

In force since 1<sup>st</sup> September 2014.



**NATIONAL UNIVERSITY OF PUBLIC SERVICE**

**ACADEMIC AND EXAMINATION REGULATIONS**

**(In a unified structure  
including amendments by  
Senate Resolution 117/2013. (10<sup>th</sup> July)  
and Senate Resolution 92/2014. (16<sup>th</sup> July).)**

**Budapest  
2012.**

The Senate of the National University of Public Service (hereinafter: University) under Act CCIV of 2011 on National Higher Education (hereinafter ANHE) and the relating execution decrees; Act CXXXII of 2011 on the National University of Public Service and on public administration, law-enforcement and military higher education (hereinafter: ANUPS); Act XLV of 1996 on the legal state of the leaders, instructors, and students of institutions of law-enforcement and military higher education (hereinafter: ALS); and under Government Decree 363/2011 (30<sup>th</sup> Dec.) on the execution of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on public administration, law-enforcement and military higher education determines the present Academic and Examination Regulations (hereinafter: AER) as follows:<sup>1</sup>

## **Chapter I General provisions**

### **The scope of the AER**

#### **§ 1**

(1) The scope of the AER shall cover the academic and examination matters and also the relating social matters of each student (hereinafter: students – including students requesting their transfer from another institution, and guest students) engaged in full-time or part-time studies (evening or distance learning courses) either in Hungarian or in a foreign language in the framework of higher level vocational education, higher training courses, bachelor or master academic programs, vocational retraining and further training, and in the framework of university- or college-level training programs determined by the previous Act on Higher education.<sup>2</sup>

(2) The scope of the AER shall extend to each university instructor, as well as each university employee both in teaching or non-teaching positions dealing with academic, examination and social matters. Besides teachers and trainers employed by the University as public servants for the purpose of the AER all personnel involved in conducting teaching, examinations or any other work at the University shall be considered as instructors or employees.<sup>3</sup>

(3) The academic and examination matters of students with disabilities – different from the present AER – and the concessions for them shall be provided for in the Equal Opportunities Policy.

(4) The rules detailed in the Doctoral Regulation of the University and the AER of the Doctoral Schools shall apply to the academic and examination matters of PhD students while to issues that are not covered by them the University AER shall apply.

(5) All University students, teachers, and employees dealing with academic and examination affairs may have recourse to the person or body specified by the AER, if they suspect that an academic or examination issue is not dealt with in accordance with the regulations.<sup>4</sup>

## **Definitions**

#### **§ 2**

The general terms applicable in the present Regulations are defined in Annex 2.

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<sup>1</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>2</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>3</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>4</sup> Amended by Senate resolution 92/2014 (16th July).

## **Chapter II.**

### **Bodies and persons acting in academic and examination matters**

#### **The Rector**

##### **§ 3**

(1) The Rector – unless the law or University regulations provide otherwise – shall decide on the establishment and termination of student status. The Rector may delegate this power to the vice rector for education in the framework of a specific action. The delegated powers cannot be re-delegated.<sup>5</sup>

(2) The rector may nullify all decisions, resolutions or actions relating to academic and examination matters – with the exception of the Senate resolutions – which violate law, University rules, strategy or interest of the University, in other cases he / she may have them complemented, corrected, amended or direct the decision making persons or organisations to conduct new proceedings.

#### **The Vice Rector for Education**

##### **§ 4**

(1) On the basis of the Senate assignment the Vice Rector for Education – or his nominee – shall assume the presidency of the Committee of Students, Examination and Social Affairs (hereinafter: CSESA) and the University Credit-transfer and Validation Committee (hereinafter: UCVC) and of institutions not belonging to the Faculty.<sup>6</sup>

(2) The Vice Rector for Education – or the Head of the Central Academic Office pursuant to the assignment of the Vice Rector for Education – shall assume the supervision of faculty committees of CSESA and UCVC.<sup>7</sup>

#### **The dean, the director of the institute not belonging to the faculty<sup>8</sup>**

##### **§ 5**

(1) The dean or – in the case of training programs conducted by the Institute not belonging to the University the Director of the Institute – shall decide on the following matters:<sup>9</sup>

- a) enrolment and registration beyond the registration period;<sup>10</sup>
- b) taking into account the opinion of the instructor subject-administrator and the proposal of the Head of the Faculty Administration<sup>11</sup>
  - ba) in the case of students with fixed training schedule the deletion of academic subject after the end of registration period; in the case of students with flexible training schedule the deletion of subject after the fifth working day following the end of the registration period,
  - bb) taking an academic subject after the fifth working day after the end of the registration period;
- c) reclassification, taking into account the proposal of the Head of the Faculty Administration;<sup>12</sup>
- d) repeated aptitude tests in the case of state-grant supported law enforcement students or military officer cadets, in the case of their second exemption from physical training or self-defence training;<sup>13</sup>

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<sup>5</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>6</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>7</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>8</sup> The subtitle was amended by Senate resolution 92/2014 (16th July).

<sup>9</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>10</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>11</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>12</sup> Amended by Senate resolution 92/2014 (16th July).

- e) the establishment of guest student status with students of other institutes of higher education, or that of the student of the University for joining another training program at the University, taking into account the opinions of the vocational training and specialization administrators and the proposal of the CSESA;<sup>14</sup>
- f) exercising fairness, taking into account proposal of the head of the Faculty Administration;<sup>15</sup>
- g) change of work schedule, taking into account the opinions of the vocational training and specialization administrators, and in the case of students with law-enforcement grant of engaged in training referred to in point b) § (1) 21 / A. ANUPS, on the basis of prior authorization of the contracting authority;<sup>16</sup>
- h) conducting training in another institution of higher education, unless the Rector of the University provides otherwise during the course announcement;<sup>17</sup>
- i)<sup>18</sup>

(1a) The dean or the Director of the Institute not belonging to the faculty shall also perform other tasks specified in these regulations.<sup>19</sup>

(2) The dean or in the case of training programs managed by the Institute not belonging to the faculty the Director thereof shall be entitled to exercise fairness as follows:<sup>20</sup>

- a) if a student has not fulfilled his / her study or examination obligation in the given training period he / she may submit an application for fairness once; where the opportunities provided by these Regulations are exhausted, or due to reasons beyond the student's responsibility – illness, accident, childbirth, or for any other unexpected reasons beyond his / her responsibility – he / she failed and proves this in a credible manner.<sup>21</sup> In one application only one request for fairness can be submitted.
- b) the application for fairness must be submitted to the dean or the director of Institute not belonging to the faculty, accompanied with the opinions of the instructor concerned and the specialist or specialty administrator via the Neptun.Net system application-management module not later than within eight days from the closing date of the obligation.<sup>22</sup>
- c) the dean or the director of institute not belonging to the faculty shall make their decision regarding the request within 15 days of its submission. The fairness-based concession must be recorded in the student information system.
- d) the decision on fairness must include provisions on the conditions of the compensation for, and refer to the fact that the student is not entitled to further concessions on the basis of fairness.<sup>23</sup>
- e) fairness cannot be applied:
  - ea) for changing a decision on the refusal of an end-of-semester signature, except in cases where the signature is a requirement criterion, and the student has not fulfilled the conditions for the signature due to causes not attributable to him / her, and requests an opportunity to compensate for the deficiency;
  - eb) against assessments of the fulfilment of the academic requirements, except when the student – depending on his / her legal status – has not fulfilled the practice or criterion-requirement due causes not attributable to him / her, and requests an opportunity to compensate for the deficiency;
  - ec) for exemption from obligations included in the training and outcome requirements / qualification requirements;
  - ed) for the eradication of disciplinary consequences;
  - ee) for disalignment from the rules of the final examination.

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<sup>13</sup> Registered by Senate resolution 117/2013 (10th July).

<sup>14</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>15</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>16</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>17</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>18</sup> Registered by Senate resolution 117/2013 (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>19</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>20</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>21</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>22</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>23</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

**The vice dean for education, the leader appointed by the director of the institute not belonging to the faculty<sup>24</sup>**

**§ 6**

(1) With regard to training the Vice Dean for Education or the leader appointed by the director of the institute not belonging to the faculty shall deal with responsibilities delegated to them by the Dean or the Director of the Institute at first instance.<sup>25</sup>

(2) The person referred to in paragraph (1) shall also perform other functions as specified in these Regulations.<sup>26</sup>

a)<sup>27</sup>

b)<sup>28</sup>

c)<sup>29</sup>

d)<sup>30</sup>

e)<sup>31</sup>

**The Head of the Central Academic Office**

**§ 7**

The powers and duties of the Head of the Central Academic Office relating to academic and examination affairs – beyond duties specified by Organizational and Operational Order of the Organizational and Operational Regulations – shall include in particular the following:<sup>32</sup>

a) conducting secretarial tasks in CSESA committees of institutes not belonging to the faculty, writing down and archiving their resolutions, on the basis of the mandate from the Vice Rector for Education;<sup>33</sup>

b) conducting secretarial tasks in UCVC committees of institutes not belonging to the faculty, writing down and archiving their resolutions on the basis of the mandate from the Vice Rector for Education; and<sup>34</sup>

c) monitoring the execution of resolutions on students' academic, social, examination, credit transfer and validation issues.<sup>35</sup>

**The Head of the Faculty Administration**

**§ 8**

(1) The powers and competences of the Head of the Faculty Administration relating to academic and examination matters shall include in particular:

a) the performance of duties relating to the preparation and conduct of entrance examinations and secondary entrance examinations;

b) managing the administration of issues related to enrolment and registration;

c) provision of the information necessary for student advancement, and for the compilation of Academic Information;<sup>36</sup>

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<sup>24</sup> The subtitle was amended by Senate resolution 92/2014 (16th July).

