



OBUDA UNIVERISTY

ORGANIZATIONAL AND OPERATIONAL RULES

VOLUME III.

STUDENT REQUIREMENTS SYSTEM

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PREAMBLE

The Senate of Obuda University (hereinafter referred to as "*UNIVERSITY*") defines the requirements, tasks, rights, and obligations of students, teachers, professors, and researchers in relation to learning, teaching, and research activities at the *UNIVERSITY* in the following regulations to ensure high-quality education, research, and scientific activities at the *UNIVERSITY*.

The Student Requirements System (hereinafter: SRS) is the third volume of the Organizational and Operational Regulations of the *UNIVERSITY*, which defines the order of relevant procedures based on the following laws and regulations:

- a) Act XCIII of 1990 on Fees and Charges (hereinafter referred to as ITV);
- b) Act LXII of 2001 on Hungarians Living in Neighboring Countries (hereinafter referred to as KEDVTV);
- c) Government Decree No. 51/2007 (III. 26.) on the Benefits of Students Participating in Higher Education and Certain Fees Payable by Them (hereinafter referred to as JTR);
- d) Act CCIV of 2011 on National Higher Education (hereinafter referred to as NFTV).
- e) Government Decree No. 362/2011 (XII. 30.) on Student Identification Cards;
- f) Government Decree No. 230/2012 (VIII. 28.) on Vocational Training in Higher Education and Certain Issues Related to Professional Practice;
- g) Government Decree No. 423/2012 (XII. 29.) on the Admission Procedure for Higher Education (hereinafter: FER.);
- h) Act V of 2013 on the Civil Code (hereinafter: PTK.).
- i) Government Decree No. 87/2015 (IV. 9.) on the implementation of certain provisions of the NFTV (hereinafter: VHR);
- j) Act CCXXII of 2015 on electronic administration and trust services (hereinafter: EÜSZTV);
- k) Act CXXX of 2016 on the Code of Civil Procedure (hereinafter: PP);
- l) Act CL of 2016 on general administrative procedures (hereinafter: ÁKR);
- m) Government Decree No. 120/2017 (VI. 1.) amending Government Decree No. 51/2007 (III. 26.) on the scholarship program for Christian youth and on the benefits and fees payable by students in higher education (hereinafter: Scholarship Decree)

GENERAL PROVISIONS

Scope of the regulation

1. § (1) The scope of the regulation covers:

- a) all persons and organizations participating in and managing the higher education activities and governance of the UNIVERSITY, as well as its higher education activities conducted outside the territory of Hungary;
- b) applicants to the UNIVERSITY;
- c) students enrolled in a program of study at the UNIVERSITY, regardless of when the student status was established, except as provided in Section 3;
- d) individuals whose student status at the UNIVERSITY has been terminated;
- e) guest students who have established a guest student status at the UNIVERSITY for the duration of their studies at the UNIVERSITY;
- f) all educational units, instructors, teachers, and anyone employed in any capacity in organizing the education; and
- g) individuals housed in dormitories operated by the UNIVERSITY, regardless of whether they are in student status with the UNIVERSITY.

(2) In the case of international joint programs, the agreement between the participating institutions is binding. The scope of this regulation applies to this legal relationship only to the extent and in the manner expressly referred to in the agreement.

(3) This regulation governs the rights and obligations arising from the (guest) student relationship between the UNIVERSITY and the students.

Interpretive regulations

Nftv. 108. §

Nftv. 15. §

Nftv. 45. §

2. § In the application of this regulation, the following terms used therein and related concepts shall mean:

- (1) *recommended curriculum*: see sample curriculum;
- (2) *active semester*: a semester when a student's status is not suspended, and the student registers for the commencement/continuation of their studies;
- (3) *signature*: in the case of a course ending with an exam, the recognition of a student's work during the semester, which is a prerequisite for taking the final exam at the end of the semester;
- (4) *state-funded education*:
 - a) education that started before September 2012 in a state-funded or state-supported form that did not become fee-paying;

- b) education that started before September 2012 and was reclassified as state-supported education;
- (5) *reclassification*: a procedure initiated by the student or by the authority defined by law and this regulation, by which the student is transferred from Hungarian state-funded (partial) scholarship education to fee-paying education, or from fee-paying education to Hungarian state scholarship education;
- (6) *registration*: the student's declaration that they will commence or continue their studies or suspend them during a particular semester;
- (7) *diploma work*: see *thesis*;
- (8) *dismissal*: termination of a student's course of study, which may result in the termination of their student status if the student does not continue their studies in another major;
- (9) *lecture*: a form of contact teaching primarily aimed at facilitating knowledge acquisition through oral explanations by the instructor;
- (10) *Prerequisite*: a condition for registering for a subject.
- (11) *Preliminary exam*: an exam taken during the last two weeks of the study period;
- (12) *Practice*: a type of class that is primarily based on active and independent student work - its special forms include seminars, project labs, and laboratory exercises;
- (13) *Student*: a natural person enrolled in a basic, master's, undivided, or specialized training program or higher education vocational training;
- (14) *Student status*: the legal relationship between the higher education institution and the natural person enrolled in the institution, which includes specific rights and obligations;
- (15) *Re-examination*: a repeated (third or subsequent) attempt to pass an exam that was failed with an insufficient grade;
- (16) *Written notice*: communication by post or electronic means through the Electronic Study System (NEPTUN);
- (17) *Correction exam*: the second attempt to pass an exam that was failed with an insufficient grade;
- (18) *Course*: a specific opportunity offered during a given training period to complete a subject, including study sessions, examination opportunities, and assessment procedures;
- (19) *Recommended grade*: the grade recommended by the instructor based on the student's performance during the semester; if accepted, the student passes the subject, if rejected, they must take a written or oral exam during the examination period;
- (20) *Curriculum*: the distribution of subjects over semesters in a curriculum that an average-paced student can follow, meeting all prerequisites when enrolling in subjects, thereby fulfilling their academic requirements within the designated training period set in the educational and output requirements.
- (21) *Diploma*: a public document certifying the higher education degree and professional qualification.

(22) *Diploma supplement*: a public document issued by the European Commission and the Council of Europe in a specified format, which provides detailed and objective information about the nature, level, content, and successfully completed studies of the qualification obtained in higher education, thus facilitating the transparency and recognition of qualifications abroad.

(23) *Passive semester*: a semester during which the student's student status is suspended.

(24) *Registration week*: the first week of the semester, during which mainly academic duties (such as registration for the semester, courses and subjects) can be carried out or completed.

(25) *Thesis*: a paper written at the end of studies conducted for obtaining a higher education degree, which meets the requirements of the qualification and the educational and output requirements, and whose length and formal requirements may be mandatory according to the rules set by the higher education institution.

(26) *Semester*: the 15-week period between registration week and the end of the semester, which is used for holding lectures.

(27) *Transcript*: the electronic record of all data related to a student's studies stored in NEPTUN, generated and authenticated electronically after the termination of the student status.

(28) *Examination period*: the 5-week period for taking exams during the semester.

(29) *Examination course*: a non-contact course that a student who previously passed a subject but did not complete it can take.

(30) *Final project*: a paper to be written at the end of the studies in higher vocational training.

(31) *Final exam*: an evaluation of knowledge, skills, and abilities necessary to obtain the diploma, during which the student must also demonstrate the ability to apply the learned knowledge.

(32) *Midterm exam*: a written exam taken during the semester.

(33) *elite athlete*: students participating in an elite athlete programme.

PART 1: ADMISSION REGULATIONS

3. § (1) The scope of this section - with the exception stated in paragraph (2) - does not extend to foreign students studying in Hungary in a foreign language or based on intergovernmental agreements.

(2) The deadline, method of application, admission procedure and requirements for courses offered to foreign students in a foreign language, as well as for courses offered to third-country nationals based on intergovernmental agreements and for international joint programs, are determined by the higher education institution.

CHAPTER 1: PROCEDURE OF ADMISSION

Parties responsible for conduction the admission process

4. § (1) The central higher education admission procedure is carried out by the Education Office (hereinafter: OFFICE) as the body responsible for the operation of the Higher Education Information System (hereinafter: HIS).
- (2) At the UNIVERSITY, the vice-rector responsible for education is responsible for the entire admission process. The organizational unit of the General Director's Office for Education (hereinafter: OFIG) responsible for admission matters, as well as its leader and staff, are responsible for coordinating the admission process at the university level.
- (3) At the faculties, the vice-dean responsible for education is the responsible leader of the admission process. The head of the Faculty's Registrar's Office is responsible for organizing the procedure and carrying out administrative tasks.
- (4) The application form and its attachments, as well as the documents generated during the admission process, are considered official documents. The handling of the documents is the responsibility of the dean of the relevant faculty, the chair of the examination committee, and the head and officers of the Faculty's Study Office. The personal documents and data of the applicants must be treated as confidential materials in accordance with the Act on National Higher Education (Nftv.).
- (5) In accordance with sections 6-7. § of this regulation, the specific conditions for applying and being admitted to a faculty, the advertised programs, and their quotas are approved annually by the University Council.

Tasks related to compiling the admission information booklet

FER. 3. §

FER. 5. §

FER. 7. §

FER. 33. §

5. § (1) The faculties provide data to the OFFICE for the compilation of the INFORMATION in accordance with the requirements set out in the FER for each higher vocational training program, undergraduate program, and graduate program.
- (2) The leaders of the faculties are responsible for institutional-level data reporting and timely transmission of data for each faculty, while the approval of the INFORMATION is the responsibility of the University's Rector. The coordination of timely data reporting by the faculties and the approval of the INFORMATION is managed by the Vice-Rector Responsible for Education.
- (3) Specialized postgraduate courses are announced within the scope of the faculty.

- (4) The courses (fields of study) announced must also be published on the university's website simultaneously with the INFORMATION document.

The provisions related to people with special needs

FER. 24. §

The rules regarding undergraduate education and higher education vocational training

Nftv. 39. § (4) – (5)

FER. 9. §; 10. §; 12. § (4); 14. – 21. §; 24. §; 28. §

6. § (1) The rules for applying to bachelor's programs, undivided programs, and vocational higher education programs, the scoring and bonus point system, the requirements for preferential treatment, the organization of practical exams, and the rules for admission decisions are contained in the FER and the APPENDIX.
- (2) The UNIVERSITY announces its programs located beyond the border during the supplementary admission procedure. During this process, the UNIVERSITY can also announce state-funded programs. In this case, the application can be submitted on the paper-based form provided by the UNIVERSITY, and - unlike the provisions of FER on electronic administration, - other documents can also be submitted in paper form.
- (3) Application for dual training programs consists of two parallel stages: a general state admission process (which is no different from the application process for nondual programs) and a corporate admission stage. The applicant submits their application in the usual way for the dual program announced in the state admission process. The detailed rules for applying for dual training are contained in the Study Regulations.
- (4) The detailed rules of the professional entrance examination for higher education are contained in the Study Regulations.
- (5) The assessment of the suitability test for drawing required for the architecture and industrial product and form design engineering programs can be either "passed" or "failed". In case of "failed", the total score of the applicant will be zero.
- (6) After receiving the admission decision for a program belonging to a training area according to Section 108. § point 1b of Nftv., the applicant may, upon request submitted to the UNIVERSITY, participate in a dual training program based on a separate decision by the UNIVERSITY, provided that they have also been selected by a dual partner company.

The rules regarding master's degree programs

Nftv. 40. § (4), (7)

FER. 33. – 34. §

7. § (1) The rules for scoring, additional points system, and admission requirements for the master's program are included in this regulation. The admission rules for the teacher training master's program are also included. These rules must be published in the INFORMATION GUIDE.

(2) Those who do not yet have the required diploma at the time of application can also apply for a master's degree program.

In the case of a missing diploma, the proof of vocational qualification issued by the higher education institution can also be uploaded into the information system provided by the OFFICE for the purpose of admission score calculation. The date of issuance of the diploma certificate cannot be earlier than thirty days from the fourteenth day preceding the classification decision.

If the applicant cannot yet present the obtained diploma at the time of enrolment following a successful admission, the student status generated by the admission and enrolment is conditional until the diploma is presented.

Conditionally admitted and enrolled students do not receive a refund of fees levied and paid according to the university's tuition fee policy.

(3) If the applicant possesses a degree that requires further credits to be obtained, they must request the University to conduct a preliminary credit recognition procedure. The deadline for submitting the application is the tenth working day before the current deadline for completing any missing documents. The applicant must attach a copy of their higher education documents (e.g. course book, student record book, or diploma supplement) to the application.

The University will examine the submitted documents to determine whether the applicant meets the requirements, and if so, will issue a "Credit Recognition Decision" for them. The decision must be submitted with the admission application, but no later than the deadline for submitting any missing documents.

If the questions asked during the admission interview require it (see Annex 1), the applicant must bring along any additional materials related to the question (motivational letter, professional portfolio, etc.).

(4) In case of applicants for the master's program (except for the master's programs in computer engineering and applied mathematics):

- a) Disadvantaged applicants are entitled to 5 extra points on each application they submit.
- b) Applicants with disabilities are entitled to 10 extra points on each application they submit.
- c) Applicants who are on unpaid leave for the purpose of caring for a child between the application deadline and the admission decision, or are receiving maternity or child care allowance, child care support, or child care benefit, are entitled to 10 extra points.

- (5) If a candidate scores 0 points in the admission interview or is absent from the interview, their total score will be zero.
- (6) The classification decision must be applied with the following differences:
 - a) The UNIVERSITY decides on the admission of master's degree applicants based on a unified ranking by field of study.
 - b) If the candidate has submitted an application for the programs specified in 11. § (3) of this regulation, the order of those programs must also be taken into account in the admission decision.
- (7) The specific (faculty) requirements for application and admission, as well as the announced majors and their capacity limits, are included in the faculty supplements to this regulation (which are published under the name of the faculty in the INFORMATION).

CHAPTER 2 THE ENTRANCE EXAMINATION

The rules for holding the entrance examination

- 8. § (1) To organize the admission procedure and carry out tasks related to admissions (such as conducting exams), admission committees and examination boards are established by the faculties. The rules of operation for these committees are specified in a self-prepared and faculty council-approved operating procedure.
 - (2) The president and members of the admission committee who conduct the admission interview are appointed by the dean of the faculty. The president of the admission committee is a qualified instructor of the faculty, while the members are representatives of the faculty, and one additional member is a representative of the faculty student council (known as KHÖK). The number of members in the admission committee must be at least 3.
 - (3) A person who is related to the examinee in a dependent or family relationship, who has participated in preparing the examinee for the exam, or from whom an objective assessment of the exam cannot be expected for other reasons, cannot participate in the examination.
 - (4) The details of how to conduct the admission interview can be found in Appendix 1.
 - (5) The Dean's Office of the Rejtő Sándor Faculty of Light Industry and Environmental Engineering organizes the aptitude tests for industrial product and design engineering, while the Dean's Office of the Ybl Miklós Faculty of Architecture and Civil Engineering organizes the aptitude tests for the basic training course of architectural engineering. Applicants will be informed in writing about the time, place, and other necessary information about the aptitude test no

later than fifteen days before the start of the examination. The aptitude test is not public. Passing the aptitude test is a prerequisite for admission to the program. The qualification can be "passed" or "failed". There is no possibility of appeal against the assessment, except in cases of numerical or procedural errors.

Master's degree program grading system

9. § (1) The total score (maximum 100 points) of applicants for the applied mathematician master's program is calculated as follows:

a) At most 90 points can be earned:

aa) By adding the 9-fold product of the rating of the college, university, undergraduate or master's degree (rounded to the nearest integer, maximum 45 points) and the maximum 45 points that can be obtained in the admission interview, or

ab) By doubling the maximum 45 points that can be obtained in the admission interview.

b) A maximum of 10 points can be awarded for:

ba) For competing in the National Scientific Student Conference (at least 3rd place), maximum of 8 points can be earned, bb) For competing in the Scientific Student Conference (at least 3rd place), maximum of 3 points can be earned,

bc) For completing a foreign partial education program, 3 points can be earned.

bd) For a published/accepted publication: □

- 1 publication – 3 points,
- 2 publications – 6 points.

be) For the applicant's foreign language skills:

- 1. language exam, advanced level (C1) complex - 4 points,
- 2. language exam, at least intermediate level (B2) complex - 4 points,
- 3. language exam, at least intermediate level (B2) complex - 4 points.

Only one additional point can be awarded for each language exam. A maximum of 10 points can be awarded for the applicant's foreign language skills for a maximum of three nationally recognized or equivalent language exams, even if the sum of the applicant's additional points based on multiple language exams would exceed this limit.

bf) A maximum of 10 points can be awarded for ensuring equal opportunities:

- Disability - 4 points,
- Childcare - 4 points,
- Disadvantaged situation - 2 points.

(2) For applicants to the Master's programs in Security Engineering, Mechanical Engineering, Mechatronics Engineering, and Electrical Engineering, the total score (maximum 100 points) is calculated as follows::

- a) By adding the 9-fold product of the rating of the college, university, undergraduate or master's degree (rounded to the nearest integer, maximum 45 points) and the maximum 45 points that can be obtained in the admission interview
- b) A maximum of 45 points can be earned in the admission interview (based on motivation, professional and scientific preparedness).
 - ba) The applicant's technical interest and knowledge (maximum 25 points).
 - bb) The applicant's general knowledge, awareness, and personality (maximum 20 points).
- c) A maximum of 10 points can be awarded for:
 - ca) For competing in the National Scientific Student Conference (at least 3rd place), maximum of 5 points can be earned, cb) For competing in the Scientific Student Conference (at least 3rd place), maximum of 3 points can be earned,
 - cc) For the applicant's foreign language skills:
 - 1. language exam, advanced level (C1) complex - 4 points,
 - 2. language exam, at least intermediate level (B2) complex - 4 points,
 - 3. language exam, at least intermediate level (B2) complex - 4 points.

Only one additional point can be awarded for each language exam. A maximum of 10 points can be awarded for the applicant's foreign language skills for a maximum of three nationally recognized or equivalent language exams, even if the sum of the applicant's additional points based on multiple language exams would exceed this limit.

- cd) A maximum of 10 points can be awarded to ensure equal opportunities.
 - Disability: 10 points
 - Childcare: 10 points
 - Disadvantageous situation: 5 points

(3) The total score (maximum 100 points) of applicants for the architecture master's program is calculated as follows:

- a) A maximum of 20 points can be earned by multiplying the qualification of the degree certificate by 4 (rounded to the nearest whole number) or by multiplying the average grade of the last four semesters by 4 (rounded to the nearest whole number);

- b) A maximum score achievable on the professional aptitude test is 35 points;
 - c) A maximum of 35 points can be obtained in the admission interview (motivation, professional and scientific preparation):
 - da) the applicant's technical interest, knowledge (maximum 20 points),
 - db) the applicant's general education, awareness, and personality (maximum 15 points);
 - d) A maximum of 10 extra points can be awarded:
 - da) For competing in the National Scientific Student Conference (at least 3rd place), maximum of 4 points can be earned,
 - db) For competing in the Scientific Student Conference (at least 3rd place), maximum of 2 points can be earned,
 - dc) for participating in a foreign exchange program 2 points, dd) for professional scientific work 5 points,
 - de) for the applicant's second foreign language proficiency in a staterecognized or equivalent language exam, a maximum of 2 points can be awarded;
 - df) to ensure equal opportunities:
 - 2 points for disability,
 - 2 points for childcare,
 - 2 points for disadvantaged situation.
- (4) The total score (maximum 100 points) of applicants for the Master's programs in Data Science, Business Informatics, Geoinformatics, Cybersecurity Engineering, Hospital Technology and Medical Engineering, and Engineering Informatics is calculated as follows:
- a) Up to 90 points can be achieved:
 - aa) by adding the product of the diploma grade multiplied by 9 (rounded to the nearest integer, maximum 45 points) and the maximum 45 points that can be obtained in the admission interview, or
 - ab) by doubling the maximum 45 points that can be obtained in the admission interview;
 - b) Up to 10 additional points can be awarded:
 - ba) For competing in the National Scientific Student Conference (at least 3rd place), maximum of 8 points can be earned, bb) For competing in the Scientific Student Conference (at least 3rd place), maximum of 3 points can be earned,
 - bc) for studying abroad (3 points), bd) for a published/accepted publication:
 - 1 publication: 3 points,
 - 2 publications: 6 points, be) for the applicant's foreign language skills:
 - 1. language exam, advanced level (C1) complex: 4 points,

- 2. language exam, at least intermediate level (B2) complex: 4 points,
- 3. language exam, at least intermediate level (B2) complex: 4 points.

Only one extra point can be awarded per language exam. For the applicant's foreign language skills, a maximum of 10 points can be awarded for up to three state-recognized or equivalent language exams, even if the sum of the applicant's extra points calculated based on language exams exceeds this limit.

bf) Up to 10 points can be awarded for ensuring equal opportunities:

- disability: 4 points,
- child care: 4 points,
- disadvantaged background: 2 points.

(5) The total score (maximum 100 points) of applicants for the Master's programs in Industrial Product Design Engineering, Light Industry Engineering, and Environmental Engineering is calculated as follows:"

- a) Up to 60 points can be obtained by multiplying the diploma grade by 12 (rounded to the nearest integer) or by multiplying the average grade of the last four semesters by 12 (rounded to the nearest integer).
- b) Up to 20 points can be earned in the admission interview (motivation, professional and scientific preparation):
 - ba) The applicant's technical interest and knowledge (maximum 12 points),
 - bb) The applicant's general knowledge, awareness, and personality (maximum 8 points).
- c) Up to 20 additional points can be awarded:
 - ca) Up to 5 points for National Scientific Student Conference results (at least 3rd place),
 - cb) Up to 3 points for Scientific Student Conference results (at least 3rd place), cc) 3 points for studying abroad,
 - cc) For completing a foreign partial education program, 3 points can be earned.
 - cd) 5 points for professional scientific work,
 - ce) Up to two state-recognized or equivalent language exam results can earn points for the applicant's foreign language proficiency:
 - 6 points for intermediate (B2) complex language exam,
 - 10 points for advanced (C1) complex language exam. Only one

Only one extra point can be awarded per language exam. For the applicant's foreign language skills, a maximum of 10 points can be awarded for up to three state-recognized or equivalent language exams, even if the

sum of the applicant's extra points calculated based on language exams exceeds this limit.

cf) Up to 10 points can be awarded for ensuring equal opportunities.

(6) The total score (maximum 100 points) of applicants for the Master's program in Engineering Teaching is calculated as follows:

a) A maximum of 45 points can be obtained by multiplying the diploma grade by 9 (rounded to the nearest whole number), or for those who obtain their diploma in the current year, by multiplying the average of the last 4 semesters by 9 (rounded to the nearest whole number);

b) A maximum of 45 points can be earned in the professional and motivational interview (motivation, professional and academic preparation): ba) The applicant's technical and pedagogical interest and knowledge (maximum 25 points), bb) The applicant's general knowledge, awareness, and personality (maximum 20 points);

c) Alternatively, the professional and motivational interview can be doubled: 90 points

d) A maximum of 10 points can be awarded as additional points:

da) Maximum points for equal opportunity: 10 points

db) Points for the applicant's foreign language skills:

- Advanced level (C1) complex language exam: 10 points,
- Intermediate level (B2) complex language exam: 6 points,
- Intermediate level (B2) complex language exam: 4 points,
- Basic level (B1) complex language exam: 4 points.

A candidate can receive additional points for only one language exam. The applicant can earn a maximum of 10 points for two state-recognized or equivalent language exams in different languages, even if the sum of the additional points based on multiple exams exceeds this amount.

dc) Higher education degree: 6 points

dd) Research and publication activity: 6 points

de) Scientific Student Circle achievement (at least 3rd place): maximum 3 points

df) OTDK 1st–3rd place: 5 points

dg) Sports achievement: 5 points

dh) Specialized further education: 4 points

di) Foreign part-time study: 3 points, published/accepted publication:

- 1 publication: 3 points,
- 2 publications: 6 points,

dj) Professional activity: 4 points

(6)

(7) The total score (maximum 100 points) of applicants for the Master's program in Business Development and Marketing is calculated as follows:

- a) A maximum of 60 points can be earned based on the 12-fold multiple of the diploma grade (rounded to the nearest whole number) or the 12-fold multiple of the average grade for the last four semesters (rounded to the nearest whole number).
- b) A maximum of 30 points can be obtained during the admission interview (motivation, professional and scientific preparation).
- c) A maximum of 10 extra points can be awarded for the following:
 - ca) National Scientific Student Conference results (at least 3rd place) - maximum of 5 points,
 - cb) Scientific Student Conference results (at least 3rd place) - maximum of 3 points,
 - cc) Results achieved in national and international professional competitions - maximum of 5 points,
 - cd) Publication activity - maximum of 5 points,
 - ce) For the applicant's knowledge of foreign languages, up to two staterecognized or equivalent language exams may be taken into account:
 - 4 points for a basic (B1) complex language exam, □ 6 points for an intermediate (B2) complex language exam, □ 10 points for an advanced (C1) complex language exam.

Only one extra point can be awarded per language exam. Up to 10 points can be awarded for the applicant's knowledge of up to two different foreign languages that have been recognized by the state or deemed equivalent, even if the sum of the applicant's extra points based on language exams would exceed this amount.

- cf) A maximum of 10 points can be awarded for the purpose of ensuring equal opportunities.

(8)

(9) The total score (maximum 100 points) of applicants for the Master's program in Sports Economics is calculated as follows:

- a) A maximum of 20 points can be obtained by multiplying the diploma grade by 4 (rounded to the nearest whole number), or by multiplying the academic average of the last four semesters by 4 (rounded to the nearest whole number);
- b) A maximum of 70 points can be earned in the admission interview (motivation, professional and academic preparation):
 - ba) The applicant's expertise (maximum 20 points),
 - bb) The applicant's professional abilities (maximum 15 points),
 - bc) The applicant's motivation (maximum 35 points);
- c) A maximum of 10 points can be awarded as additional points:
 - ca) National Scientific Student Circle result (at least 3rd place): maximum 5 points,
 - cb) Scientific Student Circle result (at least 3rd place): maximum 3 points,
 - cc) Results in national and international professional competitions: maximum 5 points,
 - cd) Publication activity: maximum 5 points,
 - ce) For the applicant's foreign language skills, a maximum of 10 points can be awarded for up to two state-recognized or equivalent language exams:
 - Basic level (B1) complex language exam: 4 points,
 - Intermediate level (B2) complex language exam: 6 points,
 - Advanced level (C1) complex language exam: 10 points.

Only one language exam per language can earn additional points. The applicant can earn a maximum of 10 points for up to two state-recognized or equivalent language exams in different languages, even if the total of the additional points based on multiple exams exceeds this amount.

- cf) A maximum of 10 points can be awarded to ensure equal opportunities:
 - Disability: 10 points,
 - Childcare: 10 points,
 - Disadvantageous situation: 5 points.

(10) The total score (maximum 100 points) of applicants for the Master's program in Infrastructure Engineering is calculated as follows:

- a) A maximum of 60 points can be obtained by multiplying the diploma grade by 12 (rounded to the nearest whole number);
- b) A maximum of 30 points can be earned in the admission interview: ba) The applicant's technical interest and knowledge (maximum 15

points), bb) The applicant's general knowledge, awareness, and personality (maximum 15 points);

c) A maximum of 10 points can be awarded as additional points from the following:

ca) National Scientific Student Circle result (at least 3rd place): maximum 4 points,

cb) Institutional Scientific Student Circle result (at least 3rd place or special award): maximum 2 points,

cc) Professional scientific work: 5 points,

cd) The applicant's second foreign language skills for a state-recognized or equivalent language exam: maximum 2 points;

ce) To ensure equal opportunities, a maximum of 5 points can be awarded as follows:

- Disability: 2 points,
- Childcare: 2 points,
- Disadvantageous situation: 2 points.

CHAPTER 3: CLOSING THE ADMISSION PROCEDURE

Classification decision

FER. 25. – 27. §

Admission decision

FER. 28. §

Electronic administration during the admission process

FER. 29. – 30. §

Procedure fees

FER. 42. – 44. §

10. § (1) In the case of the drawing aptitude test and the practical exam, the UNIVERSITY sets a separate procedural fee of 4,000 Hungarian forints to cover the costs related to organizing and conducting the exam.

(2) In case of applying for foreign language education announced for foreign citizens, the UNIVERSITY may set an institutional procedural fee of 150 EUR. The fee must be paid to the UNIVERSITY and belongs entirely to the UNIVERSITY.

Legal recourse, supplementary admission procedure

Nftv. 57. § (1) c); 58. § (3) a)

FER. 8. § (2) – (3)

11. § (1) The applicant may exercise the right to appeal against the decisions of the UNIVERSITY falling within its jurisdiction in the admission procedure.

(2) The rules set out in Part 4 of this regulation shall apply to the appeal procedure.

(3) The faculties shall announce the courses advertised in the supplementary admission procedure on the OFFICE's platform created for this purpose, in accordance with Section 8 (3) of FER.

PART 2: RULES AND REGULATIONS FOR STUDIES AND EXAMINATIONS

CHAPTER 1: THE EDUCATION SYSTEM

Training program

Nftv. 12. § (3) e) – ea); 15. § (1); 16. § (1)

12. § The educational program contains the system of undergraduate and graduate programs, undivided programs, doctoral education, as well as higher education vocational training and specialized further education programs.

Types of education

13. § (1) The types of education programs offered at the university - except for doctoral programs – are:

- a) phased-out, credit-based education;
- b) higher education vocational training;
- c) multi-cycle training: ca) bachelor's degree, cb) undivided training, cc) master's degree;
- d) training aimed at acquiring partial knowledge;
- e) specialized further education;
- f) adult education (courses).

(2) The number of semesters and credits associated with each type of education program:

- | | | |
|--|----------------|----------------|
| a) higher education vocational training: | 4 semester | 120 credit |
| b) bachelor's degree: | 6-8 semester | 180-240 credit |
| c) undivided training: | 10-12 semester | 300-360 credit |
| d) master's degree: | 2-4 semester | 60-120 credit |
| e) specialized further education: | 2-4 semester | 60-120 credit |

CHAPTER 2: ACADEMIC BODIES

General Provisions

14. § (1) The term "study and exam affairs" includes all matters related to the student's studies and student status.

(2) The following bodies and individuals (hereinafter: ENTITY) may act in study and exam affairs at the University within their own or delegated authority defined in this regulation:

- a) Faculty Study Committee (hereinafter: KTB),
- b) Faculty Credit Transfer Committee (hereinafter: KÁB),
- c) Student Appeal Committee (hereinafter: HJB),
- d) the dean or the person designated by him/her,
- e) the rector, or a person or body designated by the rector based on the authority delegated by the rector.

15. § The KTB, KÁB and HJB determine their own rules of procedure within the framework of the laws and regulations and this regulation.

16. § (1) The UNIVERSITY communicates its decisions related to the student in writing, in cases defined by the Nftv, the Institutional Code of Conduct, and the VHR, and when requested by the student. The decision of the UNIVERSITY related to the student becomes legally binding if the student does not submit an appeal within the deadline specified in Section 89 (3), or if the student waives the right to appeal.
- (2) In cases specified in paragraph (1), the relevant authority with competence shall make a decision containing the mandatory content elements specified by the Higher Education Act, with particular regard to providing information about the possibility of appealing.

Jurisdiction

17. § (1) If the legislation or this regulation does not provide otherwise, the appropriate body of the faculty in which the student is enrolled shall have jurisdiction over the student's academic and examination affairs.
- (2) If the student is enrolled in more than one faculty, the appropriate body of the faculty that provides the education related to the student's request shall have jurisdiction over the student's academic and examination affairs.
- (3) If the student's request is not related to education, the appropriate body of the faculty specified in this regulation shall have jurisdiction over the student's academic and examination affairs.

The Faculty Academic Committee

18. § (1) In academic matters initiated by the office or the student, unless otherwise provided by law or regulations, except for cases of leniency specified in this regulation, the KTB shall act as the first instance.
- (2) The KTB is authorized to act in the first instance in all cases of student applications which are not referred to the jurisdiction of another body by this regulation, in particular:
- a) granting permission for reduced course load;
 - b) granting requests for suspension of the student status specified in paragraph (4) of Section 38;
 - c) granting permission for guest student status;
 - d) transfer between faculties, departments, or institutions;
 - e) admission to a second major or specialization within the university.
- (3) Any student and/or instructor may request the intervention of the KTB if they believe that the handling of any academic matter did not comply with the provisions of this regulation.
- (4) The committee shall decide by a simple majority.
- (5) The student may lodge an appeal in accordance with the provisions of Section 89 against the decision taken in the first instance.

The Faculty Credit Transfer Committee

19. § (1) To recognize credits earned in another domestic or foreign higher education institution, or in the same institution, the extent of matching knowledge is determined by the KÁB.
- (2) The KÁB decides based on the student's request, the relevant legislation, and university regulations.
- (3) The detailed rules regarding credit transfer are contained in Nftv sections 49
- (5)-(6a).

Student Appeals Committee

20. § (1) The conduct of the appeals process falls under the jurisdiction of the Student Appeals Board (HJB).
- (2) The HJB consists of 11 members, 7 of whom are elected by the Faculty Councils of the seven faculties and 4 of whom are delegated by the University Student Council (hereinafter referred to as "EHÖK"). The chairman is appointed by the rector from among the members elected by the faculties for a term of 3 years.
- (3) The HJB is quorate if at least 7 members are present. The representation of EHÖK is at least one-third.
- (4) The HJB does not decide on the basis of leniency, but solely examines the legality of the first-instance procedure, so an appeal concerning the appeals process can only be successful if an administrative error, material or procedural legal or regulatory violation occurred during the first-instance procedure. The student is obliged to attach all documents necessary for the investigation of the case to the appeal, which were not attached in the first-instance procedure.
- (5) The detailed rules on the operation, procedure, decision-making, rights and obligations of the members of the HJB are contained in the HJB Rules of Procedure.

CHAPTER 3: THE COMPONENTS OF THE EDUCATION SYSTEM

Major

Nftv. 15. § (2) – (6)

21. § (1) The qualifications that can be obtained at the UNIVERSITY, as well as the professional requirements of the qualifications, are determined by the qualification requirements and the training and output requirements in the training. The curriculum for specialized further training is freely prepared by the UNIVERSITY.
- (2) The qualification requirements and the training and output requirements, broken down by fields of study, contain the definition of the training objective, the main study areas to be taught and their proportions, the duration of the training in

semesters, the workload required in credits to obtain the qualification, the level of the qualification, the professional qualification and the related title, as well as other relevant provisions for the field of study.

(3) The field is part of the UNIVERSITY's training program, and the Senate decides on the proposal for its establishment, initiation, curriculum, and the responsible faculty for the field's care, based on the proposal of the faculty responsible for education, through the Vice-Rector for Education.

(4) Changes to the field's curriculum, the educational organizational unit responsible for the field, or the person responsible for the field are decided by the Senate, based on the proposal of the faculty responsible for the field, through the Vice-Rector for Education, taking into account the opinions of the interested faculties.

(5) The curricula must be reviewed every five years.

Curriculum, sample curriculum, prerequisite

Nftv. 49. § (4)

Vhr. 54. §; 57. § (1)

22. § (1) The curriculum determines the detailed educational and study requirements for the given major, as well as the detailed rules of the training, particularly the training stages, the number of required curriculum units and credits, the system for verifying knowledge, the mandatory exams, the successive forms of knowledge verification, the conditions for final examination and diploma issuance.

(2) The curriculum is part of the training program.

(3) The curricula of majors are kept by the OFIG in NEPTUN.

(4) Changes to the major curriculum may take effect at the beginning of the next academic year at the earliest.

(5) In credit-based education, the curriculum form is a sample curriculum.

(6) The sample curriculum provides a practical opportunity for the given field of study to determine how the required subjects for the qualification can be completed within the designated training time specified in the training requirements.

(7) The sample curriculum includes all mandatory and elective subjects, recommended electives, as well as subjects related to criteria requirements, in a breakdown by academic periods. It also includes the subjects required for the final exam. The rows of the sample curriculum contain the weekly (or semester) lecture hours, laboratory hours and credit points assigned to each subject, the type of evaluation (pass/fail, mid-term grade or final exam grade), the semester in which the course is offered (fall and/or spring), and the prerequisites for the course.

(8) The sample curriculum recommends a weekly course load of twenty-two to twenty-six hours (excluding language and physical education classes).

(9) In the sample curriculum, the maximum number of exams to be taken during the exam period without exams for elective courses is five.

- (10) The curriculum consists of mandatory, mandatory elective, and elective courses:
- a) A mandatory subject is a subject that must be completed by everyone in the program; these subjects are partly related to professional training and partly to general intellectual education functions;
 - b) Mandatory elective subjects are chosen by students from a set of subjects determined by the UNIVERSITY (especially specialization within the program, differentiated professional knowledge subjects, thesis, or diploma work). Its characteristics are that the student must or can choose the given subject from a list of subjects.
 - c) In the case of elective subjects, in addition to the timetable restrictions, the UNIVERSITY cannot limit the student's choice among the subjects offered by the programs and higher education institutions. Every program's curriculum allows for the inclusion of freely chosen subjects in at least 5% of the total credits assigned to the complete training.
- (11) A criteria requirement is a mandatory requirement listed in the curricula that does not involve credit points.
- (12) A module is a unit in the curriculum of a program consisting of several related courses that build on each other (e.g. fundamental natural sciences, core professional module) or equivalent and interchangeable units (specialized module).
- (13) The student has the right to choose among the parallel specialized modules offered, but the number of students who can take a specific specialized module may be limited, and the dean of the faculty may require a minimum number of student registrations for offering the courses of the specialized module.

Course program

23. § (1) The knowledge to be acquired within individual subjects is determined by the subject programs.
- (2) The elements of the curriculum documentation are:
- a) curriculum cover page: training objectives, number of hours, language requirements, total credits, professional qualifications, specializations, final exam;
 - b) curriculum tables: subject name, subject code, number of hours, credit value, requirements, prerequisites;
 - c) subject sheet: subject name, subject code, requirements, subject coordinator, assessment method, competencies (knowledge, skills, attitudes, autonomy and responsibility), brief description of subject content (10 lines), mandatory literature;
 - d) detailed subject program for the semester, prepared by the instructor and approved by the institute director.
- (3) Content of the detailed subject program for the semester:

- a) weekly breakdown of topics (14 weeks);
 - b) list of literature (written materials and other technical tools).
- (4) The requirements of each subject (in terms of scheduling) must include:
- a) requirements for attendance at classes;
 - b) requirements for midterm exams (tests, reports), their number, date, signature, and conditions for obtaining a midterm grade;
 - c) the method of determining the final grade;
 - d) the conditions, number, date, and method for making up absences, unsatisfactory assignments, and midterm exams during the make-up period;
 - e) the system and method for exams and reports (oral/written, etc.), the conditions for receiving an offered grade or taking a preliminary exam;
 - f) the possibility of making up an exam during the examination period (first ten working days).
- (5) The curriculum cover sheet, the curriculum tables, and the subject description sheets must be displayed and continuously updated on the faculty's website. The semester subject programs must be placed on the institute's or the faculty's website by the time of enrolment for the given semester. The first lesson must include a presentation (clarification), which can only be changed with the consent of the students.
- (6) The program of each subject is approved by the Faculty Council responsible for their education.

