

**ORGANIZATIONAL AND OPERATIONAL REGULATIONS  
OF ÓBUDA UNIVERSITY**

**VOLUME III**



**Annex 1 to the  
STUDENT REQUIREMENT SYSTEM OF  
ÓBUDA UNIVERSITY**

**STUDY AND EXAMINATION REGULATIONS OF ÓBUDA UNIVERSITY**

**BUDAPEST, 2017**

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## INTRODUCTION

The Study and examination regulations (hereinafter: TVSZ) of Óbuda University (hereinafter: University or institution) are specified by the Senate of the University – pursuant to Act CCIV of 2011 on national higher education (hereinafter: Nftv.), Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on national higher education (hereinafter: Government Decree), Government Decree 230/2012 (VIII. 28.) on higher education vocational training and certain issues of professional traineeship related to higher education training, Act CXL of 2004 on the general rules of administrative proceedings and services (hereinafter: Ket.), and Government Decree 362/2011. (XII. 30.) on ID cards of education, and in agreement with the University Students' Self-Government (hereinafter: EHÖK) – as follows<sup>1</sup>.

## PART ONE

### GENERAL PROVISIONS

#### Scope of the Regulations

- Section 1.** (1) The scope of these Regulations extends to:
- a) the study and examination matters of all students in a student relationship with the University and pursuing studies at one of the courses of the University, regardless of when such student relationship was established, except for the stipulations as per Sections 78-79;
  - b) all educational organizational units and teachers involved in training, as well as employees carrying out educational organization tasks in any kind of legal relationship.
- (2) Provisions on the study and examination matters of individuals continuing their studies at a Ph.D. training course – with the exceptions specified in these Regulations – are included in the Doctoral and habilitation regulations of the University.
- (3) In cases specified by law and by these Regulations, the scope of these Regulations also extends to people seeking admission to the University and to people whose student relationship has terminated.
- (4) Furthermore, the scope of these Regulations extends to students establishing a guest student's relationship with the University for the period of their studies pursued at the University.

#### Explanatory provisions

**Section 2.** For the purposes of these Regulations:

1. *dual training course*: a form of training at practice-intensive Bachelors courses launched in the training fields of engineering, agronomics, IT, natural science or economics, at Bachelors courses of social work, and any related Masters courses in the listed fields of training, where the practice training part of the degree program as stipulated in its full-time curriculum – specified according to training and graduation requirements, and including special provisions on the training period, training methods, classes, and the

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<sup>1</sup> These Regulations were adopted by the Senate at its session of 15 February 2016, by its resolution no. SZ-CXVII/29/2016. Effective from: 15 February 2016. These Regulations were amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016. Effective from: 29 November 2016.

These Regulations were amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

evaluation of the knowledge and skills acquired – is conducted within the scope defined by the Dual Training Committee, at a qualified organization;

2. *evening course schedule*: a training scheme where students' classes are held after 4.00 p.m. on working days or on weekly rest days in the study period;

3. *disabled student (applicant)*: a person suffering from a physical or sensory disability or speech impairment, being multiply disabled in the event of the joint occurrence of several disabilities, or having an autism spectrum disorder or other psychic development disorder (serious disorder of learning, attention, of behavior control);

4. *student training agreement*: an agreement concluded, pursuant to Section 39 (3) of the Nftv, by and between the higher education institution and a student admitted to a tuition fee payment course;

5. *multiply disadvantaged*: a student not having completed 25 years of age at the time of matriculation (application), who is classified as multiply disadvantaged by the act on child protection and guardianship administration;

6. *disadvantaged*: a student not having completed 25 years of age at the time of matriculation (application), who is classified as disadvantaged by the act on child protection and guardianship administration;

7. *written notice*: notification by mail or electronically through the NEPTUN system;

8. *training and graduation requirements*: all the experience, expertise, skills and capabilities (competency) as well as the knowledge subject to the acquisition of which a diploma can be issued at the degree program concerned;

9. *duration of training*: the time specified by law as required to obtain the credits prescribed, the qualification level, and the vocational qualification;

10. *training period*: division of the duration of training into study periods and associated examination periods;

11. *training program*: a complex training document of the institution, including

a) the detailed training and study requirements of Bachelors, Masters, and undivided training courses, higher education training courses, and special postgraduate training courses,

b) the doctoral training scheme,

together with detailed training rules, particularly the curriculum, teaching programs and subject programs, as well as the methods, procedures and rules of evaluation and checking;

12. *training field*: the aggregate of degree programs with similar or partially identical training content, as specified in a government decree;

13. *credit*: a unit of students' study work expressing the estimated time required, with reference to a subject or a curricular unit, to master the knowledge specified and to meet the requirements; one credit represents an average of thirty working hours of study; credit value does not depend on the student's grade, provided that the student's performance has been accepted;

14. *consultation*: an opportunity for personal discussion provided to students by teachers at the higher education institution;

15. *correspondence course schedule*: a training scheme where students' classes are held – unless otherwise agreed with the students concerned – in blocks, on working days or weekly rest days not more than every two weeks at the institution, and by applying distance training methods in the rest of the training course;

16. *student on Hungarian state (partial) stipend*: a student supported by Hungarian state (partial) stipend;

17. *training supported by Hungarian state (partial) stipend*: a higher education training course supported by Hungarian state stipends or Hungarian state partial stipends granted;

18. *specialization*: training for special professional skills within a given degree program, not resulting in an independent special qualification;

19. *professional traineeship*: partially independent student activities to be performed within the scope of higher education training courses, Bachelors, Masters and dual courses of study, at an external or institutional traineeship location;

20. *curriculum*: the training plan of a degree program, compiled according to training and graduation requirements, components of which include: subjects broken down by training degree program, lesson and examination plan specified by curriculum units, verification and evaluation system of compliance with requirements, and the subject program of subjects or curricular units;

21. *distance training*: training based on teachers' and students' interactive relationship and individual student work, involving the use of particular IT and communication based learning tools, methods of imparting knowledge and learning, and digital course materials, where the number of lessons is less than thirty per cent of the lessons of the corresponding full-time course;

22. *final completion certificate (absolutorium)*: evidence of successfully having passed the examinations prescribed in the curriculum and of compliance with any other study requirements, except for having passed the foreign language examination and completion of the degree project (thesis), as well as of having collected the credit points prescribed in the study and graduation requirements, certifying – without qualification and evaluation – that the student has fully complied with the study and examination requirements prescribed in the curriculum;

23. *examination*: a form of checking the attainment and acquisition of knowledge, skills and abilities, combined with evaluation;

24.<sup>2</sup> *state supported student*: a student enrolled in state supported training – and from September 2012, a student admitted to a Hungarian state (partial) stipend based course; furthermore, a student enrolled in state supported training shall include any student admitted to a state financed training course and transferred from a fee payment scheme to an already existing state financed position at the University, based on a University decision, for the rest of the study term of the exited student, as well as any student reclassified from a tuition fee payment training scheme.

## PART TWO

### THE TRAINING SYSTEM

#### Higher education qualification level and vocational qualification

**Section 3. (1)** Training at the University is conducted on the basis of the training program. Curricula, being part of the training program, are required to be compiled in line with the training and graduation requirements for higher education training schemes, Bachelors and Masters courses respectively, as issued by the Minister. Curricula for special postgraduate training courses are produced independently by the University. Curricula are required to be reviewed every five years. New or amended study and examination requirements may be introduced in a phase-out system.

(2) In a higher education training scheme, a higher education vocational qualification can be acquired, evidenced by a certificate. A certificate of a higher education training course does not certify an independent qualification level. At least one hundred and twenty credits must be acquired in higher education training. The training and graduation requirements include the area classification of the higher education training course. A minimum of thirty and a maximum of ninety credits may be included in a Bachelors course pertaining to the same training field. The duration of training is at least four semesters.

(3) In a Bachelors training scheme, a Bachelor's degree (bachelor of science) and special qualification may be obtained. A Bachelors degree represents the first higher education qualification level of the cycles

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<sup>2</sup> Integrated by the Senate at its session of 28 November 2016, by the amendment adopted in its resolution no. SZ-CXXV/226/2016. Effective from: 29 November 2016.

of higher education built on each other, entitling its holder to start a Masters course. The type of special qualification provided by a Bachelors course is defined in the training and graduation requirements. At practice-intensive Bachelors courses, professional traineeship arrangements of at least six weeks (hereinafter: professional traineeship) are required to be organized. Completion of professional traineeship is included in the criteria for admission to the final examination. At least one hundred and eighty credits must be earned and up to two hundred and forty credits may be earned at a Bachelors course. The duration of training is a minimum of six and a maximum of eight semesters.

(4) In a Masters training scheme, a Master's degree (master of science) and special qualification may be obtained. A Masters degree represents the second higher education qualification level of the cycles of higher education built on each other. The type of special qualification provided by a Masters course is defined in the training and graduation requirements. Subject to the provisions set out in Paragraph (5), at least sixty credits must be acquired and up to one hundred and twenty credits may be acquired at a Masters course. The duration of training is a minimum of two and a maximum of four semesters.

(5) In an undivided training scheme, at least three hundred credits must be and up to three hundred and sixty credits may be obtained. The duration of training is a minimum of ten and a maximum of twelve semesters.

(6) In a special postgraduate training scheme, further special professional qualification may be earned following a Bachelors or a Masters degree. At least sixty credits are required and up to one hundred and twenty credits are possible to be acquired in special postgraduate training. The duration of training is a minimum of two and a maximum of four semesters.

### **Methods of course arrangement**

**Section 4.** (1) As provided in the training and graduation requirements, higher education training schemes can be arranged into full-time, part-time, and distance training courses. A full-time course consists of at least three hundred lessons per semester.

(2) A full-time course is required to be organized in the framework of weeks of study consisting of five school days per week, on working days. This provision may be derogated from subject to agreement by the University Students' Self-Government. A full-time course can also be organized in a dual training scheme.

(3) A part-time course may be arranged according to an evening or correspondence training scheme. Except for special postgraduate training courses, the duration of part-time courses may be at least thirty and up to fifty per cent of the number of lessons in a full-time training scheme.

## **PART THREE**

### **CHAPTER I**

#### **BODIES ACTING IN STUDY MATTERS**

##### **General provisions**

**Section 5.** (1) Study and examination matters include any and all matters related to the student's studies and study relationship.

(2) At the University, the following bodies and individuals (hereinafter: bodies) may act in study and examination matters in their own – or in delegated spheres of authority as stipulated in these Regulations:

- a) the Faculty Study Committee (hereinafter: KTB),



- b) the Faculty Credit Transfer Committee<sup>3</sup> (hereinafter: KÁB),
- c) the Students' Legal Redress Committee,
- d) the Dean or a person designated by the Dean,
- e) the Rector, or a person or body designated by the Rector pursuant to the sphere of authority transferred by the Rector.

**Section 6.** The respective rules of procedure of the Faculty Study Committee, the Faculty Credit Transfer Committee<sup>4</sup> and the Students' Legal Redress Committee are established by themselves, subject to applicable legal provisions and these Regulations.

**Section 7. (1)** The University shall notify its student-related decisions to the student in writing in the cases stipulated by the Nftv., the Government Decree, and the organizational and operational regulations, and also if so requested by the student. A student-related decision by the University shall become final if the student fails to submit an application for remedy within the deadline set out in Section 12 (2) or has waived the submission of such application.

(2) In the cases specified in Paragraph (1), the body / person having the relevant sphere of authority passes a resolution which contains the compulsory content elements defined by the Ket., with particular regard to the provision of information on legal redress options.

### Competency

**Section 8. (1)** Unless otherwise provided by law or these Regulations, the body competent to act in the student's study and examination matters shall be the relevant body of the Faculty where the student is enrolled in a course of study.

(2) In the event that a student is involved in courses at several Faculties, the body competent to act in the student's study and examination matters shall be the relevant body of the Faculty providing the training course concerned by the student's application.

(3) If the student's application is not related to a training course, then the body competent to act in the student's study and examination matters shall be the relevant body of the Faculty of the student as specified in these Regulations.

### The Faculty Study Committee

**Section 9. (1)** The Faculty Study Committee shall act at first instance in study matters initiated ex officio or by the student, unless otherwise provided by law or regulation – except for the equity issues specified in these Regulations.

(2) The KTB is entitled to act at first instance in respect of all student requests not referred by these Regulations to the sphere of authority of another body, including in particular any

- a) authorization of a preferential study scheme;
- b)<sup>5</sup> granting of requests to suspend the legal relationship specified in Section 26 (4);
- c) authorization of a guest student relationship;
- d) transfer between degree programs, faculties, and institutions;
- e) enrollment in a second degree program or course of study within the University.

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<sup>3</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>4</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>5</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

- (3) Any student and / or teacher may request the KTB to take measures if, in their opinion, a study matter failed to be attended to in accordance with the TVSZ.
- (4) The Committee resolves by majority vote.
- (5) Students may lodge an application for legal redress against a resolution (decision) of first instance in the manner provided in Section 13.

### **The Faculty Credit Transfer Committee<sup>6</sup>**

- Section 10.** (1) The Faculty Credit Transfer Committee<sup>7</sup> (hereinafter: KÁB) establishes the degree of congruence of knowledge and skills for the recognition of credits earned at another higher education institution in Hungary or abroad, or at the same institution.
- (2) The Faculty Credit Transfer Committee<sup>8</sup> passes a decision based on the content of the student's request, and as per applicable law and university regulations.
  - (3) Detailed rules on credit allowance are set out in Section 33 of these Regulations.

### **Students' Legal Redress Committee**

- Section 11.** (1) Legal redress procedures are conducted within the sphere of authority of the Students' Legal Redress Committee of the University.
- (2) The Students' Legal Redress Committee consists of 9 members: 6 members are elected by the Faculty Councils of the six Faculties, 3 members are delegated by the University Students' Self-Government, and the chairperson is appointed by the Rector from among the members elected by the Faculties, for a period of 3 years.
  - (3) The Students' Legal Redress Committee has a quorum if at least 6 members thereof are present. The rate of representation of the EHÖK is at least one third at all times.
  - (4) In the course of its proceedings, the Students' Legal Redress Committee does not decide on an equity basis: it only examines the lawfulness of the procedure of first instance. Therefore, any appeal against a legal redress procedure may only be productive if an administrative error, an infringement of material law, rules of procedure, or an infraction has been committed. The student is required to attach any and all documents required for the investigation of the matter, which were not enclosed earlier in the procedure of first instance.
  - (5) The rules of procedure of the Students' Legal Redress Committee includes detailed rules on the Committee's operation, actions taken, passing resolutions, and members' rights and obligations.

## **CHAPTER II**

### **ORDER OF LEGAL REDRESS FOR STUDENTS**

- Section 12.** (1) The provisions set out in this Chapter are also applicable to the parties specified in Section 1 (2)-(4).

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<sup>6</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>7</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>8</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

(2) Students may resort to legal redress against a decision or measure – or any failure to act – by the University (hereinafter jointly: decision) within fifteen days of notification – and in the absence of such notification, of being made aware thereof –, except for any decision on the evaluation of studies. Proceedings may also be instituted against a decision on the evaluation of studies if such decision was based on other than the requirements accepted by the University, or if such decision is contrary to the provisions set out in the Organizational and Operational Regulations of the University, or if any provisions on examination arrangements have been breached.

**Section 13.** (1) A student or an authorized representative thereof may submit an application for legal redress to the body that acted at first instance, addressed to the Students' Legal Redress Committee, within the deadline available. Such application for legal redress is required to include, in particular:

- a) the student's name and student identification code (NEPTUN code), domicile, and other contact data,
- b) the name of the training course concerned by the application for legal redress,
- c) specification of the decision complained of,
- d) specification of the grievance,
- e) indication of the specific legal or regulatory provision related to the student relationship, to the impairment of which the applicant refers to,
- f) any and all other evidence and documents substantiating the application,
- g) a definite request,
- h) the date of the application and the student's signature,
- i) in case of a proxy taking action, the authorization signed by the student.

(2) The body that acted at first instance escalates such application for legal redress to the Students' Legal Redress Committee – through the Directorate-General for Education – within eight days of the expiry of the deadline for lodging an appeal, unless the decision contested is corrected, supplemented, modified or withdrawn in accordance with the content of the appeal, or if the appeal is rejected without an investigation of the merits of the case, or if the appeal is withdrawn before escalation. The body that acted at first instance forwards the appeal, attaching a copy of the resolution contested, the Faculty opinion related to the application, and all documents generated in the procedure of first instance.