<sup>25</sup> Amended by Senate resolution 117/2013. (10th July). Modified by Senate resolution 92/2014. (16th July)

<sup>26</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>27</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>28</sup> Amended by Senate resolution 117/2013. (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>29</sup> Amended by Senate resolution 117/2013. (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>30</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>31</sup> Amended by Senate resolution 117/2013. (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>32</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>33</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>34</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>35</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>36</sup> Amended by Senate resolution 92/2014 (16th July).

- d) maintaining contact with students, counselling, operation of student support system – in cooperation with the representatives of the student self-government;
- e) the management of students' data within the legislative framework;
- f) conducting issuance activities relating to the students' studies, in particular the issuance of statutory documents specified in these Regulations; issue of documents, which, in these or any other University regulations are not relegated to the competence of another person or body. These powers may be delegated to a deputy or an employee in the faculty administration in certain cases, however, the delegated powers shall not be re-delegated;<sup>37</sup>
- g) preparation of decisions relating to the establishment or termination of a student's legal status;
- h) ensuring the opportunity for course registration with the consent of the course instructor within five business days after the application (registration) period.<sup>38</sup>

(2) The Head of the Faculty Administration shall have the right to submit proposals:

- a) on allowing academic subjects to be unregistered or modified not later than by the end of the second week of the semester – except the opportunity provided for students with flexible training schedule to unregister an academic subject not later than by the end of the first week of the semester without a separate authorization procedure;<sup>39</sup>
- b) on considering applications for fairness;
- c) on cases of transfers between state-grant supported and self-financed courses.<sup>40</sup>

(3) AER provisions to the Faculty Administration or the Head thereof in the case of training conducted by an institute not belonging to the faculty shall relate to the administration unit of that educational institution and the Head thereof.<sup>41</sup>

### **Student Committee of Academic, Examination and Social Affairs**

#### **§ 9**

(1) The Student Committee of Academic, Examination and Social Affairs (hereinafter: CSESA) shall be a body established for managing the students' academic, social and examination affairs. Its activities for settling students' claims shall be carried out in accordance with the OOR and by the standing orders approved by the Rector. The CSESA shall deal with matters within its competence – in the order defined under the provisions of these Regulations – in the first instance.

(2)<sup>42</sup>

(3) If necessary, the CSESA shall take its resolutions with regard to the opinion of the head of the education department concerned with majority voting. In case of an equal number of votes, the vote of the President shall be decisive. Against the decision of the CSESA an appeal may be submitted to the Student Appeals Committee within 15 days of being notified through the Faculty Administration in accordance with the provisions of the regulations on student remedies.<sup>43</sup>

(4) The CSESA shall make a decision in particular on:<sup>44</sup>

- a) the authorization of the suspension of student legal status as specified in paragraph (6) § 32 AER;<sup>45</sup>
- b) a student application submitted with reference to paragraphs (3)-(4) § 81 (3) of the Nftv. for contribution to partial training in an EEA Member State, which can be accounted in the training at the University – in accordance with the resolution of the University Credit Transfer and Validation Commission;<sup>46</sup>
- c) admittance, changing course or specialization (§ § 24 and 31);<sup>47</sup>
- d) decisions on disputes relating to a student's individual training schedule;<sup>48</sup>

<sup>37</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>38</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>39</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>40</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>41</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>42</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>43</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>44</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>45</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>46</sup> Amended by Senate resolution 117/2013. (10th July). Stated by Senate resolution 92/2014 (16th July).

<sup>47</sup> Amended by Senate resolution 92/2014 (16th July).

- e) authorisation of taking an examination out of the examination period (paragraph (2) § 35);<sup>49</sup>
  - f) basic support, regular and extraordinary social-grant applications;<sup>50</sup>
  - g) the authorization of taking a early examination;<sup>51</sup>
  - h) preferential training schedule (§ 20);<sup>52</sup>
  - i) an application to improve a successful examination in a second subject (paragraph (2) § 41);<sup>53</sup>
  - j) the increase of support time for students with disabilities, taking into account the opinion of the Equal Opportunities Commission (paragraph (2) § 23);<sup>54</sup>
  - k) the activation of a passive student status in case an application shall be made within 30 days after the beginning of the term;<sup>55</sup>
  - l) statement on the uncompletedness of a registered semester (§32 / A);<sup>56</sup>
  - m) other academic and examination issues.<sup>57</sup>
- (5) The CSESA shall have the power to submit proposals to:
- a) the Chief of Defence Staff or the national commander of the relevant law enforcement agency on issues concerning them:<sup>58</sup>
    - aa) conducting studies abroad by a student engaged in military officers bachelor or master training; the establishment of student status with students and other guest students; and on (parallel) studies to obtain further qualifications and vocations,
    - ab) in authorising studies abroad, partial studies; the establishment of guest student or (parallel) legal status in the case of a professional-staff student engaged in law enforcement bachelor or master training;
  - b) in the case of a request by a student of other institutions of higher education for the establishment of guest-student status (paragraphs (1.) and (4) § 29 / A);<sup>59</sup>
  - c) in dismissal for academic reasons or terminating a student status for academic reasons (point a) paragraph (2) and point c) paragraph (3) § 33);<sup>60</sup>
  - d) in a student's working schedule change request.<sup>61</sup>
- (6)<sup>62</sup>
- (7) The CSESA must make its decision within 15 days of the receipt of the request. The decision, as a first instance resolution, and the reasons leading to it should be summarised in writing and sent to the student and the Faculty Administration concerned within five working days of the decision, and at the same time the CSESA must inform the involved education unit(s). Unless these Regulations provide otherwise, in case of a request for an examination or during examination period the CSESA must make a decision within 10 days of the receipt of the application and the decision must be sent to the student within a further three working days.<sup>63</sup>
- (8)<sup>64</sup>
- (9)<sup>65</sup>
- (10)<sup>66</sup>
- (11)<sup>67</sup>

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<sup>48</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>49</sup> Revoked by Senate resolution 117/2013. (10th July). Registered by Senate resolution 92/2014 (16th July).

<sup>50</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>51</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>52</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>53</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>54</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>55</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>56</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>57</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>58</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>59</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>60</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>61</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>62</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>63</sup> Modified by Senate resolution 92/2014. (16<sup>th</sup> July)

<sup>64</sup> Amended by Senate resolution 117/2013. (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>65</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>66</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>67</sup> Overruled by Senate resolution 92/2014. (16th July).

**Credit Transfer and Validation University Committee**  
**§ 10**

(1) The UCVC shall be a University body entitled to make decisions on the admissibility of knowledge gained by candidates applying for tertiary vocational training, bachelor and master programs, further vocational training, or student-status holders (including admitted students, and students having exchange course / specialty) at the above programs at other domestic or foreign institutions of higher education or other courses or other training programs.

(2)<sup>68</sup>

(3)<sup>69</sup>

(4)<sup>70</sup>

(5) The detailed rules for the operation of UCVC shall be included in the regulations approved by the Rector.

(6) The applicant in the cases specified in paragraph (1) may submit his / her written application to the UCVC by the end of the registration period – in exceptional cases by the end of the first week of the examination period if he / she pursues studies at another institution of higher education due the lack of announced training course for the given semester – on which the UCVC must make its decision within 15 working days upon the receipt of the application. During the procedure the UCVC shall consult the head of the education unit responsible for the academic program concerned by the application.<sup>71</sup>

(7) The student may submit an appeal addressed to the Student Appeals Committee against the decision of the UCVC lodged by the Faculty Administration within 15 days of the notification of the decision, in accordance with the rules of the student legal remedy.<sup>72</sup>

(8) An academic subject may be accepted and the two study materials should be regarded as equivalent if the match between the materials shall be at least 75%. In the case of optional academic subjects the match of the training materials shall not have to be checked, however, the count-in must be refused if the subject to be recognized was not fulfilled at the same level or at a higher level of training. The accomplishment of the same course requirements shall not be recognised twice or more times with credits.<sup>73</sup>

(9) An academic subject can be recognized by as many credits as the substituted subject was given in the curriculum. An academic grade shall not be modified during the subject recognition process.

(10) The UCVC may recognise the student's professional education and work experience too as the fulfilment of academic requirements (academic subject, internship) (validation). The value of such knowledge shall not exceed 30 credits. For the recognition of work-experience based requirements the UCVC has to check the acquired knowledge in the form of oral, written or practical tests.<sup>74</sup>

(11) The number of credits accepted from another institution of higher education shall not exceed one third of the total number of credits necessary to obtain a degree in the given training program. The accepted subjects shall not be counted in the student's academic average. From the date of admission the student shall be exempted from attending the given course classes and examination obligations.<sup>75</sup>

(12)<sup>76</sup>

(13)<sup>77</sup>

(14) Under paragraph (8) § 10 of the AER the knowledge of materials previously acquired in the framework of adequate college- (university-) level training in accordance with previous legal regulations, which meet the requirements of university- (college-) level training and those of the master (Bachelor) training must be recognized.

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<sup>68</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>69</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>70</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>71</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>72</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>73</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>74</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>75</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>76</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>77</sup> Overruled by Senate resolution 92/2014. (16th July).