Talent management

24. § (1) The UNIVERSITY supports the development of highly talented students in an organized framework through the form of collegiate education and by operating scientific student circles (hereinafter: TDK).

Language requirements

25. § (1) The aim of the UNIVERSITY is the development of professional language skills.
- (2) The faculties offer a one-semester specialized language course:
- a) Students enrolled before September 1, 2017 take the course in a four-hour weekly language lab,
 - b) Students enrolled after September 1, 2017 take the course in a three-hour weekly language lab,
- the content of which is determined by each faculty with the aim of preparing students for successful completion of the criterion subject. The specialized language course can also be taken as an elective subject, with two credits and an interim grade.
- (3) Every full-time undergraduate student must take two English or German professional courses offered by the UNIVERSITY as criterion subjects and pass the required assessment.

- (4) The selection of the criterion subject can be done in three ways:
- a) The student can enroll in a professional course announced by the faculty and listed in the curriculum (if they have not completed it in Hungarian before) in German or English, and complete the course requirements in that language. The course will be listed with the original credit value. The student can take any foreign language-taught courses listed in the curriculum if they have not completed them in Hungarian before.
 - b) The student can choose a course(s) announced by the faculty in German or English, the requirements of which they have already completed in Hungarian. The course is evaluated through ongoing assessment and has 2-3 hours of classes per week, lasting one semester. In this case, the course is recognized as an elective course with two credits.
 - c) The student can also enroll in a professional course announced by the faculty (or another faculty) that is not listed in their curriculum, in German or English. The course is evaluated through ongoing assessment and has 2-3 hours of classes per week, lasting one semester. In this case, the course is recognized as an elective course with two credits.

- (5) Language requirement for obtaining the diploma:

- a) Students enrolled in full-time undergraduate programs after September 1, 2017, are required to complete a professional foreign language course in German or English, if such a requirement is not prescribed in the curriculum of the given undergraduate program.

The following students are exempted from completing the above-mentioned language course:

- aa) Those who hold a state-recognized complex professional language exam at the intermediate level (B2), or
 - ab) Those who hold a state-recognized complex general language exam at the advanced level (C1), or
 - ac) Those who hold a high school diploma or certificate equivalent to the language exams defined in points aa) and ab), or
 - ad) Those who have successfully completed an online professional language exam organized by the UNIVERSITY (with a valid result).
- b) Students enrolled in full-time undergraduate programs before September 1, 2017 must complete a specialized language course in German or English to prepare for the criterion subject. The requirement to complete this course is waived for students who have:
 - bb) at least a state-recognized intermediate-level written or oral language exam,
 - bc) a secondary school leaving certificate or diploma equivalent to the language exam specified in (ba), or
 - bd) a valid specialized language proficiency result obtained through an online course offered by the UNIVERSITY.

- (6) The faculties may announce:

- a) a one-semester, four-hour weekly English language course preparing for the intermediate (B2) complex language exam for those who do not have an intermediate (B2) type general language exam in the given language. The subject can also be taken as an elective subject with two credits, which will be assessed with a mid-term grade.
 - b) German language training may also be announced with the condition that only those students who take the criteria subject in German can enroll in the course.
 - c) In addition to the above, a two-semester (four-hour weekly) specialized language training is also available for the Business and Management, as well as the Commerce and Marketing undergraduate programs, with credit value and requirements specified in the curriculum.
 - d) In addition to the above, a one-semester (three-hour weekly) basic foreign language training is also available in the higher education vocational training programs, with credit value and requirements specified in the curriculum.
- (7) The detailed rules of language training according to paragraphs (1) to (6) are included in the Study Regulations.

Hungarian (partial)scholarship holder and self-financed student

Nftv. 39. § (1) – (2); 46. §

26. § A student enrolled before September 1, 2012 may be a state-funded or tuitionpaying student according to the form of cost coverage.

Funding period

Nftv. 47. §

Training forms and training duration

Nftv. 17. § (1) – (3)

27. § (1) According to the admission decision, studies at the UNIVERSITY can be pursued in:
- a) full-time education in daytime,
 - b) part-time education in evening and correspondence form, and
 - c) online learning module.
- (2) In evening education, classes are held on weekdays after 4 pm and/or on the weekly rest day (Saturday) during the term time, while in correspondence education, unless agreed otherwise with the affected students, classes are held on Friday and/or the weekly rest day (Saturday).

- (3) The rules for admission shall apply to the change of the study mode, except for the documents to be submitted.

CHAPTER 4: THE LEGAL FRAMEWORK OF STUDIES

The student status

28. § (1) The student status is a legal relationship between the University and the student studying at a particular program (including higher education vocational training and part-time education), in which both the University and the student have mutual rights and obligations according to the regulations and policies of the University and the laws.

(2) Based on the student status, the student is entitled to pursue studies within the framework of the program's curriculum, as defined by the laws, the University's regulations, including this policy, and the curriculum of the program.

(3) Based on the student status, the student is obliged to plan their studies and fulfil their academic obligations in accordance with the laws, the University's regulations, including this policy, and the curriculum of the program. In doing so, the student is required to use NEPTUN and, regardless of their active or passive status, continuously monitor the university information and announcements published there generally or specifically addressed to them.

(4) The rights arising from the student status can be exercised from the day of enrolment. The student can handle their affairs personally or through a power of attorney in a private document with full probative force.

(5) With regard to students in the student status, the UNIVERSITY is entitled, in accordance with the laws and regulations of the UNIVERSITY, to process the personal and study-related data of the student, to monitor and evaluate their activities, and in particular, under justified circumstances and within the framework of the law, to verify the student's medical fitness necessary for completing the given education.

(6) With regard to students in the student status, the UNIVERSITY is obliged to provide the personal and material conditions necessary for completing the program (including higher education vocational training), and is required to make available to the student the information necessary for continuing their studies, within the framework of laws, UNIVERSITY regulations, and especially this regulation and the curriculum of the program.

(7) The student,

- a) may request to continue studies necessary to obtain additional qualifications or expertise within the framework of their existing student status;
- b) may request to transfer to another higher education institution;
- c) may establish a guest student status with another higher education institution;
- d) may establish additional (parallel) student status with another higher education institution.

Establishment of the student status

Nftv. 39. § (3), (4a); 49. § (7) – (7a)

29. § (1) The conditions of admission, within the framework of the legal regulations, are contained in Part 1 of this regulation.

(2) The University is obliged to provide the applicant who has been admitted with the opportunity to enrol, thus creating the possibility of establishing a student status. In the event that the admitted applicant is already in a student status with the University, the rules relating to the creation of a student status must be applied appropriately to tasks related to registration for the given program.

(3) The admission decision entitles the establishment of a student status in the given academic semester. If the admitted applicant does not enrol, the admission becomes invalid, which means that the admitted applicant can establish a student status only in the semester for which he/she was admitted during the admission procedure.

Transfer

Nftv. 42. § (1) b), (1a), (3) – (4), (6) – (7) Vhr.

52. §

30. § (1) The KTB decides on the transfer application, taking into account the student's academic average and the admission score threshold of the majors.

(2) A student transferred from another higher education institution can only receive a diploma on the given major at the UNIVERSITY if they have obtained at least one-third of the credits belonging to the given major at the UNIVERSITY. A student transferred from another faculty within the UNIVERSITY can only receive a diploma on the given major if they have obtained at least 25% of the credits belonging to the given major at the receiving faculty. When applying this paragraph, the provisions of Section 49 of the Nftv. must be taken into account.

(3) During the existence of the student status, a student studying at a major of the UNIVERSITY may request a transfer to another major of the UNIVERSITY that belongs to the same level and field of education (change of major), provided that the condition specified in paragraph (4) is also met.

(4) A student who has completed at least 30 credits may submit a request for a change of major. When considering the application, the admission threshold of the majors should also be taken into account. In case of changing majors between different types of education or locations, if the applicant requests to be transferred from a lower admission threshold place to a higher one, they must have at least 30 credits to be acquired in the major (place) where they are admitted. At the time of submitting the application, the student is obliged to pay the fee specified in the Student Benefits and Reimbursement Regulations (hereinafter: JUTTER) for the application for a change of major.

(5) Changing specialization is only possible among specializations related to the major.

(6) The KTB decides on requests for changing majors and specializations based on the proposal of the major/specialization leader. At the time of submitting the application, the student is obliged to pay the accredited subject admission and procedural fee specified in **Annex 6**.

(7) During the student's academic tenure, the KTB may, upon the student's request and in justified cases, permit a transfer to the same program in a different mode of attendance (change of attendance mode).

(8) The rules and regulations regarding admission and change of major are detailed in the Study Regulations.

(9) As a second specialization, the student can enrol in any announced specialization of their own program, provided that they fulfil the general requirements for admission to the specialization. The student receives a certificate upon completion of the specialization. The KTB decides on the permission for admission to the second specialization.

Reclassification

Nftv. 48. §

Vhr. 57. § (3) – (4); 61. §

31. § (1) The UNIVERSITY can reclassify or may reclassify the student

- a) at the end of the academic year (in July) taking into account the academic performance of the last two active semesters;
- b) considering the utilized supported semesters, which are provided by law;
- c) at the initiative of the student.

(2) The UNIVERSITY is obliged to transfer a student receiving Hungarian state (partial) scholarship support in higher education vocational training, undergraduate or graduate education to self-financing training every academic year, who did not earn at least eighteen credits or did not achieve the weighted average of studies as specified in Annex 3 in the last two semesters in which their student status was not interrupted, or did not participate in the foreign education defined in paragraphs (3) and (4) of Section 81 of Nftv

(3) Based on the weighted average of the student's last two active academic semesters and the credits completed in the program, according to the study data recorded in NEPTUN, the OFIG shall carry out the transfer by July 31 preceding the academic year. The study data required for the transfer and information on exemptions must be uploaded or corrected in NEPTUN by the end of the second week following the examination period by the faculties.

(4) In the first transfer process following enrollment, recognized credits are also taken into account when counting the number of completed credits.

(5) The UNIVERSITY is obliged to transfer elite athletes participating in higher education vocational training, undergraduate or graduate programs

supported by Hungarian state (partial) scholarships to self-financed programs each academic year, who have not earned at least ten credits or have not achieved a weighted grade point average of 2.00 in the last two semesters in which they were enrolled or did not participate in a foreign program specified in paragraphs (3) and (4) of Section 81 of Nftv.

Guest student status

Nftv. 42. § (1) a); 82. § (4)

32. § (1) If a student of the UNIVERSITY intends to complete a subject of their program at another higher education institution, the permission of the Faculty Study Committee of both institutions is required. Based on the opinion of the Credit Transfer Committee formed on the issue of transferability, as proposed by the head of the respective institution, the Faculty Study Committee will make a decision. The subject thus accepted must be considered as if the student had completed it at their own institution. The subject completed at another institution is registered as an accredited subject in the electronic registration system by the academic lecturer. The accreditation fee must be paid according to the regulations of JUTTÉR.

(2) Unless otherwise agreed, the UNIVERSITY does not reimburse the cost of partial studies.

(3) Final exams cannot be taken as a guest student in another institution.

(4) Requests for guest student status must be submitted with proof of the host institution's willingness to accept, no later than the end of the first week of the academic period.

(5) Credits earned as a guest student at another higher education institution can be recognized based on the certificate issued by the host institution and according to the rules of credit transfer.

(6) The UNIVERSITY allows students from other domestic or foreign higher education institutions to study as guest students. A student from another higher education institution can take any subject at the UNIVERSITY with the written permission of the relevant faculty's Vice Dean for Education. The Vice Dean for Education sends this permission to the head of the respective institution and, for registration purposes, to the Faculty's Study Office as well.

(7) The guest student is registered in the NEPTUN system, and during their studies at the UNIVERSITY, the relevant regulations of the UNIVERSITY apply to them by analogy.

(8) The guest student pays a self-contribution fee per credit for the courses taken.

Education aimed at acquiring partial knowledge

Nftv. 42. § (2) – (3)

33. § (1) The student admitted to the partial studies program establishes a student status according to the general rules of enrolment and pursues his/her studies in compliance with the provisions of this regulation.

(2) Due to this status, the student is not entitled to pursue studies for the purpose of obtaining further qualifications or professional skills, request transfer of credits, establish additional (parallel) student or guest student status, suspend his/her student status, request transfer to a state-funded program, or take advantage of support time.

(3) The duration of the student status established for the purpose of acquiring partial knowledge must be counted towards the period of entitlement to benefits, discounts, and services based on the relevant legislation.

Foreign partial training

Nftv. 81. § (3) – (4)

34. § (1) The procedure for international partial training is regulated in detail by the Study Regulations.

(2) All students of the University who meet the application requirements are entitled to apply for scholarships that provide international partial training/professional practice.

(3) The semester(s) spent abroad under international scholarship programs, including the European Union, the Visegrad Fund, the Central European Higher Education Exchange Program, Credit Mobility, Campus Mundi, Ceepus, and other international scholarship programs (hereinafter referred to collectively as "INTERNATIONAL SCHOLARSHIP PROGRAMS") are an integral part of the student's higher education studies.

(4) Based on the decision of the faculty, the student may participate in the INTERNATIONAL SCHOLARSHIP PROGRAMS defined in paragraph (3).

(5) A student who does not receive a scholarship from the given scholarship framework but has other sources of scholarship or sufficient financial resources to cover the expenses incurred in the host country (zero-grant student) may also participate in the application program(s).

(6) The application submitted by the student shall be evaluated by the institute to which the student belongs based on their specialization. If the student has not yet specialized, the Vice Dean for Education of the student's faculty shall evaluate the application. The evaluation is based on the faculty/institute's own criteria.

(7) An international scholarship recipient university student may continue their studies under an individual (preferential) study program during their international partial training/professional practice. The individual (preferential) study program can be requested for up to one year in case the duration of the stay abroad exceeds the duration of the domestic semester.

(8) The student participating in the foreign study program is obliged to complete

60% of the credits taken at the host institution, but at least 15 credits, unless otherwise specified in the application requirements. If the student fails to fulfil this obligation, they may be required to partially or fully reimburse the scholarship.

(9) The student must have the subjects they plan to take during their foreign studies accepted by their home institution in advance, before the start of the foreign studies, but no later than the end of the registration week. After this, the student must have the subjects completed abroad recognized based on the transcript. The student is responsible for the acceptance process.

(10) The student must request the acceptance of all the subjects completed during the foreign study program from the KÁB.

(11) The calculation of the study scholarship for students participating in foreign partial training is carried out in accordance with the provisions of Section 50. If the end of the semester at the host institution is at a different time than at the home institution, the calculation will also be done later. In this case, the student will be compared to their year of study, but will not be treated as a member of a homogeneous group.

(12) The decision on reclassification is based on the last two active semesters spent at the home institution for students participating in foreign partial training.

Parallel education

35. § (1) Another student status can be established for the purpose of obtaining another diploma or certificate in parallel with the current student status. A student participating in parallel education studies in one or more higher education institutions, faculties, or programs at the same time will receive separate diplomas upon successful completion of each program.

(2) A student of another higher education institution may establish a parallel student status with the UNIVERSITY according to admission rules.

Termination of the student status

Nftv. 59. §

36. § (1) The student status can be terminated:

- a) at the initiative of the student,
- b) upon completion of studies,
- c) at the initiative of the UNIVERSITY.

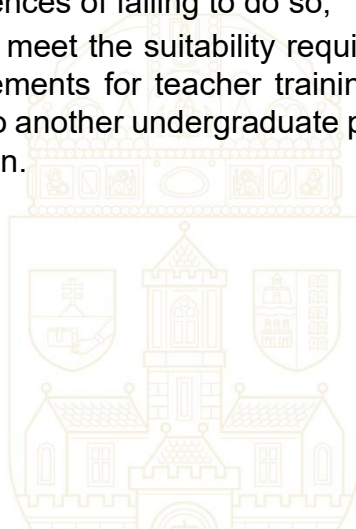
(2) The Faculty Registrar's Office shall inform the student in writing of the termination of the student status in all cases.

(3) If a student is studying in several majors at the UNIVERSITY within the framework of the student status, the provisions of this section shall apply with the difference that, instead of the termination of the student status, studies in the given major cannot be continued.

(4) If a student fails to register for an active semester after a two-semester continuous interruption of the student status or is forced to take a passive semester due to the provisions of this regulation, and fails to obtain the necessary dean's permission, their student status shall be terminated on the first working day following the registration deadline. In case of a two-semester continuous interruption, the competent Faculty Registrar's Office shall urge the student in writing to continue their studies until the last day of the exam period of the second semester and inform them of the legal consequences of failure to do so.

37. § (1) According to the authorization given in Section 59(3)(a) of Nftv., the UNIVERSITY may terminate the student status of a student by unilateral declaration, if:

- a) the student fails to meet the obligations related to the progress of studies specified in the Study and Examination Regulations (TVSZ) or in the curriculum, especially if the number of credits obtained does not reach 55 for full-time education, 20 for athletes, or 40 for part-time, correspondence and distance learning after 4 active semesters following enrolment (in this credit, the credits of the optional subjects listed in the model curriculum can be counted to the maximum extent);
- b) the student fails to pass the same subject for the sixth time;
- c) the total number of failed and repeat exams of the same subject with identical exam requirements reaches five (meaning there are six opportunities to take an exam for a subject). Subjects taken at different faculties, programs or campuses (if it concerns the same subject but with a different subject code), as well as equivalent substitute subjects recognized by the institution, are considered as the same course for the purposes of exams and subject registration, and mid-term grades are considered as exam results.
- d) Those who have received a total of six failing grades in the same course with a requirement for midterm grades (i.e. a maximum of five failing midterm grades can be obtained from one subject). The grades obtained from the same course taken on different faculties, programs or campuses (if it is the same subject but with a different subject code), as well as the equivalent recognized substitute subjects, are counted as the same course in terms of midterm grades and course enrolment. In addition, exam results are counted as midterm grades, provided that the student was previously notified in writing of their obligation to meet the deadline and informed of the legal consequences of failing to do so;
- e) Those who do not meet the suitability requirements set out in the training and output requirements for teacher training, except in cases where the student transfers to another undergraduate program within the given higher education institution.



In the context of paragraph a) of this section, the UNIVERSITY fulfils its obligation to inform students in the information provided at the time of enrolment.

(2) Anyone whose student status has ceased must be removed from the student roster and must settle any debts, including borrowed books, sports equipment, or any other obligations owned by the UNIVERSITY.

Suspension of the student status

Nftv. 45. § Vhr.

51. §

38. § (1) The student status is suspended if:

- a) the student declares that they do not intend to fulfil their student obligations in the next academic period and they have no outstanding obligations with expired deadlines;
- b) the student does not enrol for the next academic period;
- c) the student cannot fulfil their obligations arising from their student status due to childbirth, accident, illness, or other justified, unforeseeable reasons beyond their control;
- d) the student is suspended from continuing their studies as a disciplinary penalty;
- e) the student withdraws their active semester registration in writing within one month following the first day of the academic semester, but no later than October 14 or March 14, respectively.

(2) In particularly justified cases, the dean of the relevant faculty is authorized to allow an additional two passive semesters.

(3) The student can suspend their student status multiple times.

(4) The relevant KTB may authorize the suspension of the student status at the request of the student

- a) for a continuous period longer than two semesters, or
- b) even before completing the first semester,

provided that the student cannot fulfil their obligations arising from their student status due to childbirth, accident, illness, or other unforeseeable, justified reasons beyond their control.

(5) A student who suspends their student status will continue their studies according to the current curriculum upon re-enrolment.

CHAPTER 5: ACADEMIC REQUIREMENTS

Nftv. 49. § (5) – (6a); 112. § (1) – (2)

Training period

Vhr. 56. § (1)

39. § (1) The academic period consists of the teaching period and the exam period. The UNIVERSITY evaluates the student's performance during both the teaching period and the exam period. The duration of the teaching period is 15 weeks, and the length of the exam period is 6 weeks, but at least 23 working days.

(2) Continuous professional internships can primarily be organized during the summer break, taking into account the prescribed training and output requirements and the relevant rules set out in the curriculum.

(3) The first week of the study period is the registration week. During the registration week, the student finalizes the subjects to be taken in the upcoming semester according to Section 40. Generally, there are no scheduled classes during the registration week, but students can participate in preparation sessions for laboratory and practical classes.

(4) In the remaining part of the study period, the student attends lectures and completes related tasks. Exams can only be taken if the conditions specified in the TVSZ are met.

(5) The examination period serves for taking exams, during which fulfilling requirements related to the study period is only possible in exceptional cases, usually subject to payment conditions according to JUTTÉR.

(6) A class is a time that requires the instructor's participation for learning the material and checking within the study period. The types of classes are: lecture, classroom practice, laboratory practice. The duration of a class is 45 minutes, with a 10-minute break between classes (in the evening training, a 5-minute break), possibly in combined form.

(7) The rector, in agreement with the EHÖK, determines the schedule of the next academic year and semesters, with particular regard to the study and examination periods, as well as the dates of the final exam period by the end of the previous study period, and the Senate approves it.

(8) The rector, in agreement with the EHÖK, may allow up to six days of teaching break per semester, except for the state holidays prescribed by law.

Enrolment

Nftv. 42. § (5)

40. § (1) The student, in accordance with Section 42(5) of Nftv., must declare by the first day of the registration week whether they will continue their studies (active semester) or suspend their student status for the given academic period (passive semester).

(2) The student can fulfil their registration obligation through the designated interface in NEPTUN, or through a declaration in case of partial studies abroad, as stipulated by the Academic Regulations.

(3) The student can withdraw their registration within one month after the start of the semester, but no later than October 14 or March 14, respectively. If the student suspends their studies, the given semester will be considered a passive semester.

(4) The student is obliged to report any changes in their data in NEPTUN immediately. The student bears the legal consequences of failing to do so. The student cannot receive a scholarship and cannot be issued a tax certificate until they provide their tax identification number, social security identification number (hereinafter: TAJ-SZÁM), and bank account number.

(5) For the student, every semester that follows the first enrolment and for which they register or submit a declaration in the case of partial foreign training, is considered an active semester. The passive semester is the semester in which the student does not take any courses and requests a suspension of their studies, as well as the semester for which the student receives retroactive permission - based on justified reasons - to have a passive semester.

The announcement and registration of courses

41. § (1) Subjects concluded with a midterm grade can be announced with the holding of classes, that is, by starting courses. Subjects concluded with an exam can be announced with or without holding classes. In the latter case, only exams can be taken, midterm requirements cannot be fulfilled, and the precondition for taking the subject's exam is to have the end-of-semester signature in the index and/or in NEPTUN.

(2) Based on proposals from the institutes, the faculties shall publish on NEPTUN the subjects to be announced with the start of courses for the next semester by the end of the second week following the end of the previous semester's examination period (their instructors, schedules, the minimum and maximum number of participants needed for the course to be held, the ranking criteria in case of over-enrolment, if it is not based on the order of application, as well as their requirement system), as well as the subjects to be announced only with exams.

(3) The number of students admitted to a given course can be limited in case of limited resources, reasonable workload of the instructor leading the class, the number of available teaching aids, and other objective reasons.

(4) The student has the right to compile their study schedule according to the curriculum, choose the subjects (courses), and freely take advantage of the training opportunities provided by the UNIVERSITY, taking into account the curricular requirements and the provisions of paragraph (3).

(5) Course registration is the process of signing up for a course's scheduled lectures, classroom or laboratory sessions (courses) or its examination course through NEPTUN. Meeting the course's prerequisite requirements is a requirement.

(6) If a student wishes to take the course's course on another program or in a different form of education (e.g. correspondence instead of full-time education), they must obtain permission from the department that teaches the course and the educational vice-dean beforehand. The evaluation should be made in

consideration of § (3) of this section. If the chosen course is admitted from a fee-paying program, tuition fees must be paid according to JUTTÉR regulations.

(7) If a student fails to obtain the course's credits in a given semester, they may retake the course in subsequent semesters. If the institute has confirmed the sufficient completion of mid-term requirements with a signature, the student only needs to take the examination course in the following semester, i.e., they do not need to retake the entire course. The student can also request the opportunity to obtain a signature again if the course is offered while still retaining the course hours. In the event of significant changes in the course program, the institute must inform students in the course requirements that previously completed midterm requirements will not be accepted. In the latter case, the obtained signature loses its validity, and mid-term requirements must be completed again.

(8) Enrolled students who received state-supported education or Hungarian state (partial) scholarship after August 31, 2007 are required to pay the fee established in **Annex 6** for their third and subsequent course registration.

(9) Compulsory subjects that end with an exam must be announced with an adequate number of courses according to the current semester's curriculum, while at least with the opportunity to take the exam in their cross-semester. Compulsory subjects that end with a mid-term grade must only be announced in their current semester by the faculty.

(10) The dean responsible for education is responsible for announcing courses and subjects.

(11) If a student participating in a state-funded or partially state-funded program takes courses that exceed 10% of the total credits (course retakes are not included in the 10%), the faculty sets a fee proportional to the number of credits taken, as specified in **Annex 6**, for these courses.

(12) In self-financed programs, the actual tuition fee can be determined based on the number of credits the student takes for a given semester, in addition to the basic fee, according to the JUTTÉR.

(13) During the first two weeks of the semester, in exceptional cases with appropriate justification, students can apply for course registration or deregistration to the academic deputy dean upon payment of the fee specified in **Annex 6**.

Courses of the Carpathian Basin Online Education Centre

42. § (1) The Carpathian Basin Online Education Centre (hereinafter: K-MOOC) is a network operating on the principles of Massive Open Online Courses (hereinafter: MOOC) in the Carpathian Basin, where participating higher education institutions can create and offer online, credited courses in Hungarian language on every field of science.

- (2) Only courses accepted by the announcing higher education institution as its own credited course can be included in the system as a K-MOOC network member.
- (3) Courses are available for students in K-MOOC-Moodle. Learning the curriculum and fulfilling requirements takes place in an online form without contact hours, with students progressing at their own pace.
- (4) The duration and start date of the semester-long, credited courses are aligned with the schedule of the university's academic term. Each course must consist of at least twelve blocks, where a block typically corresponds to one week's worth of curriculum.
- (5) Course announcements and enrolment for students are possible on KMOOC-Moodle and on the <https://kmooc.uni-obuda.hu> website following registration.
- (6) (6) If a student requests credit certification for completing the course, the KMOOC staff managing the platform will record the completed subject's details and result in NEPTUN at the end of the semester. The subject will appear as a completed subject with the credit value indicated on K-MOOC Moodle in the given semester's index in NEPTUN.
- (7) The course requirements and methods of assessing knowledge must be made available at the same time as the course is announced with a detailed description that includes in particular:
 - a) the evaluation methods of the subject's academic requirements, what performances make up the grade (e.g., written assignments, control tasks, tests, smaller studies, etc.);
 - b) the method of determining the grade when the subject is completed, the weight of the elements determined based on point a);
 - c) the criteria for solving the subject requirements (infinite/fixed number of attempts);
 - d) the deadline for submitting assignments and time limits for solving tests.
- (8) In case of failure to meet the requirements, there is only the possibility of remedial action in relation to certain requirements elements indicated in point (6) in the manner specified there. However, there is no possibility of retaking midterm grades or repeating exams for subjects that end with an exam grade.
- (9) The K-MOOC University Regulations contain further rules for organizing education.

Online courses of the curricula

43. § (1) From the fall semester of the academic year 2017/2018, the "E" curricula of the undergraduate programs introduced must include at least one (non-elective) online course each semester.
 - (2) The courses for online subjects are announced according to section 41 of this regulation, and students are required to enroll in the courses advertised for these subjects on NEPTUN.

- (3) The entire curriculum for online courses is made available to students on Moodle. Learning the curriculum and meeting the requirements are done online, without any face-to-face contact (in a classroom), and students progress at their own pace.
- (4) The duration and start time of online courses are aligned with the timetable and start of the university's semester. A course must consist of at least twelve blocks, where one block typically corresponds to one week of coursework.
- (5) Online subjects can be announced and learned in two ways:
- a) The announcement of the subject - in all types of courses - is done exclusively online, without any face-to-face contact for the course(s);
 - b) The announcement of lecture-type courses is done online, without any face-to-face contact for the course(s), while for courses of laboratory or practical exercises, the traditional regulations specified in section 46 of this regulation for regular courses apply, and they are announced with face-to-face contact.
- (6) The requirements and methods for checking knowledge for online courses must be made available in a detailed description in accordance with the regulations defined in Section 45 of this policy, which must include in particular:
- a) The assessment methods of the study requirements of the subject and what performance is required to obtain a grade or signature, for example, written assignments, checklists, tests, small studies, etc. for subjects requiring an exam;
 - b) The method for obtaining the final grade (interim grade or exam grade) at the end of the subject, and the weight of the elements determined in point a) of paragraph (5);
 - c) The criteria for fulfilling the ongoing requirements of the subject (unlimited / limited number of attempts);
 - d) The deadline for submitting assignments, and the time limit for solving tests;
 - e) A precise description of the examination, which may be:
 - ea) Organized in an online system, eb) Organized in an online system in a university classroom, ec) Organized in a traditional way in a university classroom.
- (7) If the requirements specified in paragraph (6) are not met, the interim grade or signature may be remedied, and for subjects that end with an exam grade, the provisions regarding the completion of traditional subjects and their courses, as specified in Section 48 of this policy, shall apply to repeat or corrective examinations.
- (8) Online elective courses should primarily be announced in K-MOOC-Moodle in accordance with Section 42 of the regulations.
- (9) The further rules for organizing online courses are contained in the Study Regulations.

Information about requirements

44. § (1) The dean of the faculty must ensure that the student who begins their university studies receives information in a documentable manner about their obligations and rights, the conditions for obtaining a diploma, as well as the schedule and study requirements for the first semester upon enrolment.

(2) For the purpose of informing students, the UNIVERSITY'S STATUTES, faculty regulations, as well as other important regulations affecting students, summaries containing the objectives of the courses, requirements, curricular requirements, and program schedules of the subjects offered by the faculty should be made available on the websites.

(3) Credit-based institutional information guides compiled with the cooperation of faculties must include the various courses of study, curricula, rules governing credit accumulation, credit transfer between levels of education, and prerequisites.

(4) Before the start of each training period, the faculties must make the following information available to students through traditional and/or electronic means:

- a) the academic year schedule,
- b) information about institutional student advisors,
- c) regulations regarding discounted study schedules,
- d) descriptions of academic services and tools (libraries, studios, labs, other special services and tools),
- e) introduction to institutes and courses,
- f) list of obtainable qualifications and specializations,
- g) sample curricula,
- h) list of courses (identification, level, prerequisites, instructor, duration, teaching/learning method, evaluation method, number of hours and credits),
- i) information regarding the incorporation of courses offered in other programs,
- j) agreements between institutions regarding credit equivalency.

Subject requirements

45. § (1) The subject requirements are prepared by the institutes responsible for teaching the subject.

(2) The subject requirements must include the following:

- a) Requirements for attendance in classes,
- b) Requirements for interim study checks, their number, and approximate deadlines,
- c) Conditions for taking exams/signing attendance sheets,
- d) The method of determining grades,
- e) The list of compulsory and recommended literature,
- f) The credits assigned to the subject,

- g) Conditions, number, deadlines, and methods for making up for absences or incomplete coursework,
 - h) The system and method of exams and reports (oral/written, etc.),
 - i) Possible pre-exam requirements.
- (3) The subject coordinators must display the subject requirements, interim check deadlines, and deadlines for completing and making up for interim requirements, and the options for correcting work, on the institute or faculty's website on the first day of the course registration period, and must also communicate this information to students.
- (4) The Faculty Student Council may raise objections to the subject requirements with the director of the relevant institute within eight days of their publication.
- (5) Subject requirements cannot be unilaterally changed during the semester without the consent of the affected students.

Attendance at classes

46. § (1) It is mandatory to attend classroom practice sessions, laboratory sessions, physical education classes, as well as professional training sessions. For full-time first-year students, attendance is mandatory for lectures, and correspondence and evening students are required to participate in scheduled classes. The level of attendance required for lectures should be specified in the course requirements for that subject.
- (2) The form of attendance verification and the method of justifying absences are specified in the Academic Regulations.
- (3) If a student's absences from a mandatory course exceed 30% of the course's semester hours, the student will not receive a signature or mid-term grade.
- (4) Absences do not exempt students from meeting course requirements. In case of missed sessions, students are required to complete them as specified in the course requirements.

Knowledge assessment

Nftv. 49. §

Vhr. 56. – 58. §

47. § (1) The determination of the methods for evaluating student performance is part of the curriculum, which must be made public at the UNIVERSITY before the start of the training period.
- (2) The student's performance can be evaluated throughout the entire training period. The assessment of the student's knowledge can be done with

several assessment methods: diagnostic, supportive (formative), and summative, and can be continuous or one-time. Assessment methods and occasions can also be used together. The closure of subjects and curriculum units can be done with midterm or final exam grades. The midterm grade is based on the continuous evaluation of the subject's study requirements. The final exam grade is determined based on a written or oral exam taken during the examination period.

(3) No distinction can be made in the evaluation of a student's work based on whether they are supported by a Hungarian state scholarship, a Hungarian state partial scholarship, or participating in self-financed education.

(4) The evaluation of knowledge can be carried out:

- a) through written or oral reports, written (closed-book) exams, or evaluations of assignments (plans, measurement protocols, etc.) prepared at home during the semester;
- b) through preliminary exams;
- c) through exams taken during the examination period;
- d) through a comprehensive exam; and
- e) through a final exam,
- f) through an exam taken during the beneficial exam week.

(5) End-of-semester evaluation can be given:

- a) with an interim grade (symbol: é), for both theoretical and practical subjects, based on knowledge assessed during the semester;
- b) with a test grade (symbol: v), in which the grade is determined solely based on the performance shown in the exam, or based on a combination of the assessments during the semester and the performance in the exam. In the latter case, the grade is determined by the exam at least 50% and up to 50% based on the assessments during the semester;
- c) with the acquisition of a signature (symbol: a), which should be used for physical education courses (in case of non-completion: "not accepted").

(6) Teachers will correct the written (closed-book) exams within ten business days after the completion of the exam and inform the students of the results. The deadline for correcting closed-book exams taken during the last week of the semester will be determined according to the Study Regulations. Within one week of the announcement, the student can view their exam at a time specified by the institution.

(7) If a student does not fulfil the requirements for obtaining a mid-term grade (e.g. did not write an exam, wrote an insufficient test, did not submit the measurement protocol, etc.) during the semester, they must be given an opportunity to make it up once. If the student is still unable to obtain the mid-term grade with the make-up opportunity and if the requirements of the subject allow for it, they may attempt to fulfil the requirements for obtaining the mid-term grade during the first ten working days of the examination period after paying the service fee specified in Annex 6.

(8) The signature in NEPTUN confirms the fulfilment of the mid-term requirements of a subject that ends with an exam. Obtaining the signature is a prerequisite for being allowed to take the exam. As a requirement for obtaining

the signature, reaching a maximum of 50% of the points (or an average of 2.00) available on the mid-term tests may be prescribed.

(9) If a student does not fulfil the requirements of a test or tests during the semester, they must be given an opportunity to make it up once. If the student is still unable to fulfil their mid-term obligations with the make-up opportunity and if the requirements of the subject allow for it, the fulfilment of the requirement in the subject may be attempted during the first ten working days of the examination period after paying the service fee specified in **Annex 6**.

(10) The exam (marked with "s") for at least 12 credit points worth of integrative knowledge can only be taken after completing the last exam of the subject(s) that make up the material of the exam, or after obtaining the mid-term grade.

(11) Based on the student's documented good performance or participation in a TDK, the instructor may recommend a grade for the student during the academic period, which the student is not obliged to accept.

The schedule of exams and stringent exams, the exam period

Nftv. 49. § (4)

Vhr. 56. § (2); 58. § (2)

48. § (1) Exams can be taken at the exam dates scheduled for the exam period. The exam dates and the number of students who can take the exam at one time are determined jointly by the course instructor and the representatives of the affected students. A sufficient number of exam dates must be scheduled to ensure that the entire exam period is utilized by evenly distributing the exam dates, and that students can retake unsuccessful exams within the same exam period. For each subject, at least three exam dates must be scheduled, with one of them placed in the fifth week of the exam period. The number of exam places must cover one and a half times the number of candidates. A scheduled exam date cannot be canceled, except with the agreement of the students who registered for the exam. For programs that include Saturday consultation hours, an exam date must also be scheduled for Saturday.

(2) Faculties may schedule exam sessions in the fourth and fifth weeks of the exam period where only those students can participate who have already failed the exam for the subject once in the same exam period.

(2a) In the sixth exam week, only those students may participate who have already taken the exam for the subject once in that exam period.

(3) The exam schedule must be made public according to the Study Regulations at least three weeks before the start of the exam period, so that the Student Council can exercise its right of consent.

(4) The student must prove their identity in a credible manner at the exam, for which a personal ID card, passport, new type of driver's license, or student ID

card may be used. The exam grade must be recorded in the NEPTUN system no later than the third working day following the exam.

(5) Oral exams are public, but the dean of the faculty may restrict public access.

(6) The examiner or the chairman of the exam committee is responsible for ensuring a calm and undisturbed atmosphere during the exam. The examinee must be allowed a short preparation period before answering. To ensure cleanliness during the exam, the participation of at least two students is mandatory throughout the entire exam period.

(7) The total number of unsuccessful remedial and repeat remedial exams for the same subject cannot exceed five, and a student can attempt to take an exam (written or oral) a maximum of two times per subject during the same exam period (exam, remedial exam, and repeat remedial exam).

(8) A resit exam or resit exam with oral component may be taken in the examination period after payment of the repeated examination fee specified in **Annex 6**.

(9) If the resit exam is also unsuccessful and the same person examined the student in the exam and in the resit exam, the student has the right to request in writing to the director of the institute to take the next resit exam in front of another instructor or examination board. This right also applies to the student if the exam is held in a new academic term.

(10) Absence from the exam cannot affect the evaluation of the student's knowledge. If the student does not show up for the exam, their knowledge cannot be evaluated, but they are required to pay the costs incurred according to the provisions specified in JUTTÉR, unless they justify their absence with the course instructor.

(11) Exams for individual subjects can be taken before the examination period, during the study period. The period and conditions of admission to preliminary exams must be specified in the requirements of the subject for the semester.

(12) A beneficial exam week may be scheduled in August, and the results of this week will count toward the results of the previous academic year's spring semester. Only those students may participate in this exam week who have previously failed the exam for the subject during the exam period of the previous academic year's spring semester.

Improvement of a passing grade

49. § (1) If the student wants to retake the exam in any subject they received a grade for, they can take another exam during the same exam period, which counts as one exam opportunity.

(2) The evaluation of the retaken exam is final, except if it is insufficient. In this case, the student must retake the exam according to the rules of retaking failed exams.

Academic performance indicators**Vhr. 57. § (3) – (4)**

50. § (1) The (cumulative) weighted grade point average is a qualitative indicator of the academic performance provided during one semester or a longer period of time.

$$\text{Cumulative Weighted grade average} = \frac{\sum(\text{Achieved credit} \times \text{grade})}{\sum \text{Achieved credit}}$$

(2) The credit index (scholarship index) and the corrected credit index are used for the quantitative and qualitative evaluation of the student's performance.