(3) Defective or belated submissions are rejected without considering the merits of the case, by indicating the reason for rejection.

**Section 14.** (1) An application for legal redress may not be adjudged by a person

- a) who passed – or failed to pass – the decision contested,
- b) who is a close relative of the person specified in Subsection a),
- c) who is not expected to adjudge the case objectively.

(2) The provisions of the Ket. shall be applied accordingly as regards the clarification of the facts, the calculation of deadlines, certification, the form, content, and notification of the resolution, as well as the correction, replacement, supplementation, modification or withdrawal of the decision upon request or ex officio.

(3) The student and a proxy thereof (Ket. Section 40/A) may act in a legal redress procedure.

**Section 15.** (1) The Students' Legal Redress Committee may pass the following decisions:

- a) to reject the application,
- b) to order the party failing to make a decision to pass a decision,
- c) to change the decision,
- d) to annul the decision and order the decision maker to conduct a new procedure.

(2) The decision of first instance is final if no application for legal redress has been submitted within the

deadline specified in Section 12 (1), or submission of an application has been waived. A decision of second instance will become final and executable upon notification thereof, unless the student has applied for a judicial review thereof.

(3) A student may request the Metropolitan Administrative and Labour Court of Budapest to conduct a judicial review of a resolution passed in the subject of an application for legal redress within thirty days of being notified of such resolution, by making reference to an infringement of the law or to the violation of any provisions concerning the student relationship. The petition is required to be submitted in four original counterparts addressed to the Metropolitan Administrative and Labour Court of Budapest, to the body that adopted the resolution of first instance, which latter is obligated to promptly take further measures. Within five days, the body that adopted the resolution of first instance shall escalate the statement of claim, together with the documents of the case, to the Students' Legal Redress Committee which is to adopt a resolution of second instance, and which latter shall forward them – together with its statement on the content of the statement of claim – to the court within fifteen days. If such statement of claim also includes an application for the suspension of operation, the body acting at first instance shall escalate the statement of claim and the documents of the case to the Students' Legal Redress Committee which is to adopt a resolution of second instance within three days, which latter shall forward them to the court within eight days.

(4) For the purposes of these provisions, provisions concerning the student relationship mean provisions set out by legal regulations and institutional documents, which establish student rights and obligations.

## PART FOUR

### PROVISIONS ON THE STUDENT RELATIONSHIP

#### CHAPTER I

##### ESTABLISHMENT OF THE STUDENT RELATIONSHIP

**Section 16.** (1) The student relationship is established by matriculation, based on a decision on admission or transfer. Students enrolled in a training course supported by Hungarian state (partial) stipend are obligated to meet the specific criteria stipulated in Section 20. In respect of training subject to tuition fee payment as set out in Section 3 (2)-(6) (students paying tuition fees or on a state partial stipend), a student training agreement is required to be concluded.

(2) An applicant granted admission may establish a student relationship in the semester in which they are admitted during the course of the admission proceedings.

(3) No further matriculation is required while the student relationship exists. As specified in these Regulations, students are required to register for the training period concerned before such training period starts. Students who have failed to meet their payment obligations due are not allowed to register.

(4) Students

- a) may establish a guest student's relationship with another higher education institution to pursue partial studies related to their studies,
- b) may request to be transferred to a degree program pertaining to the same training field at the same or at another higher education institution.

(5) The University may establish a student relationship with people having a higher education degree and not in a student relationship with it – for the purpose of special partial studies – as provided in Section 29 of these Regulations.

(6) Criteria for granting the applications specified in Paragraphs (4)-(5) are defined by the receiving higher

education institution.

(7) Students' rights and obligations are set out in Sections 20 to 22 of the Organizational and Operational Regulations of the University.

## CHAPTER II

### STUDENTS ON HUNGARIAN STATE (PARTIAL) STIPEND AND IN A TUITION FEE PAYMENT SCHEME

#### Forms of bearing costs

**Section 17.** (1) According to the form of bearing costs, participants in higher education training may be:

- a) students supported by Hungarian state stipend,
- b) students supported by Hungarian state partial stipend,
- c) students subject to tuition fee payment.

(2) According to the form of bearing costs, students enrolled before 01 September 2012 can be state supported or subject to fee payment.

(3) For students specified in Paragraphs (1)-(2), the Hungarian State provides opportunities for taking out student loans, as specified in the relevant government decree.

(4) The training costs – as specified by law – of students supported by Hungarian state stipend and half of the training costs of students supported by Hungarian state partial stipend are paid by the state, and the costs of training subject to tuition fee payment are borne by the student. In regard to training schemes supported by Hungarian state partial stipend, the repayment obligation defined by the body liable for keeping records of meeting the criteria for Hungarian state stipends is a public debt to be collected in the same way as taxes. Students may be supported by Hungarian state (partial) stipend in any training cycle, as well as in higher educational training course and special postgraduate training course schemes, regardless of their mode of arrangement.

#### Time of support

**Section 18.** (1) A person may pursue higher education studies on Hungarian state (partial) stipend for a total of twelve semesters (hereinafter: time of support) – in higher educational training course schemes, Bachelors and Masters courses of study in the aggregate.

(2) The time of support available for acquiring a given degree (certificate) may be up to two semesters longer than the duration of training of the studies concerned. Any time of support used earlier at an identical degree program is required to be included in the time of support of the degree program concerned. If a student is unable to earn the given degree (certificate) in the course of the time of support thus specified, they may continue their studies at such degree program in a tuition fee payment scheme even if they otherwise have not depleted the time of support as per paragraph (1).

(3) The time of support – as specified in Paragraph (1) – of students with disabilities may be increased by up to four semesters by the University.

(4) Time of support used by the student shall include each semester for which the student has registered.

(5) The following need not be taken into account in calculations of the time of support:

- a) any semesters commenced if the student was unable to complete such semester because of illness, childbirth, or any for other reason not imputable to the student,
- b) any semesters completed against the time of support if the higher education institution ceased to exist without students being able to complete their studies, under the proviso that they were

- unable to continue their studies in another higher education institution,
- c) any semesters completed in the defunct institution but not recognized by the higher education institution where studies are continued,
  - d) any semesters completed by students in a student relationship as defined in Section 21/A (1) a) and b) of Act CXXXII of 2011 on the National University of Public Service and on public administration, law enforcement and military higher education (hereinafter: Act on the National University of Public Service) in training programs provided by the National University of Public Service,
  - e) if students withdraw their registration under Section 41 (4) within one month of starting the semester, that is, respectively by 14 October or 14 March, at the latest.
- (6) In case of Paragraph (5), Subsection a), the Faculty Study Committee is required to be notified in writing without delay following the occurrence of such reason. Upon the student's request – and after a personal hearing of such student – the competent Faculty Study Committee decides on semesters commenced but not to be included in the time of support. Semesters attributable to study reasons may not be deleted from the number of semesters supported.
- (7) Holding a degree and a professional qualification of higher education shall not constitute a reason for exclusion in training supported by Hungarian state (partial) stipend, but in cases where a student studying in any cycle of higher education simultaneously pursues studies on a Hungarian state (partial) stipend within the same cycle (parallelly), the time of support will be reduced by the number of semesters corresponding to the number of training courses supported by Hungarian state (partial) stipend and pursued parallelly.
- (8) If the time of support available under this Section has been depleted, higher education studies may only be continued in a tuition fee payment scheme.

### **Classification, reclassification**

**Section 19.** (1) Students shall be classified into one of the following training schemes: on Hungarian state (partial) stipend, state supported, subject to tuition fee payment or cost based fee payment.

(2)<sup>9</sup> In each academic year, the University is obligated to reclassify students supported by Hungarian state (partial) stipend in higher education training courses, Bachelors and Masters courses as being subject to tuition fee payment in cases where

- a) a student failed to earn at least eighteen credits and failed to achieve a grade average of 2.25, taking the average of those last two semesters when the student's study relationship was not suspended and the student did not participate at a training course abroad as per Section 81 (3) and (4) of the Nftv., and
- b) the statement as per Section 22 (1) is withdrawn.

(3) If the student relationship of a student admitted to a course of study supported by Hungarian state (partial) stipend is terminated before the completion of their studies, or if studies are continued in a tuition fee payment scheme for any reason, the vacancy thus created may be filled by a student pursuing studies at the same degree program in a tuition fee payment scheme at the University, where such application exists. The University decides on reclassification based on the academic performance of students in a tuition fee payment scheme and applying for reclassification to be supported by Hungarian state (partial) stipend.

(4) A student admitted to a course of study supported by Hungarian state stipend may also be replaced through reclassification by a student admitted to a course of study supported by Hungarian state partial stipend, as set out in Paragraph (3).

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<sup>9</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

- (5) In making reclassification decisions for the academic year concerned, students who pursued studies in up to one study period and those who were unable to complete their semester studies for any reason specified in Section 18 (5), will not be taken into consideration.
- (6) Students in a tuition fee payment scheme may only request to be reclassified into a Hungarian state stipend scheme, and students in a cost based fee payment scheme only into a state supported training scheme.
- (7) Students with at least two active semesters, completed with study results as specified by the relevant Faculties and centers, may request to be reclassified into a Hungarian state stipend scheme.
- (8)<sup>10</sup>
- (9) When registering for the first semester after being reclassified into a Hungarian state stipend scheme, the student shall supply a statement with the content set out in Clause 10, Annex 9 to the Government Decree, using a designated form. Such statement shall be attached to the registration sheet.
- (10) If an applicant admitted or a student requesting reclassification fails to agree to the terms and conditions of a training scheme supported by a Hungarian state (partial) stipend, the University must offer such student an option to participate in the same program in a tuition fee payment training scheme.
- (11) The reclassification decisions set out in Sections 19 (2) and 78 (7)-(8) shall be adopted once every academic year, by 31 July each year. If, under Section 56 (1) of the Government Decree, credits for the semester concerned are earned after 31 July, and the University has any vacancies in the Hungarian state stipend scheme, then such reclassification decision is required to be reviewed and amended as necessary by taking this into consideration.
- (12)<sup>11</sup> Pursuant to Paragraphs (1)-(4), students falling below the weighted grade average specified by training field as set out in Annex 10 to the Government Decree – unless a higher figure is determined by the Organizational and Operational Regulations of the University – are required to be reclassified.

### **Special terms and conditions of training supported by Hungarian state (partial) stipend**

**Section 20.** Subject to the provisions set out in Section 21, students on Hungarian state (partial) stipend shall be obligated to:

- a) obtain the diploma awarded for the course of study pursued and supported by Hungarian state (partial) stipend within the period of studies defined in the training and graduation requirements, but not later than within a period that is one and a half times longer than the duration of training defined in the training and graduation requirements, and
- b) maintain an employment relationship or any other work-related legal relationship established with an employer under the jurisdiction of Hungary or engage in entrepreneurial activities under the jurisdiction of Hungary (hereinafter: employment relationship in Hungary), and, as a result, have social security cover, as defined in Section 5 of Act LXXX of 1997 on the eligibility for social security benefits and private pensions and the funding for these services, for a period within the twenty-year period after being conferred such diploma the length of which equals the duration of studies on Hungarian state (partial) stipend,
- c) pay to the Hungarian State 50% of the amount of state stipend determined for the course of study pursued by the student in accordance with Section 48/C (1) a) of the Nftv. in the event of any failure to obtain a diploma awarded for the completion of the course of study supported by Hungarian state (partial) stipend within the time limit set in Subsection a), or
- d) repay to the Hungarian State the amount of Hungarian state (partial) stipend disbursed by the

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<sup>10</sup> Abrogated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Ineffective from: 20 June 2017.

<sup>11</sup> Integrated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

Hungarian State for the course of study pursued by the student in accordance with Section 48/C (1) a) of the Nftv., increased annually at a rate equal to the average annual increase in consumer prices, as determined by the Hungarian Central Statistical Office, in the event of any failure to maintain an employment relationship in Hungary as set out in Subsection b). after being conferred such diploma.

**Section 21.** (1) The obligation specified in Section 20 b) may also be complied with over several shorter periods.

(2) In the event that students on a Hungarian state (partial) stipend change the form of funding during the term of their student relationship and continue their studies in a tuition fee payment scheme at the course of study concerned, the obligations set out in Section 20 b)-d) will only rest upon them for the period supported by Hungarian state (partial) stipend.

(3) Persons falling within the scope of the Act on Hungarians living in neighbouring states may fulfill the obligation specified in Section 20 b) in their country of origin as well.

(4) Completion of the term of employment relationship in Hungary shall be determined by taking into account twice the length of the period of social security cover resulting from voluntary military service in Hungary, and from work-related legal relationships in the country of origin for persons falling within the scope of the Act on Hungarians living in neighbouring states.

(5) The provisions under this subheading shall be applicable to students reclassified from a tuition fee payment training scheme to a training scheme supported by state (partial) stipend, as well as to students establishing a student relationship pursuant to transfer to a course of study supported by state (partial) stipend.

(6) In cases where a student pursues studies in parallel training schemes or obtains several diplomas successively, the obligations under Section 20 b) and d) apply from the date of obtaining the first diploma and are required to be fulfilled in respect of each course of study.

(7) The obligation set out in Section 20 a) shall not limit the possibility of changing to another degree program. A degree program change may be effected by changing the mode of arrangement, language, and location of the training, through transfer or admission proceedings. A degree program change through admission proceedings may be effected by matriculation taking place within a year from the higher education training course finished without a final completion certificate. In case of a degree program change, compliance with the relevant terms and conditions shall be governed by the duration and cost of training at the new degree program.

**Section 22.** (1) Applicants admitted to a training scheme supported by state (partial) stipend shall supply a statement on agreeing to the terms and conditions of training at the time of matriculation.

(2) Before the course of study is completed, the body liable for keeping records of meeting the criteria for Hungarian state stipends shall notify the student on Hungarian state (partial) stipend on an annual basis of the amount of state stipend received according to its records.

(3) Within sixty days upon completion of a course of study supported by Hungarian state (partial) stipend – or if a student on Hungarian state (partial) stipend fails to complete the course concerned, after the date of termination of the student relationship – the body liable for keeping records of meeting the criteria for Hungarian state stipends shall notify the student formerly on Hungarian state (partial) stipend of the total amount of state stipend received at the course of study concerned.

(4) Following the date specified in Paragraph (3), the body liable for keeping records of meeting the criteria for Hungarian state stipends shall provide information annually on the amount of state stipend received, to be applied as a reference amount for the fulfillment of the requirement under Section 20 d).

**Section 23.** (1) The term of employment relationship in Hungary includes:

- a) any periods of receiving maternity allowance, childcare benefit, and childcare allowance,
- b) any period during which a former student on a Hungarian state (partial) stipend received jobseeker's allowance.



(2) A former student on a Hungarian state (partial) stipend shall not be required to fulfill the conditions set out in Section 20 a), nor any outstanding obligations under Section 20 c) if she gives birth to three children.

(3) A former student on a Hungarian state (partial) stipend shall not be required to fulfill the condition set out in Section 20 c) if, following enrollment in the course of study concerned, they pursued studies in an active status in a scheme supported by Hungarian state (partial) stipend for

- a) up to one semester in case of a higher education training course or divided training,
- b) up to two semesters in an undivided training program,

without a degree program change.

**Section 24.** (1) On request by a former student on a Hungarian state (partial) stipend, the body liable for keeping records of meeting the criteria for Hungarian state stipends will allow suspension of the fulfillment of the conditions set out in Section 20 a)

- a) for the period of studies at a higher education institution abroad,
- b) for the period of studies pursued in the framework of adult training to obtain a foreign language certificate of the required level,

in view thereof.

(2) Such suspension may be allowed not more than twice, for a period of up to two years in the aggregate, provided that the student on a Hungarian state (partial) stipend provides evidence that

- a) the foreign higher education institution and the studies pursued abroad qualify as a higher education institution and tertiary studies, respectively, under the law of the given state,
- b) the studies pursued in order to obtain a foreign language certificate required for the issuance of a diploma take place in a legal relationship of adult education.

(3) On request by a former student on a Hungarian state (partial) stipend, the body liable for keeping records of meeting the criteria for Hungarian state stipends shall consider fulfilled the condition under Section 20 c), as set out in the relevant government decree, if the student maintains an employment relationship in Hungary for a period corresponding to the duration of training on a Hungarian state (partial) stipend.