### **Chapter III. The institutional credit system**

#### **Rules of obtaining credits**

##### § 11

- (1) During the studies meeting the academic requirements (other than those specified as criteria) must be expressed in study scores (hereinafter: credits) assigned to academic subjects, curricular units. The progress of students in training shall be indicated by the total amount of credits earned.
- (2) Credits shall only be earned by the thesis or an academic subject which is graded with the use of a five-grade or three-point scale and may be completed through the completion of specified academic requirements. Academic subjects may only involve earning integer credits and the credit value – provided that the student's performance was accepted – shall not depend on the evaluation grade of the student's knowledge.
- (3) The conditions of earning credits shall be included in the academic subject programs. It must be ensured that the student could learn the rules of earning a credit or getting it recognised when signing up for a subject.
- (4) Upon meeting the requirements of an academic subject only the credit value determined when signing up shall be recognized, the rules of earning a credit shall not be changed for a given semester or examination period.
- (5) Only the instructors of the assigned the academic subject – in the case of their incapacitation the head of the training unit announcing the subject, or the instructor nominated by the Head (in the case of a thesis the Chair of the Final-examination board) – are entitled to grant credits as a result of the assessment of the student and they must certify that on the examination sheet and register in the Neptun.Net system.
- (6) The administrator responsible for master or vocational training / specialization shall be in charge of announcing the academic subjects necessary for obtaining the missing credits to meet the obligations of the master as required by the curriculum.
- (7) Where a master students fails to present the credits for the academic subjects identified as an admission pre-condition by the resolution of the UCVC within the time limit specified in the training and outcome requirements of the program, measures must be taken for terminating his / her student status due to academic ineligibility.<sup>78</sup>

#### **Requirements specified for the study period<sup>79</sup>**

##### § 12

- (1) A dual-status student under Act CCV of 2012 on the legal status of military officer cadets, state-grant supported students in law enforcement training, and of military personnel (hereinafter: HJT) or under Act XLIII of 1996 on the Service status of professional members of the armed forces (hereinafter: CMW) may pursue his / her studies if at least 70% of the credits required for obligatory and optional subjects in the semester curriculum are earned and the required criterion-requirements are fulfilled.<sup>80</sup>
- (2) Regardless of the type of his / her student status a student may continue his / her studies if the cumulative weighted average of his / her studies reached at least 2.00 in each active semester.<sup>81</sup>
- (3)<sup>82</sup>
- (4)<sup>83</sup>

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<sup>78</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>79</sup> The subtitle was amended by Senate resolution 92/2014 (16th July).

<sup>80</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>81</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>82</sup> Revoked by Senate resolution 117/2013. (10th July).

<sup>83</sup> Overruled by Senate resolution 92/2014. (16th July).

## Rules for offsetting academic subjects completed in training abroad

### § 13

- (1) The UCVC shall make its decision on the recognition of credits at the student's request after completion of the partial training.<sup>84</sup>
- (2) In respect of credit recognition the provisions of § 10 shall apply.<sup>85</sup>
- (3) The performance of foreign guest students and of students in foreign training shall be assessed in accordance with the following scale:

| Local grading scale |                | ECTS grading scale |                 |
|---------------------|----------------|--------------------|-----------------|
| 5                   | Jeles          | A                  | Excellent       |
| 4                   | Jó             | B                  | Good            |
| 3                   | Közepes        | C                  | Satisfactory    |
| 2                   | Elégséges      | D                  | Pass            |
| 1                   | Elégtelen      | F                  | Fail*           |
| -                   | Nem jelent meg | DNA                | Did not attend* |
| -                   | Nem vizsgázott | I                  | Incomplete*     |
| -                   | Aláírva        | S                  | Signed*         |
| -                   | Megtagadva     | R                  | Refused*        |

\* no credit

- (4) The NUPS students' academic studies in the framework of the ERASMUS program organized by the University must be accepted as those of the students in training abroad. For issues not regulated in the present Regulations specific provisions separate University regulations shall apply.<sup>86</sup>

## Chapter IV. Study schedule

### The schedule of the academic year

#### § 14

- (1) The academic year shall consist of registration period, semester and examination period. The registration period comprises at least five working days (which can also be the first five days of the semester). The study period shall last 15 weeks, the examination period shall consist of 4-6 weeks. The duration of the internship may be different at each faculty, program, or specialization.<sup>87</sup>
- (2) The format of the name of the academic year shall be: "The calendar year of the beginning of the academic year / the calendar year of the end of the academic year" The name of the semesters "autumn semester" or "spring semester".
- (3) The schedule of the academic year, including its beginning and end, as well as the exact date of the University events of the academic year shall be determined by the rector and shall be published by the Central Academic Office in the basic training data (via the University's intranet) not later than 31<sup>st</sup>

<sup>84</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>85</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>86</sup> The second sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>87</sup> Modified by Senate resolution 92/2014. (16th July).

March of the preceding year. The planning of the academic year shall be the responsibility of the Faculty Administration on the basis of the calendar plan issued in the Rector instruction.<sup>88</sup>

(4) Holidays during the academic year may be the public holidays. In addition, five days without training per academic year may be granted by the rector, and another two days by the Dean.

(5) The design of the order of the academic year shall be with consideration of the opinion of the University Student Self-government.

(6) The University training shall be conducted on the basis of weekly timetables. Any departure from the timetable may be authorised by the vice dean for education or the director of the institute not belonging to the faculty. Departures from the timetable of the University Common Module in particularly justified cases may be authorised by the vice rector for education on the proposal of the vice dean for education of the given faculty.<sup>89</sup>

(7) During the schedule planning the workload of an instructor must be designed primarily for the training site where they work in accordance with the job description. However, the University Common Module training shall be designed and planned primarily for the campus where students' training takes place. Training classes by the National Security Institute may be conducted in a confined space, in a location set up by the national security services and with the use of a special entry system.<sup>90</sup>

### **Training and outcome requirements**

#### **§ 15**

(1) The training and outcome requirements shall comprise knowledge, skills, capabilities and competencies whose acquirement may result in awarding a diploma issued to certify the level and qualification in the given program.

(2) In the case of cycle-based training the graduation level and qualification requirements for basic and master shall be set out in the legislation establishing the program. In the case of college- and university-level training started before 1<sup>st</sup> September 2006 the graduation level and qualification requirements obtainable at the institution shall be determined by the professional qualification requirements effective at the time of the beginning of the academic studies.<sup>91</sup>

(3) The requirements for vocational further training programs, academic courses and the doctoral program shall be specified in the training documents of the University.

### **Recommended curriculum**

#### **§ 16**

(1) The curriculum shall be a recommended curriculum which provides an appropriate opportunity to make average progress in acquiring academic subjects necessary for the qualification and professional graduation following the schedule fixed in the training and outcome requirements. The student may change the order and scheduling of the academic subjects taking into account the pre-study schedule (individual academic schedule).<sup>92</sup>

(2) The recommended curriculum shall be a training plan constructed in accordance with the training and output requirements of a programme. Its elements shall be: academic subjects broken down into training programs, teaching and testing plans defined by curricular units, system for the monitoring and evaluation of the fulfilment of the requirements, as well as the curricular units of academic subjects and curricular units.<sup>93</sup>

(2a)<sup>94</sup>The recommended curriculum shall include:

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<sup>88</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>89</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>90</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>91</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>92</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>93</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>94</sup> Registered by Senate resolution 92/2014 (16th July).

- a) all academic subjects broken down for training periods, their semesters and rules;
- b) the weekly (or semester-wise) number of academic subject classes (lectures + classroom practice + laboratory practice) and the credits assigned to them;
- c) the type of testing,
- d) the criterion-requirements and the deadlines for their delivery;
- e) the conditions and rules for selecting a specialization;
- f) the order of pre-study;
- g) the specifications for signing up to and producing a thesis work;
- h) the pre-conditions for final examination,
- i) the academic subjects of the final examination and the detailed terms of passing final examination;
- j) other subject-specific requirements.

(3) In the recommended curriculum of the programme the pre-study order shall determine what preliminary knowledge is required for acquiring a certain teaching material (pre-learning requirements). Accordingly, the student may only take one subject, if he / she has the necessary pre-acquired knowledge which must be acquired in the semester prior to taking an academic subject, or in the same semester – as provided for in the subject program.

(4) The pre-learning requirements of the academic subject shall be provided by the recommended curriculum. For taking an academic subject up to three academic subjects or a module with a total of not more than 15 credits shall be required.<sup>95</sup>

(5) In the recommended curriculum of the Bachelor and Master training 30 ( $\pm$  3) credits may be planned. In the case of special vocational further training only a 10% difference shall be authorised between the number of credits planned for one semester in the recommended curriculum and the number of credits determined by the training and outcome requirements, and training programs, after subtracting the number of credits identified for the thesis.

(6) The recommended curriculum may have elements which do not have any recommended curriculum credits. Their fulfilment can be required as of a criterion requirement.<sup>96</sup>

(7) A class (contact hour) shall be the time unit of academic requirements teaching in the recommended curriculum, with the involvement of an academic instructor. The types of classes: lectures, seminars, pro-seminars, classroom practice, training-factory practice, field training exercise / live firing exercise, laboratory practice, workshop practice, professional (teaching) practice, consultation, or various combinations thereof.<sup>97</sup>

(8) The recommended curriculum shall be based on the programme-launch document approved by the MAB, which shall be part of the training program and shall be approved by the Senate after its approval by the Faculty Council. In the case of training conducted by an institute not belonging to the Faculty it shall be the Faculty Council that makes a resolution taking into account the decision of the Institute Council. Both the Central Academic Office and the programme administrator shall store one copy of the University training documents.<sup>98</sup>

(9) The programme administrators shall update the teaching material at least every five years, but if necessary they shall do so by 31<sup>st</sup> December each year. Where appropriate, they shall update the credits, and amend the training documents which shall be approved by the Senate. The Central Academic Office shall be informed on the changes by 15<sup>th</sup> January each year in writing. The Central Academic Office shall enter the changes into the copies of documents stored at the Department by the beginning of the planning of the timetable of the next academic year.