- a) The credit index applies to one semester, and in its calculation, only the courses accepted by the Curriculum and Accreditation Board (KÁB) can be taken into account if the completion of the course took place in the same semester to which the credit index applies. aa) In the case of a 7-semester program:

$$\text{Credit index (Scholarship index)} = \frac{\sum(\text{Creditpoint} \times \text{Grade})}{30}$$

- ab) In the case of an 8-semester distance learning program with a work schedule:

$$\text{Credit index (Scholarship index)} = \frac{\sum(\text{Creditpoint} \times \text{Grade})}{26}$$

- b) The corrected credit index takes into account the credits acquired and enrolled during the entire period of study, and 30 credits (26 credits for 8semester distance learning programs) per semester:

$$\text{Corrected credit index} = \frac{\sum \text{Aciheved credit}}{\sum \text{Enrolled credit}} \times \text{Credit index}$$

(3) The cumulative corrected credit index is a quantitative and qualitative indicator of the student's performance over several semesters:

$$\text{Cumulative corrected credit index} = \text{Corrected credit index}$$

(4) The basis for determining the scholarships for a given semester is the scholarship index based on the previous semester's credit index. The scholarship index serves to evaluate the quantitative and qualitative aspects of academic work. The scholarship index is for one semester only. The calculation method is:

$$\text{Scholarship index} = \frac{\sum(\text{Creditpoint} \times \text{Grade})}{30} \times$$

$$\text{where } M = \frac{\sum \text{Achieved credit}}{\text{Number of active semesters}} \times 30$$

(5) The basis for determining the scholarships for a given semester is the group index based on the scholarship index. The group index serves to evaluate the qualitative and quantitative aspects of academic work.

- a) The group index is an index ranging from 0 to 2, independent of the smallest and largest averages of the homogeneous group, as well as the group average. The highest scholarship index in the group is assigned 2, the lowest 0, and the group average 1.
- b) The group index is a measure of academic performance that makes it possible to compare any two or more students chosen arbitrarily at the university.

Calculation method

- a) The group index calculation involves several steps, based on the scholarship index:

$$\text{Scholarship index} = \text{Credit index} \times$$

$$\text{where } M = \frac{\sum \text{Achieved Credit}}{\text{Number of active semester}} \times 30$$

- b) The average of the given homogeneous group is deducted from the scholarship index:

$$\text{Scholarship index} - \text{Group average}$$

- c) The group index of a student whose scholarship index is above the group average is calculated by dividing the difference between their scholarship index and the maximum difference found in the group, and adding 1 to the result. Thus, the group index of the student with the highest scholarship index is 2, and the group index of the student with the grade point average is 1:

$$\frac{\text{Scholarship index} - \text{Group average}}{\text{Maximum difference}} + 1$$

Highest Scholarship index – Group average

- d) The group index of a student whose scholarship index is below the group average is calculated by dividing the difference between their scholarship index and the smallest difference found in the group, multiplying the whole by -1, and adding 1 to the result. Thus, the group index of the student with the lowest scholarship index in the group will be 0:

$$\frac{-1 \times \text{Scholarship index} - \text{Group average}}{\text{Lowest Scholarship index} - \text{Group average}} \times \# + 1$$

- (6) Credits earned, credits accredited in the zeroth semester are included in the scholarship index using the following formula:

$$\text{Scholarship index} = \frac{\sum(\text{Credit point} \times \text{Grade})}{30} \times$$

$$\text{where} \quad = \frac{\sum \text{Achieved credit} - \text{Number of accredited credits}}{\text{Number of active semesters}} \times 30$$

This compensation must be applied until the student reaches the achievable credit limit for their academic year.

CHAPTER 6: CONCESSIONS**Flexible study programs**

51. § (1) The KTB may allow a flexible study regime for the following students:

- a) Those who have completed the first two semesters of the curriculum and whose credit index was at least 4.00 in the previous two semesters, and
 - b) Students in special situations - those who are raising small children, have a disability, require long-term or regular medical treatment, are participating in parallel training or engaged in public activities.
- (2) In the case of foreign partial training, the granting of a flexible study regime is mandatory if the student has met the faculty requirements.
- (3) Based on the permission, the student may be fully or partially exempt from compulsory classes, the deadline for submitting assignments may be modified, exams may be taken outside of the examination period but no later than the beginning of the next study period, the academic term may be concluded earlier, or the student may be entitled to other discounts approved by the KTB.
- (4) Student-athletes can continue their studies in a flexible study regime due to their status, and permission for this falls under the jurisdiction of the rector.
- (5) The permission is valid for a specified period.

Leniency

52. § (1) During the training, in cases of particularly justified circumstances on a case-by-case basis, the dean may grant exemption from a point of this regulation that does not impose a curricular obligation, based on fairness. The decision based on fairness must specify the conditions of the exemption and indicate that no further benefits can be granted based on fairness in the future.
- (2) The application must be submitted with sufficient detailed justification and supporting evidence proving the reasons provided, which demonstrates the disadvantageous circumstances for which the student is seeking exemption based on fairness.
- (3) When evaluating the application submitted based on fairness, the impact of the circumstance indicated as the reason on education must be thoroughly examined.

CHAPTER 7: FINISHING STUDIES

Absolutory

Nftv. 49. § (7); 50. § (1) – (1a) Vhr.

44. §

53. § (1) When issuing the absolutory, the following must be particularly examined:
- a) completion of the required professional practice;
 - b) the student obtained at least one-third of the credits required for the degree at the UNIVERSITY, taking into account the provisions of Section 49 (5)-(6a) of Nftv.;
 - c) payment obligations have been fulfilled.
- (2) The diploma of a student participating in cooperative education is issued after the completion of the cooperative semester(s).

The thesis/Diploma thesis/Diploma project/Final thesis

54. § (1) To obtain a degree certificate, students must prepare and defend a thesis (in case of vocational training programmes), a bachelor's thesis (in case of undergraduate programmes), or a master's thesis (in case of graduate programmes), except for students of the architecture undergraduate programme who prepare a diploma project that meets the requirements of the legislation. This is a complex and individual task that requires the synthesis and creative application of acquired knowledge. Writing a thesis requires independent work and plagiarism of another intellectual product is prohibited. The credit value of the thesis is determined by the curriculum. The thesis must be completed in the language of instruction.
- (2) To obtain a degree certificate from a specialized postgraduate course, students must prepare and defend a specialized thesis. The requirements for completing the thesis are specified in the institutional curriculum of the respective course.

- (3) In order to assist and ensure the quality of the preparation of the thesis (in the form of thesis, diploma paper, or final project), the department that issues the thesis/diploma paper/final project is required to appoint an internal (faculty) consultant and, if possible, an external consultant, who are highly qualified professionals with expertise in the relevant field (in the case of a diploma paper, they must have a university degree or a master's degree). The department must cooperate with the consultants throughout the process.
- (4) The thesis/diploma paper/final project can also be prepared in the language of the country where the foreign higher education institution is located. However, the summary of the thesis/diploma paper/final project and the evaluation of the thesis/diploma paper/final project must be submitted in Hungarian. The defense of the thesis/diploma paper/final project before the final examination board is conducted in the language of the program.
- (5) The supervisor may refuse to evaluate the thesis/dissertation/degree project or accept the final project submission that does not meet the formal requirements, conditions, and professional guidelines specified in the Study Regulations.
- (6) The evaluation must be done in writing, and at least three days before the final exam, one copy of it must be given to the candidate (without a grading recommendation). The original copy of the evaluation, along with the grader's grading recommendation, and the institute's proposed grade, must be attached to the thesis/dissertation/degree project/final project for evaluation by the final examination committee.
- (7) The supervisor, grader, and members of the final examination committee pay particular attention to recognizing and preventing misuse of another person's intellectual property.
- (8) The thesis/dissertation/degree project/final project must be evaluated on a five-grade scale. In the case of an unsatisfactory grade, the student may attempt to prepare a new thesis/dissertation/degree project/final project twice.
- (9) The Study Regulations determine:
- a) the procedure for announcing and approving the topics of the thesis/project work/diploma thesis,
 - b) the rules for applying for topics,
 - c) the formal requirements of the thesis/project work/diploma thesis/final project,
 - d) the deadline for submission.
- (10) The announcement for the required thesis/project work/diploma thesis/final project must include the final deadline for submission, by which the institute will still accept the thesis/project work/diploma thesis/final project, taking into account its expiration.
- (11) Even in the case of a submitted and accepted (reviewed) thesis/project work/diploma thesis/final project, the expiration deadline of the topic must be taken into account. If the issued topic has expired, the student must request the possibility of developing a new topic from the director of the relevant institute.

(12) In the case of a new thesis/project work/diploma thesis/final project announced for a student who no longer has a student status, the student must pay the procedural fee determined in **Annex 6**.

(13) If a thesis or dissertation wins first, second, or third prize or a special award at the National Scientific Student Conference, the head of the responsible educational unit may accept it with an excellent grade without a separate review if it meets the content requirements set for the thesis or dissertation. The assessment received for the TDK/OTDK paper replaces the assessment of the thesis or dissertation, with an excellent grade.

Final exam

Nftv. 50. § (2) – (5) Vhr.

59. § (1) – (3)

55. § (1) The final exam consists of defending the thesis/dissertation and taking exams on the subjects prescribed in the curriculum. The final exam should preferably be taken on one day, continuously. The final exam consists of an oral examination, with a preparation time of at least 15 minutes per subject.

Only one student can take the exam before the committee at the same time.

(2) A minimum of 20 and a maximum of 30 credit points' worth of subjects (subject groups) covering the knowledge required for the final exam may be selected.

(3) The requirements for the final exam and the current topics to be covered must be announced at least sixty days before the exam. These are mandatory for students who completed their studies in previous years as well.

(4) The candidate can begin the final exam only after the final exam committee has accepted the thesis/dissertation/diploma work with a grade of at least satisfactory (2).

(5) The schedule for the final exam period is specified by the Senate and applies to the given academic year.

(6) If the student applies for the final exam after the termination of their student status, they must pay the procedure fee determined in Annex 6.

(7) The chairperson of the final exam committee, who is a recognized external expert in the field and not in an employment relationship with the university or an instructor of another department of the university, and the members of the committee are appointed by the dean upon the proposal of the director of the institute. The consent of the Faculty Council is necessary for the appointment of the chairperson of the final exam committee.

(8) Final exam committees must be organized according to the corresponding majors and in the necessary number.

(9) The tasks of the final exam committee are:

- a) to ensure that the candidate meets the conditions for taking the final exam before starting the exam;
- b) to determine the grade of the candidate's thesis;
- c) to determine the grade of the candidate's final exam.

(10) The candidate must pass all final exam subjects, regardless of whether they receive a failing grade in some subjects.

(11) The members of the committee classify the candidate's preparedness and then determine the grades in a closed session - in case of debate, by voting. In case of a tie, the president's vote decides.

(12) The chairman of the final exam committee informs the dean of the faculty in writing about the experiences of the final exams. The committee also prepares proposals for the various professional organizations' calls for thesis competitions.

(13) The result of the final exam:

- a) in the case of curricula containing rigorous requirements, the average grade received for the stringent examinations, the final paper/thesis, the diploma thesis, and the oral part of the final exam, taking into account the number of exam subjects, as follows:

$$Z = \frac{S_{\&} + 2 S' + SzD + Z_{\&} + Z' + \dots + Z_1}{2 +)}$$

- b) In the case of curricula that do not include stringent requirements, the average grade of the final thesis/term paper/diploma paper/thesis and the oral part of the final examination, taking into account the number of exam subjects, is determined as follows:

$$Z = \frac{SzD + Z_{\&} + Z' + \dots + Z_1}{+)}$$

- c) In the case of master's degree programs that also include average grades, the average result for the final thesis/term paper/diploma paper/thesis and the oral part of the final examination, taking into account the number of exam subjects, is determined as follows:

$$Z = \frac{\bar{A}tl + SzD + Z_{\&} + Z' + \dots + Z_1}{2 +)}$$

(14) The final exam is considered unsuccessful if any of the received grades are insufficient. The result of the final exam is announced by the chairman of the committee.

(15) In case of an unsuccessful final exam, the exam can be retaken up to three times.

(16) The retaken final exam can be taken at the earliest in the next final exam period. Applicants must apply at least one month before the final exam at the competent institute, presenting proof of payment of the exam fee specified in **Appendix 6.**

(17) During the retaken final exam, the candidate only needs to take the exam in the subject(s) in which they received an insufficient grade previously.

The certificate

Nftv. 51. § - 52/A. §; Nftv. 81. § (1) f)

56. § (1) According to section 55 (13) of the present regulations, the diploma must be classified based on the calculated average (Z) as follows:

Average grade	Qualification
5,00	excellent with highest honours
5,00	outstanding
4,51 – 4,99	excellent
3,51 – 4,50	good
2,51 – 3,50	satisfactory
2,00 – 2,50	pass

(2) If it is not possible to issue the diploma because the language certificate could not be presented, the competent faculty issues a certificate. The certificate does not certify qualifications and professional skills, but attests to the successful completion of the final exam. A central register must be kept of the issued certificates.

(3) A diploma with distinction may be awarded to a student who achieves excellent grades in all subjects of the final exam, whose thesis and all exam grades are excellent, whose average grade for all other exams and practical work is at least 3.51, and who has no grade below average, no evaluation worse than average in their gradebook, and no failed exam.

PART 4: REGULATIONS ON STUDENT

BENEFITS AND ALLOWANCES

Nftv. Appendix 2, II., 3. d)

Jtr. 11. § (1)

CHAPTER 1: SUPPORTS, LEGAL GROUNDS/ELIGIBILITY CRITERIA

The procedure for determining the eligible student population and the eligible number of students to be considered when providing normative contributions

for student benefits

Nftv. 85/C. §

Jtr. 32. – 33. §

Access conditions for student benefits provided at the expense of the state budget

Jtr. 8. § (2); 9. §

57. § (1) The UNIVERSITY can use the available resources for student benefits under the following headings:

- a) for paying performance-based scholarships, which may be aa) academic scholarship,
 - ab) national higher education scholarship,
 - ac) institutional professional, scientific and public scholarships;
- b) for paying social-based scholarships, which may be bc) regular social scholarship,
 - bd) extraordinary social scholarship,
 - be) institutional part of the Bursa Hungarica Higher Education Self-Government Scholarship, bf) Hunyadi János Scholarship for Foreign Students in Hungary (previously Ministerial Scholarship), bg) basic support,
 - bh) support for participation in professional practice;
- c) for paying doctoral scholarships;
- d) for paying other scholarships defined in this regulation, as well as for supplementing the study costs of Hungarian state (partial) scholarship holders, especially disadvantaged students and athletes.
- e) For financing institutional operating costs, which may include ea) supporting note-taking, purchasing electronic textbooks, teaching materials, and electronic devices necessary for preparation, as well as purchasing tools to aid students with disabilities in their studies,
 - eb) supporting cultural and sporting activities, ec) maintaining and operating dormitories, ed) renting dormitory spaces, renovating dormitories, ee) supporting the functioning of student and doctoral councils, ef) supporting the functioning of student counselling organizations.

(2) Students who are eligible for performance- or social-based scholarships as defined in subsections a) and b) of this section are entitled to these benefits for a period no longer than that defined by Section 47 of the Higher Education Act, except for scholarships defined in subsections ac) and bd) of point 1, which are not included.

(3) The benefits defined in subsections ba) through bb) and be) through bf) of this paragraph must be used to pay for:

- a) at least 20% of the student normative rate,
- b) at least 30% of the normative rate for housing support determined by institutional authorities, and

- c) 56% of the normative rates for textbook, note-taking, sports, and cultural support.
- (4) The amount determined by the institution for textbook, note-taking, sports, and cultural support in accordance with subsection ea) of this section must be used to pay for 24% of the institutional amount provided for students participating in upper-level vocational, undergraduate, undivided, and graduate programs covered by this regulation.
- (5) According to this paragraph, subsection eb), 20% of the institutional amount provided for students under the jurisdiction of this regulation for textbook, notetaking, sports, and cultural norms should be used.
- (6) The institutional amount provided for students under the jurisdiction of this regulation for the national higher education scholarship should be used according to this paragraph, subsection ab).
- (7) The institutional amount for dormitory support should be used according to this paragraph, subsection § ec).
- (8) The amount determined by the institution within its jurisdiction, but not exceeding 70%, of the institutional amount provided for students under the jurisdiction of housing support according to this paragraph, subsection ed) should be used.
- (9) At least 1% of the institutional amount provided for students under the jurisdiction of student norms should be used according to this paragraph, subsection ee).
- (10) Support can only be provided as financial support to eligible students under the legal titles specified in this paragraphs sections a)-d).
- (11) Unless otherwise specified in this regulation, scholarships determined in this paragraph, sections and subsections a), ba), bc)-bf), c)-d) must be paid to the student on a monthly basis. The UNIVERSITY must arrange for the transfer of these payments to the account holder no later than the 10th day of the subject month, except for the first month of the academic semester.
- (12) Students participating in full-time undergraduate studies, undivided studies, master's studies, and higher education vocational training under the designated legal grounds specified in this paragraph, section (a) subsections (aa) and (be) are eligible for support.
- (13) Students participating in undergraduate studies, undivided studies, and master's studies under the designated legal grounds specified in this paragraph, section (a) subsection (ab) are eligible for support.
- (14) Students participating in full-time undergraduate studies, undivided studies, master's studies, higher education vocational training, and doctoral studies under the designated legal grounds specified in this paragraph, section (a) subsection (ac) are eligible for support.
- (15) Students eligible for social benefits under the designated legal grounds specified in this paragraph, section (a) and subsection (ba)-(bb) are eligible for support.
- (16) Students participating in full-time undergraduate studies, master's studies, undivided studies, higher-level vocational or higher education training

under the designated legal grounds specified in this paragraph, section (a) and subsection (bc) are eligible for support.

(17) Students participating in full-time undergraduate studies, undivided studies, and master's studies under the designated legal grounds specified in this paragraph, section (a) and subsection (bd), as well as students pursuing parttime studies, are eligible for support.

(18) Students participating in full-time undergraduate studies, undivided studies, and master's studies under the designated legal grounds specified in this paragraph, section (a) and subsection (bf) are eligible for support.

(19) Students participating in full-time doctoral studies under the designated legal grounds specified in this paragraph, section (c) are eligible for support.

(20) The institutional professional, scientific and public scholarship is a noncompulsory benefit granted on a monthly or one-time basis for a specified period of time, based on an application, according to the procedural rules and principles set out in this regulation, to students who engage in activities beyond the requirements of the curriculum.

(21) The amount available to support note-taking may be used for producing notes for the UNIVERSITY, assisting in delivering them to students, and acquiring tools that help students with disabilities study. The use of the support is reviewed in advance by EHÖK, and the rector informs the EHÖK annually about the use of the funds.

(22) The support for cultural and sports activities is determined by the body specified in this regulation with the consent of EHÖK, which includes:

- a) cultural activities, particularly those organized or provided for students within the framework of the UNIVERSITY, event organization, career counselling, lifestyle and academic, as well as mental health counselling;
- b) sports activities, particularly those organized or provided for students within the framework of higher education, physical exercise, sports, competition, activities that promote a healthy lifestyle, and lifestyle counselling.

(23) Students may only receive support from one higher education institution at a time for the support categories specified in sections b) and c) of this paragraph. If a student is enrolled in multiple higher education institutions at the same time, they may receive support from the institution with which they first established a state-supported student status.

(24) A student may only receive support from one institution at a time for the category defined in subsection ab) of this paragraph. If multiple institutions propose recognition for the same person, the student will receive benefits under the provisions of subsection ab) of 5. § in the institution with which they first established their student status.

(25) The study scholarship defined in subsection aa) of this paragraph may also be applied for based on academic achievements in the first and subsequent undergraduate and graduate programs for concurrent student statuses.

(26) Financial support may only be paid to a student who enters their bank account number and the information required by the National Tax and Customs

Administration (hereinafter: NAV) in NEPTUN by the end of the registration week. Payment is made exclusively by bank transfer.

(27) The calculation of the benefits payable to students by KHÖK is checked by the Academic Affairs Office, while the vouchers are issued by the Dean of the Faculty or their appointed representative, and the bank transfers are carried out by the Economic Directorate-General.

(28) The titles and conditions of the support that the UNIVERSITY can provide to students must be determined in advance for one academic year, and must be made public in the usual manner at the UNIVERSITY.

(29) The conditions for awarding certain scholarships provided by the UNIVERSITY to students in higher amounts must be established in advance through a Rector's Instruction and must be published in the usual manner at the UNIVERSITY.

(30) The fees to be paid by students for absences and late completion, the titles, conditions, and amounts of the tuition fees, as well as the dormitory fees and the cost contribution or reimbursement rate must be determined for one academic year at the UNIVERSITY, and must be made public in the usual manner at the UNIVERSITY.

(31) The benefit specified in point b) of this § may be granted upon request by students.

(32) The allocation of institutional student budget is contained in **Annex 4**.

(33) The normative for students specified in point I.1 of **Annex 4** shall be allocated among the eligible students in proportion to their respective faculties.

(34) The KHÖK shall decide on the use of the funds specified in point I.1 of **Annex 4**.

(35) The allocation of the 6% specified in point I.2.b of **Annex 4** among faculties shall be based on their respective student numbers, and the KHÖK shall decide on its use.

(36) The EHÖK shall decide on the TDK awards specified in point I.2.c of **Annex 4** based on the proposal of the TDK Council.

(37) The EHÖK shall decide on the use of funds specified in point II of **Annex 4**.

(38) At the end of each fiscal year, an account shall be prepared based on the accepted budget for that fiscal year regarding the use of the funds specified in point III of **Annex 4**. The EHÖK shall summarize the accounts and provide them to the Senate, attached to the financial report for the fiscal year in question.

Scholarship eligibility

Jtr. 2. § (1) g) – gb), i); 10. § (3)

CHAPTER 2: PERFORMANCE-BASED SCHOLARSHIPS

Jtr. 10. § (8); 13. § (1) – (4)

Academic scholarship

58. § (1) The scholarship can be granted for one academic semester. Up to 50% of the full-time state-funded students of the UNIVERSITY can receive a scholarship, in a way that the monthly amount of the scholarship awarded to each student must reach the equivalent of 5% of the student norm and cannot exceed 40% of it.

(2) Students are entitled to receive a scholarship based on the scholarship index specified in paragraphs (4)-(6) of section 50, without a separate application. The KHÖK-s make proposals to the faculty Study Offices regarding the amounts of scholarships to be paid for the semester (five months) by the end of September and February.

(3) The scholarship of the students is primarily determined by their rank in the homogeneous groups of students established according to the scholarship index. Students are eligible for a scholarship based on the attainment of the group average.

(4) The actual scholarship of the students can be determined after arranging them in order by major, based on their group index. The group index is a measure of academic achievement that allows for comparison of students' performance regardless of their major, year of study, or homogeneous group. An example of the calculation of the scholarship and the group index is included in **Annex 8**.

(5) The decision on determining the academic performance of a student who transferred from another program or study mode within the UNIVERSITY to the full-time program, participated in a foreign study program in the previous semester(s), or activated their suspended student status, shall be made by the relevant KTB.

(6) Students in the credit-based education system who have not completed 15 credit points in the previous semester and students who transferred from another higher education institution are not eligible for academic scholarships in the first semester following their transfer.

(7) Academic scholarships can also be applied for by students with parallel student status based on their academic performance in the first and subsequent undergraduate and graduate programs.

(8) The calculation of academic scholarships for students participating in foreign study programs is based on the provisions of Section 50 (4) of this regulation, however, since the end of the semester at the host institution may differ from that of the UNIVERSITY, the calculation of the scholarship may also take place later. Adequate funding must be allocated to cover the academic scholarships of these students.

National Higher Education Scholarship (formerly: Scholarship of the Republic)

Jtr. 24. §

59. § (1) National higher education scholarship may be granted to a student enrolled in a bachelor's, undivided or master's program, who
- a) has registered for at least two semesters during his/her current or previous studies,
 - b) has earned at least 55 credits,
 - c) has achieved at least a 4.0 credit index in both semesters of the previous academic year, and
 - d) is active in student government, scientific work or outstanding extracurricular activities within the university in their field of study.
- (2) If a student loses the national higher education scholarship due to a fault of the faculty, the faculty is responsible for providing the scholarship from its own resources.

Institutional professional, scientific and public service scholarships

Jtr. 10. § (4)

OE scholarship

60. § (1) OE scholarship can be obtained through a competition based on outstanding professional, scientific, sports, cultural, and public performances beyond the curriculum requirements.
- (2) Up to 1% of the UNIVERSITY students can receive the OE scholarship, with a monthly amount of at least 15% of the student normative, but not exceeding 30% of the student normative.
- (3) The conditions for the competition shall be determined by the Rector, in agreement with the EHÖK, in the manner specified in the Study Regulations at the beginning of the semester, which shall be published in the usual manner at the UNIVERSITY.

Demonstrator scholarship

61. § (1) Demonstrator scholarship can be awarded to students who successfully apply for positions announced by the vice-deans of the faculties.
- (2) The conditions for establishing a demonstrator position, the rules for the activities of the demonstrator, and the provisions regarding the amount of the demonstrator scholarship are set out in the University's Demonstrator System regulations and the Study Regulations.

New National Excellence Program

62. § (1) The aim of the New National Excellence Program is to support domestic research and creative talent, the initiation and continuation of scientific and artistic careers, as well as the research work of experienced researchers and creators who are excellent at the international level.

(2) Under the New National Excellence Program, excellent higher education students (in bachelor's, undivided, and master's programs) engaged in research activities, doctoral candidates, young lecturers, and researchers receive a 10month scholarship, and the UNIVERSITY receives research and operational support equivalent to 40% of the scholarship amount awarded to its own successful applicants.

(3) The Minister responsible for science policy decides on the award of scholarships.

(4) The detailed rules and procedures of the New National Excellence Program are contained in the Study and Exam Rules.

(5)

MNB Excellence Scholarship

63. § (1) The UNIVERSITY grants scholarships to full-time, active students with state scholarships or self-financing forms of financing studying in the supported majors specified in the support agreement concluded with the Hungarian National Bank.

(2) The detailed rules and procedures for the MNB Excellence Scholarship are included in the Study and Examination Regulations.

Supporting the studies of disadvantaged students

64. § (1)The aim of the UNIVERSITY is to provide financial support for underprivileged full-time students who demonstrate outstanding academic and/or professional achievements. The scholarship aims to partially cover the costs of their studies.

(2) The purpose of the support is to not hinder the academic progress of underprivileged students who demonstrate outstanding academic achievements, and to ensure their livelihood so that they do not have to work, which could limit their studies or even force them to suspend or abandon their higher education.

(3) The support for underprivileged students can be obtained through a competitive application process. The call for applications, along with the criteria for evaluation, must be published on the UNIVERSITY's website at least thirty days prior to the deadline. The applications must be submitted by the student to the UNIVERSITY.

Doctoral School Excellence Scholarship

65. § (1) The Council of the Doctoral School may grant excellence scholarships to doctoral students of the doctoral school.

(2) In the evaluation of the scholarship, the Council of the Doctoral School examines without a call for applications all written and/or oral reports and publication activities made by the doctoral school's students in the semester preceding the call.

(3) The detailed rules of the excellence scholarship are determined by the relevant Council of the Doctoral School.

CHAPTER 3: OTHER SCHOLARSHIP GRANTS THAT CAN BE OBTAINED THROUGH APPLICATION

66. § (1) The UNIVERSITY may announce calls for applications for other student scholarships, funded by its own grants or by its partner companies or organizations. The calls for applications must contain the conditions of application, the evaluation criteria, and the body or person responsible for deciding on the award of the scholarship.

(2) The mandatory content of the call for applications includes:

- a) the purpose of the scholarship;
- b) the eligible applicants for the scholarship;
- c) the name(s) and amount(s) of the available funding source(s);
- d) the rights and obligations of the scholarship holder related to the scholarship;
- e) the authority responsible for decision-making;
- f) the organizer of the call for applications, or the person authorized to conclude a contract;
- g) the obligations of the scholarship holder to provide data and accounts;
- h) the content and formal requirements of the application;
- i) the deadlines for application (submission, evaluation, notification of results), their manner and place;
- j) the conditions for rectification of deficiencies and appeals;
- k) the legal remedies against decisions and information on the legal remedy;
- l) the deadline and procedure for submitting legal remedies;
- m) information on where the applicants can obtain information regarding the application;
- n) any other necessary information that the issuer may consider important.

Vásáry Tamás-scholarship

Jtr. 24. – 24/E. §

Scholarship supporting education pursued by a Hungarian citizen in a foreign higher education institution recognized by the state

67. § (1) The scholarship that provides assistance for Hungarian citizens studying at state-recognized foreign higher education institutions can be obtained through a public application process.

(2) The scholarship serves to support studies carried out at state-recognized higher education institutions abroad, either as a full-time or part-time student, and in the native language of Hungarian citizens, as determined by the relevant international agreements concluded with the respective country.

(3) The call for applications is issued by the MINISTER within the framework specified in the budget law.

(4) The applications are evaluated based on the relevant bilateral or multilateral international agreements and the academic performance of the applicants.

(5) Based on the principles established in paragraph (4) and with the involvement of experts as necessary, the MINISTER decides on the applications, informs the applicant and, in the case of a student, also the higher education institution.

(6) The call for applications must be published on the MINISTRY's website and sent to every higher education institution and national and ethnic minority selfgovernment concerned.

(7) The deadline for submitting applications cannot be earlier than 30 days from the date of publication.

Institutional innovation scholarship

68. § (1) The purpose of the Institutional Innovation Scholarship is to support students who engage in professional and scientific activities beyond the curriculum requirements, according to Section 85/B, point a) of Nftv.

(2) The Institutional Innovation Scholarship is a non-compulsory benefit that is disbursed through a specified period, either monthly or in a lump sum, through a scholarship application process, and is covered by the university's own resources.

(3) The detailed rules and procedures for the Institutional Innovation Scholarship are contained in the Academic Regulations.

Cooperative Doctoral Program Doctoral Student Scholarship

69. § (1) The aim of the Cooperative Doctoral Program is to further increase the number of employees in the field of research and innovation who wish to enhance their professional knowledge with the latest scientific research results, and are committed to the social and economic utilization of their knowledge. It provides support for students who, in addition to their doctoral student status, also conduct

research work at a workplace outside the higher education institution, which promotes the practical use of their scientific results.

(2) The MINISTRY provides non-refundable support from the National Research, Development and Innovation Fund to the winning doctoral student(s) in the application. The scholarship agreement between the winning doctoral student and the UNIVERSITY contains the amount of the scholarship.

(3) During the support period, the first five months' scholarship amount must be transferred to the doctoral scholarship holder(s) in a lump sum no later than November 30th of the first semester of the respective academic year, and the next seven months' scholarship amount must also be transferred in a lump sum no later than March 31st of the respective academic year following the enrolment for the second semester. Depending on the decision of the UNIVERSITY, the scholarship amount for the support period may also be transferred in a lump sum for the respective academic year, in which case the latest deadline is November 30th of the respective academic year.

(4) The detailed rules and procedures of the Cooperative Doctoral Program are contained in the Cooperative Doctoral Regulations.

Doctoral Student Scholarship

Jtr. 114/D. § (1) a) – bc); 14. § (1) – (2)

70. § (1) The annual amount of the doctoral scholarship for full-time doctoral students supported by the Hungarian state (partial) scholarship shall be determined at twice the amount specified in Section 114/D (1) (a) and (b) of the National Higher Education Act.

Hunyadi János Scholarship in Hungary (formerly: Ministerial Scholarship)

Jtr. 26/A. – 28. §

CHAPTER 4: SOCIALLY-BASED SCHOLARSHIPS

The social situation of the student

71. § (1) When assessing the social situation of a student, the following should be taken into account:

- a) the number and income situation of those who live together in the property where the student's registered address is located;
- b) the distance and cost of travel between the place of study and the place of residence;
- c) the cost of living separately if the student does not live in a shared household;

- d) the amount that a disabled student must spend on special equipment, maintenance, special travel needs, personal assistance, or sign language interpreter;
 - e) the regularly occurring medical expenses of the student or close relative living with them due to health conditions;
 - f) the number of dependents living with the student, with special attention to the number of children being supported together;
 - g) the cost of caring for a dependent family member.
- (2) When calculating income, the average of the last three months' regularly measurable income must be taken into account for monthly income, and the last year's twelfth for other income. At the student's request, future proven changes in income must also be considered.
- (3) The social situation of the student is examined uniformly once per semester at the institutional level by the Student Welfare Committee, except when applying for an extraordinary social scholarship, within the scope of applicants specified in Sections 16(2)-(3) of the JTR. The result of this examination is used for assessing both social scholarships, dormitory admissions, and any other need-based benefits. The determination of the student's social situation is based on the Study Regulations.

Basic support

Jtr. 15. § (1) – (2)

Regular social scholarship

Jtr. 16. §

72. § (1) The regular social scholarship is a monthly payment provided for one academic period based on the student's social situation, in accordance with the procedures and principles set forth in this regulation. Students who participate in full-time (daytime) state-supported programs, as defined in Section 2 (1) i) of the JTR, are eligible for regular social scholarships.

Irregular social scholarship

Jtr. 17. §

73. § (1) The extraordinary social scholarship can be granted based on the student's application. The Student Welfare Committee must make a decision on the received student applications at least once a month. Payment must be made within eight working days following the decision.

- (2) The amount of the extraordinary social scholarship is at least 20% of the student norm.

Bursa Hungarica Higher Education Municipal Scholarship

Jtr. 18. – 19. §

Professional internship scholarship

Jtr. 14/A. (1) – (3)

CHAPTER 5: SUPPORT FOR SPORTS AND CULTURAL ACTIVITIES

Jtr. 10. § (6) a) – b)

74. § (1) The activities that fall into the category of sports activities include, in particular, physical exercise, sports, competition organized or provided for students within the institutional framework of the UNIVERSITY, activities that provide education for a healthy lifestyle, and lifestyle counselling.
- (2) The amount of sports support is 10% of the textbook and notebook support and the normative for sports and cultural activities.
- (3) The Sports Support Evaluation Committee decides on the requests received for the use of the framework provided for sports activities by the end of the third week of each semester.
- (4) Cultural activities include, in particular, cultural activities, event organization, career counselling, as well as lifestyle and academic counselling organized or provided for students within the institutional framework of the UNIVERSITY.
- (5) The amount of cultural support is 10% of the textbook and notebook support and the normative for sports and cultural activities.
- (6) The Cultural Support Evaluation Committee decides on the requests received for the use of the framework provided for cultural activities by the end of the third week of each semester.

Funds available for purchasing electronic textbooks, learning materials, and electronic devices necessary for preparation

Jtr. 10. § (5); 34. § (1) – (2)

75. § (1) According to 5. § section (1) subsection ea), the portion can be used to purchase electronic textbooks, learning materials, and electronic devices necessary for preparation, provided that the UNIVERSITY uses it to produce or acquire digital learning materials or to purchase equipment that helps students with disabilities in their studies.

CHAPTER 6: OTHER BENEFITS, NON-DIRECT STUDENT PAYMENTS

Jtr. 2. § (1) h); 6. §

**CHAPTER 7: SERVICES AVAILABLE FOR STUDENTS Free services of education
supported by the Hungarian state (partial)
scholarships**

Jtr. 81. §

**Services available for a fee in Hungarian state-supported (partial)
scholarshipbased education**

Jtr. 82. §

Payment of tuition fee

Nftv. 39. §; 47. §; 49. § (2a) a) – b); 83. §

76. § (1) The amount of tuition fee for the self-funded training announced in the first year (hereinafter referred to as: DEFAULT TUITION FEE) is determined by the Senate at the same time as the acceptance of the Admission Regulations.
- (2) The UNIVERSITY is obliged to publish the tuition fees for the self-funded training announced in the first year in the Higher Education Admission Information.
- (3) The UNIVERSITY is obliged to inform the student about the provisions of this regulation, and a written contract must be concluded with the self-funded student enrolled in the first semester at the time of enrollment. The contract must determine the fees, charges, payment obligations, services provided for the tuition fee, and the conditions for the reimbursement of the paid tuition fee in the first academic year by the student.
- (4) In the second and subsequent years of study, the amount of the tuition fee is the sum of the previous year's tuition fee increased by the consumer price index published by the Central Statistical Office (hereinafter referred to as: KSH) for the previous year, but it may be at least 3% of the tuition fee determined in the previous year. The amount of the tuition fee must be published in the customary manner at the UNIVERSITY by May 31 of the previous academic year.
- (5) The self-financed tuition fee of a student participating in self-financed education can be determined in proportion to the credits taken, with a basic fee of 50% of the DEFAULT SELF-FINANCED TUITION FEE being payable regardless of the credits taken. The self-financed fee for one credit is equal to 50% of the DEFAULT SELF-FINANCED TUITION FEE divided by the average credit value, which is 30 for daytime education, 30 for 7-semester education in

the evening, correspondence and distance learning programs, and 26 for 8semester education. For subjects without credit values, the calculation is based on the number of hours per week, except for the subjects called "Patronage I-II."

(6) The 50% of the DEFAULT SELF-FINANCED TUITION FEE published in the Higher Education Admission Information Brochure must be paid by the student who enrolls for the first semester via NEPTUN, by the end of the registration week, with the completion of the item displayed there. If the student does not pay the self-financed fee by themselves, they must submit a payment declaration in NEPTUN, indicating the percentage of the self-financed fee paid by another natural or legal person without legal personality (e.g. employer, Student Loan Centre).

(7) The student is required to transfer the basic fee, which is 50% of the DEFAULT SELF-FINANCING FEE through NEPTUN by the end of the registration week and fulfil the item displayed there. If the student does not pay the tuition fee themselves, they are required to present a payment intention statement at the time of enrolment, which indicates what percentage of the tuition fee is paid by other natural, legal, or other entities without legal personality (e.g. employer, Student Loan Centre).

(8) If the student fails to fulfil their payment obligation as described in paragraphs

(6) or (7) within the specified deadline, the person in charge at the first level (Dean, Vice Dean, Head of Department) will call on the student to settle their debts within eight days.

(9) If the student fails to fulfil their payment obligation as described in paragraphs (6) or (7) despite the measures specified in paragraph (8), and they do not receive a grace period or exemption pursuant to Section 43(3) of Nftv., their student status may be terminated, and they may not begin the exam period.

(10) In case of failure to comply with the payment request described in paragraph

(8), according to Section 59(1)(f) of Nftv., the student's status will be terminated.

(11) The UNIVERSITY is obliged to refund 80% of the full tuition fee for the semester if the student withdraws or suspends their student status in writing within one month after the start of the academic period, but no later than October 14th or March 14th.

(12) Termination of student status for any reason does not exempt the student from paying their payment obligations incurred during their student status.

(13) Paragraph (5) does not apply to students participating in specialized further education. Students participating in specialized further education fulfill their payment obligations in accordance with the admission decision received from the faculty. If the student does not pay their tuition fee themselves, they are required to submit a payment declaration in NEPTUN, stating the percentage of the tuition fee paid by other natural or legal persons or entities without legal personality (e.g. employer, Student Loan Centre).

(14) Paragraph (5) applies with the difference to transferred, training- and/or schedule-changing students enrolled in the first semester, who fulfill their payment obligations in accordance with the decision of the Faculty's Study Office. If the student does not pay their tuition fee themselves, they are required to submit

a payment declaration in NEPTUN, stating the percentage of the tuition fee paid by other natural or legal persons or entities without legal personality (e.g. employer, Student Loan Centre).