**Section 25.** (1) On request by a former student on a Hungarian state (partial) stipend, the body liable for keeping records of meeting the criteria for Hungarian state stipends shall consider fulfilled the conditions under Section 20 a) if the student is unable to obtain a diploma due to long-term illness, accident, or childbirth.

(2) On request by a former student on a Hungarian state (partial) stipend, the body liable for keeping records of meeting the criteria for Hungarian state stipends shall consider fulfilled some or all of the conditions under Section 20 b) to d) if the student is unable to comply with their obligations due to their impaired capacity for work, by reason of long-term illness, accident, childbirth, raising two or more children, or any other unexpected circumstance not imputable to the student.

(3) The body liable for keeping records of meeting the criteria for Hungarian state stipends shall only allow preferential treatment on the grounds of raising children under Paragraph (2) for only one of the parents in respect of the same child.

### CHAPTER III

#### SUSPENSION OF THE STUDENT RELATIONSHIP

**Section 26.** (1) The student relationship shall be suspended if

- a) the student gives notice of not wishing to meet their student obligations and they have no overdue liabilities or debts in arrears;
- b) the student fails to register for the next period of study;

- c) the student is unable to meet their obligations arising from the study relationship by reason of childbirth, accident, illness, or any other non-imputable cause as evidenced;
  - d) the student is prohibited from continuing their studies as a disciplinary sanction;
  - e) registration of a student to an active semester is withdrawn in writing within one month of the first day of the semester of study; and
  - f) in the cases specified in Section 54 (3).
- (2) The period of continued suspension of the student relationship may not be longer than two consecutive semesters. The number of passive semesters may not exceed half of the duration of training, rounded up in terms of the number of semesters. In a particularly justified case, the Dean of the competent Faculty is entitled to allow for two more passive semesters.
- (3) Students may have resort to the suspension of their student relationship on several occasions.
- (4) The Faculty Study Committee of the competent Faculty may also allow the suspension of the student relationship upon the student's request
- a) for a continuous period longer than what is specified in Paragraph (2), or
  - b) before completion of the first semester,
- provided that the student is unable to comply with their obligations arising from the study relationship by reason of childbirth, accident, illness, or any other non-imputable cause as evidenced.
- (5) Following registration, students having suspended their student relationships shall continue their studies in accordance with the currently valid curriculum.

## CHAPTER IV

### TERMINATION OF THE STUDENT RELATIONSHIP

- Section 27.** (1) The student relationship shall terminate
- a) in the event of a student's transfer to another higher education institution, on the day of the completion of transfer,
  - b) if a student gives notice of termination of the student relationship, on the day of such notice being given,
  - c) if a student who may not continue their studies in a training scheme supported by Hungarian state (partial) stipend does not wish to continue in a tuition fee payment scheme,
  - d) on the last day of the first final examination period following the completion of a given cycle of higher education, or of the last training period in case of special postgraduate training and higher education training courses,
  - e) if a student enrolled in a higher education training course becomes medically unfit to continue their studies and there is no other suitable higher education training course available at the University, or the student does not wish to continue with their studies, or may not continue due to the absence of the criteria therefor, on the day of the decision on termination of the student relationship becoming final,
  - f) if the student relationship of a student in payment arrears is terminated by the Rector after an unsuccessful demand for payment and an examination of the student's welfare status, on the day of the decision on termination of the student relationship becoming final,
  - g) on the day of a disciplinary decision on expulsion becoming final,
  - h) if a condition for establishing a student relationship as prescribed in the Nftv. is no longer met, on the day of the decision on such termination becoming final,
  - i) if a student enrolled in a training scheme supported by Hungarian state (partial) stipend withdraws

their statement as per Section 22 (1) and does not undertake to participate in a tuition fee payment training scheme.

(2) In the event that, following the uninterrupted suspension of the student relationship for two semesters, a student fails to register to an active semester in the absence of the Dean's permission therefor, or is enforced to stay in passive status for the semester pursuant to the provisions set out in these Regulations, then the student relationship will be terminated on the working day following the last day of the period open for registration. In the event of uninterrupted suspension for two consecutive semesters, the Registrar's Department of the competent Faculty will call the student in writing to continue their studies by the last day of the study period of the second semester, informing the student on the legal consequences of any failure to do so.

(3) The student relationship of students at a Bachelors course shall not be terminated pursuant to Paragraph (1) d) in case of being admitted to a Masters course from the semester immediately following the award of the Bachelors degree.

(4) The University shall also terminate the student relationship by a unilateral statement in case of students

- a) who fail to fulfill their obligations relating to academic progress as set out in the study and examination regulations and in the curriculum, particularly if, after 4 active semesters following the student's matriculation, the number of credit points acquired stays below 55 credits at a regular course, and 40 credits at an evening, correspondence, and distance training course (such credits to include, as a maximum, the credit value of optional subjects indicated in the model curriculum),
- b) who fail to register for the next semester of study for the third consecutive occasion,
- c) who fail to resume their studies following the suspension of their student relationship,
- d) who fail to pass the examination of a given subject for the sixth occasion,
- e)<sup>12</sup> where the aggregate number of failed and repeated retake examinations in the same unit of study – requiring an examination to be passed – has reached five (meaning that there are 6 opportunities to take an examination of the same subject). Subjects registered for at different faculties, courses of study, or locations (provided that they constitute the same subject, but with different subject codes), and substitute subjects recognized to be equivalent shall be included as an identical unit of study in respect of registration for subjects and examinations, and midyear grades shall be included as examination results,
- f)<sup>13</sup> where the aggregate number of fail marks in the same unit of study – requiring a midyear grade – has reached six (meaning that up to 5 fail marks can be received as midyear grades). Subjects registered for at different faculties, courses of study, or locations (provided that they constitute the same subject, but with different subject codes), and substitute subjects recognized to be equivalent shall be included as an identical unit of study in respect of registration for subjects and the number of midyear grades, and examinations shall be included as midyear grades,

provided that students were previously requested in writing to meet their obligations by the deadline specified and informed about the legal consequences of any omission to do so. In regard to the provisions in Subsection a) of this Paragraph, the University meets its obligation to provide information by the information provided at the time of matriculation.

(5) People whose student relationship has terminated are required to be deleted from the list of students and settle accounts in respect of borrowed books owned by the University, sports equipment received, and any other debts or things owed.

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<sup>12</sup> Numbering amended by the Senate at its session of 18 April 2016, by its resolution no. SZ-CXIX/87/2016, amendment adopted. Effective from: 19 April 2016. Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>13</sup> Integrated by the Senate at its session of 28 November 2016, by the amendment adopted in its resolution no. SZ-CXXV/226/2016. Effective from: 29 November 2016.

## CHAPTER V

### A GUEST STUDENT RELATIONSHIP, PURSUANCE OF PARTIAL STUDIES, PARALLEL LEGAL RELATIONSHIP

**Section 28.** (1) A student may establish a guest student relationship with another higher education institution to pursue partial studies in connection with their studies.

(2) A student of another higher education institution may register for any subject course offered by the University in possession of a written permit by the Deputy Dean of Studies of the competent Faculty. The Deputy Dean of Studies will send such permit to the head of the institute concerned and also (for recording purposes) to the Faculty Registrar's Department.

(3)<sup>14</sup> If a student of the University wishes to take a subject included in the degree program at another higher education institution, permission is required from the Faculty Study Committee of both institutions concerned. On a proposal from the head of the institute concerned, the Faculty Study Committee adopts its decision based on the opinion of the Faculty Credit Transfer Committee in regard to the issue of set-off. A subject thus accepted shall be deemed as completed at the student's own institution. A subject completed at another institution is entered as an accredited subject in the electronic registration system by an administrator of studies. The accreditation fee is required to be paid as provided in Annex 2 to the Student requirement system, the Student allowance and fee payment regulations of Óbuda University (hereinafter: JUTTÉR).

**Section 29.** (1) The University may admit people having a higher education degree and not in a student relationship with it – for the purpose of special partial studies and in the framework of a student relationship – to any course or module of the University in a tuition fee payment scheme, with no special admission procedure required. The University is required to issue a certificate of study results. Such course or module completed can be included in higher education studies according to the rules of credit transfer.

(2) Having regard to the legal relationship regulated in Paragraph (1), no student is entitled to pursue studies in order to obtain a further professional or vocational qualification, to apply for transfer, to establish any further (parallel) student or guest student relationship, to suspend their student relationship, to apply for transfer to a state supported training scheme, and to utilize any time of support.

(3) The term of the student relationship established for the purpose of special partial studies is required to be included in the period available for statutory allowances, discounts, and services as specified in the relevant legal regulation.

**Section 30.** During the term of the student relationship, students are entitled to establish and / or maintain further student relationships with other higher education institutions.

## CHAPTER VI

### PARTIAL TRAINING COURSE ABROAD

**Section 31.** (1) Proceedings related to partial training courses abroad are regulated in detail by the Rules of Procedure of Studies.

(2) All students of the University meeting application criteria may apply for grants enabling them to take international partial courses of study or to gain professional experience.

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<sup>14</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

- (3) Any semester(s) spent on international grant programs abroad, including Erasmus+, Credit Mobility, Campus Mundi, Ceepus and otherwise (hereinafter jointly: international grant program) shall form an integral part of students' higher education studies.
- (4) As decided by the Faculty, students may take part in the international grant programs specified in Paragraph (3).
- (5) Students are allowed to take part in grant program(s) if they do not receive a grant from the funds available, but they receive stipends from other sources of funding or have sufficient financial resources to cover their expenses in the host country (zero grant students).
- (6) Applications submitted by students are assessed by the institute where the student belongs to based on their specialization. If the student has not yet specialized, the application shall be assessed by the Deputy Dean of Studies of the Faculty where the student is enrolled in. Such assessment shall be based on the Faculty's or institute's own system of criteria.
- (7) University students on international grant schemes may continue their studies in an individual (preferential) study arrangement during the period of such partial training course / professional traineeship abroad. Such individual (preferential) study arrangement may also be requested for one year in case of a partial training course / scholarship abroad, provided that the duration of stay abroad exceeds the duration of a semester in Hungary.
- (8) A student involved in partial training abroad is required to earn at least 60% of the credits taken at the host institution but at least 15 credits, unless otherwise provided by the grant requirements. Should the student fail to meet this obligation, they may be required to reimburse the grant in total or in part.
- (9) Students are required to have the subject courses to be taken during their studies abroad recognized previously – before commencing their studies abroad, but by the end of the registration week, the latest – for integration in their course of study at the home institution. Afterwards, students are required to have the subjects completed abroad recognized by way of a transcript. The student is responsible for gaining such recognition for integration.
- (10) Students are required to request the Faculty Credit Transfer Committee to accept for integration all the subjects completed at a partial training course abroad.<sup>15</sup>
- (11) The study stipend of students taking part in a partial training course abroad is calculated as provided in Section 50. In the event that the semester ends at a time different from the schedule of the home institution, such calculation will also be carried out later. In such a case, students will be compared to their year, but shall not be treated as members of a homogeneous group.
- (12) Pursuant to Section 19 (2), a decision on reclassification is based on the last two active semesters at the home institution in case of students taking part in a partial training course abroad.

## PART FIVE

### FULFILLMENT OF STUDY DUTIES

#### CHAPTER I

##### General rules of credit system training

**Section 32.** (1) In the course of studies pursued at the University, the fulfillment of academic requirements shall

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<sup>15</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

be expressed in academic credit points (hereinafter: credit), assigned to specific subjects and curriculum units, and shall be assessed by marking. The total of the credits earned by a student shall express progress toward the completion of the given course of study, while the grade received shall express the quality of performance.

(2) The credit value includes all student working hours of study, that is, both classroom lessons and individual student working hours (library, home, etc.). It can be earned by fulfilling subject requirements at least at a pass level. The value of a credit point is independent of the grade received. One credit point requires thirty student working hours. The amount of work allocated for a semester corresponds to thirty credits. In the so-called model curriculum recommended by the University, the credit value of each semester may differ by up to three credits from the amount of thirty credits.

(3) Credits may only be assigned to subjects assessed by marking on a five or three grade scale. A subject may only be associated with an integer number of credits.

(4) In the course of their studies, students shall have the opportunity to collect up to five per cent of the total number of credits required for obtaining a diploma by taking optional courses – or by participating in voluntary activities in substitution for those courses – as set out in the Organizational and Operational Regulations of the University, and to choose from courses with a total credit value exceeding the total number of credits by at least twenty per cent. It shall be ensured that student can include in their individual study schemes, without having to pay any additional tuition fee or charge, subjects with a total credit value exceeding the total number of credits required by ten per cent, and subjects taught in a language other than Hungarian up to ten per cent of the total number of credits required.

(5) Students may also take subject courses forming a part of their studies in the framework of other courses of study at the University, as well as at other higher education institutions as guest students.

(6) In a part-time training scheme, the number of credits associated with a given degree program and required to be completed corresponds to the number of credits associated with a full-time course of study.

(7) The average number of individual student working hours of study – as specified for the entire duration of studies – may not exceed three times the number of lessons in full-time training, seven times thereof in part-time training and in an evening course arrangement, twelve times thereof in a correspondence training scheme, and twenty-five times thereof at a distance training course.

**Section 33.** (1) Credits may be awarded for a given learning outcome only once. Credits are recognized only after a comparison of the learning outcomes forming the basis of the credits gained, based on the output requirements of the subjects (modules) concerned. Credits are required to be recognized if there is at least a seventy-five per cent match between the learning outcomes compared.

(2) The Faculty Credit Transfer Committee<sup>16</sup> may recognize prior non-formal and informal learning as well as work experience for the purpose of the fulfillment of academic requirements, under the proviso that the number of credits allowed to be set off based on work experience may not exceed thirty.

(3) In order to be granted a final completion certificate (absolutorium), students are required to collect at least thirty-five per cent of the credit value of the course of study concerned at the given institution, even if previous studies at the University or elsewhere or prior learning are recognized as having credit values.

(4) The credit value of the learning results recognized under Paragraph (2) corresponds to the credit value of the curricular requirement qualified as earned; however, the grades received may not be modified upon the recognition of such subjects.

(5) In regard to the fulfillment of curricular requirements, subjects different from all the subjects already recognized for fulfillment are only allowed to be recognized.

(6) Prior to registration for the semester concerned, students may request the Faculty – as stipulated in the Rules of Procedure of Studies – to recognize for integration any subject(s) taken and to be completed –

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<sup>16</sup> Term amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

or previously completed – at another Faculty or higher education institution. Decision on recognition for integration shall be adopted by the KÁB subject to the provisions set out in Paragraphs (1)-(5). The KÁB shall assess requests submitted on the first day of the registration week at the latest.

(7) The Faculties at the University mutually recognize the credit point values of the courses offered. Any subject courses offered at the University may be taken as optional subjects.

(8) The KÁB shall define pursuant to Paragraphs (1)-(2) the terms and conditions and the number of credits for which certificates and diplomas issued under the 1993 Act on higher education shall be recognized in courses of study to be launched pursuant to the Nftv. Knowledge outcomes are required to be compared, regardless of the fact whether the student pursued studies in a credit-based or non-credit-based training scheme in order to obtain such former qualification.

(9) As provided by the 2005 Act on higher education, at least thirty and up to sixty credits may be recognized in a Bachelors course of the same training field on the basis of a certificate of higher education training course completion. Within this framework, the KÁB shall define pursuant to Paragraphs (1)-(2) the terms and conditions and the number of credits for which such certificates issued shall be recognized in courses of study to be launched pursuant to the Nftv.

## CHAPTER II

### Curriculum and model curriculum

**Section 34.** (1) The University issues a recommended curriculum for students to compile their study schedules. Students may derogate from the curriculum recommended by the University in the design of their study schemes. Students may also obtain the credits required for being awarded a diploma in a period shorter or longer than the duration of training.

(2) The curriculum defines prior subject course completion as a prerequisite for taking a subject (order of preliminary studies). A given subject may be associated with up to three other subjects or up to one group of subjects (module) including several subjects in terms of the educational objective, with a credit value of up to fifteen credits as a preliminary study obligation. Enrollment to a certain subject course simultaneously with other subject courses may also be specified as a requirement.

(3) The requirements prescribed in the curriculum need not be fulfilled if the student learned them earlier and can provide credible evidence therefor. In order to recognize the fulfillment of requirements based on work experience, the University must ascertain such learning outcome in the form of verbal, written, or practice testing, under the proviso that in order to be granted a final completion certificate (absolutorium), students are required to collect at least thirty-five per cent of the credit value of the course of study concerned at the Institution, even if previous studies at the University or elsewhere or prior learning are recognized as having credit values.