## **Internships**

### **§ 16 / A.<sup>99</sup>**

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<sup>95</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>96</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>97</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>98</sup> Modified and the second sentence of the paragraph registered by Senate resolution 92/2014. (16th July).

<sup>99</sup> Registered by Senate resolution 117/2013 (10th July).

- (1) In accordance with the curriculum standards the students shall be required to participate in professional internship as regulated by the recommended curriculum. In special cases departures from this obligation may be granted at request.
- (2) The internship duration shall be determined by the recommended curricula.
- (3) The fulfilment of the internship shall be a pre-condition of the registration for the final examination.
- (4) The student must take the professional internship via the Neptun.Net system.
- (5) The detailed order of the organization of the professional internship, of the application and fulfilment shall be regulated by the Faculties or in the case of training programs conducted by an institute not belonging to the Faculty by those institutes in a programme-specific way.<sup>100</sup>

### **Academic-subject program, subject accreditation**

#### **§ 17**

(1) The academic subject shall be the basic unit of the programme curriculum, which may be taken and accomplished under pre-conditions. The knowledge to be acquired in the framework of the academic subjects shall be determined by the academic-subject programs within the training program.

(2)<sup>101</sup> The academic-subject program shall include

a) code of the subject – registered in the Neptun.Net system – its name in Hungarian and in English,

b) the credit value of the course,

c) the names of programmes (specializations), where taught,

d) the name of the education unit in charge of the training,

e) the name, title, and academic degree of the teacher responsible for the subject,

f) the number of classes of the academic subject, the type of classes, the weekly (semester-wise) number of different types of classes (lecture + practice), the recommended number of hours of self-study, the number of consultations and schedule recommended for self-study,

g) the professional content of the subject,

h) the competencies to be achieved,

i) the subject requirements

ia) the pre-study (preliminary) requirements

ib) the subject syllabus

ic) the training schedule

id) the requirements for attending the classes, the extent of acceptable absences, the consequences of exceeding thereof, the possibility of compensating for absences,

ie) the mid-term tasks, schedule of testing (method, number, topics and time of testing, ways of retake, ways of grading),

if) the exact pre-conditions of obtaining a signature and credits (the pre-conditions of semester signature, the way, form, type of the semester exams, and the examination requirements),

ig) a list of required and recommended readings (the list of course books, textbooks, guidelines and special literature),

j) the principles of the subject quality assurance, and

k) the current supplements.

(3) The accreditation of the academic subject shall mean the approval of the subject-program.

(4) The education unit (department / institute) in charge of the teaching of an academic subject shall be responsible for developing the subject program. The subject programs shall be approved by the Faculty Council upon the proposal of the Head of the Faculty Administration responsible for teaching the given subject and of the head of branch. In the case of training conducted by an institute not belonging to the Faculty the Senate shall approve the program taking into consideration the position of the Institute Council and in the framework of the training program.<sup>102</sup>

<sup>100</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>101</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>102</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

(5) The subject programs must be made available electronically to the students via the University's website. The published subject programs shall not be altered in respect to the given academic year.<sup>103</sup>

### **The announcement, registration, and unregistration of subjects**

#### **§ 18**

(1) The announcement of subject courses for a semester shall be based on the programme-curriculum. Because of the schedule production, courses planned for the autumn semester should be announced by the last working day of March, and courses to be launched in the spring semester shall be announced by the last working day of October.<sup>104</sup>

(2) The courses of mandatory, compulsory, and optional subjects shall be announced each semester in accordance with the expected needs, and should be clarified in accordance with the real needs by the end of the registration period.

(3) The announcement of courses shall be the responsibility Head of the Institute / Department / Group the subject leader shall arrange the announcement of the course with the course instructor.

(4) The announcement of academic subject-courses belonging to another faculty shall be arranged by the dean responsible for the training of that particular academic subject. In the case of an institute not belonging to the faculty the measures shall be taken by the director of the institute or the dean of the faculty at the request of the director.

(5) The subject announcement shall take place in courses. The theoretical and practical elements of the subject may also be announced in separate subject-courses. For students who have obtained a signature in a particular subject but have not passed the examinations in it, examination courses shall be announced in which the tasks (identified for the study period) may not be completed.

(6) The student may elaborate an individual schedule for each semester in the framework of the opportunities provided by the programme curriculum. The individual scheduling of studies shall provide the student with opportunity to individually select some from the offered academic obligations for each training period.

(7) The University shall ensure that during their academic studies students had a chance to select from a range of courses worth of more than 20% of the total number of credits. The vice-dean for education or in the case of an institute not belonging the faculty its director shall be in charge of the announcement of the corresponding range for selection.<sup>105</sup>

(8) If there are fewer than ten candidates to attend a class, seminar, or practice of an academic subject, the department / institute shall be allowed to launch the training only upon the permission of the dean or the Director of the institute not belonging to the faculty.

(9) The student shall take up subjects from the list of announced subjects during the registration period and shall finalize his / her personal schedule.<sup>106</sup>

(10) The student shall have right (taking into account the curriculum requirements) to make his / her choice of instructors (in dependence on the capacity of the faculty) and of parallel classes.

(11) The student shall be allowed to take up only one subject for a given time slot, that is he / she shall not be allowed to take up courses announced for the same slot in the timetable.

(12) The student must be provided with the opportunity to take up maximum 10% more of credits required for academic subjects than that announced for the given major free of charge.

(13)<sup>107</sup>

(14) If the instructor refuses to give a signature, the student shall be subject to the re-register in order to fulfil his / her academic obligations. If the student obtains the signature but he / she shall fail the examination, the academic subjects may be taken as an examination course as well.<sup>108</sup>

(15) If the student fails to obtain the taken-up course credits in a given semester (due to having an uncorrected poor rating, or a record "fail" or "non-certified", "no-show") he / she may take the

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<sup>103</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>104</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>105</sup> The second sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>106</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>107</sup> Revoked by Senate resolution 117/2013. (10th July).

<sup>108</sup> Amended by Senate resolution 117/2013. (10th July).

academic subject again in a subsequent semester. The same subject may be taken not more than three times during the time of academic studies.<sup>109</sup>

(16) Taking a subject the third-time – or fourth, permitted through a decision under equitable treatment – must be self-funded in accordance with the Student Fees and Compensation Regulations. Taking a subject the third (fourth) time shall be allowed after the payment is verified.<sup>110</sup>

### **Attendance of classes**

#### **§ 19**

(1) The student must fulfil the obligations described in the subject requirements of the training programs and subject curriculum, and attend the specified classes.

(2) At the first class of the subject the course instructor must make sure that the course participants are entitled to participate in that particular course. The instructor shall be obliged to check the presence of students at all classes, and record the absences in the electronic registration system. In the case of courses with a large number of students the Head of Department may authorise derogation from the attendance control.<sup>111</sup>

(2a) University lectures and practice sessions (classes) shall be allowed to be videoed, photographed, or voice-recorded only in the case of a prior authorization. This provision does not apply to the case when such actions take place in accordance with the curricular program.<sup>112</sup>

(3) If the student's health status – confirmed by a medical doctor – comprises a permanent obstacle to meeting the requirements set out in physical training, the Head of Department of Physical Training and Martial Arts at the FoLE and the FoPA and the Head of the Centre for Military Physical Training and Sports at the FoMSOT shall have the right to exempt him / her once from the obligations to meet the semester requirement criteria during the entire duration of training. If the student is given a full exemption for the given semester, "exempt" shall be entered into his / her grade book and shall not be given a grade. If the second exemption application is submitted by a law-enforcement student with state-funded grant, or a military officer cadet, the Head of Department of Physical Education and Martial Arts or the Head of Military Education and Sports Centre must initiate a repeated aptitude test with the Dean.<sup>113</sup>

(4) Exemption from completing the training and examination requirements of the subjects of physical education, (with the permission of the Head of the physical education department) may be granted to students who are not law-enforcement students with state-funded grants or military officer cadets and are:

a) disabled, or

b) have a medical dispensation.<sup>114</sup>

(5) The exemption subject to a) paragraph (4) may be granted for the whole duration of the training, while if it falls under paragraph b) (4) it may be granted for one semester (by the semester). The application of the student for exemption shall be submitted to the Faculty Administration and addressed to the Head of Department of Physical Education and Martial Arts and the Head of Centre for Military Physical Training and Sports.<sup>115</sup>

### **Preferential academic schedule**

#### **§ 20**

(1) A preferential academic schedule may be permitted with the following conditions – after obtaining 16 credits in basic training – if the student:<sup>116</sup>

a) has an outstanding and certified theoretical / practical performance in a field of expertise;

b) conducts scientific work recognized at national or international level;

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<sup>109</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>110</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>111</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>112</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>113</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>114</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>115</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>116</sup> Amended by Senate resolution 92/2014 (16th July).