(15) Despite the call according to paragraph (8), the UNIVERSITY is authorized to withdraw the unused amount paid into the NEPTUN collector account by the student for the purpose of settling outstanding student debts until the total amount is settled, and to transfer it to the budgetary account for financial settlement. The UNIVERSITY is obliged to confirm the fact of the call. The UNIVERSITY is authorized to transfer the amount from the NEPTUN collector account to the budgetary account only upon receipt of a payment request and with the approval of the educational deputy rector.

(16) In the case of foreign students enrolled in foreign language courses, a fee other than the self-financing fee specified in Annex 5 of these regulations may be determined if the UNIVERSITY and another foreign higher education institution or organization agree in a cooperation agreement that they will accept a self-financing fee different from that specified in these regulations.

(17) In the case of foreign students enrolled in the program who are unable to attend the course for reasons beyond their control, the University will charge an administrative fee of 150 EUR from their self-financing fee.

(18) Only the rector may conclude a cooperation agreement containing a different self-financing fee as specified in paragraph (16) with another party.

CHAPTER 8: UTILIZATION OF DORMITORY SERVICES

Jtr. 12. §

77. § (1) The provisions regarding the application conditions for dormitory accommodation are included in the University Dormitory and Accommodation Regulations.

Dormitory fee

Jtr. 22. – 23. §

78. § (1) The college fee consists of the basic service fee and the so-called additional service fee, which includes the cost of additional services beyond the mandatory requirements specified in the VHR.

(2) The college and accommodation fees payable for the academic year, determined with the consent of the Student Union, are specified in **Annex 7**, while the scoring system for college admission for a given academic year is contained in the UNIVERSITY Dormitory and Accommodation Regulations.

(3) The amounts of college fees payable for certain groups of students are specified in **Annex 7**, while other provisions related to college fees are contained

in the UNIVERSITY Dormitory and Accommodation Regulations, as well as the Procedure and Organizational Rules for the Evaluation of College Applications.

(4) The fees specified in **Annex 7** are amounts determined for full-time students, depending on their financing form and college affiliation. The dormitory fees specified here are applicable during the academic and examination periods, as well as during the mandatory professional practice period, calculated proportionally for its duration (4-6-8 weeks), provided that the student completes the mandatory professional practice after the examination period, between July 1st and August 31st. The details of the dormitory facilities that can be requested within the framework of mandatory professional practice are included in the UNIVERSITY Dormitory and Accommodation Regulations.

(5) Non-full-time students are required to pay the self-funded dormitory fee determined for the given college affiliation, the details of which are included in the UNIVERSITY Dormitory and Accommodation Regulations regarding the determination of discounted fees.

(6) The fees determined in the tables of **Annex 7** are the amounts to be paid by full- or part-time foreign students enrolled in the UNIVERSITY as part of an international mobility program or university admission process (e.g. Erasmus program, Stipendium Hungaricum program, etc.), as well as by students with nonactive student status (e.g. passive status). The discounted fee for students with non-active student status shall be determined in accordance with the detailed rules specified in the UNIVERSITY Dormitory and Accommodation Regulations. If the discounted fee is not applicable, the affected student shall be required to pay the dormitory fee specified in paragraph (4). The detailed rules for determining the discounted fee are contained in the UNIVERSITY Dormitory and Accommodation Regulations.

(7) During the period between July 1 and August 31 of the given academic year, the accommodation fee specified for the respective tag dormitory in **Annex 7** shall be paid proportionally for the accommodation provided for the mandatory professional practice, as specified in paragraph (4), if it is completed by the student in the period between the examination session and the above-mentioned period. During this period, students participating in international mobility programs or admitted through university admission processes, as specified in paragraph (5), are required to pay the dormitory fee specified in **Annex 7**.

(8) The financing of the dormitory fee of foreign students determined in paragraphs (6) and (7) can also be covered from the scholarship awarded to the student (e.g. from the housing support part of the Stipendium Hungaricum scholarship program).

(9) In case of failure to comply with or delayed payment of the dormitory and accommodation fees defined in **Annex 7**, the rules set out in Section 37 of this regulation, the relevant section of the Study Regulations and the relevant section of the University Dormitory and Accommodation Regulations shall apply.

Support for disadvantaged students' dormitory services

79. § (1) The UNIVERSITY intends to provide a grant opportunity for disadvantaged students from the convergence region with daytime work schedule, which involves partial assumption of the dormitory fee.

(2) Support for dormitory accommodation of disadvantaged students can be obtained through application. The call for proposals, along with the criteria for evaluation, must be published in the usual way at the UNIVERSITY thirty days prior to the deadline for submission of applications. The student must submit their application to the UNIVERSITY.

(3) The student who enrolls for the first time in the semester of the call for proposals and has also obtained dormitory accommodation for the same semester is eligible to apply.

Dormitory Fee Reduction

80. § (1) The Student Welfare Committee announces the opportunity to submit applications for Dormitory Fee Reductions in each autumn and spring semester.

(2) The fee reduction applies to one semester (five months) and can be 25%, 50%, or 75% of the dormitory fee.

(3) Only active full-time students with a dormitory relationship in the given semester can participate in the application.

(4) Dormitory fee reductions can be requested through the Regular Social Scholarship Application for the given semester, integrated into the e-Szocám system by the Student Welfare Committee.

(5) The dormitory manager, the member responsible for dormitory affairs in the Student Union, and the president of the Student Welfare Committee will evaluate the applications.

(6) The Dormitory Fee Reduction is subject to the budget available for the given period of the Regular Social Scholarship Application, which is decided by the president of the Student Union and the members responsible for social and dormitory affairs.

CHAPTER 9: RULES AND CONDITIONS FOR EXEMPTION, DISCOUNT, AND INSTALMENT OPTIONS FOR FULFILLING STUDENT PAYMENT OBLIGATIONS

Nftv. 43. §; 83. § Jtr.

4. §

81. § (1) The obligation to pay the dormitory fee can be exempted by the Vice-Rector for Education based on the prior opinion of the Director of the Dormitory, while the obligation to pay the tuition fee can be exempted by the competent Dean of the Faculty based on the prior opinion of the Vice-Rector for Education due to the

student's social situation if they are disadvantaged, orphaned, supporting their family, or if their guardianship has ended due to reaching adulthood.

(2) In matters related to the payment of tuition and tuition fees, the Vice-Rector for Education acts within the authority delegated by the Rector, while also seeking the opinion of the competent Dean of the Faculty.

(3) The Vice-Rector for Education may allow a reduction of up to 50% of the prescribed tuition fee upon the student's request if they have achieved a credit index of at least 4.0 in the previous semester.

(4) The UNIVERSITY allows a student who participates in self-financed education and pursues foreign studies as a scholarship holder under the provisions of paragraphs (3) and (4) of Section 81 of the NFTV, to have a reduced self-financing fee, which is 50% of the base fee and the amount of the creditbased self-financing fee determined based on the individual (reduced) study program credits taken.

(5) The Vice-Rector for Education may grant full or partial exemption from tuition fees and accommodation payment obligations for employees and their children of the UNIVERSITY, based on the evaluation of the employee's social circumstances, and the decision-making process shall follow the provisions set forth in the JTR.

CHAPTER 10: THE COMMON RULES OF FEES AND SERVICES

82. § (1) The student must pay a service fee for delayed or non-performance of activities related to their studies. The payable fees are listed in Annex 6.

(2) The UNIVERSITY, with the consent of EHÖK, may also determine additional fees for any other services that are not related to the requirements for qualifications or the fulfilment of study obligations contained in the curricula, in case of using the service. The payable fees are listed in Annex 6.

(3) Only the fees specified in this regulation, which applies to persons covered by this regulation, may be demanded by the UNIVERSITY. The person acting in first instance in study matters (e.g. lecturer, registrar's office manager, vice-dean for education, dormitory manager) is entitled to determine the payment obligation.

(4) If the payment obligation is erroneously determined, the obligated person may appeal to the dean of the relevant faculty within fifteen working days, or to the dormitory manager in the case of dormitory fees, who shall decide on the appeal within eight days. The appeal has no suspensive effect.

(5) Payment obligations must be fulfilled in accordance with the Study Regulations. The fee imposed and paid by the UNIVERSITY cannot be reclaimed except in cases of successful appeal as determined in paragraph (4).

(6) In case the student fails to meet their payment obligations stated in paragraph

(5) within the specified deadline, the person in charge at the first instance (e.g. dean, deputy dean, faculty student affairs officer, dormitory manager) shall call upon the student to settle their outstanding payment within eight days.

(7) If, despite the measures outlined in paragraph (6), the student still fails to meet their payment obligations stated in paragraph (5), and they do not receive a payment extension or exemption pursuant to Section 43 (3) of Nftv, they may not enrol or begin the examination period.

(8) If the payment call outlined in paragraph (6) remains unanswered, the student's legal relationship shall be terminated pursuant to Section 59 (1) (f) of Nftv.

(9) The university is entitled to the revenue generated from tuition fees, repeat examination fees, fees imposed for failure to meet obligations or for delayed payment, dormitory fees, and other fees as institutional income in accordance with the annual budget law. When using these revenues, relevant laws and regulations must be taken into account.

(10) To request a refund for a mistakenly paid and fulfilled fee, the student can submit a financial correction request to the faculty's Registrar's Office. If the request is positively evaluated, the refund will be initiated by the faculty's Registrar's Office through the Neptun Office. If the request is rejected, the student will be notified in writing within fifteen working days about the reason for the rejection. The refund for the mistaken payment can be initiated by the student until December 31 of the year of the payment.

(11) The amount collected from the fees paid by students for late, retrospective, repeated and corrective fees (service fees) is divided equally between the EHÖK and the respective faculty or dormitory.

(12) The revenue received from the tuition fee can be used by the UNIVERSITY to create a separate fund to support student scientific works and foreign scholarship applications.

(13) At least 50% of the amount allocated to EHÖK as defined in paragraph (11) should be used for youth policy purposes, to support the cultural, artistic, sports and student social activities of the UNIVERSITY, to fulfill the tasks of EHÖK and/or KHÖK, and to support other activities of the UNIVERSITY's students, such as TDK, collegiate and demonstrator activities, professional and scientific trips.

(14) The amount allocated to faculties as defined in paragraph (11) should primarily be used for modernization, educational development, as well as for expenses related to TDK, demonstrator activities, professional and scientific trips and operations, taking into account the opinion of the relevant KHÖK; the amount allocated to the dormitory should primarily be used for infrastructure and equipment development of the dormitory, and secondarily for events organized by member or all dormitories, taking into account the opinion of the Collegiate Student Council (hereinafter: KOLHÖK).

**PART 4: THE PROCEDURE FOR
ASSESSING APPLICATIONS RELATED TO
STUDENT STATUS AND THE SYSTEM OF
LEGAL RECOURSE
Nftv. 57. §**

CHAPTER 1: GENERAL PROVISIONS

83. § (1) This regulation applies to all student affairs related to the student's rights and obligations in connection with the student status. The student has the right to file a review request against any decision made by the UNIVERSITY (one of its organizations, employees) except for evaluations related to academic requirements.
- (2) In the consideration of the complaint/claim for redress, the provisions of the Higher Education Act shall be applied properly to the justification, form, content, correction, supplementation, modification or withdrawal of the decision.
- (3) Proceedings may be initiated against a decision related to the evaluation of studies if the decision:
- a) did not follow the requirements specified in the educational program approved by the Senate,
 - b) contradicts the provisions of the UNIVERSITY's statute,
 - c) violated the regulations regarding the organization of the exam.
- (4) Submitting a review request does not preclude the exercise of the Dean's discretion in cases provided for in the TVSZ against the first-instance decision, in which the student may receive one instance of mercy during their period of study.
- (5) Any provision relating to student legal status includes all provisions in legislation and university regulations that establish rights and obligations for students, particularly in:
- a) academic and examination matters,
 - b) decisions on social benefits,
 - c) disciplinary and compensation matters,
 - d) applications for change of major or institution,
 - e) decisions on admission matters.

Scope and jurisdiction

84. § (1) In matters related to students at the UNIVERSITY, the dean, the vice dean, the head of the faculty's registrar's office, as well as the persons, bodies, and organizational units defined in this regulation, act in the first instance, in particular:
- a) The Faculty Academic Committee (hereinafter referred to as: KTB),
 - b) The Faculty Credit Transfer Committee (hereinafter referred to as: KÁB).
- (2) The second-instance procedure falls exclusively under the jurisdiction of the Student Complaints Committee (hereinafter referred to as: HJB).
- (3) The dean may delegate some of its powers to the deputy dean for education, the head of the faculty council, the KTB, and the KÁB to the head of the faculty's academic affairs office in its own jurisdiction or in the order of business.
- (4) Unless otherwise provided by law or the SZMSZ, the department (person) responsible is the one that belongs to the faculty in which the student is enrolled.

- (5) In the case of multiple faculties, the competent authority is the one that organizes the training that the student's request concerns.
- (6) The authority (person) handling the student's case is obliged to examine its jurisdiction and competence at every stage of the proceedings. If it finds a lack of jurisdiction or competence, it must immediately transfer the case to the authority (person) with jurisdiction or competence and inform the student - or the person authorized by them - simultaneously.
- (7) If the authority (person) with jurisdiction or competence cannot be determined, or the case should be transferred to an authority (person) who has already determined the lack of jurisdiction or competence, the designation of the handling authority (person) must be initiated. The handling authority (person) may be designated at the initiative of the first instance authority (person) or the student.
- (8) The rector is entitled to designate the handling authority (person) within fifteen days from the receipt of the relevant request. This deadline can be extended once for another fifteen days.

Initiation of the procedure

85. § (1) Proceedings in student matters may be initiated ex officio or at the request of the student.

- (2) In proceedings initiated at the request of the student, if the mandatory formal and substantive elements of the application are not provided for by the relevant legislation or this regulation, the provisions of paragraph (3) of this section shall apply.
- (3) The application must contain in particular:
 - a) the name of the student, their student identification number (NEPTUN code), place of residence, and other contact details;
 - b) the name of the education program to which the appeal relates;
 - c) a specific indication of the decision being contested;
 - d) a precise indication of the harm suffered;
 - e) the indication of the specific legal provision or regulation relating to the student's relationship that the applicant refers to;
 - f) any other evidence or document related to the case that supports the justification of the application;
 - g) a definite request;
 - h) the date of the application, the signature of the student;
 - i) in the case of authorized representation, a power of attorney signed by the student.

(4) The UNIVERSITY publishes on the NEPTUN and/or the Study Office's website a list of cases and types of cases that can only be initiated using the NEPTUN interface.

(5) The application must be evaluated based on its content in all cases, and incorrect naming of the application cannot result in its rejection on its own.

Deadline for processing

86. § (1) If the legislation or current regulations do not specify otherwise, the student affair must be settled within thirty days from the date of receipt of the application. The competent authority (person) may extend this deadline once by another thirty days if there is a justified reason for doing so, and the student - or the authorized person, if applicable - must be notified of this. If the university body with jurisdiction over the matter is a publicly scheduled committee, the matter must be settled at the next meeting of the committee, provided that the application is received at least eight days before the meeting. Otherwise, it must be settled at the first meeting following the next scheduled meeting.

(2) In cases where a deadline is established for submitting the application, the settlement deadline determined in paragraph (1) begins after the end of the deadline for submitting the application.

(3) If the competent authority (person) had to be designated, the settlement deadline shall be calculated from the date the documents were received by the designated authority (person).

(4) If the student submitted an incomplete application, the starting date of the settlement deadline is the day on which the student complies with the request for additional information.

(5) If the matter is within the jurisdiction of the faculty council or the Senate, it must be settled at the next meeting. Even if the settlement deadline specified in paragraph (1) cannot be met, there is no obligation to convene an extraordinary meeting.

CHAPTER 2: PROCEDURAL ACTIONS AND DECISION-MAKING

Participation in the procedure, authorization

87. § (1) The student is entitled to act personally or through a representative in the procedure.

(2) When the authorized person first appears at the competent authority (person) for the settlement of the student matter, they are obliged to present their authorization.

(3) The authorization must indicate which procedural actions it entitles.

First-instance proceedings

88. § (1) The student or their authorized representative may file a written complaint with the first-instance authority (person) in the event of any complaints arising from their activities or services. The complaint must always articulate a specific and clear demand.

(2) If the authority (person) contacted with the student complaint does not have jurisdiction to consider the complaint, it shall forward it to the appropriate authority (person) with jurisdiction.

- a) The first-instance authority (person) shall submit the complaint handling request to the HJB through OFIG within eight days from the expiry of the appeal deadline.
- b) The first-instance authority (person) shall attach a copy of the complaint handling request, as well as the faculty's position on the request and all documents generated in the first-instance proceedings, to the appeal.
- c) Submission is not necessary if the first-instance authority corrects, supplements, modifies, withdraws, or rejects the appeal without substantive examination according to the complaint handling request regarding its activities or services, or if the appeal has been withdrawn prior to submission.

(3) Requests received after the 15-day deadline has passed will be rejected without substantive review, with the indication of the reason for rejection. The body/person in charge of the first instance proceeding shall send incomplete requests to the student for supplementation within an appropriate but no more than 15-day deadline.

(4) The body/person in charge of the first instance proceeding shall record its decision in a written resolution.

(5) It is not necessary to record in a resolution the announcement related to exercising general student rights and fulfilling obligations, as well as the information on the investigation result of a complaint; however, a warning about the possibility of legal remedy must be included in these cases.

(6) If the body/person in charge of the first instance proceeding upholds the request, a simplified decision can be made, from which the reasoning and information about legal remedy can be omitted. The reasoning can also be omitted from a resolution that solely specifies the date of a procedural act.

(7) The decision of the first instance is final if no request for legal remedy is submitted or if the submission is waived within the deadline specified in paragraph (3).

Second-instance proceedings

Nftv. 57. – 58. §

Ákr. 50. §

Ákr. 52. §

Ákr. 53. §

Ákr. 54. §

Ákr. 80. §

Ákr. 81. §

Ákr. 82. §

Ákr. 83. §

Ákr. 84. §

Ákr. 85. §

Ákr. 86. §

Ákr. 90. §

Ákr. 91. §

Ákr. 120. §

89. § (1) In the second instance proceedings - unless otherwise provided by law or these regulations - the general rules of the first instance proceedings shall apply.

(2) (The conduct of the appeal procedure falls within the competence of the HJB.

(3) The student may submit the appeal to the HJB addressed to the OFIG within fifteen days from the communication of the first instance decision, or, in the absence of such communication, from the date on which he/she became aware of it. The submission of the appeal has a suspensive effect on the enforcement of the decision.

a) The first instance body (person) shall submit the appeal to the HJB through the OFIG within eight days from the expiry of the appeal period.

- b) The first instance body (person) shall send a copy of the contested decision, the faculty opinion on the appeal and all documents generated during the first instance proceedings, attached to the appeal.
 - c) Submission is not necessary if the contested decision is corrected, supplemented, modified, withdrawn or rejected without substantive examination of the appeal, and if the appeal is withdrawn before the submission.
- (4) Late submissions will be rejected without substantive consideration, with the reason for rejection indicated. The first-instance body (person) shall send incomplete submissions to the student for supplementation within a reasonable but maximum period of fifteen days.
- (5) The HJB shall decide on the appeal within thirty days from the submission of the appeal. The HJB decides solely on the legality of the first-instance procedure, and not on the basis of equity, therefore the appeal can only be successful if an administrative error, material or procedural violation of rights or regulations occurred during the first-instance procedure. The student must attach all necessary documents related to the case that were not previously attached to the first-instance procedure to the appeal.
- (6) The second-instance decision becomes legally binding and enforceable upon notification, unless the student has requested a judicial review.
- (7) The student can request a judicial review of the decision made in the course of the legal remedy from the Administrative College of the Budapest-Capital Regional Court within thirty days of the communication of the decision, citing a violation of the law or provisions regarding student status. The petition for review must be submitted in four original copies to the Administrative College of the Budapest-Capital Regional Court and addressed to the authority (person) that made the first-instance decision, which is obliged to take further action without delay. The authority that made the first-instance decision shall submit the petition for review, together with the case files, within five days to the HJB, which shall forward them, along with its statement on the matters contained in the petition, to the court within fifteen days. If the petition for review also includes a request for the suspension of enforcement, the authority that acted in the first instance (person) shall submit the petition for review and the case files to the HJB acting in the second instance within three days, which shall forward them to the court within eight days.

**PART 5: THE PROCEDURE FOR HANDLING
STUDENT DISCIPLINARY AND
COMPENSATION CASES**

**CHAPTER 1: THE DISCIPLINARY PROCEDURE FOR STUDENTS
Disciplinary responsibility**

Nftv. 55. § (1)

90. § (1) A student commits a disciplinary offense, and is therefore responsible for disciplinary action, for such wrongful conduct or omission
- a) that violates legislation, university regulations or house rules on the entire area of the UNIVERSITY,
 - b) that is capable of impairing or endangering the reputation, dignity, rights of the UNIVERSITY - including any of its organizational units or facilities it operates - or others, indirectly or directly, in connection with the student's academic status, and of implementing a misdemeanour or crime.
- (2) The regulation applies to persons in a student relationship with the UNIVERSITY, as well as to those whose student status has ceased or suspended, provided they have committed a disciplinary offense during their student status or unlawfully caused damage in connection with the performance of their study obligations.
- (3) The regulation applies to disciplinary offenses and unlawful damage committed in connection with practical training or professional internships.
- (4) A breach of duty that is accompanied by an unfavourable legal consequence under the TVSZ shall not be considered a disciplinary offense.

Disciplinary procedure

Nftv. 55. § (5)

Authorities and bodies conducting the procedure

91. § (1) Disciplinary proceedings can be initiated by the dean of the relevant faculty, with simultaneous notification of the student concerned. If there is a well-founded suspicion of committing a criminal offense during the disciplinary proceedings, the rector shall report it ex officio.
- (2) The jurisdiction for disciplinary proceedings is exercised in the first instance by the Faculty Disciplinary Committee and in the second instance by the University Disciplinary Committee (hereinafter: UDC).
- (3) The Faculty Disciplinary Committee consists of three teaching staff members and two student members. The student members of the Faculty Disciplinary Committee are delegated by the Student Union, and the teaching staff members and chairman are appointed by the Faculty Council. The UDC consists of two teaching staff members and one student member. The student member of the UDC is delegated by the Student Union, and the teaching staff members and chairman are appointed by the rector.
- (4) A person who is a close relative of the student concerned according to the Civil Code or whose impartial, objective assessment cannot be expected for any reason shall not act as a member of the disciplinary committee.
- (5) If there is an incompatibility issue, the concerned party must immediately inform the dean of the competent faculty. The student under investigation or their representative may object to bias during the proceedings, within three days of becoming aware of the reason for the bias. The dean of the competent faculty

decides on the exclusion of the person conducting the proceedings. An appeal against the decision on exclusion may be filed in the appeal against the decision closing the proceedings.

(6) The faculty where the student under investigation is studying is competent to conduct disciplinary proceedings. If the student is studying at multiple faculties, the faculty authorized to conduct the disciplinary proceedings is the one whose obligation the student violated or the one whose injury the action was committed against. The disciplinary committee of the competent faculty informs the other faculties involved in the case about the initiation of the proceedings.

Initiation and deadline of the disciplinary procedure

Nftv. 55. § (4)

92. § (1) A disciplinary procedure is initiated based on a report or official notification, with simultaneous written notification of the student subject to the disciplinary procedure. The knowledge acquisition refers to the acknowledgement of the person authorized to order the disciplinary procedure.

(2) The higher education institution where the student subject to the disciplinary procedure is in student status is responsible for conducting the disciplinary procedure.

(3) If the student is in student status with several higher education institutions, the institution that violated its obligation or suffered damage as a result of the action is authorized to conduct the disciplinary procedure. In this case, all higher education institutions with which the student is in student status must be informed simultaneously of the initiation of the procedure.

(4) In the case of repeated and continuous behaviours and omissions, the latest date is considered, but the circumstances of earlier actions can also be disclosed, if related to the latest action, regardless of the objective deadline. In the case of continuous disciplinary offense, the date of cessation of the behaviour or omission is considered.

(5) The decision ordering the disciplinary proceedings contains the personal data of the student under disciplinary proceedings (name, address, place of residence, data for personal identification previously provided by the student, as well as data relating to their education, work schedule, and program specification), the name of the committee conducting the proceedings, the name of the chairman (or vicechairman) and the members of the committee, the case number, the designation of the subject matter of the case, and a brief description of the conduct that is the basis for the proceedings.

(6) In the disciplinary proceedings, the student, as well as their authorized representative under the PP., may act.

(7) The student under disciplinary proceedings may avail themselves of the assistance of legal representation. The authorization of the representative must

be recorded in an official or fully probative private document. The authorization of the representative shall be examined ex officio regarding the extent of their representation rights.

(8) If the student does not have legal representation, at their request, the Disciplinary Committee informs them of its rights and obligations.

(9) The dean sends the decision ordering the disciplinary proceedings to the chairman of the Disciplinary Committee and to the student under disciplinary proceedings, as well as their authorized representative. After receipt of the decision, the chairman of the Disciplinary Committee immediately designates the members of the Disciplinary Committee who will act in the case.

(10) The decision ordering the disciplinary procedure must be completed with a substantive decision within sixty days of the order. In view of the complexity of the case, the chairman of the Disciplinary Committee may extend the procedure once by thirty days.

(11) The procedural action taken against the student for a disciplinary offense (ordering a disciplinary procedure, calling for appearance, summons, hearing, etc.) interrupts the statute of limitations. On the day of interruption, the deadline for the statute of limitations starts again.

(12) If it is necessary to order multiple related disciplinary procedures, the person authorized to order the disciplinary procedure may decide to consolidate the disciplinary procedures in the decision ordering the disciplinary procedure.

(13) The Disciplinary Committee may consolidate ongoing proceedings after the initiation of a disciplinary action, if a joint consideration is appropriate with regard to the persons subject to the proceedings or the subject matter of the proceedings, and if it is necessary to ensure timely completion of the proceedings. Separate disciplinary decisions must be made for each student subject to the jointly considered proceedings.

(14) After the initiation of a disciplinary action, the Disciplinary Committee may separate ongoing proceedings if a large number of persons are subject to the proceedings or other reasons would significantly hinder the joint consideration of disciplinary responsibility in the same proceedings.

(15) The provisions of the Pp shall apply to delivery, personal data, and the handling of data in a closed system.

Conducting the disciplinary procedure

93. § (1) The disciplinary hearing is led by the chairperson of the Disciplinary Committee established and designated for the given case, who ensures compliance with the provisions of this regulation, maintains order during the hearing, and ensures that the persons involved in the proceedings are able to exercise their rights and fulfill their obligations.

(2) In the disciplinary proceedings, the student must be heard and must be allowed to present their defense and submit evidence. If the student fails to appear at the committee meeting despite proper notification, their personal hearing may be waived. If the student can justify their absence, a new date for

the hearing must be set, or they must be allowed to submit their comments in writing upon request. If the student's hearing and participation in the hearing is not possible due to reasons beyond their control, the disciplinary proceedings must be suspended until the obstacle is removed.

(3) The disciplinary hearing is public. The chairperson may limit the number of attendees to ensure the proper conduct, dignity, and security of the hearing. The chairperson may exclude the public from the entire hearing or part of it by a reasoned decision, ex officio or at the request of the person under investigation or the witness (closed hearing).

(4) The disciplinary hearing is opened by the chairman of the Disciplinary Committee by identifying the alleged misconduct, and then warns the audience to maintain silence and order and informs them of the consequences of any disturbance. After taking attendance of those present, if there is no obstacle to holding the hearing, the participants in the proceedings are called upon to present their evidentiary motions.

(5) The evidence relates to the facts that are significant for the assessment of the case. During the presentation of evidence, the facts should be thoroughly and completely clarified to correspond to reality. Evidence includes, in particular, the statement of the student, documents, witness testimony, minutes of the inspection, expert opinion, and material evidence.

(6) The person subject to disciplinary proceedings, their appointed representative, witness, or expert must be called to attend the hearing in writing at least three days before the hearing. The summons for appearance must include the name of the student subject to disciplinary proceedings, the location, time, and the capacity in which the addressee is being called upon.

(7) The student subject to disciplinary proceedings and their representative can inspect the procedural documents concerning the case, present motions, and ask questions of the appearing witness or expert.

(8) The Disciplinary Committee hears witnesses and, if necessary, experts, and presents any obtained documents. Witnesses must declare whether they have an interest or bias in the case, and they must be warned of their obligation to tell the truth and the consequences of giving false testimony. If a witness's testimony contradicts the defense of the accused student or the testimony of other witnesses, clarification must be attempted through confrontation, if necessary. Witnesses may request that their information be kept confidential.

(9) The means of proof and evidence do not have predetermined probative value. The Disciplinary Committee freely evaluates the evidence individually and as a whole, and determines the outcome of the evidence based on the resulting conviction.

(10) Facts obtained through criminal activity, other illegal means, or the substantial restriction of participants' procedural rights cannot be considered as evidence.

(11) The person subject to disciplinary proceedings must be informed that, in the case of an admission of wrongdoing or breach of duty, they may request the

exclusion of detailed evidence and that their admission of guilt may be a significant mitigating factor in the determination of the penalty.

(12) A disciplinary hearing must be recorded in minutes. The minute-taker is designated by the chairman of the Disciplinary Committee. The minutes are signed by the chairman of the Disciplinary Committee and the minute-taker.

(13) The minutes must be prepared no later than fifteen days after the disciplinary hearing, and must be sent to those involved in the proceedings within an additional five days.

(14) If witnesses are heard during the disciplinary hearing, the minutes must be prepared immediately. The contents of the minutes must be discussed with the persons who were heard, and after this has been done, the minutes must be signed by them. The person who was heard may request that the minutes be supplemented or corrected. Any refusal to sign and the reason for it must be recorded in the minutes. The minutes must be attached to the disciplinary documents.

(15) The chairman may order a hearing held via electronic communication means, or may authorize it upon request.

Disciplinary decision

Nftv. 55. § (2) – (3)

94. § (1) After the completion of the evidentiary procedure, the Disciplinary Committee shall make a decision by a majority vote in a closed session.

(2) The disciplinary decision shall be announced orally by the President of the Disciplinary Committee during the hearing.

(3) The decision may either impose disciplinary penalties or terminate the disciplinary proceedings.

(4) The Disciplinary Committee may base its decision solely on the evidence examined during the disciplinary hearing. Any fact that is not unequivocally proven cannot be taken into account against the student who is subject to disciplinary proceedings.

(5) A disciplinary penalty must be imposed if the Disciplinary Committee determines that the student subject to disciplinary proceedings has committed a disciplinary offense and that a disciplinary penalty is necessary.

(6) Both the disciplinary penalty and the decision to terminate the disciplinary proceedings must indicate the case number, which disciplinary committee of the faculty made the decision, the name of the student against whom disciplinary proceedings were instituted, the location and time of the disciplinary hearing, and whether the hearing was public.

(7) The operative provisions of the disciplinary decision must include:

- a) the name and personal data of the student subject to disciplinary action;
- b) specification of the disciplinary offense;
- c) the disciplinary penalty imposed and other related provisions (e.g. suspension);

- d) information on the possibility of legal remedy, the place and deadline for submission, and information on the legal remedy procedure;
 - e) the deadline for fulfilling the obligation, the time and extent of the withdrawal of benefits and incentives, as well as the duration of the penalty of exclusion.
- (8) The reasoning of the disciplinary decision must include:
- a) the established facts;
 - b) identification and evaluation of evidence;
 - c) the reasoning for rejecting any request for evidence;
 - d) the circumstances and facts taken into account when imposing the penalty;
 - e) specification of the provisions that served as the basis for the disciplinary penalty;
 - f) reference to the legal provisions or university regulations determining the authority and competence of the Disciplinary Committee.
- (9) The Disciplinary Committee shall issue a terminating decision if:
- a) the act committed is not a disciplinary offense or was not committed by the student under investigation;
 - b) the commission of the disciplinary offense cannot be proven;
 - c) the disciplinary offense has already expired;
 - d) the act underlying the proceedings has already been finally judged by disciplinary means;
 - e) the committee applies a warning instead of disciplinary punishment against the student;
 - f) the student's student status has ceased during the disciplinary proceedings.
- (10) In addition to the provisions set out in paragraph (7), the operative part of the decision terminating the disciplinary proceedings shall state the termination and the reason for it.
- (11) The Disciplinary Committee, together with the reasoning, shall be put in writing by the President of the Disciplinary Committee within eight days, and arrangements shall be made for its delivery to the person under proceedings, their representative, and the Dean. The decision of the disciplinary committee shall be signed by the president. The decision must be delivered to the student under proceedings and their representative, even if it has already been announced to them.
- (12) The Disciplinary Committee cannot change its announced decision, but it can correct name, numerical, computational, or other similar errors within its authority or upon request, as long as the substance of the decision is not affected.

Enforcement of disciplinary decision and legal recourse

95. § (1) The disciplinary decision can only be executed after it becomes final. The decision becomes final if no appeal is submitted within fifteen days from the notification or, in the absence of notification, from the knowledge of the decision, or if the applicant renounces the right of appeal. The second-instance decision becomes final with the notification.

(2) The student under disciplinary procedure or the interested party may appeal against the first-instance decision.

(3) The person who is notified of the decision by the Disciplinary Committee can immediately declare their intention to appeal, waive their right of appeal, or request a period for consideration. In the latter case, the deadline for filing an appeal is eight days from receipt of the decision.

(4) The written appeal must be submitted to the Disciplinary Committee of the first instance addressed to the Dean of the competent faculty.

(5) The Disciplinary Committee shall promptly, but no later than three days after the expiration of the appeal period, submit the appeal and documents generated during its proceedings to the appellate disciplinary authority.

(6) In the appealed case, the appellate disciplinary authority shall make a decision based on the documents without holding a hearing, but may hold a hearing at the request of the appellant.

(7) The appellate disciplinary authority may:

- a) uphold the decision of the lower disciplinary authority;
- b) modify it;
- c) annul it and refer the case back to the lower disciplinary authority for a new proceeding.

(8) If the appeal is filed late or by a party not authorized to do so, the appellate disciplinary authority shall reject the appeal.

(9) The time limit for considering the appeal is thirty days, which the chair of the committee may extend by thirty days in exceptional cases, against which no separate appeal may be made.

Exemption and discharge from disciplinary responsibility

96. § (1) The disciplinary penalties specified in points (c) to (e) of Section 55(2) of Nftv. may be waived for the student upon request by the dean of the faculty or the rector. The rector acts in place of the dean of the faculty in cases involving multiple faculties or when the matter is brought to his or her attention.

(2) The student may submit a request for waiver of the disciplinary penalty to the Disciplinary Committee that conducted the proceedings based on their activities and conduct during the period following the issuance of the decision. The Disciplinary Committee is required to submit the complete case file to the dean of the faculty within five days.

(3) The dean of the faculty shall make a decision on the waiver within eight days based on the available documents. Prior to making the decision, the dean

must hear the student in person. If the student fails to appear after being duly summoned, their absence shall not prevent the decision from being made.

(4) The decision of the dean of the faculty may be:

- a) rejecting the request;
- b) exempting the student from disciplinary punishment.

(5) The student is exempt from the adverse consequences of disciplinary punishment - without a request and a decision to this effect:

- a) after six months have elapsed from the entry into force of the disciplinary punishment specified in points a) and b) of section 55 (2) of the Higher Education Act;
- b) after six months have elapsed from the completion of the disciplinary punishment specified in point c) of section 55 (2) of the Higher Education Act;
- c) after one year has elapsed from the expiry of the duration of the disciplinary punishment specified in point d) of section 55 (2) of the Higher Education Act;
- d) in the case of a suspended disciplinary punishment, if the probationary period has elapsed favourably.

(6) In case of exemption, the disciplinary decision must be deleted from the registry. The fact of exemption must be recorded on the decision placed in the file.

CHAPTER 2: THE ORDER OF HANDLING STUDENT COMPENSATION CASES

Liability for damages

Nftv. 56. § (1) – (3)

Civil Code Section 6:518

Civil Code Section 6:519

Civil Code Section 6:520

Civil Code Section 6:521

Civil Code Section 6:522

97. § (1) The student is liable for damages caused unlawfully to the UNIVERSITY, College, or the organizer of practical training, with the deviations specified in this Regulation, in accordance with the rules of the Civil Code concerning liability for damages, in connection with the continuation of the student's studies, staying at the College, or participating in practical training.

(2) Damage shall include the decrease or loss of value caused in the property of the UNIVERSITY/College/organizer of practical training, especially:

- a) the decrease in value (damage, loss, unauthorized use of material or financial resources) caused by the unauthorized use of its own and foreign

- property by the UNIVERSITY/College/organizer of practical training in its possession, management, or responsible custody;
- b) the loss or impairment of the UNIVERSITY/College/organizer of practical training's property rights or enforceable claims.
- (3) Damage caused in connection with the student's performance of academic obligations shall also be considered to include damage caused illegally at social, cultural, scientific, professional or sports events organized by the UNIVERSITY, or in connection with the use of services provided by the UNIVERSITY, including cases where the student participates in events organized by others (third parties) with the involvement of the university.
- (4) The UNIVERSITY/Dormitory/Practice organizer must prove the student's fault, the occurrence and extent of the damage, as well as the causal relationship between the damage and the illegal behavior. The UNIVERSITY must prove the connection between the damage and the continuation of studies.
- (5) Regardless of the student's fault, the student is fully liable for compensation for any shortages in items received with a list or receipt - with an obligation to return or settle - that they hold, use, or manage exclusively.
- (6) The student is exempt from liability if they can prove that the shortage was caused by an unavoidable external cause, or if the UNIVERSITY/Dormitory/Practice organizer did not provide the conditions for safe custody.
- (7) A record must be taken on-site of the damage caused by the student. If the student causing the damage is present during the record-taking, the record must be signed by the student causing the damage and a statement must be taken from them, whether they acknowledge the fact of causing the damage and agree to compensate for it. Their statement must be recorded in the record. At the request of the student, a copy of the record must be provided to them. If the student refuses to sign, this fact must be recorded in the record.
- (8) The person creating the record is an employee of the organizational unit where the damage occurred. If there is no such employee present, any employee of the UNIVERSITY may take the record. The head of the organizational unit also signs the record for damage caused in the organizational units of the UNIVERSITY. The record of the damage must be sent to the head of the department. If on-site record-taking is not possible, or the student is absent for any reason, the record can be taken without their involvement, but must be sent to them, and they can make a statement within five business days.
- (9) The dean of the relevant faculty requests the opinion of the Economic Directorate on the extent of the damage caused, and if necessary, investigates the case, is authorized to conduct expert testimony, and then issues the decision on compensation for damages.
- (10) The protocol regarding the damage caused by the student includes:
- a) the place and time of the protocol's preparation;
 - b) the name of the student who caused the damage, their address, and the designation of their field of study;
 - c) the place and time of the damage caused;

- d) a description of the damage, the nature of the behavior that caused it, the nature of the damage (e.g. damaged or destroyed object), other related facts and circumstances;
 - e) the name and position of the person who prepared the protocol, their signature, the names of the witnesses, and whether they witnessed the damage or the protocol being prepared.
- (11) In the case defined in paragraph (5) (including the absence of borrowed books), in the event of a shortage of the items received, the head of the organizational unit investigates the case, and then the relevant dean makes a decision on compensation for damages. They shall in writing call upon the student, setting an appropriate deadline, to replace the missing items or to pay the compensation amount. The student may submit their objections related to the call - within eight days from the date of receipt of the call - to the relevant dean. In case of failure to meet this deadline, an application for justification may be made within eight days.
- (12) The decision on compensation
- a) obliges the payment of compensation, or
 - b) can terminate the compensation procedure.
- (13) The mandatory part of the decision ordering compensation must contain:
- c) the name, place and date of birth, mother's name, address, field of study, and NEPTUN identification number of the student causing the damage;
 - d) the amount of the damage incurred, the amount of compensation, the deadline for payment, and possibly the granting of instalment payment discounts;
 - e) reference to the possibility of appeal and that the final decision on compensation can be challenged before the court within thirty days from its communication.
- (14) The concise reasoning part of the decision obliging the payment of compensation must contain:
- f) the established facts;
 - g) the designation and evaluation of the evidence;
 - h) depending on the nature of the case, the explanation of the extent to which the student was at fault for causing the damage;
 - i) the mitigating and aggravating circumstances taken into account when ordering compensation;
 - j) reference to the provisions that served as the basis for compensation.
- (15) The Compensation Committee shall make a decision to terminate the compensation procedure if:
- a) the damage is not unlawful or was not caused by the student under investigation;
 - b) the damage is not proven;
 - c) the student is innocent;
 - d) the claim for compensation has expired;

- e) the claim for compensation has already been finally adjudicated.
- (16) The operative provisions of the termination decision must contain:
 - a) the information specified in point a) of paragraph (13) of the student under investigation;
 - b) the declaration of termination of the procedure;
 - c) the indication of the reason for termination.
- (17) The reasoning of the termination decision must briefly present the established facts and evidence and refer to the point of paragraph (15) on which the termination of the procedure is based.
- (18) If the student fails to comply with the request or the deadline set out in the compensation decision, the competent dean shall initiate proceedings for the enforcement of the claim through legal action.
- (19) In justified cases (such as a change in the student's social situation, etc.), the competent dean may, at the student's request, waive the enforcement of the claim in whole or in part.
- (20) The legally binding compensation decision may be appealed before a court within thirty days from its communication. The legally binding decision is enforceable, except if its judicial review has been requested. The institution must notify the student of the submission of the lawsuit by sending a copy of the lawsuit to the institution.
- (21) The compensation amount may be deducted from the student's university benefits up to 50%.