(4) The form of curriculum is a model curriculum, offering an expedient option at the given degree program for the schedule and timeline of completion of the subjects required for the respective qualification within the duration of training specified in the certification requirements.

(5) The model curriculum includes all compulsory and elective subjects broken down into periods of training, the number of lessons of each subject per week/semester (lectures + seminars + laboratory practice), and the credit points assigned to them, the type of testing (approval, midyear grade or examination grade), the semesters when the subject course is offered (fall and/or spring), the order of preliminary studies, and the subjects included in the final examination.

(6) The number of lessons recommended to be included in the model curriculum is twenty-two to twenty-six lessons per week (in addition to classes of basic language training and physical education).

(7) In the model curriculum, the maximum number of examinations to be passed in each examination period is five, not including any examinations on optional subjects.

**Section 35.** (1) The curriculum defined on the basis of the competencies (attitudes, views, autonomy and responsibility) to be acquired on the basis of the training and graduation requirements is made up of obligatory, elective and optional subjects, curricular modules, and criteria requirements. In case of optional subjects, the University may not restrict students in their selection from the subjects offered by higher education institutions.

(2) The educational objectives and detailed requirements of each degree program (training components, primarily the subjects to be taught, as well as their curricular and formal features) are specified by curricula on the basis of the training and graduation requirements. In such curricula, lessons and credit values are required to be assigned to subjects (credit allocation).

(3) The curriculum is made up of obligatory, elective and optional subjects:

1) an obligatory subject is a subject which is required to be completed by everyone enrolled in the degree program; these subjects are linked to either the professional program or to a general function of training intellectuals;

2) in order to complete an elective subject, students may select courses from a certain range of subjects specified by the University (particularly including subjects for specialization within a degree program, differentiated professional knowledge, and the degree project or thesis), characterized by the fact that the subject concerned is required or allowed to be selected from a group of subjects listed;

3) in case of an optional subject, the University may not restrict the student's selection from the range of subjects offered by degree programs and higher education institutions by other than any timetable limitations: the curriculum of each degree program enables students to take optional subjects in at least five per cent of the total credit points assigned to the entire training program.

(4) Criteria requirements are mandatory assignments included in curricula, which are not associated with credit points, such as professional traineeship (six weeks in general), and participation in physical education classes (with 0+2 lessons per week for two semesters).

(5) Modules are units of the curriculum which include several subjects and are built on each other (e.g. basics of natural science, professional core material modules), or units equivalent to and substituting each other (special professional modules).

(6) Students have the right to choose between special professional modules offered parallelly; however, the number of students taking each special professional module can be restricted, and the Dean of the Faculty may subject the offer of subject courses within a special professional module to a minimum headcount of student applications.



### CHAPTER III

#### Subject program

**Section 36.** (1) The learning outcomes of each subject are specified by subject programs.

(2) Curriculum documentation elements:

- a) curriculum data sheet: educational objective, number of lessons, language requirements, total number of credits, professional qualification, specializations, final examination;
- b) curriculum tables: subject name, NEPTUN code, number of lessons, credit value, requirements, preliminary requirements;
- c) subject sheet: requirements, subject owner, code, method of evaluation, competencies (knowledge, capabilities, attitude, autonomy and responsibility), course content description (10 lines), obligatory references<sup>17</sup>;
- d) detailed subject course program by semester, produced by the instructor and approved by the director if the institute.

(3) Content of the detailed subject course program by semester:

- a) topics in a weekly breakdown (14 weeks);
- b) references (written material and other technical tools).

(4) The subject course requirements (time schedule) must specify:

- a) course participation requirements;
- b) mid-semester study check (written tests, reports) requirements, numbers, and dates, and the criteria for conferring a signature / midyear grade;
- c) the method of determining marks;
- d) absences, as well as the criteria for and the numbers, dates, and methods of failed practice courses and written tests within the study period;
- e) the system and method of examinations and reports (oral/written, etc.), criteria for offered grades and preliminary examinations, if any;
- f) retake options in the examination period (the first ten working days).

(5)<sup>18</sup> The Faculty website shall provide access to the continuously maintained curriculum data sheet, curriculum tables and subject sheets. Subject course programs for the semester shall be available at the website of the relevant institute or Faculty up to the deadline of registration for subject courses in the semester concerned. At the first class, clarification (specifications) shall be provided; any changes thereto shall be subject to students' consent.

(6) Subject course programs are approved by the Faculty Council of the Faculty in charge of providing such subjects.

### CHAPTER IV

#### Language learning and language examination

**Section 37.** (1) Language courses at the University are intended to facilitate the acquisition of a language certificate as a pre-requisite for conferring a degree as stipulated in the training and graduation requirements

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<sup>17</sup> Amended by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>18</sup> Amended by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

of degree programs, as well as to develop specialized language skills.

(2)<sup>19</sup> Pre-requisites for conferring a degree:

- a) at a Bachelors course, a language examination certificate accredited by the Hungarian state, of at least intermediate level and (B2) complex type – or a maturity certificate or diploma equivalent thereto,
- b)<sup>20</sup> at Bachelors courses of business administration and management, and of trade and marketing, respectively, a language examination certificate accredited by the Hungarian state, of intermediate level and (B2) complex type of specialized language, or of advanced level and (C1) type – or a maturity certificate or diploma equivalent thereto. Acceptable specialized language certificates are set out in the Rules of Procedure of Studies,
- c) at Masters courses, the pre-requisites for conferring a degree are regulated in the training programs of the courses of study,
- d) upon completion of English language Bachelors and Masters courses by passing the final examination, students will be conferred a Bachelors or Masters degree, with no language examination certificate – or an equivalent maturity certificate or diploma – required for their diploma to be issued,
- e) in case of students enrolled in Hungarian-medium programs beyond the borders of Hungary and students of other than Hungarian citizenship, the language pre-requisite for conferring a degree may be fulfilled by a certificate to evidence a maturity examination passed at a foreign educational institution with an operating licence abroad or in Hungary, and by a foreign Bachelors or Masters diploma – provided that the language of the maturity examination or final examination was other than Hungarian,
- f) in case of former students with no Hungarian citizenship at the date of the final examination, a maturity certificate of Hungarian language conferred in Hungary or a certificate of a higher education training course completed in Hungarian may also be accepted in order to obtain a Bachelors or Masters degree,
- g)<sup>21</sup> in case of former students with no Hungarian citizenship at the date of the final examination at a Bachelors course, a Hungarian language examination certificate accredited by the Hungarian state, of at least intermediate level and (B2) complex type – or a maturity certificate or diploma equivalent thereto – may also be accepted. In order to be conferred a Masters degree, a language examination certificate of Hungarian or an equivalent maturity certificate or diploma of the same level and type as specified for a language certificate in any foreign language in the graduation requirements set out in the curriculum of each course of study may also be accepted as a replacement.

(3)<sup>22</sup>

(4)<sup>23</sup> As a pre-requisite for conferring a diploma, the University accepts any of English, German, Spanish, Italian, Portuguese, and Russian language certificates of the level and type required for the issuance of a diploma as set out in the training scheme of each degree program, or a maturity certificate or diploma equivalent thereto. In addition to the languages listed, the University also accepts fulfillment of any of the conditions set out in Paragraph (2), Subsections d)-g) as a pre-requisite for conferring a diploma. Individual treatment may be granted by the Dean of the Faculty in conferring a diploma if a student has a language

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<sup>19</sup> Amended by the Senate at its session of 27 June 2016, by its resolution no. SZ-CXXI/155/2016, amendment adopted. Effective from: 28 June 2016. Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>20</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>21</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>22</sup> Abrogated by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>23</sup> Amended by the Senate at its session of 27 June 2016, by its resolution no. SZ-CXXI/155/2016, amendment adopted. Effective from: 28 June 2016. Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

certificate of a modern foreign language of advanced level and complex type and of English language of basic level and complex type. This provision may be applied for the last time to students who passed their final examination before 01 January 2016.

(5)<sup>24</sup>

(6)<sup>25</sup> Language criteria for obtaining a final completion certificate:

- a)<sup>26</sup> each student enrolled in a regular Bachelors course is required to complete a special language course to prepare for a criteria subject in German or English, Exemption from course completion may be granted to students having at least an intermediate level – written or oral – language certificate accredited by the Hungarian state. Students may apply for exemption to the competent Faculty Committee in accordance with the rules of credit transfer procedures.
- b) each student enrolled in a regular Bachelors course is required to take two professional courses offered by the University in English or German as criteria subjects, and to pass the knowledge test prescribed therefor.
- c)<sup>27</sup> in the event that such criteria subject was completed in other than English, students are required to certify their basic English language skills. Until the student meets this requirement, no final completion certificate may be issued to them in the absence of certified language skills and their student relationship shall be suspended.

(7) Criteria subjects can be selected in three ways:

- a) students take a professional subject offered by the Faculty and included in the model curriculum (unless they have already completed them in Hungarian) in German or English, and fulfill the original requirement system of such subject in such language. In this case, such subject is included with the original credit value of the subject. Students are allowed to take all subjects taught in a foreign language as per their curriculum, unless they have already completed them in Hungarian.
- b) students choose a course offered by the Faculty in English or German the requirements thereof they have already fulfilled in Hungarian. Learning outcome is assessed by midyear grades, the number of lessons of the subject course is two to three lessons per week, and its length is one semester. In this case, such subject can be included as an optional subject with a value of two credits.
- c) students may also take a professional subject offered by the Faculty (or another Faculty), but not forming a part of the student's model curriculum, in either German or English. Learning outcome is assessed by midyear grades, the number of lessons of the subject course is two to three lessons per week, and its length is one semester. In this case, such subject can be included as an optional subject with a value of two credits.

(8)<sup>28</sup>

(9) Faculties offer one semester long special language courses in four lessons per week, intended to prepare for the successful completion of criteria subjects; their content is specified on a Faculty basis. Such special language courses may also be taken as optional subjects with a value of two credits, and completed by midyear grades.

(10) Faculties may offer the following:

- a) one semester long English language courses in four lessons per week, intended to prepare for an intermediate level complex (B2) type language examination for those who do not yet have an

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<sup>24</sup> Abrogated by the Senate at its session of 27 June 2016, by its resolution no. SZ-CXXI/155/2016, amendment adopted. Ineffective from: 28 June 2016.

<sup>25</sup> Numbering amended by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>26</sup> Integrated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>27</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>28</sup> Abrogated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Ineffective from: 20 June 2017.

intermediate level complex (B2) type language certificate (or equivalent) of the language concerned. They may also be taken as optional subjects with a value of two credits, and completed by midyear grades;

- b) German language courses may also be offered under the proviso that such courses may only be taken by students who complete criteria subjects in German;
- c) one semester long English language courses of sixty lessons for those who complete criteria subjects in German, which may also be taken as optional subjects (with a value of two credits, completed by midyear grades);
- d) in addition to the above, at courses of business administration and management, and of trade and marketing, respectively, two semester long (four lessons per week) specialized language training is also provided with the credit value and subject to the requirements set out in the curriculum.

(11)<sup>29</sup> Detailed rules of language training as per Paragraphs (1)-(10) are included in the Rules of Procedure of Studies.

## CHAPTER V

### CHANGE OF TRAINING FORM

#### **Transfer, change between degree programs, change of training schedule, change of specialization, enrollment to second specialization<sup>30</sup>**

**Section 38.** (1) During the term of the student relationship, students pursuing studies in a degree program pertaining to an identical training field at another higher education institution may apply for transfer to a degree program of the University (transfer). In this case, such student's student relationship with the former higher education institution shall terminate as at the date of the completion of transfer.

- (2) Such transfer may be permitted if the student has
  - a) an uninterrupted student relationship until matriculation following transfer,
  - b) two active semesters concluded, and
  - c) at least 30 credits possible to be accredited.

(3)<sup>31</sup> The KTB decides on the transfer request based on the criteria set out in Paragraph (2); in regard to Paragraph (2), Subsection c), by taking into consideration the relevant decision by the KÁB, the student's grade average and the threshold score for admission to degree programs.

(4)<sup>32</sup> Students transferred from another higher education institution may only be granted a final completion certificate at the given degree program of the University if they have earned at least 35% of the credits assigned to such degree program at the Institution.

Students transferred from another Faculty within the University may only be granted a final completion certificate if they have earned at least 25% of the credits assigned to such degree program at the receiving Faculty.

(5) During the term of the student relationship, students pursuing studies in a degree program at the University may apply for transfer to another degree program of the University pertaining to another training

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<sup>29</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>30</sup> Heading amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>31</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>32</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

field (degree program change).

(6) Requests for degree program change may be submitted by students who have completed subject courses with a value of at least 30 credits. In the assessment of requests, the threshold score for admission to degree programs is also required to be taken into consideration. In case of a degree program change between training schemes or locations, if the applicant applies for transfer from a location of a lower threshold score for admission to a location of a higher threshold score for admission, they must have subjects with a value of at least 30 credits that they are required to complete at the degree program (location) where they are admitted to. Submission of such request is subject to payment by the student of a fee for submitting a degree program change request, as well as for taking accredited subjects and the related procedural fee as specified in the JUTTÉR<sup>33</sup>.

(7) Specialization change may only be effected between specializations pertaining to the same degree program.

(8) Requests for changes between degree programs and specializations are assessed by the Faculty Study Committee based on a proposal from the head of the degree program / specialization. Submission of such request is subject to payment by the student of a fee for taking accredited subjects and the related procedural fee as specified in the JUTTÉR<sup>34</sup>.

(9) During the term of the student relationship, the Faculty Study Committee may permit transfer to another training scheme of the same degree program (work schedule change) in substantiated cases, upon the student's request.

**Section 39.** As a second specialization, students may enroll in any of the specializations offered within their own degree program, provided that they meet the general criteria for taking up such specialization. Students are conferred a certificate of having completed such specialization. The Faculty Study Committee decides on permitting the pursuance of a second specialization.

## CHAPTER VI

### ORDER OF STUDIES

#### GENERAL PROVISIONS

##### Training period

**Section 40.** (1) One academic year consists of two training periods, that is, two semesters. A training period is made up of a study period and an examination period. Students' performance is evaluated by the University both in the study period and in the examination period.

(2)<sup>35</sup> Uninterrupted professional traineeships may be organized during the summer holidays (except for the BSc courses of business administration and management and of trade and marketing, and for FOKSz training courses, where the 15-week uninterrupted professional traineeship as prescribed in the curriculum is required to be organized in the study period, as well as the course of land surveying and land management engineering, where the 10-week uninterrupted professional traineeship as prescribed in the curriculum is required to be organized in the study period). The duration of the study period is 15 weeks, and the length of the examination period is 5 weeks, but at least 23 working days.

(3) The first week of the study period is the registration week. During the registration week, students

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<sup>33</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>34</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>35</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

finalize their subject courses to be taken in accordance with Section 42. In general, there are no scheduled lessons during the registration week; at the same time, classes can be organized for students to prepare for laboratory and practice lessons.

(4) In the subsequent part of the study period, students attend lessons and solve tasks related thereto. They may only take examinations if the criteria set out in the Study and examination regulations are met.

(5) The examination period is available for passing examinations, during which fulfillment of any requirements linked to the study period is only allowed in extraordinary cases, usually subject to fee payment as provided in the JUTTÉR<sup>36</sup>.

(6) Lessons are the time periods required for mastering the subject material and knowledge checks within the study period, with an instructor's involvement. Lesson types are as follows: lecture, seminar, and laboratory practice. The length of one lesson is 45 minutes, with 10-minute intervals between lessons (with 5-minute intervals at evening courses), possibly in a consolidated form.

(7) The schedule of the next academic year and its semesters – with particular regard to the dates of the study period and the examination period, as well as the final examination period – shall be specified by the Rector in agreement with the EHÖK and approved by the Senate.

(8) In agreement with the EHÖK, the Rector may permit up to 4 days of holidays per semester in addition to statutory public holidays.

### **Students' obligations of matriculation and registration**

**Section 41.** (1) If the student has established a student relationship as per Section 16 (1) – that is, matriculated – then the University will issue a registration sheet of the matriculated student.

(2) Upon matriculation, the student receives from the Registrar's Department the information document including the data required by the student to pursue and design their studies.

(3) A report book of studies is an authentic instrument to certify studies and the final completion certificate (absolutorium), including data on the fulfillment of academic obligations.