- c) is a prominent sportsperson at national and international level, in accordance with the recommendation of the national association of the given sport;<sup>117</sup>
- d) does training abroad, including an awarded foreign scholarship;<sup>118</sup>
- e) due to a childbirth, accident, serious illness or any other unforeseen reasons beyond the student's control;<sup>119</sup>
- f) is a member of parliament, a representative of a local government, a senior government official, or a board member of University Student Self-government / faculty Student Union,
- g) intends to complete the training started in the previous education system, or
- h) intends to pursue academic studies in another faculty too, in the framework of parallel training, and<sup>120</sup>

ha) completed the previous semester with the weighted average of above at least 3.50, or

hb) the students with dual legal status participates in part-time training, the sending organisation supports the application, and he / she completed the previous semester with the weighted average of above at least 3.50.

(2) Senior students at the Faculty of Law Enforcement employed as training instructors for the duration of the intensive phase of basic training shall be entitled to a preferential academic schedule for the duration of the training without an application. The list of trainers must be published in a dean's decree. The CSESA makes a decision on the authorisation of a preferential academic schedule upon obtaining the opinion of the relevant faculty administrations. The time of basic training outside the study term counts for the vocational summer internship of the students participating in the training as instructors.<sup>121</sup>

(3) The student may request a preferential academic schedule – except for cases specified in point e) of paragraph (1) – until the end of the second week of the term. The application for a preferential training schedule must list the student's planned timetable, the requested concessions, and the supporting documents underpinning the application, as well as the conditions set by the relevant education departments.<sup>122</sup>

(4) The decision on the preferential academic schedule must have a provision on the term, concession, and time period of the permission with the statement that matters not covered by the decision are regulated by the general rules for studies. The permission may also apply to several academic semesters or for the entire duration of the training, otherwise it may be renewed in each semester in the framework of a new application process.<sup>123</sup>

(4a)<sup>124</sup> In accordance with the permission the student

- a) may be granted complete or partial exemption from attending the obligatory theoretical and practical classes, participation in full or partial waiver shall be granted,
- b) may have different deadline for submitting elaborated tasks,
- c) may take his / her examinations beyond the examination periods but not later than the beginning of the next semester, in the spring semester until 15<sup>th</sup> July – in the case of students pursuing studies abroad until the end of the next registration period – (this exam is to be considered as passed in the examination period),
- d) may complete the training period earlier.

(4b)<sup>125</sup> The preferential academic schedule shall not constitute exemption from fulfilling academic requirements, the student shall not be exempt from complying with the requirements of the (theoretical and practical) obligations specified for the period of time by the curriculum.

(5) Where appropriate, the permission may be modified, amended or withdrawn at request, or – if any changes have occurred in the conditions on which do not justify the continuation of the concession – automatically by the University Administration.<sup>126</sup>

<sup>117</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>118</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>119</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>120</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>121</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>122</sup> Modified and the second sentence was stated by Senate resolution 92/2014 (16th July).

<sup>123</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>124</sup> Registered by Senate resolution 92/2014. (16th July)

<sup>125</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>126</sup> Stated by Senate resolution 92/2014 (16th July).



## **Chapter V** **Student status, enrolment**

### **The beginning of student status**

#### **§ 21**

- (1) The student status begins with the decision on the admission or on the transfer through enrolment.
- (2) Student legal status can only be established with a person who has no criminal record. At the undergraduate and graduate training at the FoMSOT as well as at the law enforcement training no student legal status shall be established with a person under the provisions of § 22 of Act on the National University of Public Service.<sup>127</sup>
- (3) On the basis of the classification decision of the Educational Authority, and on the basis of the University's admission decision, or the decision to transfer candidates may establish student legal status in the semester for which they were admitted during the admission process or during the approved transfer procedure.
- (4) Student contracts:
  - a) public service grant-contract shall be concluded with a student – except for students involved in law enforcement training – by the University;
  - b) with military officer cadets a grant-contract shall be concluded by the Hungarian Defence Forces (hereinafter: HDF), those involved in law enforcement training with non-dual student status the appropriate national body shall enter into a grant contract with;<sup>128</sup>
  - c) the University shall enter into a student training contract with students involved in self-financing (partial) training;<sup>129</sup>
  - d) <sup>130</sup>
- (5) The conclusion of contracts under points a) and c) (4) the dean of the relevant faculty or head of the institute not belonging to the faculty are responsible.<sup>131</sup>

### **The student's legal status**

#### **§ 22**

- (1) Officer cadet: a person admitted to military officer's basic training under paragraph 2 § 12 of Act CCV of 2012 on the legal status of the military personnel, who has student legal status and serves as an officer cadet for the duration of the training.<sup>132</sup>
- (2) Dual-status students: a professional contract staff member admitted in FoMSOT and FoLE under the HJT or HSZT, pursuing state funded training that is not obliged to pay tuition fees.<sup>133</sup>
- (3) Law-enforcement grant-supported student: a student who was admitted to full-time studies at the FoLE and pursues studies on the basis of a grant-contract with an armed body. For the purposes of this paragraph an armed body shall be: law enforcement agencies (police forces, correction service, disaster relief, municipal fire departments), the National Tax and Customs Service, the Immigration and Naturalization Office and the National Security Service.<sup>134</sup>
- (4) Public-service grant-supported student: a student specified under point a) paragraph (1) § (1) 21/ A Act on the NUPS.<sup>135</sup>
- (5) Civil student: a student who is involved in law enforcement training, but is not subject to paragraphs (2) - (3).<sup>136</sup>

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<sup>126</sup> The second sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>127</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>128</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>129</sup> Registered by Senate resolution 117/2013 (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>130</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>131</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>132</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>133</sup> Modified and the second sentence was registered by Senate resolution 92/2014 (16th July).

<sup>134</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>135</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>136</sup> Amended by Senate resolution 92/2014 (16th July).

(6) The student shall be liable to paying fees imposed on his / her studies as specified in the relevant legislation and the Student Fees and Compensation Regulations. In the case of failing the liability for paying the student must pay the fees set out in the Student Fees and Compensation Regulations.<sup>137</sup>

### **Classification, reclassification**

#### **§ 23**

(1) A student admitted in University shall be classified either as state-grant funded or self-financed, by the University. One person – pursuing undergraduate and master academic training – shall be entitled to a total of twelve semesters of higher education studies in the framework of (part)grant, public service grant support (hereinafter: grant-supported period).

(2) The grant-supported period for obtaining a certain degree (diploma) may exceed by two semesters the time period of training specified by the training output requirements. The University shall be entitled to increase the grant-supported period of students with disabilities by four semesters.<sup>138</sup>

(3) The grant-supported period at a training program should include the previous grant-supported period at the given programme. If the student fails to obtain the given degree (diploma), he / she shall be entitled to continue studies in the framework of self-financing even if the grant-supported period referred to in paragraph (1) was not yet exhausted.<sup>139</sup>

(4) Grant-supported period shall be every active semester in which the student in grant-supported period registered.

(5) When calculating a grant-supported period the following points shall not to be taken into consideration:

a) a registered semester if it was not completed due to illness, childbirth, or any other unexpected reason not be attributable to the student;

b) a completed semester included into the grant-supported period if the institution of higher education ceased to exist not allowing the student to complete his / her studies, provided that the student could not continue them at another institution of higher education,

c) the semester which is not recognized as completed at a ceased institution of higher education by the other institution.

(6) Participation in grant-supported training shall also be allowed for persons with a previously earned higher education degree or professional qualifications; however, if the student pursues studies in parallel training in the same training period the appropriate number of semesters shall be deducted from the number of grant-supported period semesters.

(7) If a student has exhausted the grant-supported period provided for in this §, he / she may pursue studies in higher education only in the form of self-financed training.

(8) The period of time in public service grant student status and the officer cadet undergraduate and master training time does not count for grant-supported period under the Act on higher education. The state-funded (state (partial) grant) higher education shall not be included in the public service grant training time or the officer cadets' undergraduate and master training.<sup>140</sup>

(9) The detailed rules for the reclassification of participants in state-funded training into self-financing training and those for the reclassification of participants in self-financing into state-funded structure are detailed in the Student Fees and Compensation Regulations.<sup>141</sup>

### **Transfer**

#### **§ 24**

(1) A student of another institution of higher education may request a transfer to the same training program of University (including the training programs of its legal predecessor).<sup>142</sup>

(2) The University may take over a student from other institutions of higher education if the applicant has been admitted to higher education in accordance with the same admission requirements set for the given programme / specialization; he / she has achieved the number of scores required for admission

<sup>137</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>138</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>139</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>140</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>141</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>142</sup> Amended by Senate resolution 92/2014 (16th July).

to higher education; and has met the eligibility requirements for admission and other requirements specified by the law, and in this AER.<sup>143</sup>

(3) In case conditions specified in paragraph (1) shall be fulfilled the student may be accepted if he / she:<sup>144</sup>

- a) has completed at least one full semester;<sup>145</sup>
- b) who has student legal status with no dismissal, termination of student status or any conditions of any disciplinary exclusions apply;<sup>146</sup>
- c) who is able to meet the curricular requirements of the program – through obtaining the necessary additional credits – during the training period;
- d) whose takeover is approved by the relevant law enforcement bodies – if the takeover is for attending training for law enforcement agencies;<sup>147</sup>
- e) whose takeover is allowed by the available slots at the given year of the given training program;<sup>148</sup>
- f) who meets the requirement to obtain two-thirds of the credit amount required for the degree at University (paragraph (1) § 48 and paragraph (11) § 10).<sup>149</sup>

(4) At officer cadets undergraduate and master courses the specified enrolment numbers for a year and faculty may only be exceeded with the permission of the Ministry of Defence.