Responsibility for damage caused to the student by the university

Nftv. 56. § (4)

98. § (1) The student can submit their compensation claim in writing, specifying the exact compensation amount and providing supporting evidence, to the dean of the faculty within fifteen days from the date of knowledge.
- (2) The competent dean shall examine the claim and, within fifteen days of receipt, shall decide on the validity, method, and amount of compensation.
- (3) If the claim for compensation is wholly or partially rejected, the student may appeal to a court in accordance with the rules of the Civil Code for remedies.

6. PART: THE PREVENTION OF STUDENT ACCIDENTS AND THE REGULATIONS TO BE FOLLOWED IN CASE OF ACCIDENTS

Nftv. Appendix 3. for Act of 2011 CCIV.; I/B 1. b), bi)

1. CHAPTER: REQUIREMENTS RELATED TO THE PREVENTION OF STUDENT ACCIDENTS

Ways to prevent accidents

99. § (1) At enrolment, every student receives the University's Fire and Occupational Safety briefing, which is prepared and updated by the occupational safety officer and the fire safety officer every academic year by August 15th.

(2) The distribution and record-keeping of the student fire and occupational safety briefings are the responsibilities of the faculty's occupational safety officer and the faculty's Study Office. Distribution may also be done online, provided that it can be proven that the student received and acknowledged the content of the briefing. The briefing informs the student about the occupational safety activities at the University, provides information on occupational safety regulations, behavioural norms to follow, and rules of conduct. After receiving and reading the briefing, the student confirms with their signature that they have acknowledged its contents.

(3) In order to prevent accidents, students are obliged to comply with the following:

- a) attend student occupational health and safety training, learn and apply the information heard there accordingly during their student status;
- b) use the necessary protective equipment and clothing properly during laboratory practices;
- c) wear necessary protective equipment and clothing in a safe and healthy manner, maintain discipline, order, and cleanliness;
- d) fully comply with the dormitory rules and local occupational health and safety regulations;
- e) immediately report any perceived hazard, abnormality, accident or incident to the instructor or dormitory caretaker.

(4) Dormitory residents receive written information about occupational health and safety regulations upon moving in, and confirm their acknowledgement of it by signing.

(5) The appropriate technical level of equipment and devices used in education and by students must be documented. The presence of protective devices on equipment, quality certificates, and mandatory electrical safety inspections must be carefully monitored. A record must be made of mandatory electrical safety inspections. The use of equipment, instruments, and devices without documented compliance is prohibited.

(6) When using or demonstrating hazardous technologies, students must be demonstrably and provably instructed to comply with technological discipline and use appropriate protective equipment, and their compliance must be monitored during the occupation, documented with a training log.

Accident types

100. § Accidents related to practical training.

(1) Students acquire the necessary practical knowledge in laboratories of various functions and equipment during their university studies. The practical education in the laboratory, its hazards and local features should be explained to the students by the instructor at the first practical session. The control of the implementation of these trainings is the responsibility of the directors of the institute.

(2) During the preparation, the instructor must draw the attention of the students to the behavioral norms to be followed in the laboratory, the potential hazards of the educational equipment used, the strict observance of the prescribed occupational safety procedures, the use of the laboratory (students cannot stay in the laboratory unsupervised), and the occupational safety requirements for the use of machines and equipment.

(3) If the student fails to fulfill their obligation stated in paragraph b) of subsection (3) of Section 99, the person in charge of the organized activity must prohibit the student from performing the activity.

(4) The occupational safety training held during the first laboratory instruction of the students must be recorded on an Education Record Sheet established for this purpose, which must be signed by both the instructor and the student.

101. § Accidents related to classroom activities

(5) Accidents related to classroom activities include injuries caused by indoor furniture, windows, and flooring, as well as accidents involving electric equipment use, such as electrical shock.

(6) To prevent accidents defined in paragraph (1), it is crucial to comply with the requirements outlined in paragraph (3) (c) of section 99, and to regularly inspect and maintain the technical condition of electrical equipment as necessary.

102. § Accidents occurring during sports classes according to the curriculum.

(7) Accidents related to sports classes include accidents that occur in the gymnasium and outdoor sports fields, as well as injuries resulting from the use of sports equipment.

(8) Prior to sports classes, the instructor is obliged to draw the attention of the students to the hazards that deviate from the norm, and to prevent them, in a demonstrable way and supported by a training record.

(9) To prevent accidents defined in paragraph (1), it is particularly important to comply with the requirements set out in point c) of paragraph (3) of § 99, as well as the proper use of sports equipment and strict adherence to the instructions of the instructor.

103. § Other accidents.

(10) The UNIVERSITY is only obliged to investigate accidents that occur outside the scope of the above if the UNIVERSITY's unavoidable responsibility for the occurrence can be established. Examples of such accidents include those that occur during transportation on the UNIVERSITY's premises, as well as injuries

caused by malfunctions in elevators, defects in hallway surfaces, inadequate staircases, and so on.

2. CHAPTER: THE RULES TO BE FOLLOWED IN CASE OF ACCIDENTS

104. § (1) According to Section 29 of the University's Occupational Health and Safety Regulations, accidents that occur during practical classes related to a student's studies qualify as work accidents, which must be investigated and recorded in the same manner as work accidents.

(2) The injured person or the person who observed the accident must immediately report the accident to the person in charge of the organized activity (lecturer, instructor, session leader) and inform them about the continued risk of accidents.

(3) The person in charge of the organized activity must take immediate action to eliminate the situation reported in the second paragraph and ensure appropriate care for the injured person.

(4) The person in charge of the organized activity shall prepare an Event Investigation Report on the accident, which includes the personal data of the injured student, a brief description of the event, and statements from witnesses.

(5) The Incident Investigation Report must be sent to the occupational safety and health manager of the UNIVERSITY. The occupational safety and health manager involves the representative of the relevant student government (faculty, dormitory, etc.) and the occupational safety officer of the unit involved (faculty, institute, dormitory, etc.), and as a result of this investigation, an Occupational Accident Register must be kept.

(6) The Incident Investigation Report and the Occupational Accident Register must be kept for five years.

(7) The person responsible for occupational safety takes action for the investigation of every accident that he/she becomes aware of.

(8) During the investigation, the root causes of the accident must be determined, as well as the direct causes of the accident (direct material, organizational, and personal causes, causal relationships), and the necessary measures to prevent similar accidents must be determined.

TRANSITIONAL PROVISIONS

105. §

(1) The provisions of this regulation shall also apply to students who fall under Sections 106-107/A; however, as a result of transfer, change of program, or change of study format – upon their own request – they continue their studies in a different program.

(2) Students who commence studies in a new program at the University as part of a

new admission process, while maintaining their existing legal status, shall be subject to the regulations applicable at the time of starting the new program.

106.§

(1)

(2) Programs commenced before January 1, 2012, under Act CXXXIX of 2005 on Higher Education (hereinafter: 2005 Higher Education Act) must be completed in continuous training with unchanged professional requirements, examination arrangements, and the issuance of unchanged diplomas and certificates.

(3)

i.

ii.

iii.

iv.

(4) Students enrolled between September 1, 2006, and September 1, 2012, are required to complete only one criterion subject, deviating from the regulations of the Academic and Examination Regulations (HKr).

(5) The conditions specified in Section 48 (2) of the National Higher Education Act (Nftv.) must be applied to students who commence their studies in the first semester of the 2016/2017 academic year and subsequently in a progressive manner.

(6) The University is obliged, on an academic-year basis, to transfer to fee-paying or self-financed training any student enrolled after September 1, 2007, in state-supported training, or any student enrolled before September 1, 2016, in a Hungarian state (partial) scholarship-supported training program, who in the last two semesters in which their student status was not suspended, did not obtain at least fifty percent of the credits prescribed in the curriculum, or whose average achieved credit index, based on the last two active semesters, does not meet the credit index average defined by faculties and centers for each program.

(7) The number of students affected by reclassification under the conditions outlined in Section 106 (6), who enrolled in state-supported training between September 1, 2007, and September 1, 2012, shall not exceed 15% of the University's total state-supported students in the academic year.

(8) The introduction of the e-index specified in Section 51 (1) of these regulations shall not apply to:

a) all students who commenced their studies under the 1993 or 2005 Higher Education Acts,

b) students who began their studies before the first semester of the 2012/2013 academic year in bachelor's programs or before the first semester of the 2013/2014 academic year in master's programs, doctoral programs, or specialized postgraduate programs.

(9) For students enrolled between September 1, 2006, and September 1, 2012, Section 48 (7) shall be applied with the modification that the total number of failed retake and repeated retake exams for the same unit of study is not limited.

(10) For students enrolled between September 1, 2006, and September 1, 2012, Section 47 (9) shall be applied with the modification that the total number of failed in-semester grades for the same unit of study is not limited.

(11) For students enrolled before September 1, 2012, the number of course registrations is not limited.

(12) For students enrolled before September 1, 2012, Section 50 (3) of the Nftv. shall be applied with the following modification. The final exam may be taken during the examination period following the acquisition of the pre-degree certificate within the framework of student status, and then after the termination of student status, during any examination period up to seven years from the issuance of the pre-degree certificate, in accordance with the valid training requirements. If the final exam is taken within this period, the candidate cannot be required to take any differential exams, but must comply with the provisions concerning the final exam in effect at the time of the final exam. No deadline may be set for taking the final exam; however, after the expiration of the seven-year period following the issuance of the pre-degree certificate, the Faculty's Academic Committee shall determine the conditions for being allowed to take the final exam and decide on the possible requirement for differential exams.

(13)

(14) For students enrolled before February 1, 2017, Section 37 (1) d) shall be applied with the modification that if the number of failed in-semester grades from the same subject requiring in-semester grades reaches six before February 1, 2017, the student is entitled, after February 1, 2017, to register for that subject, or a recognized equivalent substitute subject, in any semester when it is offered, at most once more, and achieve a grade other than a fail. In the context of this course registration, the student is entitled to the resit opportunities provided in Section 47 (9), regardless of the number of previous failed grades (i.e., the number of failed in-semester grades for a given subject may exceed six, including resit opportunities).

(15)

(16) The provisions of Section 50 (3) of the Nftv. concerning higher education vocational training do not apply to students admitted before September 1, 2017.

107.§

(1) For students who established a student status with the predecessor of the Alba Regia Technical Faculty, the Faculty of Geoinformatics of the University of West Hungary, the provisions of the HKr shall apply with the exceptions outlined in Paragraphs (2)-(4) of this section.

(2)75 The provisions do not apply to students specified in Paragraph (1):

- a) the reason for termination of student status by unilateral declaration mentioned in Section 59 (3) c) of the Nftv.,
- b) the physical education criterion requirement specified in Section 22 (11) of the HKr,
- c) the criterion subject of an English or German professional course specified in Section 25 (3) of the HKr,
- d) the payment obligation specified in Section 41 (8) of the HKr for the third course registration,
- e) the requirement for physical education and professional criterion subjects among

the conditions listed for the issuance of the pre-degree certificate specified in Section 53 (1) a)-c) of the HKr.

107./A.§

(1) In the case of students who established a student status with the predecessor of the Ybl Miklós Faculty of Architecture and Civil Engineering, the Ybl Miklós Faculty of Architecture and Civil Engineering of Szent István University, the provisions of the Academic and Examination Regulations (TVSZ) shall apply with the modifications set forth in paragraph (2).

(2) The following do not apply to the students specified in paragraph (1):

a) the reason for termination of student status by unilateral declaration specified in Section 59 (3) a) of the Nftv.,

b) the requirement to complete credits in foreign partial training specified in Section 34 (8) of the HKr,

c) the attendance requirement for correspondence students specified in Section 46 (1) of the HKr.

(3) For the group of students specified in paragraph (1), as well as those who established student status with the Ybl Miklós Faculty of Architecture and Civil Engineering prior to September 1, 2021, the provisions of the HKr shall apply with the modifications outlined in paragraph (4).

(4) The following do not apply to the students specified in paragraph (3):

a) the maximum number of exams to be taken during the examination period, limited to five, as specified in Section 22 (9) of the HKr,

b) the patronage subjects' criterion requirement specified in Section 22 (11) of the HKr.

(5) The provisions of Section 52 (1) of the HKr shall be modified for the student group specified in paragraph (1) so that, during their studies, the dean may grant an exemption from this rule on two occasions for valid reasons on an equitable basis.

(6) With regard to the programs offered by the Ybl Miklós Faculty of Architecture and Civil Engineering, Section 43/A (1) shall first apply to students enrolling after September 1, 2021.

108.§

The implementing instruction for the Academic and Examination Regulations (HKr) is the Academic Procedures Manual, which – after consulting the opinion of the Educational Committee – is issued by the rector as a rectorial directive with the agreement of the EHÖK (University Student Union). The Academic Procedures Manual cannot contain provisions contrary to these regulations. In case of any contradiction, the provisions of the HKr shall prevail.

109.§

(1) In academic and examination matters not covered by these regulations, the dean of the faculty shall decide based on the opinion of the Faculty Study Committee (KTB).

(2) In procedural and operational matters not addressed by these regulations or the Academic Procedures Manual, the dean of the faculty shall take action.

(3) In matters not regulated by these regulations, as well as those not specified in paragraphs (1)–(2) of this section, the provisions of the applicable higher education law, the governmental decree on its implementation, and other relevant legislation shall apply.

110.§

If a student deliberately and severely violates obligations arising from their student status, they may be held accountable in accordance with Annex 8 of the Student Requirements System, which contains the disciplinary and compensation regulations of Óbuda University students.

111.§

(1) For students who established a student status with the predecessor of the Ybl Miklós Faculty of Architecture and Civil Engineering, the Ybl Miklós Faculty of Architecture and Civil Engineering of Szent István University, before August 1, 2020, Section 36 (6) of the JUTTÉR shall be modified so that the maximum amount of the semester tuition fee for students in self-funded programs is the amount specified in the training agreement.

112.§

For the sections of the Regulations that shall enter into force on September 1, 2023, see the Hungarian version.

FINAL PROVISIONS

The Senate of Obuda University, at its meeting held on September 29, 2025, reviewed the amendment with Resolution No. SZ-2025/2026.(IX.29.) 12.

The Board of Trustees of the Rudolf Kalman Foundation for Obuda University accepted it with Resolution No. 75/2025. (X.2.) regarding the amendment of Volume III of the Organizational and Operational Regulations of Obuda University, the Student Requirements System. It will come into effect on October 3, 2025.

Budapest, October 2, 2025.

Prof. Dr. Levente Kovács
Rector

Dr. András Cser-Palkovics
Chairman of the Board of Trustees
Rudolf Kalman for Obuda University
Foundation

APPENDIXES

APPENDIX 1.: GUIDE FOR CONDUCTING ADMISSION INTERVIEWS

Master's Program in Data Science

Organization of the Admission Interview:

The president and members of the admission committee, which conducts the admission interview, are appointed by the dean of the faculty. The president of the admission committee is a qualified instructor of the faculty, its members are representatives of the faculty, and one additional member is a representative of the Student Union. The ideal size of the admission committee is 3 members.

The responsible dean's representative for educational affairs invites the relevant applicants to the admission interview. In exceptional cases, at the request of the applicant, the faculty may provide an alternative date for the interview.

The president of the admission committee announces the points earned by the applicants on the day of the exam. The exact time and method of the announcement should be communicated to the applicants.

An individual who is a relative or in a dependent relationship with the applicant, or who, for any reason, cannot be expected to provide an impartial evaluation, may not participate in the admission interview.

Conducting the Admission Interview: The applicant must be identified using an identity card, driver's license, or passport.

During the interview, notes must be taken on the applicant's responses, and the admission committee members will agree on and record the scoring in writing for each candidate.

During the interview, questions should be asked on each major topic (1-2 points), until enough information is gathered for scoring.

A total of 45 points can be earned in the admission interview, with the following maximum points for each topic:

1. **IT and professional interests, knowledge:** 30 points
2. **General knowledge, awareness, and personality:** 15 points

The scores must be recorded on the "Admission Interview Data Sheet" and authenticated with the signatures of the committee members.

Topics of the Admission Interview:

1. **The applicant's IT and professional interests, knowledge (30 points):**
 - a. Why are you applying for this specific master's program?
 - b. What supports your interest in data science?
 - c. Do you have any relevant professional experience? In what roles have you worked, and what were your responsibilities?

- d. Have you participated in any professional scientific/research projects?
 - e. What professional journals do you know? Do you read professional journals regularly?
 - f. What do you know about the state, future, problems, and opportunities of the field you are applying for?
 - g. What do you know about the credit system and the Bologna process?
2. **The applicant's general knowledge, awareness, and personality (15 points):**
- a. How interested are you in national and global affairs? What do you think are the main problems of today (e.g., in politics, economy, culture, education, health, social issues, environment, etc.)?
 - b. What trends can be expected in the field of IT, and how will they influence our daily lives?
 - c. Where do you obtain your information?
 - d. How motivated are you?
 - e. How do you handle conflicts?
 - f. What are your experiences in independent and team work?
 - g. What are your hobbies?

Applied mathematics master's programme

Organizing the admission interview:

The head of the admissions committee and its members who conduct the admission interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified instructor of the faculty, and its members are representatives of the faculty, with an additional representative from KHÖK. The minimum number of members in the admissions committee is 3.

The Study Office of the faculty invites the relevant applicants for the admission interview. In justified cases, upon the request of the applicant, the faculty may provide an alternative time for the admission interview.

If multiple committees conduct admission interviews, applicants should be assigned to each committee by drawing lots or randomly.

The head of the admissions committee announces the scores earned by the applicants on the day of the exam. The applicant must be informed about the exact time and manner of this announcement.

A person who is related to the applicant by family or any other dependent relationship or whose impartial assessment cannot be expected for other reasons may not participate in the admission interview.

Conducting the admission interview:

The applicant must be identified by a personal identification card, driver's license, or passport.

During the interview, notes should be taken on the applicant's responses, and the scoring should be discussed and documented in writing by the members of the admission committee after each candidate.

During the interview, several questions should be asked from each major topic (points 1-2) until enough points have been earned for a decision.

A total of 45 points can be obtained in the entrance interview, with the following maximum points awarded for each topic:

1. Interest, knowledge, and expertise in computer science: 33 points
2. General knowledge, awareness, and personality: 12 points

The scores must be recorded on the "Admission Interview Form" and authenticated by the signatures of the members of the admission committee.

Topics of the admission interview:

1. The applicant's interest, knowledge and expertise in computer science (33 points)
 - a. Why did you apply for this particular master's program?
 - b. What supports your engineering and specifically computer science-oriented professional interests?
 - c. Do you have any professional experience related to the field, in what roles have you worked and what were your tasks?
 - d. Have you participated in any professional scientific or development projects before?
 - e. What professional journals are you familiar with? Do you regularly read professional journals?
 - f. What do you know about the situation, future, problems and opportunities of the chosen field?
 - g. What do you know about the UNIVERSITY's educational area, the credit system-based education and the Bologna process?
2. The applicant's general knowledge, awareness, and personality (12 points)
 - a. How interested are you in the affairs of the country, the world? What are the main problems of our time (political, economic, cultural, educational, healthcare, social, environmental, etc.) in your opinion?
 - b. What development trends can be expected in the field of computer science, how do they affect our daily lives?
 - c. How do you acquire your knowledge?
 - d. How motivated are you?
 - e. What is your conflict resolution skills like?

f. What experience do you have in independent and teamwork?

g. What are your hobbies?

Obuda University

John von Neumann Faculty of Informatics

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Applied mathematics master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option.:

.....

Grading of the admission interview (max. 45 point):

1. Interests, knowledge and professional expertise in the field of computer science. (max. 33 point): point

2. General knowledge, awareness, and personality. (max. 12 point): point

The total score of the admission interview. (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.*

.....
.....
.....

Budapest,

..... Committee member:

committee chair

.....

□ To be underlined in the appropriate section.

Safety and security engineering master's programme

Organization of the admission interview:

The dean of the faculty assigns the chairman and members of the admission board who conduct the admission interview. The chairman of the admission board is a qualified lecturer of the faculty, its members are representatives of the faculty, and one member is a representative of KHÖK. The admission board must consist of at least three members.

The Study Office of the faculty invites the applicants for the admission interview. In justified cases, upon the applicant's request, the faculty may set a new date for the admission interview.

If the admission interviews are conducted by multiple boards, the applicants must be assigned to the boards by lottery/randomly.

The chairman of the admission board informs the applicants of their scores even on the day of the exam. The applicant must be informed of the exact time and method of this announcement.

Any person who is a relative or in a dependent relationship with the applicant or whose impartial assessment cannot be expected for other reasons cannot participate in the admission interview.

Conducting the admission interview:

The appearing applicant must be identified by a personal ID, driver's license, or passport.

During the interview, notes should be taken on the applicant's answers, and then the scoring should be discussed and recorded in writing by the members of the admission committee for each candidate.

During the interview, a few questions should be asked from each major topic (1-2) until it is sufficient to make a decision on scoring.

A total of 45 points can be obtained at the admission interview, and the following maximum points can be given for each topic:

1. Technical, professional interests, knowledge: 25 points
2. General knowledge, awareness, and personality: 20 points

The scores must be recorded on the "Admission Interview Form" and certified by the signatures of the members of the admission committee. **Topics of the admission interview:**

1. The applicant's technical and professional interests and knowledge (25 points)
 - a. Why did they apply for the given master's program?
 - b. What supports their engineering and safety-oriented professional interests?

- c. Do they have any professional experience related to the field, where have they worked, what were their responsibilities?
 - d. What computer skills do they have?
 - e. What technical journals do they know? Do they regularly read technical journals?
 - f. What do they know about the situation, future, problems, and opportunities of the chosen field?
 - g. What do they know about the UNIVERSITY's educational field, credit-based education, and the Bologna process?
2. The applicant's general knowledge, awareness, and personality (20 points)
- a. How interested are they in national and global affairs? What do they think are the main problems of our time (political, economic, cultural, educational, healthcare, social, environmental, etc.)?
 - b. How does they perceive the current security situation in their workplace, public areas, and immediate living environment?
 - c. Where do they acquire their knowledge?
 - d. How motivated are they?
 - e. What are their conflict management skills like?
 - f. What independent and teamwork experience do they have?
 - g. What hobbies do they have? *Obuda University Bánki Donát Faculty of Mechanical and Safety Engineering*

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Safety and security engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 point):

1. Interests, knowledge and professional expertise in the field of computer science.
(max. 25 point): point

2. General knowledge, awareness, and personality. (max. 20 point): point

Total score of the admission interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.*

.....

.....

.....

Budapest,

..... committee members:

committee chair

.....

[□] To be underlined in the appropriate section.

Security Engineering Master's Program

Organization of the Admission Interview:

The admissions committee's chair and members are appointed by the faculty dean.

The chair must be a qualified faculty instructor, supported by other faculty representatives, and one KHÖK (student council) representative.

The committee must have at least three members.

The faculty's Academic Office invites applicants to the interview.

In justified cases, applicants may request an alternate date for the interview.

If multiple committees are involved, applicants will be randomly assigned to them.

The chair announces the scores on the same day as the interview.

Applicants must be informed about the exact time and method of the announcement.

Persons in a familial or hierarchical relationship with an applicant, or unable to provide an unbiased evaluation, may not participate in the interview.

Interview Procedure:

Applicants must present valid identification (ID card, driver's license, or passport).

Notes must be taken during the interview. After each session, the committee members deliberate, record, and confirm scores in writing.

Questions will cover both major topics (1–2) until sufficient information is gathered for scoring.

A total of **45 points** can be awarded:

1. **Technical and professional interest/knowledge:** 25 points
2. **General knowledge, awareness, and personality:** 20 points

Scores are recorded on the "Admission Interview Data Sheet" and verified by the committee members' signatures.

Admission Interview Topics:

1. **Applicant's Technical and Professional Interest/Knowledge (25 points)**
 - a) Why are you applying to this master's program?
 - b) What supports your engineering, specifically security engineering, interest?
 - c) Do you have relevant professional experience? What roles and responsibilities have you had?
 - d) What IT knowledge do you possess?
 - e) Are you familiar with professional journals? Do you read them regularly?
 - f) What do you know about this field's current state, future, challenges, and opportunities?
 - g) What do you know about the university's teaching structure, credit system, and the Bologna process?

2. **Applicant's General Knowledge, Awareness, and Personality (20 points)**
 - a) Are you interested in national and global issues? What do you consider the main challenges of our time (political, economic, cultural, educational, health, social, environmental, etc.)?
 - b) How would you describe the current safety situation at your workplace, in public spaces, or in your neighborhood?
 - c) Where do you acquire your knowledge?
 - d) How motivated are you?
 - e) How would you describe your conflict resolution skills?
 - f) What are your experiences in independent and team-based work?
 - g) What are your hobbies?

Architectural engineering master's programme

Organizing the admission interview:

The head of the admission committee, along with its members, is appointed by the dean of the faculty. The head of the admission committee is a qualified instructor of the faculty, while its members are representatives of the faculty and one representative from KHÖK. The admission committee must consist of at least three members.

The Office of Studies of the faculty invites the relevant applicants for the admission interview. In justified cases, at the request of the applicant, the faculty may provide an alternative date for the admission interview.

If multiple committees conduct admission interviews, the applicants must be randomly assigned to each committee.

The head of the admission committee announces the scores of the applicants on the day of the examination. The applicant must be informed of the exact time and method of this announcement.

A person who is a relative or has a dependent relationship with the applicant or whose objective evaluation cannot be expected for other reasons cannot participate in the admission interview.

Conducting the admission interview:

The appearing applicant must be identified with their personal identification card, driver's license or passport.

During the interview, notes should be taken on the applicant's answers, and then the scoring should be discussed by the members of the admission committee for each candidate and recorded in writing.

During the interview, a few questions should be asked from each major topic (1-2 points) until it is enough to decide on the scoring.

A total of 35 points can be earned at the admission interview, with the following maximum points per topic:

1. Technical and professional interests, knowledge: 20 points
2. General education, awareness, and personality: 15 points

The scores must be recorded on the "Admission Interview Form" and authenticated with the signatures of the members of the admission committee.

Topics of the Admission Interview:

1. The applicant's technical and professional interests and knowledge (20 points)
 - a. Why are you applying for the particular master's program?
 - b. What supports your interest in the engineering, especially in the architectural direction?
 - c. Do you have any professional experience related to the field? What were your job roles and responsibilities?
 - d. What are your computer skills?
 - e. What technical journals are you familiar with? Do you regularly read technical journals?
 - f. What do you know about the situation, future, problems, and opportunities of the field you have chosen?
 - g. What do you know about the UNIVERSITY's educational field, the credit system education, and the Bologna process?
2. The applicant's general knowledge, awareness, and personality (15 points)
 - a. How interested are you in the affairs of the country and the world? What do you think are the main problems of our time (public, economic, cultural, educational, health, social, environmental, etc.)?
 - b. Where do you acquire your knowledge?

- c. How motivated are you?
- d. What is your conflict management skills?
- e. What are your experiences with independent and teamwork?
- f. What are your hobbies?

Óbuda University

Ybl Miklós Faculty of Architecture and Civil Engineering

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Architectural engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 35 point):

1. Interests, knowledge and professional expertise in the field of computer science.
(max. 20 point): point

2. General knowledge, awareness, personality (max. 15 point): point

Total score of the admission interview(1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.*

.....
.....
.....

Budapest,

..... committee members:

committee chair

.....

□ To be underlined at the appropriate section.

Business informatics master's programme

Organizing the admission interview:

The head of the admission committee and its members are appointed by the dean of the faculty. The head of the admission committee is a qualified instructor of the faculty, its members are representatives of the faculty, and one representative of KHÖK. The admission committee must consist of at least three members.

The relevant applicants are invited to the admission interview by the faculty's Academic Office. In justified cases, upon the request of the applicant, the faculty may provide an alternative time for the admission interview.

If multiple committees conduct the admission interviews, the applicants must be randomly assigned to the individual committees.

On the day of the exam, the head of the admission committee informs the applicants of their scores. The applicant must be informed of the exact time and method of this notification.

Persons who are relatives of or have a dependent relationship with the applicant or who, for other reasons, cannot provide an objective assessment may not participate in the admission interview.

Conducting an admission interview:

The applicant appearing must be identified with an identity card, driver's license or passport.

During the interview, notes must be taken on the applicant's answers, and the scoring should be discussed by the admission committee members for each candidate and recorded in writing.

During the interview, a few questions should be asked from each major topic (1-3), until there are enough to make a scoring decision.

A total of 45 points can be obtained in the admission interview, with the following maximum points available for each topic:

1. Interest, knowledge, and skills in computer science: 20 points
2. Interest, knowledge, and skills in economics: 15 points
3. General education, awareness, and personality: 10 points

The scores must be recorded on the "Admission Interview Form" and authenticated by the signatures of the members of the admission committee.

Topics of the admission interview:

1. The applicant's knowledge and interest in computer science and related fields (20 points)

- a. What does the applicant know about the current situation, future, problems, and opportunities of the chosen field?
 - b. What supports the applicant's interest in computer science?
 - c. What business problems does the applicant see that could not be solved without IT support?
 - d. Does the applicant have any professional experience in computer science, or have they participated in developing IT systems?
 - e. Have they been involved in any computer science research or development projects in the past?
 - f. What programming languages do they know? What languages will be necessary to achieve their future plans?
2. The applicant's knowledge and interest in economics (15 points)
 - a. Why did they apply for the master's program in question?
 - b. What interests them in economics and business studies, and why?
 - c. Do they have any relevant experience in economics?
 - d. Have they been involved in corporate (re)organization, economic processes, or systems development before?
 - e. Where do they get their information about current economic trends?
3. The applicant's general knowledge, awareness, and personality (10 points)
 - a. What does the applicant know about the credit system education and the Bologna Process?
 - b. How interested are they in national and global issues, and what are the main problems of today (in politics, economics, culture, education, healthcare, social issues, environmental protection, etc.)?
 - c. What are the expected trends of development in computer science and economics, and how will they affect our daily lives?
 - d. How motivated are they?
 - e. What are their experiences with independent and teamwork?

Obuda University

John von Neumann Faculty of Informatics

ADMISSION INTERVIEW FORM

 / . year . () semester

Business informatics master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 pont):

1. Information technology, professional interests, knowledge(max. 20 point):..... point

2. Economic professional interests, knowledge (max. 15 point): point

3. General knowledge, awareness, and personality (max. 10 point): point

Total score of the interview (1.+2.+3.): ... point

The committee's remark(s): We recommend / do not recommend admission.

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Budapest,

..... Committee members:

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committee chair

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□ To be underlined at the appropriate section.

Geoinformatics master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting the admission interview:

The applicant must be identified using their ID card, driver's license, or passport.

During the interview, notes should be taken on the applicant's responses, and the scoring should be discussed and recorded in writing by the members of the admissions committee.

During the interview, a few questions should be asked from each major topic (points 1-2) until there is enough information to make a decision on scoring.

A total of 45 points can be earned during the admission interview, with the following maximum points available for each topic:

1. Knowledge and interest in geoinformatics: 33 points
2. General knowledge, awareness, and personality: 12 points

The scores should be recorded on the "Admission Interview Form" and authenticated with the signatures of the admissions committee members.

Topics of the Admission Interview:

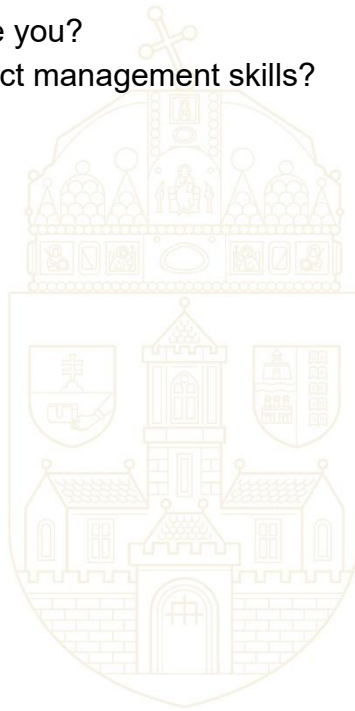
1. The applicant's interest, knowledge, and experience in geoinformatics (33 points)
 - a. Why did you apply to this particular master's program?
 - b. What supports your professional interest in engineering and specifically geoinformatics?
 - c. Do you have any professional experience related to the field? What were your tasks and responsibilities in your previous positions?
 - d. Have you participated in any scientific or development work related to the field?
 - e. What professional journals do you know? Do you regularly read professional journals?
 - f. What do you know about the current situation, future prospects, problems, and opportunities of the field you have chosen?
 - g. What do you know about the university's educational areas, credit-based education, and the Bologna Process?
2. The applicant's general knowledge, awareness, and personality (12 points)
 - a. How interested are you in current events both in the country and the world? What do you consider to be the main problems of our time (political, economic, cultural, educational, health, social, environmental, etc.)?
 - b. What development trends are expected in the field of geoinformatics, and how will they affect our daily lives?
 - c. Where do you acquire your knowledge?

d. How motivated are you?

e. What is your conflict management skills?

f. What experience do you have in independent and team work?

g. What hobbies do you have?



ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Geoinformatics master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 point):

1. Information technology, professional interests, knowledge(max. 33 point):..... point

2. General knowledge, awareness and personality (max. 12 point): point

Total score of the interview (1.+2.+3.): ... point

Committee's remark(s): We recommend / do not recommend admission.*

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Székesfehérvár,

..... committee members:

committee chair

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□ To be underlined at the appropriate section.

Mechanical engineering master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting the admission interview:

The applicant must be identified using their ID card, driver's license, or passport.

During the interview, notes must be taken of the candidate's answers, and the scoring must be discussed and recorded in writing by the members of the admission committee for each candidate.

During the interview, a few questions from each major topic (points 1-2) should be asked until enough information is gathered to make a decision on scoring.

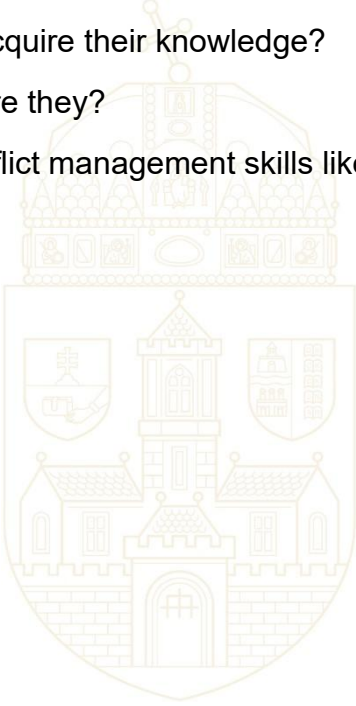
A total of 45 points can be earned in the admission interview, with the following maximum points awarded per topic:

1. Technical, professional interests, knowledge: 25 points
2. General knowledge, awareness, and personality: 20 points

The scores must be recorded on the "Admission Interview Form" and authenticated with the signatures of the admission committee members.

Topics for the admission interview:

1. The applicant's technical and professional interests and knowledge (25 points)

- a. Why did they apply for the specific master's program?
 - b. What supports their technical interest in engineering, specifically in mechanical or welding technology?
 - c. Do they have any professional experience related to the field, and in what positions have they worked and what were their tasks?
 - d. What is their knowledge of information technology?
 - e. What professional journals are they familiar with, and do they regularly read technical journals?
 - f. What do they know about the situation, future, problems, and opportunities of the chosen field?
 - g. What do they know about the university's education field, credit-based education, and the Bologna Process?
1. The applicant's general knowledge, awareness, and personality (20 points)
- a. How interested are they in current affairs, both domestically and globally? What does the applicant think are the main problems of our times (political, economic, cultural, educational, health, social, environmental, etc.)?
 - b. Where do they acquire their knowledge?
 - c. How motivated are they?
 - d. What is their conflict management skills like?
 - e. What are their experiences with independent and team work?
 - f. What hobbies do they have?
- 

Óbuda University

Bánki Donát Faculty of Mechanical and Safety Engineering

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Mechanical engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Maiden's name:

Applied field of study, the department, and the financing option:

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Grading of the interview (max. 45 point):

1. Mechanical, professional interests, knowledge (max. 25 point): point

2. General knowledge, awareness and personality (max. 20 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.

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Budapest,

..... Committee members:

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committee chair

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□ To be underlined at the appropriate section.

Infrastructure Engineering Master's Program

Admission Interview:

Applicants demonstrate professional awareness expected at the bachelor's level through a verbal interview.

Ranking is based on:

- **Admission Interview:** Up to 30 points
- **BSc Degree GPA multiplied by 12:** Up to 60 points
- **Additional Points:** Up to 10 points

Total Maximum Score: 100 points

Point Breakdown:

Admission Interview: Up to 30 points

- Technical/professional interest and knowledge: 15 points
- General knowledge, awareness, and personality: 15 points

Degree Qualification: Up to 60 points (GPA × 12)

Additional Points: Up to 10 points:

- Equal opportunity (e.g., disability, child care, disadvantage): Max 5 points
- Second language certificate: 2 points
- Institutional TDK (1st–3rd place or special award): 2 points
- OTDK (1st–3rd place): 4 points
- Professional scientific work: 5 points

Industrial design engineering master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting an Admission Interview:

The applicant who appears must be identified using a personal identification card, driver's license, or passport.