(4) In accordance with the provisions set out in Section 16 (3), students are required to report by the first day of the registration week whether they shall continue their studies (active semester) or shall suspend their student relationship during the training period concerned.

(5) Students comply with their registration obligation indicated in Subsection (1), representing active status during the semester, by enrolling to subject courses in the NEPTUN system, and in case of a partial training course abroad, by supplying a declaration pursuant to the Rules of Procedure of Studies.

(6) Students may withdraw their registration within one month of the commencement of the study period. If students interrupt their studies, the semester concerned will be classified as a semester in passive status.

(7) Students are required to promptly report any changes in their data entered in the NEPTUN system. The legal consequences of any failure to do so shall be borne by the student. Students may not receive stipends and no tax certificate may be issued to them until they specify their tax ID and social security ID, as well as their bank account number.

(8) In regard to the student, all semesters following initial matriculation are considered to be semesters in active status when the student enrolls in at least one subject course or supplies a declaration in case of a partial training course abroad. A semester in passive status is a semester where – based on a notification supplied – the student does not take any subject courses, or requests that their course of study be suspended; and also a semester where a student is granted permission subsequently to insert a semester in passive status, having regard to a substantiated case.

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<sup>36</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

### Offer of subject courses and enrollment thereto

**Section 42.** (1) Subjects to be completed by a midyear grade can be offered by delivering lessons, that is, by launching courses. Subjects to be completed by an examination can be offered by delivering lessons (launching courses) and without them as well. In this latter case, only examinations may be taken; mid-semester requirements may not be fulfilled; a prerequisite for taking a subject as an examination course is to have an end-of-semester signature entered for the subject in the report book of studies and / or in the NEPTUN system.

(2) By the end of the second week following closure of the study period of the previous semester and based on proposals from the institutes involved, the Faculties publish in the NEPTUN system the subjects to be offered by launching subject courses in the following semester (including instructors, timetables, the required minimum and acceptable maximum number of applicants – also stating any criteria for ranking in case of oversubscription other than the order of application –, and the system of criteria thereof), and subjects to be offered only for taking an examination.

(3) The number of students admitted to a given subject course may be restricted in the absence of sufficient resources based on the reasonable capacity of the instructor conducting the course, the number of educational appliances available, and for any other objective reasons.

(4) It is the student's right to compile their study schedule as specified in the training program, to select subjects (courses), and in this framework to freely use the training opportunities provided by the University, taking into consideration curricular requirements and paragraph (3) of this Section.

(5) Enrollment to subject courses means application for the lecture / seminar / laboratory lessons (course) offered in a subject, or for an examination course thereof, to be effected in the NEPTUN system, and subject to the fulfillment of preliminary subject requirements.

(6) In the event that the student wishes to register for a subject course in a different program or training scheme (e.g. at a correspondence course instead of regular training), they must obtain previous authorization therefor by the institute teaching the subject and by the Deputy Dean of Studies. Assessment thereof shall take into consideration paragraph (3) of this Section. If the course selected is subject to fee payment, a fee shall be paid as stipulated by the JUTTÉR<sup>37</sup>.

(7) If a student was unable to earn the credit points of a subject taken in the semester concerned, it is possible to take the subject again in subsequent semesters. If the fulfillment – at an appropriate level – of midyear requirements has been certified by a signature from the institute, it is sufficient to register for the subject as an "examination course", meaning that the student is only required to take an examination in the next semester. The student may also apply for a repeated opportunity to obtain a signature if the subject is offered through the delivery of lessons. In the event of any substantial change in the subject program, the institute is required to notify students in the subject requirements that midyear requirements fulfilled earlier are not acceptable any longer. In the latter case, the signature obtained becomes invalid and mid-semester requirements are to be fulfilled again.

(8) Students who matriculated after 31 August 2007 and are enrolled in a training scheme supported by the state or by Hungarian state (partial) stipend shall pay a charge as specified in Annex 3 to the JUTTÉR<sup>38</sup> in case of taking a subject for the third time and each further time.

(9) Compulsory subjects to be completed by an examination are required to be offered in a sufficient number of courses in the semester due according to the model curriculum, with opportunities for taking an examination at least in the cross semester concerned. Compulsory subjects to be completed by a midyear grade are required to be offered by the Faculty only in the semester due.

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<sup>37</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>38</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

(10) The Dean of the Faculty in charge of the program is responsible for the publication of the subject and course offer.

(11) Students involved in programs supported by Hungarian state (partial) stipend, taking subjects in excess of 10% of the total of credits (not including subjects taken repeatedly), are required to pay a fixed fee proportionate to the number of credits taken, as set out in the JUTTÉR<sup>39</sup>.

(12) In a tuition fee payment scheme, the fee actually payable in addition to the basic fee can be determined in proportion to the number of credits taken by the student for the semester concerned, in accordance with the JUTTÉR<sup>40</sup>.

(13) During the first two weeks of the study period – in a definitely substantiated case as duly evidenced – students may request the Deputy Dean of Studies to allow them to register for or cancel subjects in return for payment of the fee specified in Annex 3 to the JUTTÉR<sup>41</sup>.

### Courses by the Carpathian Basin Online Educational Center

**Section 43.** (1) The Carpathian Basin Online Educational Center (hereinafter: K-MOOC) is a network operating in the Carpathian Basin based on the principles of Massive Open Online Courses (hereinafter: MOOC) as an online form of education, where joining higher education institutions are enabled to produce and offer online Hungarian language credit courses themselves in all areas of science.

(2) Only courses approved as an own credit course by the offering higher education institution as member of the K-MOOC network may be included in the system.

(3) Courses are made available to students in K-MOOC-Moodle. Course materials are learnt and requirements are fulfilled online, with no contact hours: students progress at their own individual pace.

(4) The duration and date of commencement of one semester long credit courses are in line with the schedule of the semester's study period at the University. One course needs to consist of at least twelve blocks, with one block typically corresponding to a one-week learning material.

(5) Courses for offer are announced at K-MOOC-Moodle and at the webpage <https://kmooc.uni-obuda.hu>. Students are required to register for the courses offered by the University in the NEPTUN system as well, where the fulfillment of requirements is recorded in accordance with the general rules. Students need to register for courses offered by the higher education institutions joined in K-MOOC-Moodle only; they receive a credit certificate of the fulfillment of the relevant requirements, pursuant to which the Registrar's Department takes measures in accordance with the general rules.

(6) Course requirements and the method of knowledge checks must be made available simultaneously with publishing the course offer, including in particular:

- a) methods of evaluation of the academic requirements of the subject, what outputs grades are made up of (e.g.: written tasks, checkup tasks, tests, minor studies, etc.);
- b) the way of determining the grade achievable when completing the subjects, and the weight of the elements specified under Section (6) a) in determining it;
- c) criteria for methods of compliance with subject requirements (an infinite / limited number of attempts);
- d) task submission deadlines; time limits to solve tests.

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<sup>39</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>40</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>41</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.



(7) In the event of any failure to fulfill the requirements, it is possible to make up for only the requirement elements described in Paragraph (6), but not to earn midyear grades or to retake an examination in case of a subject to be completed by an examination mark.

(8) Further rules on training arrangements are included in the rules of procedure of K-MOOC at Óbuda University.

### Information on requirements

**Section 44.** (1) The Dean of the Faculty is required to ensure that students starting their university studies receive information in a recordable manner about their rights and obligations, the criteria for being conferred a diploma, as well as about the timetable and academic requirements of the first semester.

(2) In order to inform students, the organizational and operational regulations of the University and of the Faculty, the study and examination requirements, as well as any and all major regulations affecting students, and summaries setting out the educational objectives of degree programs, requirements, curricular specifications, and the programs of subject courses offered by the Faculty are required to be made available at Registrar's Departments, at the students' self-government, at the libraries of the institution, and possibly on websites.

(3) Institution-level information documents on the credit system, compiled in cooperation with the Faculties, are required to include degree programs, curricula, the rules of collecting credits and of credit transfer between training levels, as well as the order of preliminary studies.

(4) Prior to the commencement of each study period, Faculties are required to make available the following information to students on traditional and / or electronic information carriers:

- a) schedule of the academic year,
- b) data of student advisors at the institution,
- c) rules of submissions on preferential study schedules,
- d) description of study services and implements (libraries, studios, labs, other special services and implements),
- e) introductory information on institutes and subjects,
- f) list of academic and professional qualifications,
- g) model curricula,
- h) subject list (identifier, academic level, prerequisites, instructor, duration, instruction/learning method, procedure of evaluation, number of lessons and credits),
- i) information on the inclusion of subjects offered within other degree programs,
- j) arrangements between institutions on the equivalence of credits.

### Subject requirements

**Section 45.** (1) Subject requirements are drawn up by the institutes in charge of teaching the relevant subject.

(2) Subject requirements shall contain the following:

- a) requirements for participating in the lessons,
- b) requirements, number, and approximate dates of mid-term checks,
- c) criteria for permission to take an examination / granting a signature,
- d) the way of determining grades,
- e) a list of obligatory and recommended references,
- f) credits assigned to the subject,

- g) absences as well as the criteria for and the numbers, dates, and methods of failed practice courses and written tests;
  - h) the system and method of examinations and reports (oral/written, etc.),
  - i) criteria for preliminary examinations, if any.
- (3) The subject requirement system devised by the instructors in charge of the subjects, the dates of mid-term checks, as well as the deadlines for the fulfillment and supplementation of midyear requirements, and opportunities to improve results must be displayed at the webpage of the institute or the Faculty on the first day of the period of registration for subject courses at the latest, and imparted to students as well.
- (4) The Faculty HÖK (hereinafter: KHÖK) may raise an objection against the system of subject requirements, to be submitted to the director of the competent institute within 8 days of such display.
- (5) Subject requirements may not be changed during the semester unilaterally, without the consent of the students concerned.

### **In-class participation**

- Section 46.** (1) It is obligatory to attend seminars, laboratory practice sessions, physical education classes, and professional traineeship arrangements. For first-year regular students, it is compulsory to attend lectures; furthermore, students on correspondence courses are required to attend scheduled sessions. The requirement system of the given subject shall stipulate the rate of attendance of lectures.
- (2) The form of checking attendance and the way of certifying absences are set out in the Rules of Procedure of Studies.
- (3) In the event that the student's absences from a subject course compulsory to be attended exceed 30% of the total number of lessons in the semester of that subject, the student may not be granted a signature and does not qualify for a midyear grade.
- (4) Absences do not constitute an exemption from the fulfillment of subject requirements. In the event of skipping a class, students are supposed to make up for it as provided in the system of subject requirements.

### **Knowledge check**

- Section 47.** (1) The methods of assessment of student performance form part of the curriculum, and are required to be published at the University before the commencement of the training period.
- (2) Student performance can be assessed throughout the entire training period. Students' learning outcome can be evaluated by using several methods of assessment – diagnostic, supportive (formative), or summative, for instance –, and both on an on-going basis and at a single occasion. Methods of and occasions for evaluation can be applied together as well. Subjects and curricular units can be concluded by mid-semester grades or examination grades. Mid-semester grades are based on the on-going assessment of the academic requirements of the subject during the semester. Examination grades are determined on the basis of an oral or written examination taken in the examination period.
- (3) Student performance assessment can be performed:
- a) on a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1), and
  - b) on a three-grade scale: properly completed (5), completed (3), not completed (1).
- (4) Assessment of students' work may not be differentiated on the basis of whether the training scheme the student takes part in is supported by Hungarian state stipend, supported by Hungarian state partial stipend, or subject to tuition fee payment.
- (5) Learning outcomes can be checked by:
- a) written or oral reports, written (classroom) tests during the study period, as well as by the

- evaluation of home assignments (designs, measurement records, etc.),
- b) a preliminary examination,
  - c) an examination taken in the examination period,
  - d) a comprehensive examination, and
  - e) the final examination.
- (6) End-of-semester evaluation can be provided by:
- a) a midyear grade (with the mark “é”), in case of both theory and practice courses, based on knowledge checks during the study period,
  - b) an examination grade (with the mark “v”), when the grade can be determined only on the basis of the performance demonstrated at the examination, or by taking jointly into consideration the results of mid-term checks and the performance demonstrated at the examination. In this latter case, the grade is determined in at least 50% based on the examination, and in up to 50% based on checks during the study period,
  - c) approval (with the mark “e”), to be applied in the case of physical education courses (in case of non-fulfillment, with the note “not approved”).
- (7) Midyear written (classroom) tests are corrected by teachers within 10 working days of test completion and students are informed about the results. Correction of classroom tests conducted during the last week of the study period shall be governed by the date specified in the Rules of Procedure of Studies. Within one week from the announcement of the results, students are allowed to inspect their tests at a date and time fixed by the institute concerned.
- (8)<sup>42</sup> If a student did not fulfill the requirements for obtaining a midyear grade (e.g. did not write a classroom test or the result of the test was a fail; or did not submit the required measurement records, etc.), one occasion must be provided to make up for it within the study period. If the student is still unable to earn the midyear grade by using such repeat occasion, and the subject requirement system allows such an option, they may make one attempt to fulfill the requirements for granting a midyear grade on one of the first ten working days of the examination period, following payment of the service fee specified in the JUTTÉR<sup>43</sup>.
- (9)<sup>44</sup> Fulfillment of the midyear requirements of a subject to be completed by an examination is certified by a signature in the NEPTUN system. Admission to take an examination is subject to being granted a signature. Up to 50% of the scores possible to be attained during mid-term checks (or a grade average of 2.00) may be prescribed as signature criteria. If a student fails to fulfill a requirement that is a prerequisite for admission to take an examination according to the requirement system, and the subject requirement system provides an option for making up for it during the examination period, then one attempt can be made to fulfill such subject requirement on one of the first ten working days of the examination period, at the latest, subject to payment of the service fee specified in the JUTTÉR<sup>45</sup>.
- (10) A comprehensive examination (with the mark “s”) involves the (integrative) check of learning outcome representing a value of at least 12 credits by an examination board; it may be taken, at the earliest, after passing the last examination – or being granted the last midyear grade – of the subjects constituting the comprehensive examination material.
- (11) An “excellent” or “good” grade qualification may be offered to a student based on their proper performance as recorded or their Students’ Scholarly Circle involvement, which the student is not obligated to accept.

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<sup>42</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>43</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>44</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>45</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

### **Order of examinations and comprehensive examinations; examination period**

- Section 48.** (1) Examinations can be taken at the examination dates scheduled for the examination period. Examination dates and the number of students allowed to take such examination at the same occasion are determined jointly by the teacher in charge of the subject and the representatives of the students concerned. It must be ensured, by scheduling a sufficient number of examination dates in an even distribution, that the entire examination period can be used and students can retake failed examinations within the examination period. It is compulsory to schedule at least three examination dates per subject, with one of them to be fixed for the last week of the examination period. The examination headcount allowance is required to cover one and a half times the number of candidates. No scheduled examination date may be cancelled, unless it is agreed to by the students applying for such examination date. In training schemes including consultations on Saturdays, examination dates may be scheduled for Saturdays too.
- (2) For the last two weeks of the examination period, Faculties may also schedule examination dates only for students who have already failed once at the examination of the subject concerned in the same examination period.
- (3) The order of examinations is required to be published at least three weeks before the examination period as provided in the Rules of Procedure of Studies, to enable the KHÖK to exercise its right of accord.
- (4) Students are required to provide credible evidence of their identity at the examination by their identity card, passport, driver's licence card, or student ID card. Examination grades are required to be entered in the NEPTUN system on the third working day following the examination, at the latest.
- (5) Oral examinations are public; publicity may be restricted by the Dean of the Faculty.
- (6) The examiner or the chair of the examination board shall be responsible for the undisturbed and tranquil atmosphere of examinations.
- (7) The maximum aggregate number of failed, retake, and repeated retake examinations of the same unit of study is five; however, students may make up to two attempts to pass an examination (comprehensive examination) of the same subject in the examination period concerned (examination, retake examination and repeated retake examination).
- (8) Repeated retake examinations / comprehensive examinations may be taken after payment of the retake examination charge prescribed in the JUTTÉR<sup>46</sup>.
- (9) If even the repeated retake examination was a fail, and the same single person acted as examiner at both the examination and the retake examination, upon the student's written request submitted to the director of the institute, it is required to be ensured that the student can take the next repeated retake examination before another teacher or examination board. This right is also granted to the student in the event of taking such examination in a new training period.
- (10) Absence from an examination may not influence the evaluation of the student's learning outcome. Failure to attend an examination makes evaluation impossible; however, the costs incurred as provided in the JUTTÉR<sup>47</sup> of the University are required to be paid, unless the student provides evidence to substantiate such absence to the course instructor.
- (11) Examinations of each subject may be taken before the examination period, still within the study period. The period assigned for and the scheduled dates of preliminary examinations, as well as the criteria for admission to take a preliminary examination are required to be specified in the subject requirements for the semester.

