education institution provides assistance for the preparation and preparation of the disadvantaged student.

Micro-certificates:³⁸³ a certificate containing a subject description and credit value, a public document certifying the learning result obtained by completing a course or module of the higher education institution.

Off-site education: higher education taking place in whole or in part in a place outside the place of operation of the higher education institution (headquarters, site).

Off-site education location: the place that hosts off-site education (this does not include further specialized courses) specified in the founding document.

Orphan: a student who is younger than 25 years old both of whose parents, or the unmarried, divorced or separated parent who lived in the same household with him or her, have died and student has not been adopted.

Family earner: a student

a) who has at least one child,

b) who, according to Act III of 1993 on Social Administration and Social Payments is entitled to a caring fee by law.

Own income: the NHEA Reimbursement fee according to paragraphs (1)-(2) of § 82, as well as the service fee specified in the institution's regulations, as well as the results of the institution's business activities, income from support received from a business association, and support specifically received through the application for the payment of a scholarship.

Part-time schedule: an educational organization system according to which the students' classes take place after 16:00 on working days or on the weekly rest day during the busy period.

Pre-study order: the set of prerequisites for the subjects included in the programme's curriculum.

Prerequisite: certified fulfillment of the knowledge required for understanding the material of a subject, or the material included in another subject or subject group and/or a criterion requirement. A subject can only be taken if the student has already fulfilled the subject(s) and criterion requirements indicated in the prerequisites before taking the subject in question, or – if the recommended curriculum so stipulates – fulfills it.

Programme time: the time required to obtain the required credits, educational level, professional qualification, and professional qualification, defined by law.

Professional aptitude test: the form of inspection determined by the higher education institution, which examines the skills necessary to fulfill the chosen qualification, whether the individual has the skills that can be optimally developed for the successful completion of the preparation (education) phase.

Professional qualification: Acknowledgment in a diploma or higher professional diploma of professional knowledge that can be obtained simultaneously with a bachelor's degree or a master's degree, as well as in further specialized courses or in higher education vocational programmes, determined by the content of the major and the specialization, and preparing for the practice of the profession.

Professional practice: partially independent student activity to be completed in higher education vocational programmes, basic, master's and one-tier programmes, at an external internship or at an internship at a higher education institution.

Project:³⁸⁴ a form of control of learning and the acquisition of knowledge, skills and abilities belonging to a subject or module - integrated with evaluation - which is centered on a specific topic, the aim of which is research activity realized by independent task completion, and the end result of which is the creation of an independent product, the definition of the problem, its solution, and the exploration of its connections.

Qualification framework system: the general characteristics of each qualification level of the multi-cycle education for all educational areas.

Sample curriculum: it determines the schedule that is recommended to take up and complete the subjects required for obtaining the basic or master's degree during the education period typical of the major.

Semester:³⁸⁵ educational organization period of up to five months; in the case of doctoral courses, the educational organization period from 1 September to 31 January and from 1 February to 31 August of each year.

³⁸² Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

³⁸³ Installed by § 49 (1) of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁸⁴ Installed by § 49 (2) of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

³⁸⁵ Amended by the Senate's decision no. 5/2023. (I. 26.), effective as of 1 February 2023.

Seminar: a small group lesson included in the curriculum, which is based on student activity under the guidance of the teacher.

Seminar grade: an evaluation form based on practical presentations, written assignments, and closed-room papers.

Seminar Exam:³⁸⁶ an aptitude test to establish whether the applicant has the individual physical, motor, and artistic skills and talents that make him or her suitable for participation in the course and for the performance of the activity corresponding to the acquired qualification.

Unified study system: NEPTUN EFTR (electronic study system, student information system). Video

Small department: education started on the basis of international commitment, cultural and educational policy interests, the number of which can be recruited annually, supported by Hungarian state (partial) scholarships, may not exceed twenty people nationally. It also means nationality programmes.

Site: the settlement for the location of the organizational unit operating outside the headquarters specified in the founding document.

Specialization: training that is part of the major in question and does not result in an independent professional qualification, but provides special professional knowledge.

Major: course containing a uniform system of educational content (knowledge, skills, abilities) required to obtain a professional qualification.

Course: course that can be acquired as part of a professional qualification and provides special expertise.

State-funded student: a student participating in a state-supported course, as well as a student admitted to a Hungarian state (partial) scholarship programme starting in September 2012, and as defined as participating in state-supported training as per Section 3 of paragraphs 114/D of the NHEA.

Student contract: the contract between the higher education institution and the student who has been classified for a self-funded programme according to § 39, paragraph (3).

Student entitled to social benefit payments: a student participating in full-time higher education vocational programmes, bachelor's and master's courses, or one-tier programme, as well as doctoral courses, who

a) participates in state-funded training or as a Hungarian state (partial) scholarship holder, or
b) began his or her studies in a form of state-subsidized training and would be entitled to participate in state-subsidized training based on the number of semesters he or she started in the major in question or vocational training.

Student with a disability (applicant): who has a motor, sensory or speech disability, a multiple disability, an autism spectrum disorder or other psychological developmental disorders (severe learning, attention or behavior control disorder).

Student with a disability or in need due to their health condition: a student who needs constant or increased supervision and care due to his or her disability, or who regularly needs personal and/or technical assistance and/or services due to his or her disability, or has lost at least 67% of his or her ability to work or suffered a health impairment of at least 50%, and this condition has lasted for one year or is expected to last for at least another year.

Student with a large family: a student who

a) has at least two dependent siblings or three children, or
b) in addition to his or her dependents, at least two persons living in the same household with him or her and have a monthly income that does not reach the amount of the minimum wage, or
c) is the guardian of at least two minors.

Subject module: a unit of the major's curriculum that contains several subjects and builds on each other (e.g. foundation module, professional core material module), or an equivalent unit that replaces each other (specialization module).

Content Manager:³⁵⁰ a video platform suitable for mobile use with streaming technology integrated into the study system or the closed-system distance education training management system (hereinafter referred to as: training systems), in which the user can access video library contents belonging to his subjects or modules with individual authentication through the training systems; content that also displays the instructor, speaker and his or her presentation, and which also provide the user with the opportunity to make individual and saved notes for the video content and to navigate according to the set table of contents, to search for any spoken or displayed words within the videos, the speaker and presentation view together or to freely switch between separate views, subtitling in the recommended languages.

³⁸⁶ Installed in § 25 (1) of Act XC of 2018, effective as of 18 December 2018. Established by the Senate's decision no. 12/2019. (II. 28.)

³⁵⁰ Installed by § 49 (3) of Act LIX of 2022. Established by the Senate's decision no. 49/2023. (VIII. 31.), effective as of 1 September 2023.

(1) If these regulations do not provide a deadline, then the deadline set by the Academic Registrar's Office in the academic year's schedule shall be considered the governing one.

(2)³⁵²

³⁵¹ Amended by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.

³⁵² Repealed by the Senate's decision no. 74/2019. (XII. 12.), effective as of 1 January 2020.