During the interview, notes must be taken on the applicant's answers, and the scoring is discussed and recorded in writing by the members of the admission committee for each candidate.

During the interview, a few questions should be asked from each major topic (1-2 points) until enough information is obtained for the scoring decision.

A total of 20 points can be obtained in the admission interview, with the following maximum points available for each topic:

1. Technical and professional interest and knowledge: 12 points
2. General knowledge, awareness, and personality: 8 points

The scores must be recorded on the "Admission Interview Form" and authenticated with the signatures of the admission committee members.

The topics of the admission interview:

1. The applicant's technical and professional interests and knowledge (12 points)
 - a. Why did you apply to the specific master's program?
 - b. What supports your professional interest in engineering, particularly in industrial product design?
 - c. Do you have any relevant professional experience related to the field? What positions did you work in, and what were your tasks?
 - d. Have you participated in any scientific/research projects before?
 - e. What technical journals are you familiar with? Do you regularly read any technical journals?
 - f. What do you know about the current situation, future prospects, issues, and opportunities of the field you have chosen?
 - g. What do you know about the University's educational field, credit-based education, and the Bologna process?

2. The applicant's general knowledge, awareness, and personality (8 points)

- a. How interested are you in the country's and the world's affairs? What do you think are the main issues of our time (political, economic, cultural, educational, healthcare, social, environmental, etc.)?
- b. What development trends can be expected in the field of industrial product design, and how will they affect our daily lives?
- c. Where do you acquire your knowledge?

f. What experience do you have in individual and teamwork?

g. What are your hobbies?

Óbuda University

Rejtő Sándor Faculty of Light Industry and Environmental Engineering

ADMISSION INTERVIEW FORM

 / . year . () semester

Industrial design engineering master's programme

.... committee

Name of the applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 20 point):

1. Technical, professional interests, knowledge (max. 12 point): point

2. General knowledge, awareness and personality (max. 8 point): point

Total score of the interview (1.+2.): ... point

Committee's remark(s): We recommend / do not recommend admission.

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Budapest,

..... Committee members:

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□

committee chair

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□ To be underlined at the appropriate section.

Cybersecurity Engineering Master's Program

Organization of the Admission Interview: The president and members of the admission committee are appointed by the dean of the faculty. The president of the committee is a qualified instructor of the faculty, and the members are faculty representatives, with one additional member being the student union representative. The admission committee must consist of at least 3 members.

The educational affairs responsible dean's delegate invites the candidates to the admission interview. In particularly justified cases, upon the candidate's request, the faculty may provide an alternative date for the interview.

The president of the committee will announce the candidates' scores on the day of the exam. The exact time and method of the announcement must be communicated to the candidate.

A person who is a relative or in a dependent relationship with the candidate, or whose objectivity cannot be ensured for any other reason, cannot participate in the interview.

Conducting the Admission Interview: The candidate must be identified using an ID card, driver's license, or passport.

During the interview, notes should be taken on the candidate's answers, and the committee members will discuss and record the scores for each candidate in writing.

During the interview, questions must be asked on all major topics (1-2), until enough information is gathered to decide on the scoring.

A total of 45 points can be earned in the admission interview. The maximum points for each topic are as follows:

1. **Information Technology, Professional Interests, and Knowledge:** 30 points
2. **General Knowledge, Awareness, and Personality:** 15 points

The scores must be recorded on the "Admission Interview Sheet" and certified by the signatures of the committee members.

Topics of the Admission Interview:

1. **Candidate's Information Technology, Professional Interests, and Knowledge (30 points)**
 - a) Why are you applying to this particular master's program?
 - b) What supports your engineering interest, specifically in the cybersecurity field?
 - c) Do you have any relevant professional experience, and what roles have you worked in?
 - d) Have you participated in any professional scientific or development projects?
 - e) What professional journals are you familiar with? Do you regularly read professional publications?
 - f) What do you know about the current situation, future, issues, and opportunities in the field you have chosen?
 - g) What do you know about the credit-based training system and the Bologna process?
2. **Candidate's General Knowledge, Awareness, and Personality (15 points)**
 - a) How interested are you in national and global affairs? What do you think are the main current problems (e.g., public life, economy, culture, education, healthcare, social issues, environmental concerns)?
 - b) What developmental trends do you expect in the field of information technology, and how will they affect our daily lives?
 - c) Where do you get your information from?
 - d) How motivated are you?
 - e) How would you rate your conflict resolution skills?
 - f) What are your experiences with independent and teamwork?
 - g) What are your hobbies?

Light industrial engineering master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting the admission interview:

The appearing applicant must be identified using their ID card, driver's license, or passport.

Notes must be taken during the interview about the applicant's answers, and the scoring will be discussed and recorded in writing by the members of the admission committee for each candidate.

During the interview, a few questions should be asked from each major topic (points 1-2) until it is enough to make a decision about scoring.

A total of 20 points can be earned at the admission interview, with the following maximum points for each topic:

1. Technical and professional interests and knowledge: 12 points
2. General knowledge, awareness, and personality: 8 points

The scores must be recorded on the "Admission Interview Data Sheet" and certified by the signatures of the members of the admission committee.

Topics of the admission interview:

1. The applicant's technical and professional interests, knowledge (12 points)
 - a. Why did you apply for this specific master's program?
 - b. What supports your engineering and especially lightweight industry-oriented professional interests?
 - c. Do you have any relevant work experience in the field, what positions have you worked in, what were your tasks?
 - d. What are your IT skills?
 - e. What professional journals do you know? Do you regularly read professional journals?
 - f. What do you know about the situation, future, problems, and opportunities of the chosen field?

- g. What do you know about the UNIVERSITY's educational field, credit-based education, and the Bologna process?
- 2. The applicant's general knowledge, awareness, and personality (8 points)
 - a. How interested are you in the country and the world? What do you think are the main problems of our times (political, economic, cultural, educational, health, social, environmental, etc.)?
 - b. What developmental trends can be expected in the lightweight and processing industry, and how do they affect our daily lives?
 - c. How do you acquire knowledge?
- f. What are your experiences in independent and teamwork?
 - g. What hobbies do you have?

Óbuda University

Rejtő Sándor Faculty of Light Industry and Environmental Engineering

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Ligh industrial engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 20 point):

1. Technical, professional interests, knowledge (max. 12 point): point

2. General knowledge, awareness and personality (max. 8 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.

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Budapest,

..... committee members:

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committee chair

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□ To be underlined at the appropriate section.

Hospital Technology and Medical Engineering Master's Program

Organization of the Admission Interview:

The president and members of the admission committee are appointed by the dean of the faculty. The president of the admission committee is a qualified faculty member, and the members are representatives of the faculty, with an additional member being a representative of the faculty student union. The committee consists of at least 3 members.

The educational affairs responsible dean's delegate invites the candidates to the interview. In particularly justified cases, upon the candidate's request, the faculty may offer an alternative date for the interview.

The committee president announces the candidates' scores on the exam day. The candidate must be informed about the exact time and method of this.

No person who has a family or dependent relationship with the candidate, or whose impartial evaluation cannot be expected for any other reason, may participate in the admission interview.

Conducting the Admission Interview:

The candidate must be identified using a personal ID card, driving license, or passport.

Notes must be taken during the interview about the candidate's answers. Afterward, the committee members agree on the scoring for each candidate and record it in writing.

During the interview, a few questions must be asked from each main topic (points 1-2), until enough information has been gathered for scoring decisions.

A total of 45 points can be earned during the admission interview, with the following maximum points available for each topic:

1. Professional interest and knowledge: 30 points
2. General knowledge, awareness, personality: 15 points

The scores must be recorded on the "Admission Interview Form" and must be authenticated by the committee members with their signatures.

Topics of the Admission Interview:

1. **The candidate's professional interest and knowledge** (30 points)
 - a) Why is the candidate applying to this specific master's program?
 - b) What supports the candidate's engineering-focused professional interest?
 - c) Does the candidate have professional experience related to the field, and in what roles has the candidate worked?
 - d) Has the candidate participated in professional scientific or developmental work before?
 - e) Which professional journals is the candidate familiar with? Does the candidate regularly read professional journals?

- f) What does the candidate know about the situation, future, problems, and opportunities of the chosen field?
- g) What does the candidate know about credit-based education and the Bologna Process?
- 2. **The candidate's general knowledge, awareness, and personality** (15 points)
 - a) How interested is the candidate in the issues of the country and the world—what are, in the candidate's opinion, the main problems of today (social, economic, cultural, educational, healthcare, social, environmental, etc.)?
 - b) What developmental trends are expected in the field of information technology, and how will these influence our everyday lives?
 - c) Where does the candidate acquire their knowledge?
 - d) How motivated is the candidate?
 - e) How good are the candidate's conflict resolution skills?
 - f) What are the candidate's experiences with independent work and teamwork?
 - g) What are the candidate's hobbies?

Mechatronics engineering master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting an admission interview:

The applicant must be identified using a personal ID, driver's license or passport.

During the interview, notes should be taken on the applicant's answers, and the scoring should be discussed and recorded in writing by the members of the admission committee for each candidate.

During the interview, a few questions should be asked from each major topic (1-2 points) until there is enough information for scoring.

A total of 45 points can be earned in the admission interview, with the following maximum points possible for each topic:

1. Technical and professional interests, knowledge: 25 points
2. General knowledge, awareness, and personality: 20 points

The scores must be recorded on the "Admission Interview Form" and authenticated by the signatures of the members of the admission committee.

The topics of the admission interview:

1. The applicant's technical and professional interests and knowledge (25 points)
 - a. Why is the applicant applying for the particular master's program?
 - b. What supports their engineering and, in particular, mechatronics-oriented professional interests?
 - c. Do they have any professional experience related to the field, what positions have they worked in, and what were their responsibilities?
 - d. What are their computer science skills?
 - e. What technical journals are they familiar with? Do they regularly read technical journals?
 - f. What do they know about the situation, future, problems, and opportunities of the field they have chosen?
 - g. What do they know about the UNIVERSITY's educational field, credit-based education, and the Bologna process?
2. The applicant's general knowledge, awareness, and personality (20 points)
 - a. How interested are they in the affairs of their country and the world? What does they think are the main problems of our time (political, economic, cultural, educational, health, social, environmental, etc.)?
 - b. Where do they acquire their knowledge?
 - c. How motivated are they?
 - d. What is their conflict resolution skill like?
 - e. What experience do they have in independent and teamwork?
 - f. What hobbies do they have?

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Mechatronics engineer master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 point):

1. Technical, professional interests, knowledge (max. 25 point): point

2. General knowledge, awareness and personality (max. 20 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.

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Székesfehérvár,

..... committee members:

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committee chair

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□ To be underlined at the appropriate section.

Obuda University

Bánki Donát Faculty of Mechanical and Safety Engineering

ADMISSION INTERVIEW FORM

 / . year . () semester

Mechatronics engineer master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 point):

1. Technical, professional interests, knowledge (max. 25 point): point

2. General knowledge, awareness and personality (max. 20 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.

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Budapest,

..... committee members:

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committee chair

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□ To be underlined at the appropriate section.

Environmental Engineering Master's Program

Organization of the Admission Interview:

The president and members of the admission committee are appointed by the dean of the faculty. The president of the admission committee is a qualified faculty member, and the members are representatives of the faculty, with an additional member being a representative of the student union. The committee consists of at least 3 members. The Faculty's Study Office invites the candidates to the admission interview. In particularly justified cases, upon the candidate's request, the faculty may offer an alternative date for the interview.

If the admission interviews are conducted by multiple committees, the candidates must be randomly assigned to the committees via a lottery.

The committee president announces the candidates' scores on the exam day. The candidate must be informed about the exact time and method of this.

No person who has a family or dependent relationship with the candidate, or whose impartial evaluation cannot be expected for any other reason, may participate in the admission interview.

Conducting the Admission Interview:

The candidate must be identified using a personal ID card, driving license, or passport.

Notes must be taken during the interview about the candidate's answers. Afterward, the committee members agree on the scoring for each candidate and record it in writing.

During the interview, a few questions must be asked from each main topic (points 1-2), until enough information has been gathered for scoring decisions.

A total of 20 points can be earned during the admission interview, with the following maximum points available for each topic:

1. Natural sciences, engineering, professional interest and knowledge: 12 points
2. General knowledge, awareness, and personality: 8 points

The scores must be recorded on the "Admission Interview Form" and must be authenticated by the committee members with their signatures.

Topics of the Admission Interview:

1. **The candidate's natural sciences, engineering, and professional interest and knowledge (12 points)**
 - a) Why is the candidate applying to this specific master's program?
 - b) What supports the candidate's engineering and, within that, environmental engineering-focused professional interest?
 - c) Does the candidate have professional experience related to the field, and in

- what roles has the candidate worked, what tasks did they have?
- d) Has the candidate participated in professional scientific or developmental work before?
- e) Which professional journals is the candidate familiar with? Does the candidate regularly read professional journals?
- f) What does the candidate think about sustainability, human, social, natural, and economic resources?
- g) What does the candidate know about the situation, future, problems, and opportunities of the chosen field?
- h) What does the candidate know about the university's educational field, credit-based education, and the Bologna Process?
2. **The candidate's general knowledge, awareness, and personality** (8 points)
- a) How interested is the candidate in the issues of the country and the world? What does the candidate think are today's main problems (social, economic, cultural, educational, healthcare, social, environmental, etc.)?
- b) What developmental trends are expected in the environmental industry, the green economy, and how will these influence our daily lives?
- c) Where does the candidate acquire their knowledge?
- d) How motivated is the candidate?
- e) How good are the candidate's conflict resolution skills?
- f) What are the candidate's experiences with independent work and teamwork?
- g) What are the candidate's hobbies?

Computer science engineering master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting an admission interview:

The applicant must be identified using their personal ID card, driver's license, or passport.

During the interview, notes should be taken on the applicant's answers, and the scoring should be discussed and recorded in writing by the members of the admission committee after each candidate.

During the interview, a few questions should be asked from each major topic (1-2) until there is enough information to make a scoring decision.

A total of 45 points can be earned during the admission interview, with the following maximum points available per topic:

1. Interest, knowledge, and expertise in information technology and related fields: 33 points
2. General knowledge, awareness, and personality: 12 points

The scores should be recorded on the "Admission Interview Form" and authenticated with the signatures of the members of the admission committee.

Topics of the admission interview:

1. The applicant's interest, knowledge, and professional experience in computer science (33 points)
 - a. Why did you apply for this specific master's program?
 - b. What supports your interest in engineering and computer science in particular?
 - c. Do you have any relevant professional experience in this field? What positions have you held, and what were your responsibilities?
 - d. Have you participated in any previous professional, scientific, or development projects?
 - e. What professional journals do you know of, and do you regularly read them?
 - f. What do you know about the current state, future, problems, and opportunities in your chosen field?
 - g. What do you know about the university's educational field, credit system, and the Bologna process?
2. The applicant's general knowledge, awareness, and personality (12 points)
 - a. How interested are you in current events and global affairs? What do you think are the main issues today (in politics, economics, culture, education, healthcare, social issues, environment, etc.)?
 - b. What trends in computer science can we expect, and how will they affect our daily lives?

- c. How do you acquire knowledge?
- d. How motivated are you?
- e. What is your conflict resolution skill like?
- f. What is your experience with individual and team work?
- g. What are your hobbies?

Obuda University

Alba Regia Technical Faculty

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Computer science engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 point):

1. Information technology, professional interests, knowledge(max. 33 point):..... point

2. General knowledge, awareness and personality (max. 12 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.*

.....

.....

.....

Székesfehérvár,

..... committee members:

committee chair

.....

□ To be underlined at the appropriate section.

Obuda University

John von Neumann Faculty of Informatics

ADMISSION INTERVIEW FORM

/ . year . () semester

Computer science engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 45 point):

1. Information technology, professional interests, knowledge(max. 33 point):..... point

2. General knowledge, awareness and personality (max. 12 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.*

.....

.....

.....

Budapest,

..... committee members:

committee chair

.....

□ To be underlined at the appropriate section.

Marketing Master's Program

Organization of the Admission Interview:

The president and members of the admission committee are appointed by the dean of the faculty. The president of the admission committee is a qualified faculty member, and the members are representatives of the faculty, with an additional member being a representative of the student union. The committee consists of at least 3 members. The Faculty's Study Office invites the candidates to the admission interview. In particularly justified cases, upon the candidate's request, the faculty may offer an alternative date for the interview.

If the admission interviews are conducted by multiple committees, the candidates must be randomly assigned to the committees via a lottery.

The committee president announces the candidates' scores on the exam day. The candidate must be informed about the exact time and method of this.

No person who has a family or dependent relationship with the candidate, or whose impartial evaluation cannot be expected for any other reason, may participate in the admission interview.

Conducting the Admission Interview:

The candidate must be identified using a personal ID card, driving license, or passport.

Notes must be taken during the interview about the candidate's answers. Afterward, the committee members agree on the scoring for each candidate and record it in writing.

During the interview, a few questions must be asked from each main topic (points 1-3), until enough information has been gathered for scoring decisions.

A total of 30 points can be earned during the admission interview, with the following maximum points available for each topic:

1. Motivation: 12 points
2. Subject Knowledge: 12 points
3. Practice: 6 points

The scores must be recorded on the "Admission Interview Form" and must be authenticated by the committee members with their signatures.

Topics of the Admission Interview:

1. **Motivation** (12 points)
 - a) Entrepreneurial mindset, problem sensitivity.
 - b) Expressiveness, presentation skills, debating skills.
 - c) Creativity.
 - d) Social and community sensitivity.
 - e) Commitment to continuous development.
 - f) Ability to collaborate and delegate.

- g) Desire to expand professional knowledge.
- h) Need for entrepreneurial skill development.
- 2. **Subject Knowledge** (12 points)
 - a) Basic economic knowledge.
 - b) Management knowledge.
 - c) Professionalism, professional awareness.
 - d) Awareness of current economic policies.
 - e) Problem recognition ability.
 - f) Problem-solving skills.
- 3. **Practice** (6 points)
 - a) Professional experience relevant to previous qualifications.
 - b) Work experience acquired as an employee or student.

Teacher (Engineering) Master's Programme

Organizing the admission interview:

The president of the admission committee performing the admission interview and its members are appointed by the director general of the Trefort Agoston Engineering Pedagogical Center (hereinafter referred to as TMPK). The chairman of the admission committee is a qualified instructor of TMPK, and its members are representatives of TMPK. The minimum number of members in the admission committee is 2.

The TMPK administrator invites the applicants concerned to the admission interview. In justified cases, upon request of the applicant, TMPK may provide an alternative time for the admission interview.

If several committees conduct the admission interviews, the applicants must be assigned to the different committees by lottery/randomly.

The chairman of the admission committee announces the points earned by the applicants on the day of the exam. The applicant must be informed about the exact time and manner of this announcement.

A person who is related to the applicant by family or has any other personal connection that may affect impartial evaluation, or from whom impartial evaluation cannot be expected for any other reason, cannot participate in the admission interview.

Conducting the Admission Interview:

The applicant who appears for the interview must be identified by a personal identification card, driver's license, or passport.

During the interview, notes should be taken of the applicant's responses, and the scoring will be discussed by the members of the admission committee and recorded in writing.

During the interview, a few questions should be asked from each major topic (points 1-2) until it is sufficient to make a decision for scoring.

A total of 42 points can be earned in the admission interview, with the following maximum points for each topic:

1. Technical and pedagogical interests and knowledge: 25 points
2. General knowledge, awareness, and personality: 17 points

The scores must be recorded on the "Admission Interview Form" and authenticated with the signatures of the admission committee members.

Topics for the admission interview:

1. Applicant's technical and/or pedagogical interests and knowledge (25 points)
 - a. Pedagogical interest and sensitivity:
 - What sparked your interest in the profession of engineering education?
 - What do you expect from the career of engineering education?
 - How do you see the social perception, situation, and problems of the teaching profession?
 - Do you prefer to teach children or adults?
 - What are the advantages, disadvantages, beauty, and inconvenience of the engineering teaching profession?
 - What would you do, how would you behave, and what would you avoid to be accepted by the school faculty?
 - What conflicts can a teacher/vocational teacher have with colleagues, school superiors, students, parents, and how would you prevent or solve them?
 - Describe a workplace or school conflict you experienced, and how it was resolved!
 - What makes a good engineering teacher/vocational teacher in your opinion?
 - What do students appreciate and respect in their teachers/vocational teachers?
 - What causes students to become alienated from their teachers/vocational teachers or turn against them?
 - Does a teacher's private life matter in the teaching profession, or is it a private matter?
 - What makes a good teacher, vocational teacher, class teacher, deputy director, director?
 - How would you plan and conduct a teaching lesson or practical session?
 - How would you plan and lead a professional (e.g. industrial) visit,

museum visit, theater visit, class trip? What would you ask from parents for that?

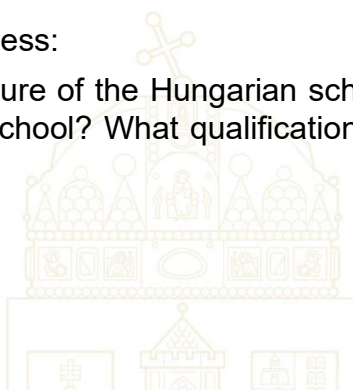
- How would you help weaker students catch up?
- How could you make the subject you teach more attractive?
- What do you think of today's teenagers?
- Who do we consider a disadvantaged child and how would you help them in school?
- What is your teaching ideal?
- Two students are fighting. What would you do?
- An upset parent bursts into your teaching lesson. What would you do in front of the children and privately with the parent?
- One of the students' belongings is missing from the classroom and accuses a classmate of theft. What would you do?
- One of the students has caused damage to the school building or equipment. What would you do?
- An item has gone missing from the school or workshop. What would you do?
- What problems would the class teacher, principal, school doctor or police report?
- How do you stay informed about pedagogical issues?
- Who do you know who has made outstanding contributions to education and schooling in Hungary?
- Who have you heard of who were famous foreign educators?

b. Professional experiences:

- What certified professional qualifications have you obtained after your first degree?
- In which professional positions have you worked so far? Which one did you like the most and why?
- What opportunities are available in Hungary for obtaining further professional qualifications?
- Are you planning to obtain another professional qualification?
- Where do you get information about professional issues related to your field?
- Have you worked with foreigners in Hungary? What experiences have you gained regarding their professional preparedness and work behavior?
- Have you worked abroad? What were your professional, work, and human experiences?

c. Educational awareness:

- What is the structure of the Hungarian school system? How can one get into a particular school? What qualifications does each school offer, and



what does this qualification entitle the student to? □ Where can one obtain a professional qualification?

- What learning opportunities are available for adults?
- Where do schools get the money they need to operate, and how do they spend it? Who supports the school and with what resources?
- What is the school obligated to provide to its students?
- What are the obligations and rights of students?
- What is youth protection?
- What are the obligations and rights of parents regarding their children's education?
- Who can be a vocational instructor, theoretical instructor, general education teacher, class leader, deputy director, director, and what are their responsibilities?
- Where and how does one plan to use their engineering teaching qualification?
- Who decides what students should learn in school?
- What is the National Qualifications Register, the National Curriculum?
- Where do people get information about educational issues?
- What do we know about the school system and schools in our EU partner countries?
- What do we know about the European Union's general educational and vocational training efforts?

2. The applicant's general knowledge, awareness, and personality (17 points)

a) General knowledge:

- What do you understand by general knowledge?
- Describe and evaluate Hungary's industry, agriculture, and commerce!
- What are the countries of the European Union, and where does Hungary rank among them in terms of population size, territory, and economic strength?
- What are the internal problems of the European Union that you have heard of?
- What is the position of the European Union in the world economically, militarily, and politically?
- What are currently the major global problems? What would be the solutions?
- What is the political system in our country? What is the role of the National Assembly and the government?
- What is the role of the ministries?
- What are the duties of the President of the Republic, the Prime Minister, and the Ministers? Who were the Presidents, Prime Ministers, Education Ministers of Hungary, and who are they currently?
- What are the main social problems currently in Hungary?

- What should be the relationship between family, school, and society? What problems do you see in this area currently?
- What changes have the events of recent years brought about in Hungarian society and the economy, as well as in your own profession?
- What are cultural institutions? Which ones do you know?
- What cultural events have you attended in the past two years? How do you evaluate them?
- What does general knowledge in IT mean? Why is it necessary?
- What can you use a computer for at home and at work? What kind of computer would you buy?
- What is the significance of newspapers, radio, and television in today's society?
- Who do you consider a cultured newspaper reader, radio listener, television viewer?
- What do you understand by behavior culture, and what do you consider important in it for yourself?
- What is good style?
- Who were and who are currently Hungary's famous writers, poets, internationally renowned inventors, scientists, and artists? How did they become famous?
- What do you understand by Europeanism and national consciousness?
- What sources do you use to enrich your general knowledge? □ What do you like to do in your free time?

b) Language skills:

- The applicant's speech culture demonstrated during the admission interview (language accuracy, style, speech manner, articulation and logical clarity, conceptual clarity).

Obuda University

Kandó Kálmán Faculty of Electrical Engineering

ADMISSION INTERVIEW FORM

 / . year . () semester

Teacher (engineering) master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 42 point):

1. Technical, and/or pedagogical interests and knowledge (max. 25 point): point

2. General knowledge, awareness and personality (max. 17 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.

.....

.....

The specialization where they can start their studies:

.....

Budapest,

..... committee members:

.....

□

committee chair

.....

□ To be underlined at the appropriate section.

Business development master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting the entrance interview:

The applicant who appears must be identified using an ID card, driver's license or passport.

During the interview, notes should be taken on the applicant's responses, and the scoring should be discussed and recorded in writing by the members of the admissions committee after each candidate.

During the interview, a few questions should be asked from each major topic (points 1-3) until enough points are gathered for the scoring decision.

A maximum of 30 points can be obtained in the entrance interview, with the following maximum points available for each topic:

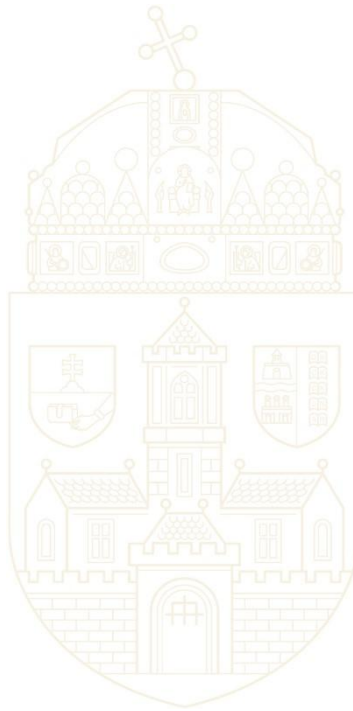
1. Motivation: 12 points
2. Subject knowledge: 12 points
3. Practice: 6 points

The scores must be recorded on the "Admission Interview Form" and certified by the signatures of the members of the admissions committee.

Topics of the admission interview:

1. Motivation (12 points)
 - a. Entrepreneurial mindset, problem sensitivity.
 - b. Communication skills, presentation style, debating skills.
 - c. Creativity.
 - d. Social and societal sensitivity.
 - e. Commitment to continuous development.
 - f. Collaboration and delegation skills.
 - g. Need to expand professional knowledge.
 - h. Need for developing entrepreneurial skills.
2. Technical knowledge (12 points)
 - a. Basic economic knowledge.
 - b. Management knowledge.
 - c. Expertise, professional orientation.
 - d. Daily economic and political orientation.
 - e. Problem recognition skills.

- f. Problem-
3. Practice (6
- a. Professional
previous
- b. Work
employee or



solving skills.

points)

practice corresponding to
qualifications.

experience gained as an
student.

ADMISSION INTERVIEW FORM

____ / ____ . year . (____) semester

Business development master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 30 point):

1. Motivation (max. 12 point): point

2. Technical knowledge (max. 12 point): point

3. Practice (max. 6 point): point

Total score of the interview (1.+2.+3.): ... point

The committee's remark(s): We recommend / do not recommend admission.

.....

Budapest,

..... committee members:

.....

□

committee chair

.....

□ To be underlined at the appropriate section.

Electrical engineering master's programme

Organizing the admissions interview:

The head of the admissions committee and its members who conduct the admissions interview are appointed by the dean of the faculty. The head of the admissions committee is a qualified lecturer of the faculty, the members are representatives of the faculty, and one additional member is a representative of KHÖK. The minimum number of members of the admissions committee is 3.

The faculty Study Office invites the relevant applicants to the admissions interview. In particular cases, upon the applicant's request, the faculty may schedule an additional interview.

If the admissions interviews are conducted by multiple committees, the applicants must be randomly assigned to each committee.

The head of the admissions committee shall inform the applicants of their scores on the day of the examination. The applicant must be notified of the exact time and method of this information.

A person who is related to the applicant or in a dependent relationship with them, or from whom impartial assessment cannot be expected for other reasons, cannot participate in the admissions interview.

Conducting the admission interview:

The applicant must be identified by a personal identification card, driver's license or passport.

During the interview, notes must be taken on the applicant's answers, and the scoring will be discussed and recorded in writing by the members of the admission committee after each candidate.

During the interview, several questions should be asked from each major topic (1-2), until it is enough to make a decision on scoring.

A total of 20 points can be obtained at the admission interview, with the following maximum points available for each topic:

1. Technical and professional interests, knowledge: 12 points
2. General knowledge, awareness, and personality: 8 points

The scores must be recorded on the "Admission Interview Form" and authenticated by the signatures of the members of the admission committee.

Topics of the admission interview:

1. The applicant's technical and professional interests and knowledge (12 points)
 - a. Why did you apply for this particular master's program?
 - b. What supports your professional interest in engineering and specifically in electrical engineering?
 - c. Do you have any relevant professional experience related to the field? What kind of job positions have you worked in and what were your tasks?
 - d. What are your computer skills?
 - e. What technical journals are you familiar with? Do you regularly read technical journals?
 - f. What do you know about the current situation, future, problems, and opportunities of the chosen field?
 - g. What do you know about the university's educational field, credit-based education, and the Bologna process?
2. The applicant's general knowledge, awareness, and personality (8 points)
 - a. How interested are you in national and international affairs? What do you think are the main problems of today (political, economic, cultural, educational, healthcare, social, environmental, etc.)?
 - b. What do you know about industrial monitoring and communication systems?
 - c. Where do you acquire your knowledge?

- d. How motivated are you?
- e. What is your conflict resolution skill?
- f. What experience do you have with independent and teamwork?
- g. What are your hobbies?

Obuda University

Kandó Kálmán Faculty of Electrical Engineering

ADMISSION INTERVIEW FORM

 / . year . () semester

Electrical engineering master's programme

.... committee

Name of the Applicant:

Admission ID number:

Date of birth:

Mother's maiden name:

Applied field of study, the department, and the financing option:

.....

Grading of the admission interview (max. 20 point):

1. Technical, professional interests, knowledge (max. 12 point): point

2. General knowledge, awareness and personality (max. 8 point): point

Total score of the interview (1.+2.): ... point

The committee's remark(s): We recommend / do not recommend admission.

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.....

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Budapest,

..... committee members:

.....

□

committee chair

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□ To be underlined at the appropriate section.

APPENDIX 2: THE ADMISSION REQUIREMENTS FOR MASTER'S DEGREE PROGRAMS.

Applied mathematic master's degree programme

1. The mathematics bachelor's degree program is considered with full credit value.
2. Completion of the credits specified in point 4 is primarily taken into account for the bachelor's degree programs in natural sciences, engineering, and computer science, as well as for the bachelor's degree program in economic and financial mathematical analysis in the field of economics.
3. In addition, the bachelor's and master's degree programs, as well as the fields of study defined by Act LXXX of 1993 on higher education, which are accepted by the Credit Acceptance Committee based on a comparison of the knowledge used to determine the credit, may also be considered to have fulfilled the requirements specified in point 4.
4. Admission to a master's program requires a minimum of 65 credits from previous studies in algebra, analysis, geometry, set theory, combinatorics, mathematical logic, operations research, number theory, probability theory, and statistics. Up to 10 credits of knowledge of other subjects based on an extensive mathematical apparatus can also be counted towards this requirement.
5. Another requirement for admission to a master's program is that the student has at least 50 credits from the fields listed in point 4 based on their previous studies.
6. The missing credits must be obtained within two semesters parallel to the education leading to the master's degree, according to the TVSZ.

Safety and security engineering master's programme

1. The engineering programs in safety technology and military and security technology are taken into account with full credit value.
2. The following qualifications are primarily considered by fulfilling the credits specified in point 3:
 - a) Engineering programs in material engineering, light industry engineering, civil engineering, transportation engineering, vehicle engineering, mechatronics engineering, electrical engineering, earth sciences, engineering management, chemical engineering, environmental engineering, energy engineering, and industrial product and form design engineering;
 - b) Military operations engineering program from the political science field;
 - c) Agricultural and food industry mechanical engineering program from the agriculture field.
3. Admission to the master's program requires that the student have 40 credits from the areas listed in point 4 of the undergraduate studies - including at least 12 credits in mathematics, and at least 15 credits in physics, computer science, and professional knowledge.
4. Additional requirements for admission to the master's program are that applicants with the degree specified in point 2 have at least 70 credits from the following:
 - a) 20 credits in basic natural science (mathematics, physics, computer science, information protection);

- b) 10 credits in economic and human knowledge (knowledge of economics and management, environmental protection, quality assurance, occupational safety, social science);
 - c) 40 credits in professional knowledge (general technical knowledge, machine and product design, structural mechanics, materials science and technology, information technology, measurement and signal processing, control engineering, safety engineering, process control, manufacturing technology, production automation, quality assurance, logistics, vehicles and mobile machines, chemical and environmental processes, electrical engineering and electrotechnology, systems organization, system design).
5. The missing credits must be obtained concurrently with the training leading to the master's degree, within two semesters from the date of admission, in accordance with the regulations specified in the TVSZ.

Architectural engineering master's programme

1. The Bachelor's degree program in Architecture and Engineering can be considered with full credit value.
2. The following Bachelor's degree programs primarily count towards fulfilling the requirements specified in point 4 upon completion of the designated credits: Architecture, Civil Engineering, and Urban Planning in accordance with Act LXXX of 1993.
3. In addition to the Bachelor's and Master's degree programs specified in point 4, the credit transfer committee of the higher education institution may also consider other Bachelor's and Master's degree programs, as well as degree programs according to Act LXXX of 1993 on Higher Education, based on a comparison of the knowledge acquired for credit calculation.
4. Admission to the Master's degree program requires a total of at least 100 credits from previous studies, as follows by subject area:
 - a) mathematics, descriptive geometry, technical drawing, CAD - 12 credits;
 - b) economics, philosophy, sociology - 8 credits;
 - c) history of architecture, art history, architectural theory - 16 credits;
 - d) statics, strength of materials, structural design, structural engineering - 22 credits;
 - e) building structures, building materials, building architecture, building physics - 32 credits;
 - f) construction management, legal knowledge in construction, construction execution and organization - 10 credits;
 - g) freehand drawing, modeling, spatial and color composition - 20 credits;
 - h) building design (theory, practice), urban planning, complex design, diploma project - 50 credits.
5. Admission to the Master's degree program also requires completion of at least 16 weeks of professional practice prior to the program.

6. The missing credits must be obtained within two semesters parallel to the Master's degree program (prior to registering for the diploma project) according to the rules set forth in the Institutional Regulations.

Business informatics master's programme

1. The bachelor's degree program in Business Informatics can be taken into account with full credit value.
2. The following bachelor's degree programs are primarily considered eligible with the fulfillment of the credits defined in point 4: Engineering Informatics, Program Designer Informatics, and Business Engineer Informatics.
3. The bachelor's and master's degree programs, as well as the fields defined by Act LXXX of 1993 on higher education, which are accepted by the KÁB based on the comparison of the knowledge used to establish credits defined in point 4, are also taken into account.
4. Admission to the master's degree program requires a minimum of 70 credits from the following areas, except for those who hold a degree in Business Engineer Informatics:
 - a) Natural science (analysis, probability theory, statistics, operations research, mathematics, computer science) for 10 credits
 - b) Economic and human sciences [knowledge of economics, business economics, economic science, financial, legal, European Union, management, leadership theory (decision theory, methodology)] for 20 credits.
 - c) Information technology (computer architectures, operating systems, computer networks, programming theory, programming languages, program design, database management, IR architectures, development, management, quality assurance, integrated development tools, development support, IT audit, integrated enterprise resource planning systems, special applications) for 40 credits.
5. Another requirement for admission to the master's degree program is that the student has at least 40 credits in the listed areas from their bachelor's studies. The missing credits must be obtained within two semesters in parallel with the training leading to the master's degree according to the TVSZ.
6. The minimum credits required for admission to the master's degree program in the case of the Business Engineer Informatics bachelor's degree program is 60 credits from the following areas:
 - a) Basic knowledge of natural sciences (analysis, statistics, operations research) for 10 credits.
 - b) Economic and human sciences (economics, financial knowledge, accounting, controlling) for 20 credits.
 - c) Information technology (computer architectures, databases, business intelligence, enterprise resource planning systems, quality assurance, IT audit, system development) for 30 credits.

Admission to the master's degree program requires the acquisition of the 60 credits in the aforementioned fields for those with a degree in Business Engineer Informatics.

Geoinformatics master's programme

1. With full credit value taken into account, the following can be considered: the geoinformatics specialization of the geography undergraduate program in the natural sciences education field, the cartography and geoinformatics specialization of the earth science undergraduate program, the geoinformatics specialization of the land surveying and land management engineering undergraduate program in the agricultural education field, and the agricultural water management and environmental technology engineering and agricultural and business digitization undergraduate programs..
2. By fulfilling the credits defined in point 4, the following are primarily taken into account: further specializations of the geography and earth science undergraduate programs in the natural sciences education field, the environmental science undergraduate program, further specializations of the land surveying and land management engineering undergraduate program in the agricultural education field, the civil engineering, environmental engineering, and technical earth science undergraduate programs in the technical education field, and the software engineering undergraduate program in the computer science education field.
3. In addition, the undergraduate and graduate programs, as well as the programs defined by Act LXXX of 1993 on Higher Education, that are accepted by the Credit Approval Board (KÁB) based on a comparison of the knowledge used to establish the credit can also be taken into account by fulfilling the credits defined in point 4.
4. For those who hold the diplomas mentioned in points 1 and 2, the minimal requirements for entering the graduate program cycle are as follows:
A minimum of 60 credits is required from previous studies to enter the graduate program:
 - a) including 20 credits from the field of natural sciences (mathematics, physics, geography, geometry, basic engineering knowledge);
 - b) 10 credits from the field of computer science (informatics, computer-aided design, mapping, web application development);
 - c) 15 credits from the field of geoinformatics data acquisition (geodesy, photogrammetry, satellite positioning, remote sensing);
 - d) 15 credits from the field of geoinformatics (spatial informatics, spatial information applications, digital cartography, digital photogrammetry).

To enter the graduate program, the student must have at least 45 credits from previous studies. The missing credits must be obtained in accordance with the TVSZ.