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<sup>46</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>47</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXVI/226/2016, amendment adopted. Effective from: 29 November 2016.

### Improvement on successful examination results

**Section 49.** (1) If a student wishes to improve an examination grade received in respect of any subject, they may retake the examination in the same examination period.

(2) Assessment of the retake examination shall be final, unless it is a fail. In such a case the student is required to repeat such examination according to the rules of retaking failed examinations.

### Records and indices of study results

**Section 50.** (1) Students' study results are entered on the grade sheet by the instructor authorized therefor, and in the NEPTUN system by the instructor or a NEPTUN assistant. In case of accreditation and guest students received, study results are entered by an administrator at the Registrar's Department. Grade sheets are required to be preserved at the institutes for at least one year. Any unauthorized entry in the NEPTUN system shall entail disciplinary proceedings.

(2) Students can print subject registration sheets (completion sheets) from the NEPTUN system in specific study periods and use them to certify their academic accomplishments as a student equivalent of the grade sheet.

(3) At an oral examination, the examiner informs the student about the grade acquired; afterwards, the instructor acting as examiner enters the examination result on the grade sheet and certifies it by signing the grade sheet promptly after the examination. The grade acquired by the student at an oral examination is entered on the student's completion sheet by the examiner at the student's request.

(4) The examiner is required to announce written examination results – and enter them in the NEPTUN system – by the end of the third working day after the examination is finished.

(5) The amount of the student's academic work is indicated by the number of credit points earned in a given semester or since the commencement of studies.

(6)<sup>48</sup> A quantitative and qualitative evaluation of the student's performance is provided by the credit index (stipend index) and the adjusted credit index.

**Adjusted credit index =  $(\sum \text{credits earned} / \sum \text{credits taken}) \times \text{credit index}$ .**

In a regular training scheme:

**Credit index (Stipend index) =  $\sum(\text{credit point} \times \text{grade}) / 30^*$**

(\*for 8-semester correspondence and distance training course schedules: 26)

The credit index is applied for one semester; subjects accredited by the KÁB may only be included in the calculation if the subject course was completed in the semester which the credit index refers to.

(7) Stipends for a given semester are determined on the basis of the stipend index based on the previous semester's credit index. The stipend index serves for the quantitative and qualitative evaluation of academic work. The stipend index refers to one semester. Calculation method:

**Stipend index =  $(\sum(\text{credit point} \times \text{grade}) / 30) \times M$ ,**

where M = total credits earned / number of semesters in active status x 30

(8) Stipends for a given semester are determined on the basis of the group index based on the stipend index. The group index serves for the quantitative and qualitative evaluation of work.

a) The group index – regardless of the minimum and maximum average of the given homogeneous group, and independent of the homogeneous group average – is an index with a scale of 0 to 2

<sup>48</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

where 2 is assigned to the highest stipend index of the group, 0 to the lowest, and 1 to the group average.

- b) The group index is a measure of study results allowing for the comparability of any two or more randomly selected students from the University.

Method of calculation:

- a) The group index is calculated in several steps, and is based on the stipend index.

$$\text{stipend index} = \text{credit index} * M,$$

$$\text{where } M = \text{total credits earned} / \text{number of semesters in active status} * 30$$

- b) The homogeneous group average is deducted from the stipend index.

$$\text{stipend index} - \text{group average}.$$

- c) The group index of a student whose stipend index is higher than the group average is calculated by dividing the difference calculated from their stipend index with the largest difference within the group, and adding 1 to the result.

- d) This way students with the highest stipend index will have a group index of 2, and students with exactly the academic average will have a group index of 1.

$$\left. \frac{(\text{stipend index} - \text{group average})}{\text{highest (stipend index} - \text{group average)}} + 1 \right\}$$

- e) The group index of a student whose stipend index is lower than the group average is calculated by dividing the difference calculated from their stipend index with the smallest difference within the group, multiplying it by -1 and adding 1 to it. (This way students with the lowest stipend index will have a group index of 0.)

$$\left[ \frac{-1 * (\text{stipend index} - \text{group average})}{\text{smallest (stipend index} - \text{group average)}} \right] + 1$$

- (9) The (cumulative) weighted academic average is a qualitative index measuring the academic performance of one semester or a longer period.

$$\text{(Cumulative) Weighted academic average} = \frac{\sum(\text{credits earned} * \text{grade})}{\sum \text{credits earned}}.$$

- (10) The overall adjusted credit index is a quantitative and qualitative index of the student's performance during the course of several semesters. This is the basis for annually due reclassification between state supported and fee payment training schemes.

$$\text{Overall adjusted credit index} = \text{Adjusted credit index},$$

(where the number of credits earned and taken during the whole period or 30 (for 8-semester correspondence courses: 26) credits per semester must be taken into account).

- (11) Transferred credits and credits accredited for semester zero shall be included in the stipend index by the following calculation formula:

$$\text{Stipend index} = (\sum(\text{credit point} * \text{grade})/30) * M,$$

where M = (total credits earned – number of accredited credits)/number of semesters in active status \* 30.

This compensation shall be applied until the student catches up with the number of credits possible to be earned in the year of study.

### Rules on the electronic report book of studies

**Section 51.** (1) As from semester I of academic year 2014/2015, the University introduced the electronic report book of studies (e-index), printed from the NEPTUN system, and issued as an authenticated and inseparably stapled authentic instrument in the manner stipulated in these Regulations.

(2) The printed image and form approved by the Educational Authority is required to be applied in using the electronic report book of studies.

(3)<sup>49</sup> A printed report book of studies in an authenticated format shall be generated at the time of the student's final leave from the University and when the student relationship is discontinued. The numbered pages of the printout shall be stitched by a string of national colors, the end of which, sealed by a round label, shall be stamped and signed by the Dean or a person assigned by the Dean to make the document authentic and inseparable.

(4) In the event of pursuing parallel studies on more than one program within the University, the report book of studies may be issued when the last course of study is completed. In this case the printed document shall contain data on all the studies completed by the student at the University. The student may also request that an electronic report book of studies be issued on studies terminated (certifying course completion on the degree program concerned).

(5) The report book of studies contains the following:

1. the student's personal identification data (name, name at birth, place and date of birth, mother's name at birth, citizenship);
2. the name, registered seat, and institution identification number of the University;
3. details of the student relationship, registration number, student identification number, NEPTUN code, report book number;
4. details of the student's training program;
5. the subject courses taken during their studies, broken down into training periods (name and code of subject, name of instructor) (subject course units), credit values assigned, evaluation details;
6. certification of the final completion certificate (absolutorium);
7. details of thesis project(s), and certification of completion thereof;
8. details of language examination certificate(s);
9. parts and results of the final examination / special vocational examination;
10. qualification and partial results of the diploma / certificate; subjects included in the qualification of the diploma and their results;
11. resolutions having an effect on the student's studies;
12. certification of studies pursued at other higher education institutions;
13. certification of subject courses accepted on the basis of earlier studies (which subject, in what credit value, at what grade, and from which institution has been accredited);
14. details of professional traineeship;
15. number of semesters in active / passive status, and their form of financing;
16. individual serial number of the official document;
17. details of studies pursued at all levels of training by the student at the University.

(6) The database of the report book of studies is NEPTUN. The provisions set out in the Rules of Procedure of Studies are applicable in respect of user groups and authorizations. It is the duty of Faculty Registrar's Departments to precisely complete tasks related to the administration and issuance of report

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books of studies.

### **Preferential study schemes**

**Section 52.** (1) Preferential study schemes may be permitted by the Faculty Study Committee to students who have completed the first two semesters of the model curriculum and their credit index of the previous two semesters was 4.00 or higher. In addition to the above, preferential study schemes may be permitted to students in a special situation – raising small children, disabled, top-class sportsmen, in need of permanent or regular medical treatment, attending a parallel degree program, or involved in public activities.

(2) In case of a partial training course abroad, it is compulsory to permit a preferential study scheme, provided that the student has met Faculty requirements.

(3) Based on such permission, students may be partly or entirely exempted from attending compulsory classes, their task submission deadlines may be modified, they may also take examinations outside the examination period, but before the commencement of the next study period at the latest, they may terminate the training period earlier, or they may be granted other concessions allowed by the KTB.

(4) Such permission is valid for a certain period.

### **Equity**

**Section 53.** (1) On one occasion during the course of studies, and in a highly substantiated case, the Dean may grant an equity-based exemption from a provision set out in a Section herein and not including a curricular requirement. A resolution based on equity shall contain provisions on the criteria for permission and a reference shall be made to the fact that no further concessions can be made on an equity basis.

(2) Requests are required to be submitted with sufficiently detailed reasons, by attaching any and all certificates to evidence such reason(s), demonstrating the disadvantaged situation in regard to which the student requests exemption by equity.

(3) In assessing equity-based requests, the impact on studies of the circumstance specified as a reason is required to be examined thoroughly.

## **CHAPTER VII**

### **COMPLETION OF STUDIES**

#### **Final completion certificate**

**Section 54.** (1) The University shall issue a final completion certificate (absolutorium) to students who have fulfilled the study and examination requirements prescribed in the curriculum and the required professional traineeship, except for those relating to the language examination and the degree project / thesis, and acquired the required number of credits.

(2) When issuing a final completion certificate, the following should particularly be checked for:

- a) completion of institutional language criteria examinations;
- b) basic English skills for those who completed criteria subjects in German;
- c) fulfillment of physical education requirements;
- d) completion of the professional traineeship prescribed;
- e) the student has earned at least thirty-five per cent of credits assigned to the degree program at the University;



f) any payment obligations overdue have been settled.

(3)<sup>50</sup> No final completion certificate may be issued and the student relationship is suspended until the student fulfills the requirements set out in Paragraph (2), Subsections b) and d). Suspension of the student relationship as per this Paragraph is governed by the provisions set out in Section 26 (2).

(4) When all the criteria for issuing a final completion certificate are met, it shall be issued.

(5) Students involved in a cooperative training scheme will have their final completion certificates issued upon conclusion of the cooperative semester(s).

### Degree project / thesis

**Section 55.** (1)<sup>51</sup> In order to be conferred a diploma, students are required to complete and defend a degree project (BSc/BA) or a thesis (MSc/MA). This is a complex individual task requiring a synthesis and creative application of the knowledge and skills acquired. A degree project requires individual work, and any misuse of the intellectual products of others (plagiarism) is prohibited. The credit value of a degree project / thesis is specified in the curriculum. The degree project / thesis must be completed in the language of the degree program.

In order to be conferred a postgraduate degree, students are required to complete and defend a thesis at a special postgraduate training course. Thesis completion criteria are included in the requirement system of the institutional curriculum of the course of study concerned.

(2) The institute giving the degree project / thesis assignment is required to entrust an internal (Faculty) consultant – and possible an external consultant – to assist and inspect the preparation of the degree project / thesis and to ensure cooperation with them. Experts with a tertiary degree well-versed in the subject may act as consultants (a university / MSc degree is required in case of a thesis).

(3) When studying in a foreign higher education institution abroad, a degree project / thesis can also be completed in the language of the country concerned; however, the summary and the evaluation of the degree project / thesis are required to be submitted in Hungarian as well. The degree project / thesis is defended in the language of the degree program before the final examination committee.

(4) The institute may refuse to admit a degree project / thesis for review in the event of non-compliance with the formal requirements specified in the Rules of Procedure of Studies and with the criteria set out in the announcement. In such a case, a reasonable deadline is required to be set in order to make up for deficiencies.

(5) A review is required to be produced in writing, 1 copy of which is to be handed over to the candidate at least 3 days before the final examination (with no grading proposal included). The original counterpart of the review, including the reviewer's grading proposal, as well as the grade proposed by the institute, shall be handed over to the final examination committee for assessment, enclosed to the degree project / thesis.

(6) The consultant, the reviewer, and the members of the final examination committee take particular care to detect and prevent any misuse of the intellectual products of others.

(7) A degree project / thesis is required to be evaluated on a five-grade scale. In the event of a fail, the student is allowed to make two attempts to complete a new degree project / thesis.

(8) The Rules of Procedure of Studies specify:

- a) the order of the announcement and approval of degree project thesis topics,
- b) the rules of application for topics,

<sup>50</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

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- c) the formal requirements of a degree project / thesis,
  - d) and the deadline for submission.
- (9) Degree project / thesis announcements for students are required to include the final deadline for submission, the date until which such degree project / thesis is accepted by the institute in view of its term of limitation.
- (10) In case of a new degree project / thesis announced for a student who is not in a student relationship any longer, the student is required to pay a procedural fee.

### The final examination

**Section 56.** (1) Students participating in higher education training courses, Bachelors, Masters, and special postgraduate training courses shall take a final examination upon the completion of their studies. The final examination is the check and evaluation of the knowledge, skills and abilities required for obtaining a degree certificate, in the course of which students are also supposed to demonstrate that they can apply their knowledge in practice. The final examination is required to be taken in the language of the degree program.

(2) Criteria for admission to the final examination:

- a) final completion certificate (absolutorium) granted;
- b) a final project at a higher education training course, a degree project at a Bachelors course, and a thesis at a Masters course<sup>52</sup>, accepted by the reviewer.

(3) A student with any outstanding payment obligations to the University may not be admitted to a final examination.

(4)<sup>53</sup> Students may be admitted to a final examination after being granted their final completion certificate. A final examination can be taken within the scope of the student relationship in the examination period following the final completion certificate being granted, and afterwards – following the termination of the student relationship – in any of the examination periods within two years, in accordance with the training requirements in effect. Candidates may not be obligated to take a supplementary examination in the event of passing the final examination within such period; however, they are required to comply with the provisions related to the final examination of the training and graduation requirements in effect at the date of the final examination. Upon the expiry of the second year following the issuance of the final completion certificate, the criteria for admission to a final examination and any supplementary examination requirement shall be determined by the competent Faculty. No final examination is allowed to be taken after five years of the termination of the student relationship.

(5) The final examination is the check and evaluation of the knowledge, skills and abilities required for obtaining a degree certificate, in the course of which students are also supposed to demonstrate that they can apply their knowledge in practice. As stipulated in the curriculum, the final examination may consist of more than one part: the defense of the degree project or the thesis, and an oral examination part.

(6) Subjects (subject groups) comprising, in the aggregate, a body of knowledge corresponding to at least 20 and up to 30 credit points may be designated for the final examination.

(7) Final examination requirements as well as the current list of topics to be accounted for are required to be published. These are compulsory also for students who completed their studies in earlier years.

(8) The final examination consists of defending the degree project / thesis and examinations taken on the subjects prescribed in the curriculum, to be passed by the student consecutively, possibly within the same day. The final examination consists of an oral examination, with a time allowed for preparation of at least

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<sup>52</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

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30 minutes per subject. One student at a time may take an examination before the board.

(9) Candidates may start the examination if their degree project / thesis has been accepted by the final examination board with at least sufficient (2) qualification. Criteria for correcting a failed degree project / thesis are defined by the competent institute.

(10) The final examination period is included in the schedule for the academic year concerned, as approved by the Senate.

(11) In the event of applying for a final examination following termination of the student relationship, the student is required to pay a procedural fee.

**Section 57.** (1) A final examination must be taken before a final examination board which has at least two members in addition to the chairman. At least one of the members of the final examination board shall be a university or college professor or associate professor, and one of the members shall not be in a work-related relationship with the University or shall be teaching at another degree program of the university. Minutes shall be taken on the final examination.

(2) The chair of the final examination board, who is a recognized external expert not employed by the University, as well as the members of the board are appointed by the Dean on a proposal from the director of the institute. The Faculty Council is required to agree to the appointment of the chair of the final examination board.

(3) Final examination boards are required to be organized in appropriate numbers and in line with the degree programs.

(4) Duties of the final examination board:

- a) to ensure, before starting the final examination, that the candidate has met the criteria for admission to a final examination;
- b) to determine the grade of the candidate's degree project / thesis;
- c) to determine the grade of the candidate's final examination.

(5) Candidates are required to be examined on each subject of the final examination, regardless of failing any of the subjects.

(6) The candidate's knowledge and skills are marked by the members of the board, and the grades are determined at a closed session – by voting in case of a debate. In case of a tied vote, the chair shall have a casting vote.