(5) <sup>150</sup>To a transfer application the following documents must be attached:

- a) a copy of the student's grade book, certified by the previous institution of higher education – as a proof the previous studies;
- b) a statement of training support and the number of state-funded semesters in training;
- c) a statement of student status, issued not later than 30 days (as a proof of legal status);
- d) documents necessary for the credit transfer procedure.

(6) <sup>151</sup>The transfer decision must state:

- a) in which training period (semester);
- b) in which programme / specialization;
- c) in what training structure;
- d) on which year;
- e) in which cost-bearing structure;

the student may begin or continue his / her academic studies.

(7) The transfer decision must have a provision on the obligation to obtain additional credits.<sup>152</sup>

(8) <sup>153</sup>If the student requests his / her transfer also in a financing structure different from the previous one, the reclassification rules established in the University regulation on student fees and benefits shall apply, and in this case the performance at the previous institution of higher education should be taken into account during the procedure.

(9) <sup>154</sup>In the case of a transfer the credit transfer request along with the takeover request – if there has been no credit transfer procedure conducted prior to the submission of the credit-transfer application – must be submitted to the CSESA. Until the UCVC decision is taken the CSESA shall suspend its takeover procedure without further notice.

## **Enrolment, registration**

### **§ 25**

(1) The registration period shall be for enrolment and registration.

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<sup>143</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>144</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>145</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>146</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>147</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>148</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>149</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>150</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>151</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>152</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>153</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>154</sup> Registered by Senate resolution 92/2014 (16th July).

(2) The applicant in the status of admitted student must enrol for the first semester for the establishment of student status, and also register for further continuation of the academic studies every semester and declare the semester status (active or passive). The student may revoke his / her declaration – under point k) paragraph (4) § 9 – within one month after the start of the study period, but not later than the obligatory institutional statistical data collection (in spring semester 15<sup>th</sup> March, the autumn semester until 15<sup>th</sup> October). If the student registered for active semester does not request the suspension of studies to this date, the semester shall be an active semester even if the student does not attend the sessions and does not comply with one study (examination) requirement. If the student is involved in military officers undergraduate or masters training and his / her student legal status is suspended upon the permission of the Chief of Defence, for the withdrawal of the declaration a permission shall be required.<sup>155</sup>

(3) The pre-conditions for enrolment and of registration:

a) in the case of enrolment: presenting a certificate of good conduct issued not later than 3 months;

b) meeting the admission requirements, then meeting the academic requirements of the given semester;

c) in the case of enrolment the conclusion of grant / training contract;

ca) in the case of law enforcement grant students a concluded and valid grant contract with the law enforcement agencies;<sup>156</sup>

cb) in the case of military officer cadets a concluded and valid grant contract with the Hungarian Defence Forces;<sup>157</sup>

cc) in the case of public service grant students – excluding those in law enforcement training – a concluded and valid grant contract with the University;<sup>158</sup>

cd) the conclusion of a training contract with self-financing students.<sup>159</sup>

(4) The prerequisite for enrolment shall be a certification of conditions specified in § 21 and 22 of Act on NUPS.<sup>160</sup>

(5) The prerequisite for enrolment for all students shall be taking the student oath. The admitted candidate refusing taking the oath shall not be permitted to establish a student legal status with the University. Taking the oath shall be certified by the signature of the student in the roster attached to the text of the oath. The signed rosters shall be stored by the body responsible for student records until the termination of student legal status.

(6) Any person who is admitted but not enrolled shall be deleted from the list at the end of the registration period as they shall have no student status established.

(7) If the enrolled student has failed to register due to his /her own fault, his / her student status must be suspended and be registered for a passive semester.

(8) <sup>161</sup>Through the enrolment and registration the student shall declare that he / she is aware of and ready to comply with the applicable rules of University.

(9) <sup>162</sup>The enrolment shall include filling out the enrolment form; presenting and submitting the documents specified in these regulations; concluding contracts; registration via the Neptun.Net system; the activation of the first semester with taking at least one academic subject. The activation of the first semester shall involve taking up at least one academic subject. The registration shall involve taking up at least one academic subject and registration via the Neptun.Net system. Students who have failed to comply with their expired payment obligations shall not be permitted to register.

## **Student information**

### **§ 26**

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<sup>155</sup> Amended by Senate resolution 117/2013. (10th July). Amended and the last sentence registered by Senate resolution 92/2014 (16th July).

<sup>156</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>157</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>158</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>159</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>160</sup> Amended by Senate resolution 117/2013. (10th July). Stated by Senate resolution 92/2014 (16th July).

<sup>161</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>162</sup> Registered by Senate resolution 92/2014 (16th July).

(1) The organisation of student information shall be the responsibility of the Vice-Rector for Education, the faculty Dean for education, or in the case of training by Institute not belonging to a faculty of the Director thereof.<sup>163</sup>

(2) At enrolment the Faculty Administration shall provide the students with the necessary data for the design of their academic studies – in the case of training conducted in Hungarian language: in Hungarian; in the case of training in a foreign language in the given foreign language – in the Academic Information Prospectus. It shall also provide information on the access to regulations that affect the students, as well as shall provide them with a user manual of the student module of the Neptun.Net and student identification codes.

(3) In the Academic Information Prospectus the general information on University must be separated from the comprehensive and specific information on the faculties and study programs. The Academic Information Prospectus must be updated each year. The general part of the Prospectus on the University shall be compiled and made accessible by the Central Academic Registrar's Office while the other parts shall be made by the relevant faculty or by the institute not belonging to a faculty.<sup>164</sup>

(4) The general part of the Academic Information Prospectus on the University must be structured so that the students may get to know:

- a) the name, address, and institutional identification of the University;
- b) the general characteristics of the University;
- c) the academic schedule, and the training period;
- d) the names and contact details of the coordinator of institutional mobility, and of affairs of students with disabilities;
- e) the accessibility of academic counselling and career advice;
- f) the description of the registration and enrolment procedures;
- g) relevant information for foreign students (particularly on obtaining a residence permit, the pre-conditions of entrance into an institution of higher education, costs of living, health care, insurance);
- h) fees taken by the institution of higher education and the general conditions of contracts for the academic training;<sup>165</sup>
- i) accommodation opportunities in the dormitory or hostel;
- j) library and computer services;
- k) sports and leisure opportunities;
- l) the availability of regulations for students.

(5) The section of the Academic Information Prospectus on the training programs must provide the students with information on:

- a) the recommended curriculum of the programme, the examination schedule, the obtainable level of qualification and skills;<sup>166</sup>
- b) the pre-conditions of taking a particular specialization; the academic subjects for complex examinations; the requirements of graduation certificate (pre-degree certificate); the content and format requirements of the thesis; content requirements of the final examination; the method of calculation of the final exam result; the components and the method of calculation of the degree;
- c) each of the compulsory and elective subjects and curricular units (hereinafter: academic subject):
  - the frequency of announcing a course program;
  - the language of instruction;
  - the course schedule;
  - the purpose of acquiring the professional content of the course;
  - the administration of students' academic affairs, opening hours of departments;
  - the method of students' legal remedies.

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<sup>163</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>164</sup> The third sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>165</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>166</sup> Amended by Senate resolution 92/2014 (16th July).

(6) The programme / course or specialisation administrators shall ensure that by the beginning of the academic years the students get acquainted with the recommended curriculum subject programs of their specific degree programmes (majors).

(7) The Faculty Administration shall ensure that by the beginning of the semester both the teachers and students have access to all relevant information on the term.

(8) At the first class of every subject the instructors must draw the students' attention to the written prospectus issued by the department (subject program) and to its availability in electronic format. Oral information should be provided on the training objectives, programs, and syllabuses of each course; on the pre-conditions of granting a signature; on the way of testing; on the compulsory and recommended literature; on the preparation of different mid-year and end-of-semester written assignments; on the pre-conditions of offering a grade; on the time of closed written mid-term testing (with the name of the topic which is followed by the written examination), and on the consultation opportunities after the testing. The subject programs should be placed on the University's website in electronic format.<sup>167</sup>

(9) The Academic Information Prospectus must be made available to students both in traditional and electronic formats. Otherwise, the students may also be informed in electronic format.<sup>168</sup>

### **The academic advice**

#### **§ 27**

(1) In the academic advice of students shall be involved:

- a) the administrators of programs / courses or specialization and sometimes instructors or head teachers designated to assist the student with preparation;
- b) the students information and advisory system;
- c) other sources of information, publications, departments providing publications.

(2) The advisors prepare a note on substantive issues raised by the students, in which the student's name, Neptune code, a brief description of the application or request, the proposal, and the essence of action are recorded.

(3)<sup>169</sup>

(4)<sup>170</sup>

(5) The student information, consulting, and advisory system services shall be operated by the EHÖK. The rules relating to the operation shall be set by the EHÖK.<sup>171</sup>

(6) The office hours of the student information, consulting, and advisory system must be displayed prominently, and must be published on the website.

(7) If the student does not receive a satisfactory answer to his / her question through the student information, consulting, and advisory system, the CSESA can be consulted for information.

### **Parallel training**

#### **§ 28**

(1) A student pursuing parallel training pursues academic studies simultaneously in two institutions of higher education (further – parallel – student status) or in two faculties / programmes within the University (internal parallel training) and upon their successful completion shall be issued separate diplomas.