Sport Economist Master's Program

1. The following undergraduate programs can be fully considered for credit transfer: Business and Management, Marketing and Commerce, International Business, Finance and Accounting, Tourism and Hospitality, Business Data Science, Business Teaching, and Business Informatics.
2. Credits completed in Applied Economics, Economic and Financial Mathematical Analysis, Public Service, Marketing and Commerce, Human Resources, Finance and Accounting, Tourism and Hospitality, and Business Teaching undergraduate programs are also primarily eligible.
3. In addition, credits from other undergraduate and master's programs, as well as those approved by the KÁB, can be considered.
4. The minimum credit requirement for entry into the master's program: A total of 30 credits from the following areas: a) Methodological knowledge (Mathematics, Statistics) – 8 credits; b) Theoretical economics knowledge (Microeconomics, Macroeconomics, Finance) – 10 credits; c) Basic business knowledge (Marketing, Business Law, Business Management, Accounting, Corporate Finance) – 12 credits.
5. An additional requirement for admission to the master's program is that the candidate must have at least 30 credits from the areas listed in point 4. Missing credits must be obtained during the master's program within two semesters following the admission, as defined by the HKR.

Mechanical engineering master's programme

1. The mechanical engineering undergraduate program can be considered with full credit value.
2. The following technical education fields are primarily considered with the fulfillment of the credits defined in point 4:
 - a) Material engineering, safety engineering, defense and safety engineering, light industry engineering, civil engineering, technical earth sciences, technical management, chemical engineering, environmental engineering, energy engineering, industrial product and design engineering, transportation engineering, vehicle engineering, mechatronics engineering, and electrical engineering undergraduate programs;
 - b) Agricultural and food industry mechanical engineering undergraduate program.
3. The undergraduate and graduate programs, as well as the fields of study specified in Act LXXX of 1993 on Higher Education, which are accepted by the Credit Accreditation Committee based on the comparison of knowledge used to

determine the credit, can also be considered with the fulfillment of the credits defined in point 4.

4. The admission to the graduate program requires that based on previous studies:
 - a) Applicants with a degree from undergraduate programs specified in point 2 with at least 40 credits, including at least 12 in mathematics, at least 5 in physics, and at least 20 in professional knowledge, from the fields specified in point 5;
 - b) Applicants with a degree from undergraduate programs specified in point 3 with at least 50 credits from the fields specified in point 5.
5. Another requirement for admission to the graduate program is that applicants with degrees specified in points 2 and 3 have at least 70 credits specified in point 4, distributed as follows:
 - a) 20 credits from the field of natural sciences (mathematics, physics, mechanics, materials science, heat and fluid mechanics);
 - b) 10 credits from the field of economics and humanities (knowledge of economics and management, environmental protection, quality assurance, occupational safety and health, social sciences);
 - c) 40 credits from the field of professional knowledge (general technical knowledge, machine and product design, structural mechanics, material science and technology, information technology, measurement and signal processing, control engineering, safety engineering, energy technology, production technology, manufacturing automation, quality assurance, logistics, vehicles and mobile machinery, chemical and environmental processes, electrical engineering and electromagnetics).
6. Missing credits must be obtained within two semesters parallel with the training for obtaining a master's degree according to the TVSZ.

Industrial design engineering master's programme

1. The industrial product and design engineering bachelor's degree program can be considered with full credit value.
2. In addition to fulfilling the credits defined in point 3, the following bachelor's degree programs are also considered: mechanical engineering, mechatronic engineering, light industrial engineering, material engineering, transportation engineering, wood industry engineering, electrical engineering, civil engineering, architecture engineering, and technical management.
3. Admission to the master's degree program requires that the student has at least 50 credits based on their undergraduate studies, as follows from the total of 70 credits:
 - a) 20 credits in the field of natural sciences;
 - b) 10 credits in the field of humanities;
 - c) 40 credits in the field of professional knowledge.

4. The missing credits must be obtained in parallel with the master's degree program within two semesters from the admission, as determined in the TVSZ.

Light industrial engineering master's programme

1. The light industry engineering undergraduate program can be taken into account with the full credit value.
2. By fulfilling the credits specified in point 3, the following undergraduate programs can primarily be considered: industrial product and form design engineering, environmental engineering, chemical engineering, wood industry engineering, material engineering, mechanical engineering, and technical management.
3. Another requirement for admission to the master's program is that applicants with a degree from the undergraduate programs specified in point 2 must have at least 30 credits from the following 60 credits:
 - a) 20 credits from natural science knowledge (including at least 4 credits in mathematics, 4 credits in physics, 4 credits in chemistry, and 4 credits in biology-ecology);
 - b) 10 credits from economic and human knowledge (including economics, environmental law, management, organization, project management, engineering communication, and social science);
 - c) 30 credits from environmental engineering basic knowledge (engineering knowledge, health and safety, analytics and measurement technology, environmental science (soil science, environmental chemistry, environmental biotechnology), protection of environmental elements (water quality protection, wastewater treatment, air pollution control, soil protection, waste management, noise and vibration control, radiation protection, natural environment protection), environmental analysis (environmental informatics, environmental assessment), environmental management).
4. The missing credits must be obtained in accordance with the TVSZ (academic and examination regulations) within two semesters parallel to the training leading to the master's degree, starting from the admission.

Mechtronical engineering master's programme

1. The mechatronics engineering undergraduate program is taken into account with the full credit value.
2. Fulfillment of the credits specified in point 4 primarily takes into account:
 - a) from the technical training field: material engineering, safety engineering, military and safety engineering, professional pilot, mechanical engineering, light industry engineering, civil engineering, technical earth sciences, chemical engineering, environmental engineering, energy engineering, electrical engineering, industrial product and form design engineering, transportation engineering, vehicle engineering;
 - b) from the information technology training field: engineering informatics;
 - c) from the agricultural training field: agricultural and food industry mechanical engineering undergraduate program.

3. In addition to the undergraduate and master's programs specified in point 4, the programs specified in Act LXXX of 1993 on Higher Education may be taken into account based on the comparison of the knowledge used to determine credits accepted by KÁB.
4. Admission to the master's program requires:
 - a) holding a degree in the undergraduate program specified in point 2, with at least 40 credits - including at least 10 credits in mechanical engineering, 10 credits in electrical engineering, 10 credits in information technology, and 10 credits in mechatronics (control technology) as specified in point 5;
 - b) holding a degree in the undergraduate program specified in point 3 with at least 50 credits as specified in point 5.
5. Additional admission requirements for the master's program include having at least 70 credits as specified below for applicants holding degrees specified in points 2 and 3:
 - a) 20 credits in natural sciences (mathematics, physics, mechanics, electrical engineering);
 - b) 10 credits in economic and human sciences (economic and management knowledge, environmental protection, quality assurance, occupational safety, social sciences, psychology);
 - c) 40 credits in professional knowledge (general technical knowledge, electrical engineering from mechatronics, information technology, material science and technology, measurement and signal processing, control technology).
6. The missing credits must be obtained within two semesters concurrent with the master's degree program in accordance with the TVSZ.

Computer science engineering master's programme

1. The computer engineering undergraduate program is taken into account with full credit value.
2. With the fulfillment of the credits determined in point 4, the undergraduate programs of economics informatics, software design informatics, and operation engineer informatics are primarily taken into account.
3. With the fulfillment of the credits determined in point 4, undergraduate and master's programs, as well as programs according to Act LXXX of 1993 on higher education, can also be considered, which are accepted by the Curriculum Accreditation Committee (KÁB) based on the comparison of knowledge used to establish the credits.
4. Admission to the master's program requires a minimum of 80 credits from the following areas, for those who have the diplomas specified in points 2 and 3, except for those who have a diploma in operation engineer informatics:
 - a) 20 credits from natural sciences (analysis, algebra, probability theory, mathematical statistics, physics);

- b) 15 credits from economics and humanities (economics, environmental protection, quality assurance, professional language, social science);
 - c) 15 credits from computation theory and programming knowledge (computation and algorithm theory, programming languages, program design, software technology);
 - d) 15 credits from computer knowledge (electronics, digital technology, measurement and control technology, computer architectures, operating systems, computer networks);
 - e) 15 credits from information systems knowledge (database management, knowledge representation, modeling and analysis of information systems, implementation, security issues).
5. Admission to the master's program also requires that the student has at least 40 credits in the listed areas from their undergraduate studies. The missing credits must be obtained within two semesters parallel to the master's degree program, according to the regulations set out in the TVSZ.
6. For admission to the master's program in operation engineer informatics, a minimum of 60 credits is required from the following areas:
- a) 15 credits from basic natural science knowledge (analysis, algebra, discrete mathematics);
 - b) 5 credits from economics and humanities;
 - c) 10 credits from computation theory and programming knowledge (algorithm theory, software technology);
 - d) 30 credits from information technology knowledge (modeling, computer graphics and image processing, databases, network knowledge, artificial intelligence).

Admission to the master's program requires that the 60 credits in the listed areas are obtained parallel to the master's degree program.

Business development master's programme

1. The Bachelor's degree program in Business Administration and Management and International Business can be taken into account with full credit value.
2. The Bachelor's degree program in Applied Economics, Economic and Financial Mathematics, Public Administration, Commerce and Marketing, Human Resources, Finance and Accounting, Tourism and Hospitality, and Business Education can be primarily considered for completion of the credits defined in point 4.
3. In addition to the Bachelor's and Master's degree programs defined in point 4, the courses specified in the Act LXXX of 1993 on Higher Education can be taken into account based on the comparison of the knowledge used to establish the credit by KÁB.
4. The minimum requirements for admission to the Master's program for those with degrees mentioned in points 2 and 3 are as follows:

The minimum number of credits required for admission to the Master's program is 30 credits from the following areas:

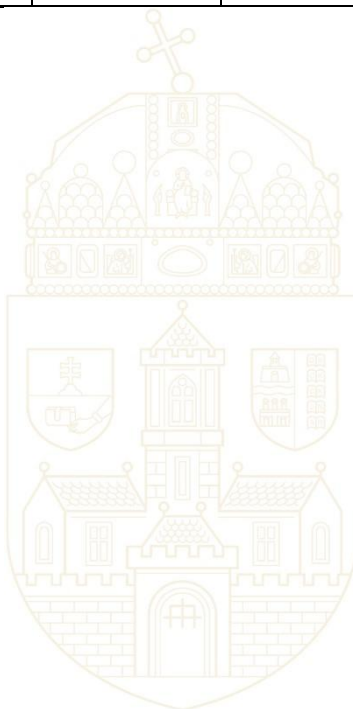
- a) Methodological knowledge (mathematics, statistics) - 8 credits;
 - b) Theoretical economic knowledge (microeconomics, macroeconomics, finance) - 10 credits;
 - c) Business knowledge (marketing, commercial law, business economics, accounting, corporate finance) - 12 credits.
5. Another requirement for admission to the Master's program is that applicants with degrees mentioned in points 2 and 3 have at least 30 credits from the areas listed in point 4.
 6. The missing credits must be obtained in accordance with the TVSZ within two semesters from the time of admission to the Master's program, in parallel with the training aimed at obtaining the Master's degree.

Electrical engineering master's programme

1. The electrical engineering undergraduate program can be taken into account with the full credit value.
2. In addition to fulfilling the credits specified in point 3, the undergraduate and graduate programs in technical, IT, and natural sciences can also be taken into account.
3. The condition for admission to the master's program is to have at least 50 credits for graduates with a degree from the undergraduate programs defined in point 2, out of the following 80 credits:
 - a) 20 credits from the field of natural sciences (mathematics, physics, electrical materials knowledge);
 - b) 10 credits from the field of economic and humanities knowledge (knowledge of economics and management, environmental protection, quality assurance, occupational health and safety, specialized language, social sciences);
 - c) 30 credits from the field of electrical, electronic, and IT knowledge (electrical engineering, signals and systems, electronics, digital technology, IT, programming);
 - d) 20 credits from the field of electrical engineering basic knowledge (telecommunications, measurement technology, control engineering, microelectronics, electronic technology, electrical energy, laboratory).
4. The missing credits must be obtained in parallel with the training for obtaining the master's degree within two semesters from admission, as determined in the TVSZ.

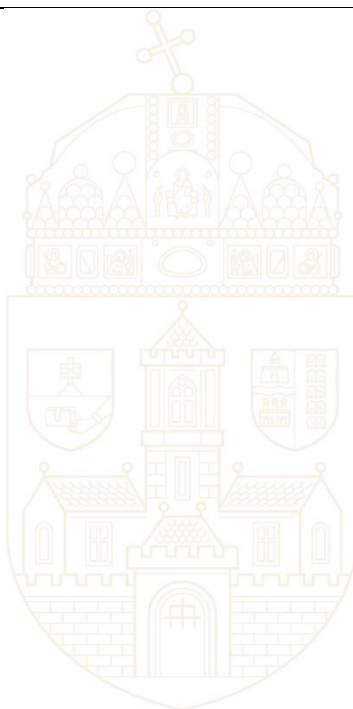
APPENDIX 3.: WEIGHTED GRADE POINT AVERAGES BY FIELD OF STUDY

Field of study	Weighted grade point averages at a given time				
	between 2017.09.01. and 2018.08.31.	between 2018.09.01. and 2019.08.31.	between 2019.09.01. and 2020.08.31.	between 2020.09.01. and 2022.08.31.	from 2023.09.01
agrarian	2,50	2,75	3,00	3,00	2,75
economic sciences	2,50	2,75	3,00	3,00	2,75
informatics	2,50	2,75	3,00	3,00	2,75
technical	2,50	2,75	3,00	3,00	2,75
pedagogy teacher training	2,75	3,00	3,25	3,50	2,75
natural sciences	-	-	-	3,00	2,75



APPENDIX 4.:
DISTRIBUTION OF INSTITUTIONAL STUDENT ALLOCATION FRAMEWORK

1. Performance-based support	Σ 67,5%
a) Academic scholarship	57,5%
b) Institutional professional, scientific and public scholarships	
□ OE scholarship	1,0%
□ Public and demonstrator scholarship (<i>EHÖK</i> 2,5%, <i>KHÖK</i> 6%)	8,5%
□ <i>TDK</i> awards, professional and academic competitions	0,5%
2. Social-based support (Regular social scholarship, extraordinary social scholarship, basic support)	Σ 28,5%
3. Support for <i>HÖK</i> operations	Σ 4,0%
a) <i>EHÖK</i> material budget support	2,5%
b) <i>KHÖK</i> material budget support	1,5%



APPENDIX 5.: DEFAULT TUITION FEES

Tuition fees for vocational higher education programs

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
economic sciences	hungarian	full-time	7	30	KGK	2023/2024	230 000	115 000	3 833
			7	30		2022/2023	200 000	100 000	3 333
			7	30		2021/2022	200 000	100 000	3 333
			7	30		2020/2021	200 000	100 000	3 333
			7	30		2019/2020	200 000	100 000	3 333
			7	30		2018/2019	200 000	100 000	3 333
			7	30		2017/2018	200 000	100 000	3 333
			7	30		2016/2017	180 000	90 000	3 000
			7	30		2015/2016	180 000	90 000	3 000
			7	30		2014/2015	170 000	85 000	2 833
			7	30		2013/2014	172 000	86 000	2 866
economic sciences	hungarian	correspondence	7	30	KGK	2023/2024	220 000	110 000	3 666
			7	30		2022/2023	190 000	95 000	3 166
			7	30		2021/2022	190 000	95 000	3 166
			7	30		2020/2021	190 000	95 000	3 166
			7	30		2019/2020	190 000	95 000	3 166
			7	30		2018/2019	190 000	95 000	3 166
			7	30					
informatics	hungarian	full-time	7	30	AMK	2023/2024	275 000	137 500	4 583
			7	30		2022/2023	200 000	100 000	3 333
			7	30		2021/2022	200 000	100 000	3 333
			7	30		2020/2021	200 000	100 000	3 333
			7	30		2019/2020	200 000	100 000	3 333
			7	30		2018/2019	200 000	100 000	3 333
			7	30					

A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
technical	hungarian	full-time	7	30	RKK	2023/2024	275 000	137 500	4 583
			7	30		2022/2023	200 000	100 000	3 333
			7	30		2021/2022	200 000	100 000	3 333
			7	30		2020/2021	200 000	100 000	3 333
			7	30		2019/2020	200 000	100 000	3 333
			7	30		2018/2019	200 000	100 000	3 333
			7	30		2017/2018	200 000	100 000	3 333
technical	hungarian	correspondence	7	30	RKK	2023/2024	275 000	137 500	4 583
			7	30		2022/2023	200 000	100 000	3 333
			7	30		2021/2022	200 000	100 000	3 333
			7	30		2020/2021	200 000	100 000	3 333
			7	30		2019/2020	200 000	100 000	3 333
			7	30		2018/2019	200 000	100 000	3 333
			7	30		2017/2018	200 000	100 000	3 333
			7	30		2017/2018	200 000	100 000	3 333
			7	30		2016/2017	200 000	100 000	3 333
			7	30		2015/2016	200 000	100 000	3 333
			7	30		2014/2015	190 000	95 000	3 166
			7	30		2013/2014	190 000	95 000	3 166
informatics	hungarian	evening	7	30	KGK	2023/2024	220 000	110 000	3 666
			7	30		2022/2023	200 000	100 000	3 333
			7	30		2021/2022	200 000	100 000	3 333
			7	30		2020/2021	200 000	100 000	3 333
			7	30		2019/2020	200 000	100 000	3 333

□

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Tuition fees for bachelor's degree programs

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
agrarian	hungarian	full-time	7	30	AMK	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30		2019/2020	325 000	162 500	5 416
			7	30		2018/2019	250 000	125 000	4 166
			7	30		2017/2018	250 000	125 000	4 166
			7	30		2016/2017	240 000	120 000	4 000
			7	30		2015/2016	235 000	117 500	3 916
			7	30		2014/2015	225 000	112 500	3 750
			7	30		2013/2014	230 000	115 000	3 833
			7	30		2012/2013	230 000	115 000	3 833
			7	30		2011/2012	165 000	82 500	2 750
			7	30		2010/2011	165 000	82 500	2 750
			7	30		2009/2010	165 000	82 500	2 750
agrarian	english	full-time	7	30		2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30		2019/2020	325 000	162 500	5 416
			7	30		2018/2019	250 000	125 000	4 166
economic sciences	hungarian	full-time	7	30	KGK	2023/2024	280 000	140 000	4 666
			7	30		2022/2023	245 000	122 500	4 083
			7	30		2021/2022	245 000	122 500	4 083
			7	30		2020/2021	245 000	122 500	4 083
			7	30		2019/2020	245 000	122 500	4 083
			7	30		2018/2019	245 000	122 500	4 083
			7	30		2017/2018	245 000	122 500	4 083
			7	30		2016/2017	210 000	105 000	3 500
			7	30		2015/2016	210 000	105 000	3 500
			7	30		2014/2015	170 000	85 000	2 833
			7	30		2013/2014	172 000	86 000	2 866
			7	30		2012/2013	182 000	91 000	3 033
			7	30		2011/2012	216 000	108 000	3 600
			7	30		2010/2011	215 000	107 500	3 583
			7	30		2009/2010	222 000	111 000	3 700
			7	30		2008/2009	237 000	118 500	3 950

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
informatics	hungarian	full-time	7	30	KGK	2023/2024	350 000	175 000	5 833
			7	30		2022/2024	305 000	152 500	5 083
			7	30		2021/2022	305 000	152 500	5 083
			7	30		2020/2021	305 000	152 500	5 083
			7	30		2019/2020	305 000	152 500	5 083
			7	30		2018/2019	290 000	145 000	4 833
informatics	hungarian	full-time	6	30	NIK	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30		2019/2020	325 000	162 500	5 416
			7	30		2018/2019	300 000	150 000	5 000
informatics	hungarian	full-time	7	30	NIK-AMK	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30		2019/2020	325 000	162 500	5 416
			7	30		2018/2019	300 000	150 000	5 000
			7	30		2017/2018	300 000	150 000	5 000
			7	30		2016/2017	250 000	125 000	4 166
			7	30		2015/2016	250 000	125 000	4 166
			7	30		2014/2015	240 000	120 000	4 000
			7	30		2013/2014	244 000	122 000	4 066
			7	30		2012/2013	257 000	128 500	4 283
			7	30		2011/2012	216 000	108 000	3 600
			7	30		2010/2011	215 000	107 500	3 583
			7	30		2009/2010	222 000	111 000	3 700
			7	30		2008/2009	237 000	118 500	3 950
informatics	hungarian	full-time	7	30	NIK (Salgótarján)	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	315 000	157 500	5 250
			7	30		2021/2022	315 000	157 500	5 250
			7	30		2020/2021	315 000	157 500	5 250
			7	30		2019/2020	315 000	157 500	5 250
technical	hungarian	full-time	7	30	AMK (mechanical engineering, electrical engineering)-	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

			7	30	BGK-KVKRKK	2019/2020	325 000	162 500	5 416
			7	30		2018/2019	310 000	155 000	5 166

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
			7	30	AMK (műszaki menedzser)-KGK	2020/2021	290 000	145 000	4 833
			7	30		2019/2020	290 000	145 000	4 833
			7	30		2018/2019	280 000	140 000	4 666
			7	30	AMK (gépészmérnök)-BGK-KVK-RKK	2017/2018	310 000	155 000	5 166
			7	30	AMK-KGK	2017/2018	280 000	140 000	4 666
			7	30	AMK-BGK-KGKKVK	2016/2017	230 000	115 000	3 833
			7	30	RKK	2016/2017	240 000	120 000	4 000
			7	30	AMK-BGK-KGKKVK	2015/2016	230 000	115 000	3 833
			7	30	RKK	2015/2016	240 000	120 000	4 000
			7	30	AMK-BGK-KGKKVK-NIK-RKK	2014/2015	220 000	110 000	3 666
			7	30		2013/2014	223 000	111 500	3 716
			7	30		2012/2013	235 000	117 500	3 916
			7	30		2011/2012	216 000	108 000	3 600
			7	30		2010/2011	215 000	107 500	3 583
			7	30		2009/2010	222 000	111 000	3 700
			7	30		2008/2009	237 000	118 500	3 950
			7	30		2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
technical	hungarian	full-time	7	30	YBL (építészmérnök, építőmérnök)	2019/2020	300 000	150 000	5 000
			7	30	YBL (műszaki menedzser)	2019/2020	250 000	125 000	4 166
			7	30	YBL	2018/2019	250 000	125 000	4 166
			7	30		2017/2018	250 000	125 000	4 166
			7	30		2016/2017	250 000	125 000	4 166
			7	30		2015/2016	250 000	125 000	4 166
			7	30		2014/2015	250 000	125 000	4 166
			7	30		2013/2014	250 000	125 000	4 166
			7	30		2012/2013	250 000	125 000	4 166
			7	30		2011/2012	215 000	107 500	3 583
			7	30		2010/2011	215 000	107 500	3 583
			7	30		2009/2010	215 000	107 500	3 583

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

			7	30		2008/2009	215 000	107 500	3 583
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Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
informatics	english	full-time	7	30	NIK	2023/2024	450 000	225 000	7 500
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30		2019/2020	325 000	162 500	5 416
			7	30		2018/2019	300 000	150 000	5 000
			7	30		2017/2018	300 000	150 000	5 000
			7	30		2016/2017	300 000	150 000	5 000
			7	30		2015/2016	300 000	150 000	5 000
			7	30		2014/2015	290 000	145 000	4 833
			7	30		2013/2014	290 000	145 000	4 833
technical	english	full-time	7	30	KGK	2023/2024	375 000	187 500	6 250
			7	30	BGK-KVK-RKK	2023/2024	450 000	225 000	7 500
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2019	325 000	162 500	5 416
			7	30		2018/2019	325 000	162 500	5 416
			7	30		2017/2018	325 000	162 500	5 416
			7	30		2016/2017	270 000	135 000	4 500
			7	30		2015/2016	270 000	135 000	4 500
			7	30		2014/2015	260 000	130 000	4 333
			7	30		2013/2014	264 000	132 000	4 400
			7	30		2012/2013	278 000	139 000	4 633
technical	german	full-time	7	30	BGK	2014/2015	240 000	120 000	4 000
			7	30		2013/2014	244 000	122 000	4 066
			7	30		2012/2013	257 000	128 500	4 283
			7	30		2011/2012	216 000	108 000	3 600
			7	30		2010/2011	215 000	107 500	3 583
			7	30		2009/2010	222 000	111 000	3 700


Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
agrarian	hungarian	correspondence	7	30	AMK	2023/2024	325 000	162 500	5 416

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30		2019/2020	325 000	162 500	5 416
			7	30		2018/2019	250 000	125 000	4 166
			7	30		2017/2018	250 000	125 000	4 166
			7	30		2016/2017	240 000	120 000	4 000
			7	30		2015/2016	235 000	117 500	3 916
			7	30		2014/2015	225 000	112 500	3 750
			7	30		2013/2014	230 000	115 000	3 833
			7	30		2012/2013	230 000	115 000	3 833
			7	30		2011/2012	165 000	82 500	2 750
			7	30		2010/2011	165 000	82 500	2 750
			7	30		2009/2010	165 000	82 500	2 750
			7	30		2023/2024	260 000	130 000	4 333
			7	30		2022/2023	225 000	112 500	3 750
			7	30		2021/2022	225 000	112 500	3 750
			7	30		2020/2021	225 000	112 500	3 750
			7	30		2019/2020	225 000	112 500	3 750
			7	30		2018/2019	225 000	112 500	3 750
			7	30		2017/2018	225 000	112 500	3 750
			7	30		2016/2017	195 000	97 500	3 250
			7	30		2015/2016	195 000	97 500	3 250
			7	30		2014/2015	165 000	82 500	2 750
			7	30		2013/2014	167 000	83 500	2 783
			7	30		2012/2013	176 000	88 000	2 933
			7	30		2011/2012	189 000	94 500	3 150
			7	30		2010/2011	186 000	93 000	3 100
			7	30		2009/2010	193 000	96 500	3 216
			7	30		2008/2009	204 000	102 000	3 400
economic sciences	hungarian	correspondence	7	30		2023/2024	325 000	162 500	5 416
			7	30		2022/2023	315 000	157 500	5 250
			7	30		2021/2022	315 000	157 500	5 250
			7	30		2020/2021	315 000	157 500	5 250
			7	30		2019/2020	315 000	157 500	5 250
informatics	hungarian	correspondence	7	30	NIK	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	315 000	157 500	5 250
			7	30		2021/2022	315 000	157 500	5 250
			7	30		2020/2021	315 000	157 500	5 250
			7	30		2019/2020	315 000	157 500	5 250

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
technical	hungarian	correspondence	7	30	AMK-KVK-RKK	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	280 000	140 000	4 666

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.


7	30		2021/2022	280 000	140 000	4 666
7	30		2020/2021	280 000	140 000	4 666
7	30		2019/2020	280 000	140 000	4 666
7	30		2018/2019	280 000	140 000	4 666
7	30	KGK	2023/2024	325 000	162 500	5 416
7	30		2022/2023	270 000	135 000	4 500
7	30		2021/2022	270 000	135 000	4 500
7	30		2020/2021	270 000	135 000	4 500
7	30		2019/2020	270 000	135 000	4 500
7	30	BGK	2023/2024	325 000	162 500	5 416
7	30		2022/2023	250 000	125 000	4 166
7	30		2021/2022	250 000	125 000	4 166
7	30		2020/2021	250 000	125 000	4 166
7	30		2019/2020	250 000	125 000	4 166
7	30	BGK-KGK	2018/2019	250 000	125 000	4 166
7	30	AMK-KVK-RKK	2017/2018	280 000	140 000	4 666
7	30	BGK-KGK	2017/2018	250 000	125 000	4 166
7	30	 AMK-BGK-KVK	2016/2017	200 000	100 000	3 333
7	30					
7	30					
7	30					
7	30					
7	30	KGK-RKK	2016/2017	210 000	105 000	3 500
7	30	AMK-BGK-KVK	2015/2016	200 000	100 000	3 333
7	30	KGK-RKK	2015/2016	210 000	105 000	3 500
7	30	AMK-BGK-KGKKVK-NIK-RKK	2014/2015	190 000	95 000	3 166
7	30		2013/2014	193 000	96 500	3 216
7	30		2012/2013	203 000	101 500	3 383
7	30		2011/2012	189 000	94 500	3 150

¹ A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

			7	30		2010/2011	186 000	93 000	3 100
			7	30		2009/2010	193 000	96 500	3 216
			7	30		2008/2009	204 000	102 000	3 400
			7	30	YBL	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	325 000	162 500	5 416
			7	30		2021/2022	325 000	162 500	5 416
			7	30		2020/2021	325 000	162 500	5 416
			7	30	YBL (építésmérnöki, építőmérnöki)	2019/2020	300 000	150 000	5 000
			7	30	YBL (műszaki menedzser)	2019/2020	250 000	125 000	4 166

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
			7	30	YBL	2018/2019	200 000	100 000	3 333
			7	30		2017/2018	200 000	100 000	3 333
			7	30		2016/2017	200 000	100 000	3 333
			7	30		2015/2016	200 000	100 000	3 333
			7	30		2014/2015	200 000	100 000	3 333
			7	30		2013/2014	200 000	100 000	3 333
			7	30		2012/2013	200 000	100 000	3 333
			7	30		2011/2012	185 000	92 500	3 083
			7	30		2010/2011	185 000	92 500	3 083
			7	30		2009/2010	185 000	92 500	3 083
			7	30		2008/2009	185 000	92 500	3 083
pedagogy teacher training	hungarian	correspondence	7	30	KVK	2023/2024	200 000	100 000	3 333
			7	30		2022/2023	200 000	100 000	3 333
			7	30		2021/2022	200 000	100 000	3 333
informatics	hungarian	evening	7	30		2023/2024	330 000	165 000	5 500
			7	30		2022/2023	285 000	142 500	4 750
			7	30		2021/2022	285 000	142 500	4 750
			7	30		2020/2021	285 000	142 500	4 750
			7	30		2019/2020	285 000	142 500	4 750

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

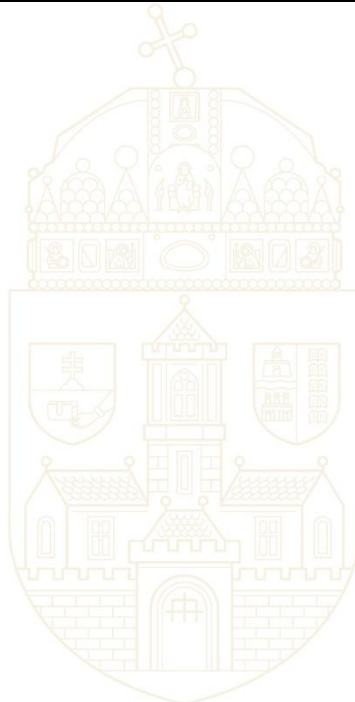
			7	30		2018/2019	270 000	135 000	4 500
			7	30	NIK	2023/2024	325 000	162 500	5 416
			7	30		2022/2023	285 000	142 500	4 750
			7	30		2021/2022	315 000	157 500	5 250
			7	30		2020/2021	315 000	157 500	5 250
			7	30		2019/2020	315 000	157 500	5 250
			7	30		2018/2019	290 000	145 000	4 833
			7	30		2017/2018	290 000	145 000	4 833
			7	30		2016/2017	214 000	107 000	3 566
			7	30		2015/2016	204 000	102 000	3 400
			7	30		2014/2015	204 000	102 000	3 400
			7	30		2013/2014	207 000	103 500	3 450
			7	30		2012/2013	218 000	109 000	3 633
			7	30		2011/2012	189 000	94 500	3 150
			7	30		2010/2011	186 000	93 000	3 100
			7	30		2009/2010	193 000	96 500	3 216
			7	30		2008/2009	204 000	102 000	3 400

¹ A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment ¹	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
The Student Requirement System of ÓE									Appendix 1.
technical	hungarian	onlinecourse	8	30	KGK	2023/2024	290 000	145 000	5 576
			8	30		2022/2023	250 000	125 000	4 807
			8	30		2021/2022	250 000	125 000	4 807
			8	30		2020/2021	250 000	125 000	4 807
			8	30		2019/2020	250 000	125 000	4 807
			8	30		2018/2019	250 000	125 000	4 807
			8	30	KVK	2023/2024	325 000	162 500	6 250
			8	30		2022/2023	280 000	140 000	5 384
			8	30		2021/2022	280 000	140 000	5 384
			8	30		2020/2021	280 000	140 000	5 384
			8	30		2019/2020	280 000	140 000	5 384
			8	30		2018/2019	280 000	140 000	5 384
			8	30		2017/2018	280 000	140 000	5 384
			8	30	KGK	2017/2018	250 000	125 000	4 807
			8	30	KGK-KVK	2016/2017	185 000	92 500	3 557
			8	30		2015/2016	185 000	92 500	3 557
			8	30		2014/2015	175 000	87 500	3 365
			8	30		2013/2014	177 000	88 500	3 403
			8	30		2012/2013	187 000	93 500	3 596
			8	30		2011/2012	177 000	88 500	3 403
			8	30		2010/2011	174 000	87 000	3 346
			8	30		2009/2010	181 000	90 500	3 480
			8	30		2008/2009	192 000	96 000	3 692
			8	30	RKK	2008/2009	192 000	96 000	3 692

Tuition fees for Master's

programs



¹ A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
informatics	hungarian	full-time	4	30		2023/2024	500 000	250 000	8 333
			4	30		2022/2023	500 000	250 000	8 333
			4	30		2021/2022	500 000	250 000	8 333
			4	30		2020/2021	500 000	250 000	8 333
			4	30		2019/2020	500 000	250 000	8 333
			4	30		2018/2019	425 000	212 500	7 083
			4	30		2017/2018	425 000	212 500	7 083
			4	30		2016/2017	325 000	162 500	5 416
			4	30		2015/2016	325 000	162 500	5 416
			4	30		2014/2015	325 000	162 500	5 416
			4	30		2013/2014/2	325 000	162 500	5 416
			4	30		2013/2014/1	330 000	165 000	5 500
			4	30		2012/2013/2	330 000	165 000	5 500
			4	30		2012/2013/1	348 000	174 000	5 800
			4	30		2011/2012/2	348 000	174 000	5 800
			4	30		2011/2012/1	267 000	133 500	4 450
			4	30		2010/2011/2	267 000	133 500	4 450
			4	30		2010/2011/1	268 000	134 000	4 466
			4	30		2009/2010/2	268 000	134 000	4 466
			4	30		2009/2010/1	278 000	139 000	4 633
informatics	english	full-time	4	30	NIK	2023/2024	650 000	325 000	10 833
			4	30		2022/2023	500 000	250 000	8 333
			4	30		2021/2022	500 000	250 000	8 333
			4	30		2020/2021	500 000	250 000	8 333
			4	30		2019/2020	500 000	250 000	8 333
			4	30		2018/2019	425 000	212 500	7 083
			4	30		2017/2018	425 000	212 500	7 083

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
technical	hungarian	full-time	4	30	AMK-BGK-KVKRKK	2023/2024	500 000	250 000	8 333
			4	30		2022/2023	450 000	225 000	7 500

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

			4	30		2021/2022	450 000	225 000	7 500
			4	30		2020/2021	450 000	225 000	7 500
			4	30		2019/2020	450 000	225 000	7 500
			4	30		2018/2019	400 000	200 000	6 666
			4	30		2017/2018	400 000	200 000	6 666
			4	30		2016/2017	305 000	152 500	5 083
			4	30		2015/2016	305 000	152 500	5 083
			4	30		2013/2014	310 000	155 000	5 166
			4	30		2012/2013	327 000	163 500	5 450
			4	30		2011/2012	227 000	113 500	3 783
			4	30		2010/2011	226 000	113 000	3 766
			4	30		2009/2010	236 000	118 000	3 933
			4	30		2008/2009	249 000	124 500	4 150
			4	30	KGK	2023/2024	500 000	250 000	8 333
			4	30		2022/2023	500 000	250 000	8 333
			4	30		2021/2022	500 000	250 000	8 333
			4	30		2020/2021	450 000	225 000	7 500
			4	30		2019/2020	400 000	200 000	6 666
			4	30		2018/2019	350 000	175 000	5 833
			4	30		2017/2018	350 000	175 000	5 833
			4	30		2016/2017	350 000	175 000	5 833
			4	30		2015/2016	350 000	175 000	5 833
			4	30		2014/2015	350 000	175 000	5 833
			4	30		2013/2014	350 000	175 000	5 833
			4	30		2012/2013	350 000	175 000	5 833
			4	30		2011/2012	350 000	175 000	5 833
economic sciences	hungarian	full-time	4	30	KGK	2023/2024	370 000	185 000	6 166
			4	30		2022/2023	325 000	162 500	5 416
			4	30		2021/2022	325 000	162 500	5 416
			4	30		2020/2021	325 000	162 500	5 416
			4	30		2019/2020	325 000	162 500	5 416
			4	30		2018/2019	325 000	162 500	5 416
			4	30		2017/2018	325 000	162 500	5 416
			4	30		2016/2017	250 000	125 000	4 166
			4	30		2015/2016	250 000	125 000	4 166
			4	30		2014/2015	250 000	125 000	4 166
			4	30		2013/2014	233 000	116 500	3 883
			4	30		2012/2013	247 000	123 500	4 116
			4	30		2011/2012	227 000	113 500	3 783

□ A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
			4	30		2010/2011/2	227 000	113 500	3 783
			4	30		2010/2011/1	226 000	113 000	3 766
			4	30		2009/2010/2	226 000	113 000	3 766
			4	30		2009/2010/1	236 000	118 000	3 933
			4	30		2008/2009/2	236 000	118 000	3 933
			4	30		2008/2009/1	217 000	108 500	3 616
pedagogy teacher training	hungarian	full-time	4	30	KVK	2023/2024	350 000	175 000	5 833
			4	30		2022/2023	400 000	200 000	6 666
			4	30		2021/2022	400 000	200 000	6 666
			4	30		2020/2021	400 000	200 000	6 666
			4	30	BGK-KGK-KVK-NIKRKK	2019/2020	400 000	200 000	6 666
			4	30		2018/2019	350 000	175 000	5 833
			4	30		2017/2018	350 000	175 000	5 833
			4	30		2016/2017	300 000	150 000	5 000
			4	30		2015/2016	300 000	150 000	5 000
			4	30		2014/2015	300 000	150 000	5 000
			4	30		2013/2014	305 000	152 500	5 083
			4	30					
			4	30					
			4	30					
			4	30					
natural sciences	hungarian	full-time	4	30		2023/2024	600 000	300 000	10 000
			4	30		2022/2023	550 000	275 000	9 166
			4	30		2021/2022	550 000	275 000	9 166
			4	30		2020/2021	550 000	275 000	9 166
			4	30		2019/2020	550 000	275 000	9 166
			4	30		2018/2019	375 000	187 500	6 250
			4	30		2017/2018	375 000	187 500	6 250
			4	30		2016/2017	325 000	162 500	5 416
			4	30		2015/2016	325 000	162 500	5 416
			4	30		2014/2015	325 000	162 500	5 416
			4	30		2013/2014	325 000	162 500	5 416
			4	30		2012/2013	325 000	162 500	5 416
technical	english	full-time	4	30	BGK	2023/2024	600 000	300 000	10 000
			4	30		2022/2023	500 000	250 000	8 333
			4	30		2021/2022	500 000	250 000	8 333
			4	30		2020/2021	500 000	250 000	8 333
			4	30		2019/2020	500 000	250 000	8 333
			4	30		2018/2019	400 000	200 000	6 666
			4	30		2017/2018	400 000	200 000	6 666
			4	30		2016/2017	340 000	170 000	5 666
			4	30		2015/2016	340 000	170 000	5 666