(7) The chair of the final examination board informs the Dean of the Faculty in writing about their observations at the final examination. The board also prepares proposals on thesis competitions invited by various professional organizations.

**Section 58.** (1) Result of the final examination:

- a) in case of curricula including a comprehensive examination requirement, the average of the grades of comprehensive examinations, the final project / degree project / thesis, and the oral part of the final examination – taking into consideration the number of subjects included in the examination – as follows<sup>54</sup>:

$$Z = [(S1+S2)/2 + SZD + Z1+Z2+...+Zm]/(2+m).$$

- b) in case of curricula not including a comprehensive examination requirement, the average of the grades of the final project / degree project / thesis, and the oral part of the final examination – taking into consideration the number of subjects included in the examination – as follows<sup>55</sup>:

$$Z = (SZD + Z1+Z2+...+Zm)/(1+m).$$

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<sup>55</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

- c) in case of Masters program curricula also including average results, the average of such average result, the grades of the final project / degree project / thesis, and the oral part of the final examination – taking into consideration the number of subjects included in the examination – as follows:

$$Z=(\text{ÁTL} + \text{SZD} + Z1+Z2+\dots+Zm)/(2+m).^{56}$$

(2) The final examination is a fail if any of the grades received is a fail. The result of the final examination is announced by the chair of the board.

**Section 59.** (1) An unsuccessful final examination may be retaken twice.

(2) A repeated final examination can be taken in the next final examination period at the earliest. Students are required to register at least one month prior to the date of the final examination, by applying to the competent institutes and providing evidence for payment of the examination fee as defined in the relevant special regulations.

(3) When retaking the final examination, candidates are only required to sit for an examination only on the subject(s) that they previously failed.

### The diploma

**Section 60.** (1) Prerequisites for the award of a diploma attesting the completion of tertiary studies include the successful completion of the final examination, and – unless otherwise provided in these Regulations – of the required language examination. Unless the training and graduation requirements set out more stringent criteria, diplomas shall be issued subject to the presentation of documentary evidence of the successful completion of the following language examinations recognized by the Hungarian state, or an equivalent thereto (hereinafter: language examination):

- a) for Bachelors programs, an intermediate level, type “C” language examination for general purposes, or an intermediate level (B2) complex language examination for general purposes,
- b) for Masters programs: the language examination specified in the training and graduation requirements. The higher education institution may define in the curriculum, language examination certificates of what languages shall be accepted, under the proviso that language examinations attested by a secondary school maturity certificate and language examinations accepted as maturity examinations are required to be accepted as complex language examinations for general purposes.

(2) With the exception of the final examination, the provisions set out in Paragraph (1) shall not be applicable if the language of the course of study is other than Hungarian.

(3) For those who have completed the final examination successfully, their diploma shall be issued and conferred within thirty days of the presentation of documentary evidence on the language examination under Paragraph (1). For students who present a certificate of compliance with the requirements specified in Paragraph (1) before the date of the final examination, their diploma shall be issued and conferred to them within thirty days after the date of the successful final examination.

(4) A document may only be called a diploma if it is issued by the University pursuant to the Nftv. to certify professional qualification and – except for higher education training courses and special postgraduate training courses – tertiary educational qualification.

(5) A diploma is an authentic instrument provided with the coat of arms of Hungary, and includes the name and institution identification number of the awarding higher education institution, the serial number of the

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<sup>56</sup> Integrated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

diploma, the name, name at birth and place and date of birth of the holder, specification of the level of qualification, the degree awarded, the program and the professional qualification, the grade of the diploma, the place, year, month and day of issue, the classification of the degree and the professional qualification attested by the diploma within the Hungarian Qualifications Framework and the European Qualifications Framework, as well as the program duration according to the related training and graduation requirements. It shall also bear the original signature of the head of the University (or the executive officer specified in the Study and examination regulations), and the imprint of the seal of the University.

(6) All diplomas awarded shall be recorded in a central register.

(7) Based on the average result (Z), calculated according to Section 58 of these Regulations, diplomas shall be graded as follows:

Hungarian	English	average
kitüntetéses <sup>57</sup>	excellent with highest honours	5.00
kiváló	outstanding	5.00
jeles	excellent	4.51-4.99
jó	good	3.51-4.50
közepes	satisfactory	2.51-3.50
elégleges	pass	2.00-2.50

**Section 61.** (1) Diplomas shall be issued in Hungarian and English or in Hungarian and Latin; for minority programs, in Hungarian and in the minority language concerned; and for programs delivered in other than the Hungarian language, in Hungarian and in the language of the program.

(2) Diplomas awarded for the completion of tertiary vocational, Bachelors and Masters programs shall be accompanied by a diploma supplement adopted by the European Commission and the Council of Europe, issued in Hungarian and English and, on request by students completing minority programs, in the minority language concerned. The diploma supplement shall be an authentic instrument.

(3) Diplomas awarded for the completion of Bachelors and Masters programs, higher education vocational programs and special postgraduate training programs qualify their holder to be employed in positions and pursue activities as provided by law.

(4) Masters degree holders shall use the designation “qualified” before the name of the professional qualification attested by their diplomas (qualified engineer, qualified economist, qualified teacher, etc.).

(5) If a diploma may not be issued because no language examination certificate could be presented, the competent Faculty shall issue a certificate to evidence that the final examination has been passed. Such certificate shall not certify educational and professional qualification. All certificates issued shall be recorded in a central register.

**Section 62.** (1) The University shall revoke a diploma and the accompanying diploma supplement issued by it within five years from the date of issue thereof if such diploma was obtained unlawfully. Otherwise, the provisions of the Ket. shall apply mutatis mutandis to revocation.

(2) Notwithstanding the provision set out in Paragraph (1), if the issuance of a diploma was influenced by a criminal act, and the perpetration of such criminal act has been confirmed by a final court decision or a prosecutor’s decision, the University shall annul the diploma without any time limitation, provided that such annulment does not affect any right acquired and exercised in good faith. Otherwise, the provisions of the Ket. shall apply mutatis mutandis to annulment.

(3) Revoked and annulled diplomas shall be withdrawn by the University. The related decisions shall be published, with no reasons stated, in the official journal of the ministry headed by the Minister and on the website of the Educational Authority.

<sup>57</sup> Integrated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

(4) An appeal lies against decisions adopted pursuant to Paragraphs (1) and (2).

(5) In cases where the higher education institution awarding the diploma has been dissolved without a legal successor, the procedures under Paragraphs (1) and (2) shall be conducted by the Educational Authority.

(6) The body adopting the final decision referred to in Paragraph (2) shall immediately notify the issuer of the diploma and the Educational Authority of such decision.

**Section 63.** A degree with highest honours may be conferred to a person graded excellent in all subjects of the final examination, who received excellent grades for their degree project / thesis as well as for all their comprehensive examinations, the average of the rest of their other examination and seminar grades is at least 3.51 and have no grades lower than satisfactory.

## PART SIX

### SPECIAL PROVISIONS ON CERTAIN GROUPS OF STUDENTS

#### Special provisions on undergraduate teaching assistants

**Section 64.** The criteria for establishing a post of undergraduate teaching assistance assignments, provisions on undergraduate teaching assistance activities, and the rules of the commencement and termination of assignments are defined by Annex 4 to the Student Requirement System, the Regulations on the system of undergraduate teaching assistance of the University.

#### Special provisions on students with disabilities

**Section 65.** The principles related to the studies of students with disabilities, and the procedures for the establishment and certification of disabilities are set out in Annex 3 to the Student Requirement System, the Regulations on the conditions to provide equal opportunities for disabled students to pursue their studies.

#### Assistance to disadvantaged students

**Section 66.** (1) Disadvantaged students admitted or transferred to the University may resort to mentoring schemes to assist them in their studies.

(2) The mentoring program involves teachers and students at the University (hereinafter: mentors) providing assistance.

(3) Activities performed within the scope of the mentoring program are coordinated by the organization designated by the Minister of Education. The Minister of Education and the organization coordinating the mentoring program (hereinafter: mentoring organization) have a contractual agreement which includes the duties of the mentoring organization, the rules of financing in regard to its activities, a general description of mentors' activities, and individual professional requirements on mentors.

(4) An agreement is concluded by and between the mentoring organization and a mentor, setting out the contact obligations arising from the duties undertaken, the content, duration, and remuneration of mentoring tasks, as well as the rights and obligations of the mentoring organization.

(5) Detailed rules on the mentoring program are included in Annex 6 to the Student Requirement System, the Regulations on talent management and mentoring schemes of Óbuda University.

## PART SEVEN

### PROVISIONS ON PRACTICE TRAINING

#### Professional traineeship

**Section 67.** (1) Professional traineeship is intended to interlink theoretical and practical knowledge and skills at workplaces and in jobs corresponding to professional qualifications; to develop employee competencies as required for practising the profession in the workflow, to improve knowledge and practical expertise related to materials, tools and technologies, personal contacts and cooperation in workflows, and also evaluation and self-assessment as well as innovation skills in solving tasks.

(2) Professional traineeship is a training activity defined by the University or jointly by the University and the professional traineeship location, designed, organized and evaluated as specified in the training and graduation requirements, in accordance with the relevant higher education vocational training program and with the curriculum of the relevant degree program.

(3) Students can also complete their professional internship in the framework of an international grant program.

**Section 68.** (1) For the purposes of these Regulations, professional traineeship shall represent the part of a training scheme where opportunities are provided – for a period set out in the training and graduation requirements of higher education training courses, Bachelors and Masters programs – to apply jointly the knowledge and practical skills acquired in workplace settings and in jobs corresponding to professional qualifications; to interlink theoretical and practical knowledge and skills; to get acquainted with work settings and workflows; and to practise professional competencies.

(2) Admission to a final examination is subject to the completion of professional traineeship. The duration of professional traineeship is governed by the provisions set out in the curriculum. A criteria condition is to complete professional traineeship outside the University.

(3) Six-week professional traineeship may be completed at any time after earning 40 credits.

(4) Students bring a statement of acceptance from the business company, firm or institution providing professional traineeship arrangements, on the basis of which the institute specified by the Faculty will authorize the traineeship location.

(5) In exceptional cases, professional traineeship may be completed at one of the University institutes (internal traineeship location), subject to permission by the Dean of the Faculty.

(6) The traineeship location issues a certificate of traineeship completion and provides a written evaluation of the student's work, which the student is required to submit to the institute specified in Paragraph (4).

(7)<sup>58</sup> Students who meet all the criteria for granting a final completion certificate except for professional traineeship will have their student relationship suspended until they certify professional traineeship completion. Suspension of the student relationship as per this Paragraph is governed by the provisions set out in Section 26 (2).

#### Dual training

**Section 69.** (1) Dual training is a training scheme of practice-intensive Bachelors programs where practical training and instruction provided at professionally qualified companies contracted to the University improve

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<sup>58</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

students' professional competency, corporate skills and culture due to their curriculum content, structure, and the increased number of hours spent at such companies, and by reason of the work experience gained.

(2) Students involved in dual training complete study periods together with "traditional" regular students at the higher education institution (institutional phase). Afterwards, they participate in a company-based training and practice phase. At an annual level, students are required to spend 2x14 weeks on theory courses at the University and 24 weeks at companies (including 4 weeks of leave of absence). The professional traineeship period related to the degree program is also required to be spent at the relevant company.

(3) University study materials are identical in case of traditional regular courses of study and dual training schemes. Students involved in dual training are required to fulfill both curricular requirements and the company's own individual training curriculum.

(4) The period spent at the company consists of four components:

- a) specific practical training at the enterprise;
- b) students' involvement in actual "operational" practice tasks;
- c) project-type work to build an ability to work independently;
- d) initiation into "soft" skills and work culture.

(5) Students are due to receive remuneration for the entire year, in respect of the entire training period, for the work performed in the course thereof, to be paid by the host company pursuant to a work contract between the student and the company.

(6) Detailed rules of procedure related to dual training are regulated by the Rules of Procedure of Studies.

### **Cooperative training**

**Section 70.** (1) Cooperative training is a voluntary supplementary practice module attached to regular Bachelors programs at the University, where the University and a business company, firm or institution cooperate in order to enable university students to acquire professional experience as specified in the educational objective.

(2) A cooperative training module is a supplement to a curriculum of a regular program, to be implemented in the course of one or two semesters. Cooperative training is organized by the Faculties in collaboration with educational and organizational units. Conditions for application to a cooperative training scheme are set out in the cooperative curricula of degree programs.

(3) Detailed provisions on cooperative training are included in Annex 5 to the Student Requirement System, the Regulations on cooperative training.

## **PART EIGHT**

### **Student identity card**

**Section 71.** (1) Applications for a student identity card shall be submitted to the body responsible for the operation of the higher education information system by students or, upon the request of students, by the University. The University is required to forward the applications of students to the body responsible for the operation of the higher education information system within eight days of notification of the request, as set out by the body responsible for the operation of the higher education information system. As a card issuer within the meaning of Act LXXXIII of 2014 on the uniform electronic card issuance framework (hereinafter: Nektv.), the body responsible for the operation of the higher education information system ensures the preparation of student identity cards. The deadline for the production of student identity cards is forty-five



days from the receipt of the application by the body responsible for the operation of the higher education information system.

(2) The student identity card shall be a card within the meaning of Section 2(3) of the Nektv., which is an authentic instrument. Student identity card holders shall join the electronic card system (hereinafter: NEK) as card users. The operator of the NEK and the card personalizer shall process the data referred to in Section 16 (2) a)-b) of the Nektv. and the data necessary for the delivery of the card for the purpose of issuing the student identity card. In addition to the data required under Section 16 of the Nektv., applications for the issuance of a student identity card shall include:

- a) the abbreviated names of not more than two higher education institutions with which the student is in a student relationship and the municipalities where the seats or sites of those higher education institutions are,
- b) the type of address of the student which contains the name of the municipality to be indicated on the student identity card,
- c) the identification number of the student,
- d) the mode of arrangement of the course of study, and
- e)<sup>59</sup>

(3) The body responsible for the operation of the higher education information system shall deliver student identity cards to their holders via the card personalizer.

**Section 72.** (1) In addition to the data referred to in Section 5 (1) and (2) a) aa) of the Nektv., student identity cards shall bear the following information:

- a) the identification number of the student,
- b) the abbreviated names of not more than two higher education institutions with which the student is in a student relationship and the municipalities where the seats or sites of those higher education institutions are,
- c) the date of issue and the date of expiry of the student identity card,
- d) information on validity, and
- e) indication of the type of the student identity card.

(2) Unless otherwise provided by law, in the procedure for the preparation of a student identity card,

- a) the student or the higher education institution shall submit the application for the student identity card and take other procedural steps – as defined by applicable law – via electronic means,
- b) the body responsible for the operation of the higher education information system shall keep contacts via electronic means.

(3) The rules governing applications for student identity cards shall be laid down in a government decree. Institutional provisions related to student identity cards are set out in Annex 7 to the Student Requirement System, the Regulations on student identity cards of Óbuda University.

(4) The body responsible for the operation of the higher education information system shall keep records containing the personal data necessary for the applications and for the preparation of student identity cards, unique identifiers of student identity cards, the serial numbers of the validation stickers issued, as well as other data not qualifying as personal data and needed for checking and recording eligibility.

### Student identification number

**Section 73.** (1) The National Higher Education Information Center shall issue a student identification number to each student, which serves the purpose of monitoring the enforcement of rights and obligations relating to

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<sup>59</sup> Abrogated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Ineffective from: 20 June 2017.

the student relationship.

(2) The rules of procedure of issuing student identification numbers are included in the Rules of Procedure of Studies.

### NEPTUN code

**Section 74.** Based on NEPTUN system records, students receive a NEPTUN code – an identification number – from the competent Faculty to exercise their student relationship.

### Placings at TDK conferences, National Higher Education Scholarship<sup>60</sup>

**Section 75.** (1) Participation at University and National Students' Scholarly Conferences (TDK) and placings shall be recorded in the student's report book of studies. The title of the TDK study is recorded in Hungarian and English by the Registrar's Department as stipulated in the Rules of Procedure of Studies.

(2) The fact of having been granted a National Higher Education<sup>61</sup> Scholarship shall be recorded in the student's report book of studies.