(2) The pre-condition of the commencement of parallel training at the given program at the University shall be the successful completion of the admission requirements set out in the admission procedure of the given year.<sup>172</sup>

(3)<sup>173</sup> In the case of military officer cadets involved in bachelor or master training a pre-condition of further (parallel) student legal status and of pursuing training for further qualification shall be the permission of the Chief of Defence Staff obtained prior to commencement of studies. The refusal of the permission must be justified.

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<sup>167</sup> The last sentence was amended by Senate resolution 92/2014 (16th July).

<sup>168</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>169</sup> Revoked by Senate resolution 117/2013. (10th July).

<sup>170</sup> Revoked by Senate resolution 117/2013. (10th July).

<sup>171</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>172</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>173</sup> Registered by Senate resolution 92/2014 (16th July).

(4) <sup>174</sup> In the case of law-enforcement students with professional status involved in basic or masters training a pre-condition of further (parallel) student legal status and of pursuing training for further qualification shall be the permission of the national commissioner of the relevant law-enforcement agency. The refusal of the permission must be justified.

(5) <sup>175</sup> In the case of students with grant-agreement with a law-enforcement agency or other armed body, or that of students with dual status and not subject to paragraphs (3)-(4) – in accordance with the provisions of the contract concluded with them – further (parallel) student legal status may only be established with the prior consent of the contracting agency. The contracting agency shall determine the form of the preliminary permission.

### **Establishing a guest student status by the student of the University** <sup>176</sup>

#### **§ 29** <sup>177</sup>

(1) In the framework of guest student status a student may continue partial studies related to his / her academic studies. A student of the University shall be allowed to establish a guest student status at another training program of the University only with a special permission from the University. With the exception of law enforcement students and the military officer cadets and training programs the establishment of guest student status at the University may be refused only if credits completed under a guest student status cannot be counted at the University.

(2) A military officer cadet involved in bachelor or master training shall be allowed to pursue academic studies abroad with the permission of the Chief of Defence Staff. In the case of military officer cadets involved in basic or masters training a pre-condition of establishing guest student status shall be the permission of the Chief of Defence Staff obtained prior to commencement of studies. The refusal of the permission must be justified.

(3) A law-enforcement student with professional status involved in basic or masters training shall be allowed to pursue academic studies abroad with the permission of the national commissioner of the relevant law enforcement agency. A pre-condition of establishing guest student status shall be the permission of the national commissioner of the relevant law-enforcement agency. The refusal of the permission must be justified.

(4) In the case of law enforcement students, of other students with grant agreement with other armed agencies, or students with dual status not subject to paragraphs (2)-(3) – if the contract so provides – academic studies abroad, partial training, establishing guest student status shall be allowed only with the permission of the contracting authority. The form of providing preliminary permission shall be determined by the contracting agency.

(5) The University shall not reimburse the costs of partial studies of the student at other institutions of higher education – with the exception of inter-institutional agreement.

(6) The faculties and the institutes not belonging to the faculty may specify in which semesters their students may participate in training abroad organized by the University.

(7) In the case of partial training in the autumn semester the certificate of the completed courses shall be submitted by 15<sup>th</sup> February – or in the case of training abroad by 31<sup>st</sup> March – while in the case of partial training in the spring semester it shall be submitted by 15<sup>th</sup> September to the relevant Student Administration. If the student misses the above specified deadline – regardless of the fact whether it shall be attributable or not attributable to the student – he / she may have the results of studies achieved under the guest student status during the autumn semester counted in for the subsequent spring term while in the case of spring semester studies for the subsequent autumn semester only.

(8) Academic subjects completed in the framework of guest student status or of partial training in other institutions of higher education are to be regarded as if the student had completed them at the University. On the inclusion of subjects completed this way the decision shall be made by the UCVC on the basis of the certificate issued by the host institution, under the credit recognition rules. The academic subjects completed with examinations passed at other institutions are entered in the electronic student registration system by the administrator of the Student Administration.

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<sup>174</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>175</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>176</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>177</sup> Stated by Senate resolution 92/2014 (16th July).

## **Establishing guest student status by a person not in legal status with the University Student<sup>178</sup>**

### **§ 29 / A.**

(1) Students of other domestic institutions of higher education may establish guest student status with the University or an institute not belonging to a faculty with the written consent of the faculty dean or the director of the institution, who shall take into consideration the proposal of the programme or specialisation administrators and of the CSESA. On the establishment of guest student status and on academic subjects taken within the framework of student status the Student Administration shall issue a certificate. If a guest student is issued a new-type grade book by the parent institution at enrolment, the faculty Student Administration shall certify the establishment of legal status, the taken academic subjects, and the number of credits through filling out the page entitled "Requirements fulfilled at another institution". A guest student status established in the framework of inter-university or international agreements shall be exempt from this rule.

(2) If a student of a domestic institution of higher education establishes a guest student status at the University, he / she shall be charged a prime cost per credit by the University, the amount of which shall be specified by the guest student licence.

(3) Foreign students may establish a guest student status on the basis of international or bilateral inter-institutional agreements, and international programs in which the University or one of its departments shall be involved. A guest student status may be established with the written permission of the relevant dean or the case of training provided by an institute not belonging to the faculty by the director thereof.

(4) In addition to the above-mentioned frameworks, a guest student status may be established with the written permission of the relevant dean or in the case of training provided by an institute not belonging to the faculty by the director thereof, taking into consideration the suggestions of the program administrators and of the CSESA and informing the International Relations' Office of the University.

(5) The partial training opportunities organized by the University shall be publicly announced (eg. on bulletin board, website). The application for programs shall be made by tender. The scope and specific terms of candidates are included in the tender. The University department announcing the tender shall take measures to publish the course of the selection process and the way of announcement of the results. The successful candidates shall enter into a partial training contract with the University, clearly setting out the relating responsibilities and financial conditions.

## **Training of persons with higher education qualifications**

### **§ 30**

(1) Under paragraph (2) § 42 of the Act on National Higher Education the University shall be entitled to take any persons with higher education degree to any course of study, of modules – without a separate admission procedure – in the framework of self-financed training for sub-skill training. The pre-conditions for the approval of such applications are specified by the University.<sup>179</sup>

(2) After the completion of training the University shall issue a certificate on the knowledge acquired and credits obtained. The acquired knowledge may be taken into higher education studies in accordance with the credit recognition rules.<sup>180</sup>

(3) This legal status shall not entitle the student to pursue further academic studies in order to obtain further qualifications or vocation, to request a transfer, establish further (parallel) or guest student status, or have the student status suspended.<sup>181</sup>

(4) Partial training and establishment of the related student status may be permitted through the written permission of the relevant dean or in the case of training provided by an institute not belonging to the faculty by the director of the Institute.<sup>182</sup>

## **Changing schedule, programme or course**

### **§ 31**

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<sup>178</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>179</sup> Modified and the last sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>180</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>181</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>182</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).



(1) At the University the student may be allowed to change schedule, programme or course only for the same level of training, once during the training time, and under the following conditions:<sup>183</sup>

- a) it may be requested after the successful completion of the first semester;
- b) a change of schedule, programme (course) may be permitted if the applicant has been admitted into higher education in accordance with requirements identical with those of the requested course and obtained the number of scores necessary for admission to the given course (program) in the given year and also if aptitude requirements and other requirements laid down in legislation and this AER shall be met;
- c) a change of programme (course) to law enforcement or military bachelor training may only be approved from the beginning of the subsequent academic year, with a start in the first semester. The UCVC shall make a decision on the recognition of skills acquired during the previous studies of the student;
- d) a change between state-funded law enforcement and non-law enforcement courses / programmes shall be possible if it is suggested by the sending and receiving programme administrators and the HR leaders of both bodies shall authorise that in writing;
- e) where applicable, the established upper limit of the course / program participants allows it;
- f) in the case of students with grant-contract with the HDF or other armed agencies or with dual legal status – if the contract so provides – a change of course or program shall be possible only with the prior agreement of the contracting party. The form of the prior authorization shall be specified by the contracting agency.

(1a)<sup>184</sup> Unlike the provisions in point a) in paragraph (1) the permission to change a course / programme may be granted by the host dean, or in the case of training pursued by an institute not belonging to the faculty by the director thereof even before the commencement of the study, provided that the applicant otherwise meets further conditions set out in paragraph(1);

(2) The application must be accompanied with a supporting statement of the receiving programme administrator, the permission, if necessary, as specified in paragraph (2), and the prior authorization of the contracting body – in the case of a students in grant-supported training. The license and the statement of support must be obtained by the applicant.<sup>185</sup>

(3)<sup>186</sup>

(4) After obtaining the necessary permissions and statements the application shall be submitted to the dean, institute director, or in the case of course change to the Student Administration of the faculty, addressed to the CSESA, by the beginning of the registration period of the next semester.<sup>187</sup>

### **The respite of student status**

#### **§ 32**

(1) If a student declares that in the next term he / she shall not wish to fulfil his / her student obligation, or if the student fails to enrol for the next training period, his / her student status shall be suspended (passive semesters).<sup>188</sup>

(2) The respite of student status may take place only after enrolment in the University and the first time, with the exception specified in point b) paragraph (5), it may only take place after the completion of the first semester.<sup>189</sup>

(3) To those who have not taken a single subject in the courses by the end of the registration period the Faculty Administration shall register a passive semester.<sup>190</sup>

(4) With the exception of cases specified in paragraphs (5) and (8) the consecutive respite of student status shall be no longer than two semesters. The student may apply for a respite of student status several times.<sup>191</sup>

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<sup>183</sup> Modified and the point was registered by Senate resolution 92/2014 (16th July).