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
			4	30	YBL	2023/2024	650 000	325 000	10 833
			4	30		2022/2023	450 000	225 000	7 500
			4	30		2021/2022	400 000	200 000	6 666
			4	30		2020/2021	450 000	225 000	7 500
			4	30		2019/2020	350 000	175 000	5 833
economic sciences	english	full-time	4	30	KGK	2023/2024	460 000	230 000	7 666
			4	30		2022/2023	400 000	200 000	6 666
			4	30		2021/2022	400 000	200 000	6 666
			4	30		2020/2021	400 000	200 000	6 666
			4	30		2019/2020	400 000	200 000	6 666
			4	30		2018/2019	345 000	172 500	5 750
natural sciences	english	full-time	4	30	NIK	2023/2024	650 000	325 000	10 833
			4	30		2022/2023	600 000	300 000	10 000
			4	30		2021/2022	600 000	300 000	10 000
			4	30		2020/2021	600 000	300 000	10 000
			4	30		2019/2020	600 000	300 000	10 000
economic sciences	english	correspondence	4	30		2023/2024	380 000	190 000	6 333
			4	30		2022/2023	320 000	160 000	5 333
			4	30		2021/2022	320 000	160 000	5 333
			4	30		2020/2021	320 000	160 000	5 333
			4	30		2019/2020	320 000	160 000	5 333
			4	30		2018/2019	320 000	160 000	5 333
agrarian	hungarian	correspondence	4	30	AMK	2023/2024	350 000	175 000	5 833
			4	30		2022/2023	350 000	175 000	5 833
			4	30		2021/2022	350 000	175 000	5 833
			4	30		2020/2021	350 000	175 000	5 833
			4	30		2019/2020	350 000	175 000	5 833
			4	30		2018/2019	350 000	175 000	5 833
			4	30		2017/2018	350 000	175 000	5 833
			4	30		2016/2017	350 000	175 000	5 833
			4	30		2015/2016	350 000	175 000	5 833
			4	30		2014/2015	350 000	175 000	5 833
			4	30		2013/2014	350 000	175 000	5 833
			4	30		2012/2013	350 000	175 000	5 833

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
technical	hungarian	correspondence	4	30	KVK	2023/2024	500 000	250 000	8 333
			4	30	AMK-BGKRKK	2023/2024	475 000	237 500	7 916
			4	30	AMK-BGK-KVKRKK	2022/2023	425 000	212 500	7 083
			4	30		2021/2022	425 000	212 500	7 083
			4	30		2020/2021	425 000	212 500	7 083
			4	30		2019/2020	425 000	212 500	7 083
			4	30		2018/2019	375 000	187 500	6 250
			4	30		2017/2018	375 000	187 500	6 250
			4	30		2016/2017	305 000	152 500	5 083
			4	30		2015/2016	305 000	152 500	5 083
			4	30		2014/2015	305 000	152 500	5 083
			4	30		2013/2014	310 000	155 000	5 166
			4	30		2012/2013	327 000	163 500	5 450
			4	30		2011/2012	216 000	108 000	3 600
			4	30		2010/2011	215 000	107 500	3 583
			4	30		2009/2010	222 000	111 000	3 700
			4	30		2008/2009	237 000	118 500	3 950
economic sciences	hungarian	correspondence	4	30		2023/2024	345 000	172 500	5 750
			4	30		2022/2023	300 000	150 000	5 000
			4	30		2021/2022	300 000	150 000	5 000
			4	30		2020/2021	300 000	150 000	5 000
			4	30		2019/2020	300 000	150 000	5 000
			4	30		2018/2019	290 000	145 000	4 833
			4	30		2017/2018	290 000	145 000	4 833
			4	30		2016/2017	250 000	125 000	4 166
			4	30		2015/2016	250 000	125 000	4 166
			4	30		2014/2015	250 000	125 000	4 166
			4	30		2013/2014	233 000	116 500	3 883
			4	30		2012/2013/2	247 000	123 500	4 116
			4	30		2012/2013/1	208 000	104 000	3 466
			4	30		2011/2012	216 000	108 000	3 600
			4	30		2010/2011	215 000	107 500	3 583
			4	30		2009/2010	222 000	111 000	3 700
			4	30		2008/2009	212 000	106 000	3 533
pedagogy teacher training	hungarian	correspondence	4	30	KVK	2023/2024	350 000	175 000	5 833
			4	30		2022/2023	400 000	200 000	6 666
			4	30		2021/2022	400 000	200 000	6 666

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

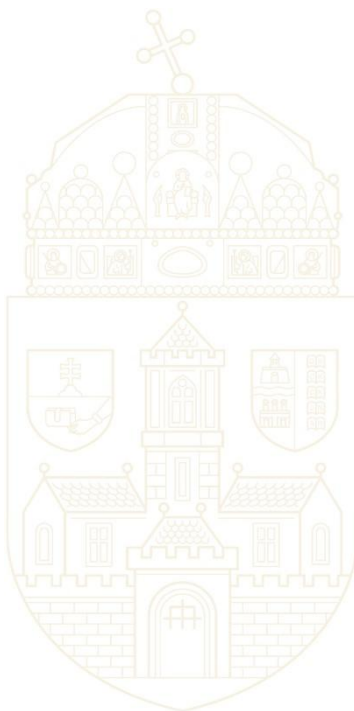
			4	30		2020/2021	400 000	200 000	6 666
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Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
			4	30	BGK-KGK-KVK-NIKRKK	2019/2020	400 000	200 000	6 666
			4	30		2018/2019	325 000	162 500	5 416
			4	30		2017/2018	325 000	162 500	5 416
			4	30		2016/2017	300 000	150 000	5 000
			4	30		2015/2016	300 000	150 000	5 000
			4	30		2014/2015	300 000	150 000	5 000
			4	30		2013/2014	305 000	152 500	5 083
informatics	hungarian	evening	4	30	NIK	2023/2024	500 000	250 000	8 333
			4	30		2022/2023	500 000	250 000	8 333
			4	30		2021/2022	500 000	250 000	8 333
			4	30		2020/2021	500 000	250 000	8 333
			4	30		2019/2020	500 000	250 000	8 333
			4	30		2018/2019	375 000	187 500	6 250
			4	30		2017/2018	375 000	187 500	6 250
			4	30		2016/2017	325 000	162 500	5 416
			4	30		2015/2016	325 000	162 500	5 416
			4	30		2014/2015	325 000	162 500	5 416
			4	30		2013/2014/2	325 000	162 500	5 416
			4	30		2013/2014/1	330 000	165 000	5 500
			4	30		2012/2013/2	330 000	165 000	5 500
			4	30		2012/2013/1	348 000	174 000	5 800
			4	30		2011/2012/2	348 000	174 000	5 800
			4	30		2011/2012/1	233 000	116 500	3 883
			4	30		2010/2011/2	233 000	116 500	3 883
			4	30		2010/2011/1	244 000	122 000	4 066
			4	30		2009/2010/2	244 000	122 000	4 066
			4	30		2009/2010/1	253 000	126 500	4 216
			4	30		2008/2009/2	253 000	126 500	4 216
			4	30		2008/2009/1	220 000	110 000	3 666

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Field of study	Language of instruction	Mode of study	Duration of training (semester)	Average semester credit value	Faculty	Academic year and semester of enrollment [□]	Default tuition fee (HUF/semester)	Required basic fee (HUF/semester)	Credit fee (HUF/credit)
The Student	Requirement	System	of ÓE						Appendix 1.
			4	30		2011/2012	216 000	108 000	3 600
			4	30		2010/2011	215 000	107 500	3 583
			4	30		2009/2010	222 000	111 000	3 700
			4	30		2008/2009	237 000	118 500	3 950
natural sciences	hungarian	evening	4	30	NIK	2023/2024	575 000	287 500	9 583
			4	30		2022/2023	500 000	250 000	8 333
			4	30		2021/2022	500 000	250 000	8 333
			4	30		2020/2021	500 000	250 000	8 333
			4	30		2019/2020	500 000	250 000	8 333
			4	30		2018/2019	350 000	175 000	5 833
			4	30		2017/2018	350 000	175 000	5 833
			4	30		2016/2017	325 000	162 500	5 416
			4	30		2015/2016	325 000	162 500	5 416
			4	30		2014/2015	325 000	162 500	5 416
			4	30		2013/2014	325 000	162 500	5 416
			4	30		2012/2013	325 000	162 500	5 416
technical	hungarian	evening	4	30	BGK	2023/2024	475 000	237 500	7 916
			4	30		2022/2023	425 000	212 500	7 083
			4	30		2021/2022	425 000	212 500	7 083
			4	30		2020/2021	425 000	212 500	7 083
			4	30		2019/2020	425 000	212 500	7 083
			4	30		2018/2019	375 000	187 500	6 250
			4	30		2017/2018	350 000	175 000	5 833
			4	30		2016/2017	305 000	152 500	5 083
			4	30		2015/2016	305 000	152 500	5 083
			4	30		2014/2015	305 000	152 500	5 083
			4	30		2013/2014	310 000	155 000	5 166
			4	30		2012/2013	327 000	163 500	5 450

[□] A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

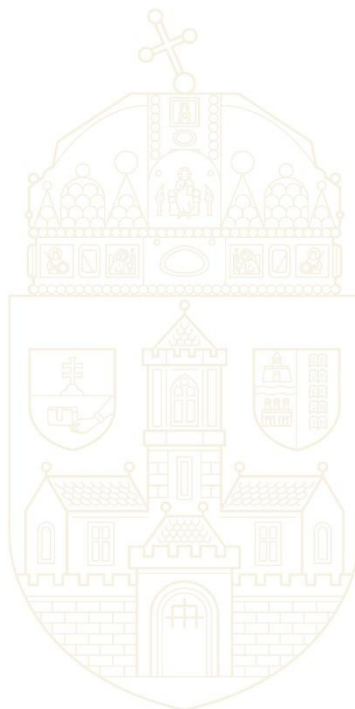


¹ A 2008/2009 előtti tanévekben beiratkozott hallgatók a 2008/2009-es tanév önköltségi díjának megfelelően fizetnek.

Tuition fees for foreign students enrolled in the academic year 2017/2018 or earlier

Training level	Training programme	Tuition fee/semester [□]	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	<ul style="list-style-type: none"> • Mechanical engineering • Industrial design engineering • Environmental engineering • Mechatronics engineering • Computer science engineering • Engineering management □ Electrical engineering 	2500 EUR	2000 EUR
Master's degree	<ul style="list-style-type: none"> • Applied mathematics • Mechatronics engineering • Computer science engineering 	3000 EUR	2500 EUR
Doctoral schools	<ul style="list-style-type: none"> • Applied Informatics and Applied Mathematics Doctoral School • Material Science and Technologies Doctoral School • Safety and Security Sciences Doctoral School 	4000 EUR	3500 EUR

[□] A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Tuition fees for international students enrolled from the academic year

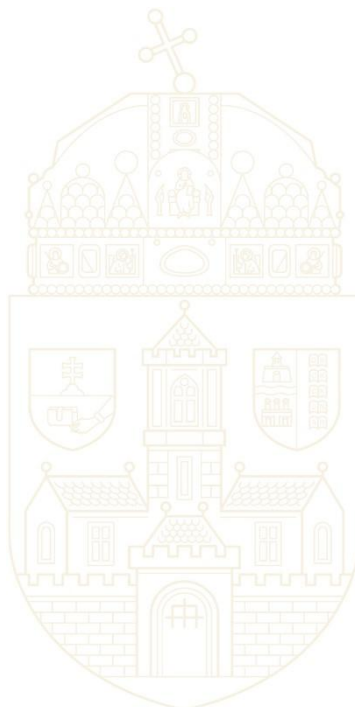
□ A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Tuition fees for international students enrolled from the academic year 2018/2019

□ A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Training level	Training programme	Tuition fee/semester□	
		for non-EU/EEA citizens	for EU/EEA citizens
The Student Requirement System of OE			
Bachelor's degree	• Architecture	3200 EUR	2000 EUR
	• Infrastructural engineering Land surveying and land management engineering • Mechanical engineering • Industry design engineering • Environmental engineering • Mechatronical engineering • Computer science engineering • Engineering management □ Electrical engineering		
Master's degree	• Applied mathematics • Mechatronical engineering • Computer science engineering • Business development	3500 EUR	2500 EUR
	□ Architect	2500 EUR	2500 EUR
Doctoral schools	• Applied Informatics and Applied Mathematics Doctoral School • Material Science and Technologies Doctoral School • Safety and Security Sciences Doctoral School	4500 EUR	3500 EUR

[□] A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Tuition fees for international students enrolled from the academic year**2021/2022**

□ A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Training level	Training programme	Tuition fee/semester□	
		for non-EU/EEA citizens	for EU/EEA citizens
The Student Requirement System of OE			
Bachelor's degree	• Architecture	3200 EUR	2000 EUR
	• Infrastructural engineering		
	• Land surveying and land management engineering		
	• Mechanical engineering		
	• Industry design engineering		
	• Environmental engineering		
	• Mechatronical engineering		
	• Computer science engineering		
Master's degree	• Engineering management □ Electrical engineering	3500 EUR	2500 EUR
	• Applied mathematics		
	• Mechatronical engineering		
	• Computer science engineering		
Doctoral Schools	• Business development	3200 EUR	3200 EUR
	□ Architect		
Doctoral Schools	• Applied Informatics and Applied Mathematics Doctoral School	4500 EUR	3500 EUR
	• Material Science and Technologies Doctoral School		
	• Safety and Security Sciences Doctoral School		

2022/2023

[□] A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Training level	Training programme	Tuition fee/semester□	
		for non-EU/EEA citizens	for EU/EEA citizens
The Student Requirement System of ÓE			
Appendix 1.			
Bachelor's degree	Tuition fees for international students enrolled from the academic year • Architecture • Infrastructural engineering • Land surveying and land management engineering • Mechanical engineering • Industry design engineering • Environmental engineering • Mechatronical engineering • Computer science engineering • Engineering management □ Electrical engineering	3200 EUR	2000 EUR
	• Applied mathematics • Mechatronical engineering • Computer science engineering • Business development	3500 EUR	2500 EUR
Master's degree	□ Architect	3200 EUR	3200 EUR
Doctoral Schools	• Applied Informatics and Applied Mathematics Doctoral School • Material Science and Technologies Doctoral School • Safety and Security Sciences Doctoral School	4500 EUR	3500 EUR

Training level	Training programme	Tuition fee/semester [□]	
		for non-EU/EEA citizens	for EU/EEA citizens
Bachelor's degree	• Land surveying and land management engineering • Industrial design engineering • Commerce and marketing • Environmental engineering • Mechatronical engineering	2900 EUR	2000 EUR
	□ Computer science engineering	3200 EUR	
	□ Engineering management	2700 EUR	

[□] A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

Tuition fees for international students enrolled from the academic year

	□ Electrical engineering	3000 EUR	
Master's degree	<ul style="list-style-type: none"> • Applied mathematics • Business informatics • Computer science engineering (AMK) • Computer science engineering (NIK) 	3500 EUR	2500 EUR
	□ Architect <ul style="list-style-type: none"> • Geoinformatics • Mechatronical engineering • Business development 	3200 EUR	
Doctoral schools	<ul style="list-style-type: none"> • Applied Informatics and Applied Mathematics Doctoral School • Material Science and Technologies Doctoral School • Safety and Security Sciences Doctoral School 	4500 EUR	3500 EUR

2023/2024

□ A felvételi eljárás díja (150 EUR) – az önköltségi díjon felül – egyszer, a jelentkezéskor fizetendő.

APPENDIX 6.:
FEES PAYABLE BY STUDENTS

The fees payable by students for late, retrospective, repeat and remedial services. (service fees)

Late fee for tax certificate replacement	4000 Ft/item
Fee for signature/mid-term grade replacement during examination period	4000 Ft/course
Late submission of thesis/final project/seminar paper/closing work	4000 Ft
Late fee for exemption application	4000 Ft/application
Late registration fee for course due to student negligence (in the first two weeks of the semester)	5000 Ft/course
Fee for third and every additional course registration for state-funded students	5500 Ft/course
Határidőn túli (szorgalmi időszak első két hetében történő) tantárgyleadás díja	5000 Ft/course
Late fee for delayed payment of other financial items	3000 Ft/item
Late submission of application	4000 Ft/application
Late fee for delayed dormitory fee payment	4000 Ft/item/month
Late fee for course change	5000 Ft/course
Late fee for delayed payment of tuition fee	5000 Ft/item
Late fee for delayed enrollment	4000 Ft
Late fee for mandatory data reporting	4000 Ft/occasion
Fee for submitting an application for leniency	4000 Ft/application
Fee for submitting and application for passive semester	4000 Ft/semester
Fee for instruction for passive semester	4000 Ft/semester
Late fee for late submission of extra exams, mid-term assignments	2000 Ft/occasion
Fee for third and every additional exam for the same course	4000 Ft/exam
Fee for initiating a new thesis/project	8000 Ft/occasion
Retrospective passive semester/Withdrawal from active semester	4000 Ft/application
Application fee for final exam registration (from the semester following the acquisition of absolutory)/Fee for repeating final exam	12000 Ft/occasion

Other fees payable by students

Fees for exceeding the credit limit by more than 10%	2000 Ft/credit
Fee for a duplicate of the certificate of completion (absolatory)	4000 Ft/duplicate
Fee for a duplicate of the certificate of succesful completion of the final exam	4000 Ft/duplicate
Accreditation fee for subject registration and procedure	1000 Ft/course
Fee for submission of transfer request	5500 Ft/request
Fee for issuing an engineer certificate for those who obtained a college degree at a predecessor institution of the UNIVERSITY based on point ac) of paragraph (2) of Section 106 of Nftv.	5000 Ft/certificate
Fee for replacement of student ID sticker	3500 Ft
Fee for replacement of student ID (including the sticker)	3500 Ft
Fee for a certified copy of a lesson register/record book/extract from the record book	1000 Ft/semester
Certificate of completed semesters	2000 Ft/certificate
Fee for proof of previous study period and student status	4000 Ft/certificate
Fee for issuance of a certified topic of previous studies	1000 Ft/course
Processing fee for the recognition of foreign certificates and diplomas if the applicant intends to study or continue their studies at the UNIVERSITY	5000 Ft/process
Processing fee for recognition of foreign professional qualifications	5000 Ft/process
Fee for a certified copy of a lesson register/record book/extract from the record book	4000 Ft/copy
Fee for a duplicate of a lesson register/record book/extract from the record book	2000 Ft/semester
Fee for submission of a request for changing work schedule	5000 Ft/request
Fee for issuing a duplicate diploma	(8000 Ft + 2000 Ft duty) /duplicate
Fee for issuing a copy of the diploma	(5000 Ft + 2000 Ft duty) /copy
Fee for issuing a duplicate diploma supplement	(10000 Ft + 2000 Ft duty) / duplicate
Fee for issuing a copy of the diploma supplement	(8000 Ft + 2000 Ft duty) / copy
Fee for submission of a request for chaning major/specialization	5000 Ft/request
Fee for changing an invoice	5000 Ft/invoice
Registration fee for self-paying students in guest student status	3000 Ft/credit

Fee for initiating a new thesis/project	8000 Ft
Processing fee for applying for final exam	12000 Ft
Fee for repeating a failed final exam	5500 Ft/course
Fee for proof of previous study period and student status	4000 Ft
Fee for issuance of a certified topic of previous studies	1000 Ft/course
Fee for a duplicate of a lesson register/record book/extract from the record book	2000 Ft/semester
Fee for a certified copy of a lesson register/record book/extract from the record book	4000 Ft
Fee for a duplicate of the certificate of completion (absolutory)	4000 Ft
Fee for a duplicate of the certificate of successful completion of the final exam	4000 Ft
Processing fee for recognition of foreign professional qualifications	5000 Ft/process
Processing fee for the recognition of foreign certificates and diplomas if the applicant intends to study or continue their studies at the UNIVERSITY	5000 Ft/process
Fee for issuing an engineer certificate for those who obtained a college degree at a predecessor institution of the UNIVERSITY based on point ac) of paragraph (2) of Section 106 of Nftv.	5000 Ft

Other fees payable by former students not currently in student status with the UNIVERSITY

Other fees payable by former students not currently in student status with the UNIVERSITY

Fee for issuing a duplicate diploma	8000 Ft + 2000 Ft duty
Fee for issuing a copy of the diploma	5000 Ft + 2000 Ft duty
Fee for issuing a duplicate diploma supplement	10000 Ft + 2000 Ft duty
Fee for issuing a copy of the diploma supplement	8000 Ft + 2000 Ft duty

APPENDIX 7.:

DORMITORY FEES PAYABLE BY STUDENTS

Dormitory fees payable by students, as well as the classification of individual dormitories based on comfort level for the 2020/2021 academic year

Residential dormitories	Number of available beds	Comfort category	Student financing	Amount of dormitory fee to be paid		
				Basic service charge (HUF/person/month)	Additional service charges (HUF/person/month)	Total service charges to be paid (HUF/person/month)
Bánki Donát Kollégium 1065 Budapest, Podmaniczky utca 8.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétátér 8.	173	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákoththon 1084 Budapest, Tavaszmező utca 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000
Kandó Kálmán Kollégium 1034 Budapest, Bécsi út 104-108.	415	IV.	State-funded	17 475	3 525	21 000
				-	-	42 000
Kiss Árpád Kollégium 1034 Budapest, Doberdó út 6/b.	2 [□]	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Óbudai Diákhotel 1037 Budapest, Nagymihály utca 1-9. (Kunigunda útja 25.)	250	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000

Dormitory or accommodation fees payable for the 2020/2021 academic year

The payable dormitory or accommodation fees for incoming students participating in international mobility programs, as well as for foreign students admitted through the university's (not central higher education) admission procedure, and for students with non-active student status in the 2020/2021 academic year:

- Bánki Donát Kollégium: 40 000 HUF/person/month
- GEO Kollégium: 40 000 HUF/person/month
- Hotel@BMF Diákoththon: 70 000 HUF/person/month
- Kandó Kálmán Kollégium: 65 000 HUF/person/month
- Kiss Árpád Kollégium: 40 000 HUF/person/month

□ Felújítás után és a használatbavételi engedélyek megléte esetén fogad hallgatókat.

- Óbudai Diákhotel: 52 000 HUF/person/month

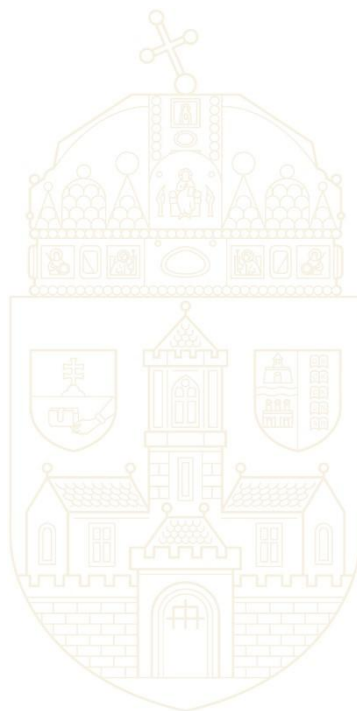
Summer dormitory accommodation fees for the period between June 21, 2021, and August 28, 2021

Residential Dormitories	For full-time state-funded or self-financed students (HUF/person/month)	For foreign students admitted through university (non-centralized higher education) admissions process (HUF/person/month)
Bánki Donát Kollégium	31 500	40 000
GEO Kollégium	31 500	40 000
Hotel@BMF Diákotthon	35 000	70 000
Kandó Kálmán Kollégium	35 000	65 000
Kiss Árpád Kollégium	-	-
Óbudai Diákhotel	31 500	52 000

Amount of deposit as

security a one-time


Residential Dormitory	Amount of security deposit as a one-time deposit (HUF/person)
Bánki Donát Kollégium	3 000
GEO Kollégium	3 000
Hotel@BMF Diákotthon	5 000
Kandó Kálmán Kollégium	10 000
Kiss Árpád Kollégium	3 000
Óbudai Diákhotel	5 000



deposit

Dormitory fees payable by students, as well as the classification of individual dormitories based on comfort level for the 2021/2022 academic year

Residential Dormitories	Number of available beds	Comfort category	Student financing	Amount of dormitory fee to be paid		
				Basic service charge (HUF/person/month)	Additional service charge (HUF/person/month)	Total service charges to be paid (HUF/person/month)
Bánki Donát Kollégium 1065 Budapest, Podmaniczky utca 8.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétatér 8.	177	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákotthon 1084 Budapest, Tavaszmező utca 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000
Kandó Kálmán Kollégium 1034 Budapest, Bécsi út 104-108.	417	IV.	State-funded	17 475	3 525	21 000
			Self-paying	-	-	42 000

Kiss Árpád Kollégium 1034 Budapest, Doberdó út 6/b.	116	I.	 State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Óbudai Diákhotel 1037 Budapest, Nagymihály utca 1-9. (Kunigunda útja 25.)	150 [□]	I.	State-funded	-	-	-
			Self-paying	-	-	-

Dormitory or accommodation fees payable for the 2021/2022 academic year

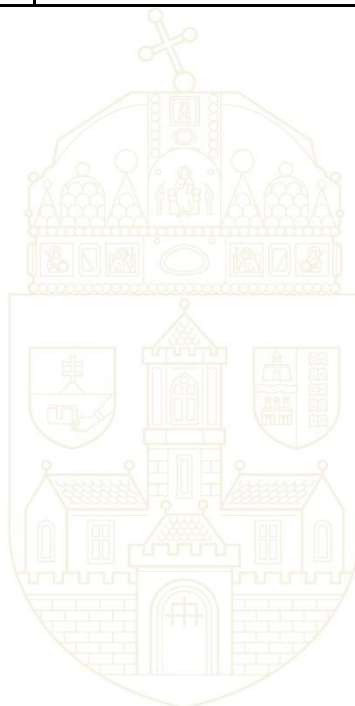
The payable dormitory or accommodation fees for incoming students participating in international mobility programs, as well as for foreign students admitted through the university's (not central higher education) admission procedure, and for students with non-active student status in the 2021/2022 academic year:

- Bánki Donát Kollégium: 40 000 HUF/person/month
- GEO Kollégium: 40 000 HUF/person/month
- Hotel@BMF Diákothon: 70 000 HUF/person/month
- Kandó Kálmán Kollégium: 65 000 HUF/person/month
- Kiss Árpád Kollégium: 40 000 HUF/person/month
- Óbudai Diákhotel: 52 000 HUF/person/month

[□] Bérelt férőhely Stipendium Hungaricum hallgatóknak.

Summer dormitory accommodation fees for the period between July 1, 2022, and August 27, 2022

Residential Dormitories	For full-time state-funded or self-financed students (HUF/person/month)	For foreign students admitted through university (non-centralized higher education) admissions process (HUF/person/month)
Bánki Donát Kollégium	27 500	33 000
GEO Kollégium	27 500	33 000
Hotel@BMF Diákotthon	35 000	45 000
Kandó Kálmán Kollégium	35 000	45 000
Kiss Árpád Kollégium	-	-



Residential Dormitories	Number of available beds	Comfort category	Student financing	Amount of dormitory fee to be paid		
				Basic service charge (HUF/person/month)	Additional service charge (HUF/person/month)	Total service charge to be paid (HUF/person/month)
The Student Requirement System of ÓE						
Bánki Donát Kollégium 1065 Budapest, Podmaniczky utca 8.	116	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
GEO Kollégium 8000 Székesfehérvár, Hosszúsétatér 8.	177	I.	State-funded	9 320	6 680	16 000
			Self-paying	-	-	33 000
Hotel@BMF Diákotthon 1084 Budapest, Tavaszmező utca 7-13.	400	IV.	State-funded	17 475	8 525	26 000
			Self-paying	-	-	70 000
Kandó Kálmán Kollégium 1034 Budapest, Bécsi út 104-108.	417	IV.	State-funded	17 475	3 525	21 000
			Self-paying	-	-	42 000
Kiss Árpád Kollégium 1034 Budapest, Doberdó út 6/b.	116 [□]	I.	State-funded	-	-	-
			Self-paying	-	-	-

**Dormitory fees payable
the classification of
based on comfort level
academic year**

**by students, as well as
individual dormitories
for the 2022/2023**

Dormitory payable for the

The payable dormitory or incoming students mobility programs, as well as admitted through the higher education) admission with non-active student academic year:

**accommodation fees
2022/2023 academic year**

accommodation fees for participating in international for foreign students university's (not central procedure, and for students status in the 2022/2023

- Bánki Donát Kollégium: 40 000 HUF/person/month
- GEO Kollégium: 40 000 HUF/person/month
- Hotel@BMF Diákotthon: 70 000 HUF/person/month
- Kandó Kálmán Kollégium: 70 000 HUF/person/month

□ Stipendium Hungaricum hallgatóknak.

APPENDIX 8.: THE METHOD OF CALCULATING ACADEMIC SCHOLARSHIP

Principle:

1. We have to create „homogenic” groups. Let the number of this group be: $*$

(It is desirable for $*$ to be as large as possible.)

2. You need to determine the number of people who receive a scholarship.
Let this number be: $+$ (It is desirable for to be $n \cong \frac{N}{*}$.) /

3. The available scholarships budget (0) for the group must be distributed proportionally among the $+$ number of individuals based on the academic performance.

The amount of the scholarship cannot be higher than the maximum value specified by law (1) or lower than the minimum value (2).

(It is desirable that the highest achieving student in the group receives the maximum amount.) Execution:

1. The groups must be sorted according to the increasing scholarship index. The top $*$ students (or $\frac{34}{2}$ in case of odd $*$) are guaranteed to receive a

scholarship.

(They constitute a subset of $+$.)

2. However, it must be examined whether the average of the next ones in the ranking (even all the remaining students!) is equal to the lowest ranked admitted, and if so, then all these students will also receive a scholarship. (They also belong to $+$!)

3. Therefore, the following are given:

0 – the scholarship budget of the group,

$+$ – the number of scholarship recipients,

5_6 – the academic average of these students sorted in a way that $5_6 \leq 5_{6+1}$, where $6 = 1, 2, \dots, +$.

4. Let the scholarship of the 6-th student ($<_6$) be proportional to their average grade:

$<_i = <_{i+1}$ then $<_6 \leq <_i$

Requirement: $m \leq p_i \leq M$ (In another method: $<_6 \geq 2$ and $<_{@} \leq 1$)

5. Note:

The scholarship fund is therefore: $0 = \sum_{i=1}^{+} <_i = \sum_{i=1}^{+} <_i = 5_6 + >$

The average scholarship is: $\bar{<} = \frac{0}{+} = \frac{5_6 + >}{+}$, where

$\bar{a} = \frac{1}{+} \sum_{i=1}^{+} a_i$ is the average grade of those who receive a scholarship.

6. Calculation of parameters (= és >):

Case 1.:

Let $<_4 = 1$, then $=_5D + >_4 = 1$, comparing this with $=_5D + >_4 = <$ gives:

$$=_6 = \frac{GE3FH3GD}{\dots} \text{ és } >_6 = < - =_45D$$

If $<_6 = =_45 + >_4 < 2$ follows from these, then Case 2.:

Let $<_4 = 2$, then $=_5 + >_4 = +$, comparing this with $=_5D + >_4 = <$ gives:

$$=_7 = \frac{GFD33GJK}{\dots} \text{ és } >_7 = < - =_5D$$

The group index:

1. The group index is a 0 to 2 index independent of the smallest and largest average of the given homogeneous group, as well as the average of the homogeneous group, where the highest scholarship index of the group is assigned to 2, the lowest to 0, and the group average to 1.
2. The group index is a measure of academic performance that makes it comparable for any two or more arbitrarily selected students at the UNIVERSITY.

The method to calculate the group index:

1. The group index is calculated in several steps, based on the scholarship index:

$$\text{Scholarship index} = \frac{\text{Creditindex} \times \sum \text{Achieved credit}}{\dots}$$

$$\text{where } = \frac{\dots}{\text{Number of active semesters}} \times 30$$

2. The average of the given homogeneous group is subtracted from the scholarship index:

$$\text{Scholarship index} - \text{Group average}$$

3. The group index of the student whose scholarship score is above the group average is calculated by dividing their deviation from the group average by the largest deviation in the group, and adding 1 to the result.

Thus, the group index of the student with the best scholarship score is 2, and the group index of the student with the highest GPA is 1:

$$\text{Group index} = \frac{\text{Scholarship index} - \text{Group average}}{\text{Highest(Scholarship index} - \text{Group average)}} + 1$$

4. The group index of the student whose scholarship index is below the group average is calculated by dividing the difference between their scholarship index and the smallest deviation in the group by -1, and adding 1 to the result. This way, the group index of the student with the worst scholarship index will be 0:

$$\text{Group index} = \frac{-1 \times \text{Scholarship index} - \text{Group average}}{\text{Lowest Scholarship index} - \text{Group average}} + 1$$

Appendix No. 9
(SAMPLE)
Obuda University

..... Faculty

Student's full name:

Mother's birth name:

Student's program (major):

Student's permanent address:

NOTIFICATION OF DISCIPLINARY PROCEEDINGS INITIATION

I hereby inform you that, due to a well-founded suspicion of violation of student obligations, disciplinary proceedings have been initiated against you pursuant to Section 55 (1) of Act CCIV of 2011 and Section 2 (1) of the Rules on the adjudication of disciplinary and compensation matters of Obuda University.

Please appear before the Disciplinary Committee on at
..... o'clock in room no.

Please note that you have the right to inspect the case documents and may submit your defense in writing.

You may appoint a legal representative who may act in accordance with the provisions of the Student Disciplinary Regulations. If your defense is provided by a lawyer, you must notify the Chairperson of the Disciplinary Committee at least 8 days before the disciplinary hearing.

Please be warned that if you fail to appear at the disciplinary hearing without an acceptable excuse, the hearing may proceed in your absence.

Budapest, year month..... day

.....
Chairperson of the Disciplinary Committee

Appendix No. 10

(Sample)

DISCIPLINARY DECISION

The Disciplinary Committee of the Faculty of at Obuda University, in the disciplinary case of student (mother's birth name:, place and date of birth:) held a disciplinary hearing on ... year ... month ... day and issued the following decision.

The Disciplinary Committee found the student guilty of conduct violating Section 55 of Act CCIV of 2011 (hereinafter: Nftv.) and imposes disciplinary punishment pursuant to Section 55 (2) of the same Act as follows:

.....

[Type of disciplinary punishment].

Without a separate request and decision, the student shall be exempt from the effects of the disciplinary punishment upon its expiration—except in the case of exclusion specified in Section 55 (2)(e) of the Nftv.

This decision may be appealed within eight days of receipt by submitting a suspensive appeal addressed to the competent dean but submitted to the Disciplinary Committee.

Reasoning

Based on the statements made and documents presented during the public disciplinary hearing held on ... year ... month ... day, the Disciplinary Committee established that student committed the following on ... year ... month ... day:

.....

(Evidence description and evaluation. Explanation whether the committed act or omission constitutes a culpable and serious violation of student obligations, and the degree of the student's culpability.)

.....

.....

.....

.....

The Committee took the following as aggravating circumstances:

.....,

and mitigating circumstances:

.....,

and decided as per the operative part.

Budapest, year month day

.....
Chairperson of the Disciplinary Committee

DECISION TERMINATING THE PROCEEDINGS

The Disciplinary Committee of the Faculty of at Obuda University, in the disciplinary case of student (mother's name:, place and date of birth:), held a disciplinary hearing on ... year ... month ... day and issued the following

decision:

The Disciplinary Committee terminates the disciplinary proceedings initiated against the student

This decision may be appealed within eight days of receipt by submitting a suspensive appeal addressed to the competent dean but submitted to the Disciplinary Committee.

Reasoning

Due to the well-founded suspicion of culpable violation of essential obligations arising from the student relationship by student, disciplinary proceedings were initiated on ... year ... month ... day for (indicate the disciplinary offence).

During the investigation it was established that:

the act committed does not constitute a disciplinary offence, or it was not committed by the student under proceedings,

the commission of the disciplinary offence cannot be proven,

the culpability of the student cannot be established,

the act underlying the proceedings has already been finally adjudicated in a disciplinary procedure,

the Disciplinary Committee applies a warning instead of punishment to the student,

the disciplinary offence has expired (statute of limitations).

In view of the above, the Disciplinary Committee decided as per the operative part.

Budapest, year month day

.....
Chairperson of the Disciplinary Committee

Sanctions applied by the competent leaders and instructors in case of prohibited conduct:

CONDUCT	MINIMUM PUNISHMENT	RESPONSIBLE OFFICER
Individual cheating or attempt to cheat during tests or exams (written cheat sheet, text calculator, etc.)	Fail grade	Instructor
Exchanging answers during tests or exams (even if discovered later)	Fail grade for both parties	Instructor
Swapping assigned test sheets among each other	Fail grade for both parties	Instructor
Submitting a test or exam on behalf of another student	Fail grade for all involved + initiation of disciplinary proceedings	Instructor, Dean
Having someone else do homework, thesis	Fail grade for all involved + initiation of disciplinary proceedings	Instructor, Dean
Contacting outsiders or attempting to do so during tests/exams (mobile phones, etc.)	Fail grade + initiation of disciplinary proceedings	Instructor, Dean
Person substitution during assessments (test, exam, comprehensive exam)	Fail grade + initiation of disciplinary proceedings	Instructor, Dean
Forgery of public documents	Initiation of disciplinary proceedings + reporting to authorities	Dean
Violation of information system or data security (e.g. unauthorized access, disrupting system operation, unauthorized data alteration)	Initiation of disciplinary proceedings	Dean
Leaking test materials (university employee)	Initiation of disciplinary proceedings	Dean
Allowing unauthorized access to computer databases (university employee)	Initiation of disciplinary proceedings	Dean

Registration number:

DAMAGE REPORT

.....
Employer/Organizational unit

Prepared on: 20 year month day at o'clock
at the workplace/organizational unit of
..... (employer/Faculty)

Present:

.....
.....
.....

Description of the damage:

.....
.....
.....
.....

Location of the damage:

.....
.....

Date and time of damage occurrence: 20..... yearmonthday
hourminute

Date and time of damage discovery: 20..... yearmonthday hour
.....minute

Detailed description of the circumstances and course of the damage event:

.....
.....
.....
.....
.....
.....

Probable cause of the damage: (intentional, negligence, accident, technical fault,
damage caused by unknown person, etc.)

.....
.....
.....
.....
.....

Estimated amount of damage in HUF:Ft,
of which own damage:Ft, third-party damage:
.....Ft

The amount was determined based on estimation / invoice / price list / other:
..... (underline the applicable) *

Names of persons liable for causing the damage:

Name: Place of birth:

.....

Date of birth: Mother's name:

.....

Address: Workplace:

.....

Position: Personal statement

.....

.....

.....

Name:

Place of birth:

Date of birth:

Mother's name:

Address:

Workplace:

Position:

Personal statement

.....

.....

Name:

Place of birth:

Date of birth:

Mother's name:

Address:

Workplace:

Position:

Personal statement

.....

Head of organizational unit

Position

underline as appropriate!