### Retake examination fee, service fees, other fees<sup>62</sup>

**Section 76.**<sup>63</sup> Students repeating a retake examination or intend to improve on their successful examination result are required to pay a retake examination fee. Students who fail to meet any deadline for the fulfillment of an administrative, payment, or academic obligation, causing damage or extra work to the University, are required to pay service or other fees. The amounts of the retake examination fee, service fees and other fees are set out in the JUTTÉR<sup>64</sup>.

## PART NINE

### TRANSITIONAL PROVISIONS

**Section 77.** (1) The provisions set out in these Regulations shall be applied to students within the scope of Sections 78-79, who, however, continue their studies in a different training scheme upon their own request, by reason of transfer, change of program, or change of program arrangement.

(2) As regards students who – subject to an existing legal relationship – start their studies at the University in a new training scheme, the provisions of the regulations in effect at the date of commencement of the training concerned shall be applicable to such different training schemes.

**Section 78.** (1)<sup>65</sup> Before 01 September 2016, programs commenced under Act LXXX of 1993 on higher education (hereinafter: 1993 Act on higher education) may be completed, in a continuous manner, without any change in the applicable professional requirements, examination rules, or the diploma awarded. The student

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<sup>60</sup> Heading amended by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>61</sup> Term amended by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>62</sup> Heading amended by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>63</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>64</sup> Amended by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016, amendment adopted. Effective from: 29 November 2016.

<sup>65</sup> Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

relationship of those who fail to obtain a final completion certificate by this deadline shall be terminated from this date. Former students who obtained a final completion certificate before 01 September 2016 may take a final examination before 01 September 2018, regardless of the date of such final completion certificate being conferred.

(2) Possession of a language certificate shall be required, pursuant to the 1993 Act on higher education, as a prerequisite for the award of a diploma, if such requirement existed when the program was launched.

(3) Programs commenced before 01 January 2012 under Act CXXXIX of 2005 on higher education (hereinafter: 2005 Act on higher education) may be completed, in a continuous manner, without any change in the applicable professional requirements, examination rules, or the diploma or certificate awarded.

(4) Section 37 (4)-(10) shall not be applicable to students matriculated before 01 September 2006; the following shall apply instead:

- a) they may acquire a language certificate of the level required as a prerequisite for the award of a diploma in any language, without the restrictions listed in Section 37 (3),
- b) language training courses are provided in 150 lessons, available according to fixed timetable arrangement (scheduled for semesters 3 and 4 in the model curriculum),
- c) completion of a foreign language criteria subject (with the exception of the degree programs of IT economics and business informatics) accordingly shall be a prerequisite of conferring the final completion certificate,
- d) for students who have a language examination certificate of at least intermediate level type "A" or "B", the requirement under Subsection b) shall be deemed as fulfilled. These students may opt for specialized language training.

(5) Section 37 (6) a) shall be applicable to students matriculated after 01 September 2006 but before 01 September 2012 with the derogation that such students are required to complete one criteria subject.

(6) The conditions specified in Section 19 (2) of these Regulations shall be applicable to students commencing their studies in the first semester of academic year 2016/2017, and afterwards in a phase-out system.

(7) In each academic year, the University is obligated to reclassify students into a fee payment or tuition fee payment scheme if they matriculated in a state supported program after 01 September 2007, or in a program supported by Hungarian state (partial) stipend before 01 September 2016, and failed to collect at least fifty per cent of the credits prescribed in the model curriculum in the last two semesters when their student relationship was not suspended, or to achieve the completed credit index average defined for each program by faculties and centers based on the last two semesters in active status.

(8)<sup>66</sup> The number of students matriculated in a state supported training scheme after 01 September 2007, but before 01 September 2012, and affected by reclassification pursuant to the criteria set out in Section 78 (7), shall not exceed 15% of the students of the University involved in a state supported training scheme in the academic year.

(9) The e-index defined in Section 51 (1) of these Regulations shall not be introduced:

- a) in case of students who commenced their studies within the scope of the 1993 or 2005 Acts on higher education,
- b) in case of students who commenced their studies at a Bachelors program before semester I of academic year 2012/2013; at a Masters program, a Ph.D. course or a special postgraduate training course before semester I of academic year 2013/2014.

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<sup>66</sup> Amended by the Senate at its session of 18 April 2016, by its resolution no. SZ-CXIX/87/2016, amendment adopted. Effective from: 19 April 2016.

(10)<sup>67</sup> Section 48 (7) shall be applicable to students matriculated after 01 September 2006 but before 01 September 2012 with the derogation that the aggregate number of failed, retake, and repeated retake examinations of the same unit of study is not restricted.

(11)<sup>68</sup> Section 48 (7) shall be applicable to students matriculated before 01 September 2006 with the derogation that the aggregate number of failed, retake, and repeated retake examinations of the same unit of study is not restricted, and that students may make up to three attempts to pass an examination (comprehensive examination) of the same subject in the examination period concerned (examination, retake examination and repeated retake examination).

(12)<sup>69</sup> For students matriculated before 01 September 2012, the number of subject course registrations is not restricted.

(13)<sup>70</sup> Section 56 (4) shall be applicable to students matriculated before 01 September 2012 with the following derogation. A final examination can be taken within the scope of the student relationship in the examination period following the final completion certificate being granted, and afterwards – following the termination of the student relationship – in any of the final examination periods, until the expiry of the seventh year from the issuance of the final completion certificate, in accordance with the training requirements in effect. Candidates may not be obligated to take a supplementary examination in the event of passing the final examination within such period; however, they are required to comply with the provisions related to the final examination of the training and graduation requirements in effect at the date of the final examination. Upon the expiry of the second year following the issuance of the final completion certificate, the criteria for admission to a final examination and any supplementary examination requirement shall be determined by the competent Faculty. No deadline may be imposed on taking the final examination; however, upon the expiry of seven years of the issuance of the final completion certificate, the Faculty Study Committee shall specify the criteria for admission to a final examination and decide on the announcement of any supplementary examinations.

(14)<sup>71</sup> Section 37 (4) shall apply to students who passed their final examination before 01 January 2016.

(15)<sup>72</sup> Section 27 (4) f) shall be applicable to students admitted before 01 February 2017 with the derogation that if the number of fail marks of the same subject requiring a midyear grade should reach six before 01 February 2017, then the student will be entitled to register for the same subject – or a subject recognized to be equivalent therewith – in any semester after 01 February 2017, when such subject is offered, but only once more, and to achieve a midyear grade result that is not a fail. When taking such subject, the student is entitled to use the repeat opportunities provided in Section 47 (8), regardless of the number of earlier fail marks (meaning that the number of fail midyear grades of a given subject may exceed six – by using repeat opportunities as well).

(16)<sup>73</sup> Paragraph (15) shall not be applicable to students admitted before 01 September 2012.

(17)<sup>74</sup> The provisions of Section 56 (2) of these Regulations on higher education vocational training courses shall not be applicable to students admitted before 01 September 2017.

**Section 79. (1)** In case of those who formerly established a student relationship with the legal predecessor of Alba Regia Technical Faculty – the Faculty of Geoinformatics of the University of West Hungary – the stipulations of the TVSZ shall apply with the derogations set out in Paragraphs (2)-(4) of this Section.

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<sup>67</sup> Integrated by the Senate at its session of 18 April 2016, by the amendment adopted in its resolution no. SZ-CXIX/87/2016. Effective from: 19 April 2016.

<sup>68</sup> Integrated by the Senate at its session of 18 April 2016, by the amendment adopted in its resolution no. SZ-CXIX/87/2016. Effective from: 19 April 2016.

<sup>69</sup> Integrated by the Senate at its session of 18 April 2016, by the amendment adopted in its resolution no. SZ-CXIX/87/2016. Effective from: 19 April 2016.

<sup>70</sup> Integrated by the Senate at its session of 18 April 2016, by the amendment adopted in its resolution no. SZ-CXIX/87/2016. Effective from: 19 April 2016. Amended by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017, amendment adopted. Effective from: 20 June 2017.

<sup>71</sup> Integrated by the Senate at its session of 27 June 2016, by the amendment adopted in its resolution no. SZ-CXXI/153/2016. Effective from: 28 June 2016.

<sup>72</sup> Integrated by the Senate at its session of 28 November 2016, by the amendment adopted in its resolution no. SZ-CXXV/226/2016. Effective from: 29 November 2016.

<sup>73</sup> Integrated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

<sup>74</sup> Integrated by the Senate at its session of 19 June 2017, by the amendment adopted in its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

(2)<sup>75</sup> The following shall not apply to the students specified in Paragraph (1):

- a) the reason to terminate the student relationship specified in Section 27 (4) c) of the TVSZ by a unilateral statement,
- b) the criteria requirement of physical education as prescribed in Section 35 (4) of the TVSZ,
- c) the requirement prescribed in Section 37 (4) of the TVSZ,
- d) the criteria subject in English or German as prescribed in Section 37 (6) of the TVSZ,
- e) the obligation to pay a charge under Section 42 (8) of the TVSZ in case of taking a subject for the third time,
- f) completion of the physical education and professional criteria subject requirements as prescribed in Section 54 (2) a)-c) of the TVSZ, as prerequisites for the issuance of the final completion certificate, and
- g) the text “criteria requirement for the completion of professional traineeship outside the institution” as provided in Section 67 (2) of the TVSZ.

(3)<sup>76</sup> For students matriculated after 01 September 2012, the electronic report book of studies shall be introduced by closing their traditional report book of studies and handing it over to them upon leaving from the Institution.

(4)<sup>77</sup> In case of the students specified above, the provisions set out in Section 56 (8) of the TVSZ shall be modified in that the thesis can be defended on another day preceding the final examination.

**Section 80.** The implementing order of the TVSZ is the Rules of Procedure of Studies, issued by the Rector in a Rector’s order – in agreement with the EHÖK – after requesting the opinion of the Education Committee. The Rules of Procedure of Studies may not contain provisions contrary to these Regulations. In case of any discrepancy, the provisions set out in the TVSZ shall prevail.

**Section 81.** (1) As regards study and examination matters not covered in these Regulations, the Dean of the Faculty shall adopt a decision, relying on the opinion of the KTB.

(2) The Dean of the Faculty shall act in any and all issues related to rules and procedures not provided over by these Regulations and the Rules of Procedure of Studies.

(3) As regards issues not regulated in these Regulations, and neither in the manner set out in Paragraphs (1)-(2) of this Section, the currently effective Act on higher education, the government decree on implementing it, and the relevant provisions of other applicable legal regulations shall prevail.

**Section 82.** In case of any deliberate and gross breach of any obligation arising from the student relationship, students may be called to account as provided in Annex 8 to the Student Requirement System, the Disciplinary and indemnification regulations on students of Óbuda University.

## PART TEN

### ENACTING AND CLOSING PROVISIONS

**Section 83.** (1) The provisions of these Regulations shall enter into effect in respect of each student, regardless of the date of matriculation, on the day following adoption thereof by the Senate, except for the stipulations of Section 78-79.

(2) Simultaneously with the entry into effect of these Regulations, the following shall be abrogated:

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<sup>75</sup> Amended by the Senate at its session of 23 May 2016, by its resolution no. SZ-CXX/118/2016, amendment adopted. Effective from: 24 May 2016.

<sup>76</sup> Paragraph numbering amended by the Senate at its session of 23 May 2016, by the amendment adopted in its resolution no. SZ-CXX/118/2016. Effective from: 24 May 2016.

<sup>77</sup> Paragraph numbering amended by the Senate at its session of 23 May 2016, by the amendment adopted in its resolution no. SZ-CXX/118/2016. Effective from: 24 May 2016.

Student Requirement System of Óbuda University  
HKR. Annex 1 – Study and examination regulations of Óbuda University

- a) the Organizational and Operational Regulations of Óbuda University, Annex 3, Student requirement system, Appendix 1, version 9 of the Study and examination regulations of Óbuda University (for students matriculated before 01 September 2012),
- b) the Organizational and Operational Regulations of Óbuda University, Annex 3, Student requirement system, Appendix 2, version 1 of the Study and examination regulations of higher education training course programs at Óbuda University,
- c) the Organizational and Operational Regulations of Óbuda University, Annex 3, Student requirement system, Appendix 3, version 1 of the Study and examination regulations of Óbuda University (for distance training students matriculated after 01 September 2012),
- d) the Organizational and Operational Regulations of Óbuda University, Annex 3, Student requirement system, Appendix 9, version 2 of the Regulations on Students' legal redress procedures,
- e) the Organizational and Operational Regulations of Óbuda University, Annex 3, Student requirement system, Appendix 17, version 2 of the Diploma supplement regulations of Óbuda University,
- f) the Organizational and Operational Regulations of Óbuda University, Annex 3, Student requirement system, Appendix 21, version 5 of the Study and examination regulations of Óbuda University (for students matriculated after 01 September 2012).

Dated in Budapest, 16 February 2016.

Prof. Dr. János Fodor  
Rector

Zsolt Monszpart  
Chancellor

**Endorsement:**

Volume III of the Organizational and Operational Regulations of Óbuda University, Annex 1 on the Student Requirement System – the Study and examination regulations of Óbuda University – were adopted by the Senate at its session of 15 February 2016, by its resolution no. SZ-CXVII/29/2016. Effective from: 16 February 2016.

Volume III of the Organizational and Operational Regulations of Óbuda University, Annex 1 on the Student Requirement System – amendment to the Study and examination regulations of Óbuda University – were adopted by the Senate at its session of 18 April 2016, by its resolution no. SZ-CXIX/87/2016. Effective from: 19 April 2016.

Volume III of the Organizational and Operational Regulations of Óbuda University, Annex 1 on the Student Requirement System – amendment to the Study and examination regulations of Óbuda University – were adopted by the Senate at its session of 23 May 2016, by its resolution no. SZ-CXX/118/2016. Effective from: 24 May 2016.

Student Requirement System of Óbuda University  
HKR. Annex 1 – Study and examination regulations of Óbuda University

Volume III of the Organizational and Operational Regulations of Óbuda University, Annex 1 on the Student Requirement System – amendment to the Study and examination regulations of Óbuda University – were adopted by the Senate at its session of 27 June 2016, by its resolution no. SZ-CXXI/155/2016. Effective from: 28 June 2016.

Volume III of the Organizational and Operational Regulations of Óbuda University, Annex 1 on the Student Requirement System – amendment to the Study and examination regulations of Óbuda University – were adopted by the Senate at its session of 28 November 2016, by its resolution no. SZ-CXXV/226/2016. Effective from: 29 November 2016.

Modifications of the wording of these Regulations by reason of regulatory amendments shall not be deemed as amendments to these Regulations, therefore such changes are not subject to approval by the Senate. Such modifications shall enter into effect upon approval by the Head of the Legal Department, with all organizational units required to be notified.

Annex 1 on the Student Requirement System of Óbuda University – amendment to the Study and examination regulations of Óbuda University – were adopted by the Senate at its session of 19 June 2017, by its resolution no. SZ-CXXXII/97/2017. Effective from: 20 June 2017.

Dated in Budapest, 19 June 2017.

  
Prof. Dr. Mihály Réger  
Rector



  
Ádám Szigeti  
Kancellár



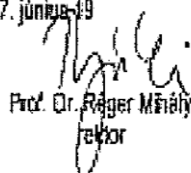
2016. június 27-i ülésén az SZ-CXXI/155/2016. számú határozatával fogadta el. Hatályos: 2016. június 28. napjától.


Az Óbudai Egyetem Szervezeti és működési szabályzatának III. kötetének, a Hallgatói Követelményrendszeréről szóló 1. számú mellékletét, az Óbudai Egyetem Tanulmányi és vizsgaszabályzatának módosítását a Szenátus 2016. november 28-i ülésén az SZ-CXXV/226/2016. számú határozatával fogadta el. Hatályos: 2016. november 29. napjától.

A szabályzat szövegezésének jogszabályi változásokból adódó változtatása nem minősül szabályzmódosításnak, így az azokban történő változtatás nem igényel szenátusi jóváhagyást. Az ilyen jellegű módosítások a jogi osztályvezető jóváhagyásával lépnek hatályba, melyről valamennyi szervezeti egységet értesíteni kell.

Az Óbudai Egyetem Hallgatói Követelményrendszeréről szóló 1. számú mellékletét, az Óbudai Egyetem Tanulmányi és vizsgaszabályzatának módosítását a Szenátus 2017. június 19-i ülésén az SZ-CXXXII/97/2017. számú határozatával fogadta el. Hatályos: 2017. június 20. napjától.

Budapest, 2017. június 19.

  
Prof. Dr. Réger Mihály  
rektor

  
Szigeti Ádám  
kancellár