<sup>184</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>185</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>186</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>187</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>188</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>189</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>190</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>191</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

(5) The respite of student status also includes:<sup>192</sup>

- a) if the student is banned from pursuing his / her studies as a disciplinary measure; or
- b) if the student was authorised to a consecutive period of respite before the completion of the first semester or for longer than two semesters due, because due to reasons beyond his / her responsibility – illness, accident, childbirth, or for any other unexpected reason beyond his / her responsibility – he / she was not able to fulfil the obligations.

(6) The respite of student status prior to the completion of the first half, or for longer than two consecutive semesters shall be authorised by the CSESA.<sup>193</sup>

(7) Unlike paragraphs (1) - (6) and (8) the student status of military officer cadets involved in basic and master training may be respite at the time of emergency situations or of assistance provided for disaster prevention. Any respite differing from the above may be authorised by the Chief of Defence Staff. In the case of law enforcement students, or students with grant-contracts with other armed agencies, including dual-status students – if the contract so provides – the respite of student status may be possible only with the prior authorization by the contracting authority. The form of providing prior authorisation shall be specified by the contracting agency.<sup>194</sup>

(8) The student status shall be respite for the duration of active voluntary military reservist service.<sup>195</sup>

### **Confirmation of the uncompletedness of a taken semester**

#### **§ 32 / A.<sup>196</sup>**

On the basis of an application and the supporting documents on illness, childbirth or any other reasons not attributable to the student, submitted by student not later than the last day of the term the CSESA may determine the uncompletedness of the taken semester. In such a case the given semester taken by a student in state-funded training shall not be taken into account for calculating the grant period.

### **Termination of student legal status**

#### **§ 33**

(1) The student status shall be terminated:

- a) on the day of transfer if the student has transferred to another institute of higher education;
- b) on the day of the declaration if the student declares in writing the cancellation of his / her student status;
- c) if the public-service grant supported or tuition-fee free student cannot continue his / her academic studies in the framework of supported training, and he / she does not intend to pursue self-financed training;<sup>197</sup>
- d) in the case of professional further training or tertiary vocational training on the last day of the first final-examination period, or on the last day of PhD training – except if the student has been admitted to master training at the University after obtaining the bachelor degree.
- e) in higher education vocational training, if the student has become medically unfit for the continuation of studies and the University shall not provide another appropriate tertiary vocational training, or the student shall not wish to continue his / her tertiary education, or due to the lack of the conditions necessary for further studies he / she shall not be allowed to continue academic studies, on the day the decision on termination becomes legally binding;<sup>198</sup>
- f) if the student's student status – because of payment arrears – has been terminated by the rector after an unsuccessful notification and the assessment of the student's social status, on the day of the decision on termination becomes legally binding,
- g) on the day the exclusion due to disciplinary decision becomes legally binding;
- h) if any of the requirements for the establishment of student status do no longer exist, on the day of the decision on termination becomes legally binding;
- i) due to the death of the student;

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<sup>192</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>193</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>194</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>195</sup> Revoked by Senate resolution 117/2013. (10th July). Registered by Senate resolution 92/2014 (16th July).

<sup>196</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>197</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>198</sup> Amended by Senate resolution 92/2014 (16th July).

- j) if the University ascertains on the basis of the content of the official certificate that the student may not be clarified of criminal record and – with regard to military officer cadets' undergraduate and graduate education and law enforcement training – "integrity" on the day of the presentation of the official certificate; or if the student fails to fulfil his /her obligation to prove within fifteen working days following the repeated standard invitation, and fails to provide any evidence that the failure to liability shall not be attributable to him / her before the thirtieth day after the repeated standard invitation;<sup>199</sup>
- k) in the case of students in partial training: after the completion of the training.<sup>200</sup>
- (2) The University through unilateral declaration terminates the student status of a student who
- a) fails to meet the obligations relating to the progress in studies specified in the AER or the curriculum, (AER § 11 (7), § 12 (1) - (2), § 18 (1), § 40 paragraph (2)),<sup>201</sup>
  - b) has failed to register for the subsequent academic semester for the third time in succession;<sup>202</sup>
  - c) has failed to begin his / her academic studies after the respite of student status;
  - d) 203
  - d) 204
  - e) <sup>205</sup>
- (2a) <sup>206</sup> Through unilateral declaration the University shall terminate the student status of a student whose total number of failed remedial and retaken corrective examinations in the same academic subject has reached five.
- (3) Based on a decision the University may terminate the student status of the student in military officer cadets bachelor or master training on the day the decision of dismissal becomes legally binding, provided that:<sup>207</sup>
- a) the course or programme attended by the student ceased at the University;
  - b) changes have taken place in the student's circumstances that would prevent him /her from meeting the eligibility requirements imposed on admission,
  - c) the student has failed to fulfil his / her obligations in excess of levels permitted by the AER (AER § 11 (7), § 12 (1) - (2), § 18 (15) of § 40 (2)),<sup>208</sup>
  - d) In the case of student status established under the Military Officer Cadet status the military officer cadet status has terminated, or
  - e) in the case of student status established on the basis of the professional legal status the professional legal status has been terminated.
- (4) The student status of a law enforcement grant-supported student shall be terminated by a decision of the University:<sup>209</sup>
- a) in the case of the termination of the grant contract by mutual consent;
  - b) by the decision of the student to terminate the grant contract, on the 8<sup>th</sup> day of the receipt of notice on this issue;
  - c) on the 8<sup>th</sup> day of the receipt of the notice of the unilateral termination of the grant contract provided by the armed agency to the grant-supported student.
  - d) <sup>210</sup>
- (5) The termination of student status must be justified. The justification must clearly state the cause of dismissal, the cause of the termination of student status, and if necessary, prove that the cause of the dismissal shall be real and reasonable.

<sup>199</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>200</sup> Registered by Senate resolution 117/2013 (10th July).

<sup>201</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>202</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>203</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>204</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>205</sup> Revoked by Senate resolution 117/2013. (10th July).

<sup>206</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>207</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>208</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>209</sup> Modified by Senate resolution 92/2014. (16th July).

<sup>210</sup> Overruled by Senate resolution 92/2014. (16th July).

(6) Under points a) and b) of paragraph (3) a student may only be dismissed if he / she may not be transferred to another institution or a programme within the University or if the student has refused the transfer. The student cannot refer to the transfer obligation if the change of circumstances under point b) paragraph (3) has taken place due to him / her.

(7)<sup>211</sup> If the grant-supported student status has been terminated under points a) -c) paragraph (4), the student may continue his / her academic studies in the programme to which he / she was admitted as a civil student in the framework of state-funded training, provided that the given course has civilian training. In the absence of that, the student status must be eliminated. The student may be transferred to another programme if the grant contract has not been terminated due to causes attributable to the student.

(8)<sup>212</sup> If a student pursues academic studies under student status in several programmes at the University, or in the case of a transfer under paragraphs (6) - (7), the provisions in these paragraphs should be applied with the alteration that the termination of student status should not be substituted with studies on the given programme.

### **Special rules for the studies**

#### **§ 34<sup>213</sup>**

(1) A military officer cadet involved in bachelor or master training shall be allowed to pursue academic studies abroad with the permission of the chief of Defence Staff. In the case of military officer cadets involved in bachelor or master training the establishment of guest student or parallel student status, in order to obtain further qualifications the prior permission from the Chief of Defence Staff shall be a pre-condition. The refusal of permission must be justified.

(2) A law enforcement student pursuing bachelor or master training shall be allowed to pursue academic studies abroad only with the prior permission of the national commander of the relevant law enforcement agency. The establishment of a guest student or further (parallel) student status shall be subject to the prior permission of the national commander of the relevant law enforcement agency. The refusal of permission must be justified.

(3) In the case of students not covered by paragraphs (1) - (2), or students with grant agreement with the MoD or law enforcement or other armed agencies, or in the case of dual-status students – if the contract so provides – the change of programme, course or schedule, academic studies abroad, partial training, establishing guest student status or parallel student status, the respite of the student status shall only be allowed with the prior authorization of the contracting authority. The form of prior authorization shall be determined by the contracting agency.

(4) The student shall submit his / her application for the permission specified in paragraphs (1) - (3) to the Dean of the Faculty, or in the case of training by an institute not belonging to the faculty to the director of the institute. The CSESA shall provide its opinion on the application. The student must submit the permission to the Faculty Administration.

### **Chapter VI**

#### **Assessment of knowledge, the regulation of examinations**

##### **Examination period, the final-examination period**

#### **§ 35**

(1) The schedule adopted for the given academic year includes the first and last days of the examination period. The duration of the examination period shall be 4-6 weeks. If the schedule of the academic year includes a reporting period during the study term, its length may be accounted for the examination period.<sup>214</sup>

(2) The examination period shall be for taking the examinations. At the request of the student, if the obligations arising from the student status may not be fulfilled due to childbirth, accident, sickness or other unforeseen reasons not attributable to the student or because of foreign studies organized by the University therefore he / she shall be unable to take the examination during the examination period,

<sup>211</sup> Registered by Senate resolution 92/2014 (16th July)

<sup>212</sup> Registered by Senate resolution 92/2014 (16th July)

<sup>213</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>214</sup> Amended by Senate resolution 92/2014 (16th July).

the CSESA, taking into consideration the opinion of the head of the concerned department / institute, may authorize taking the examination in question outside the examination period. Such examinations must be considered as examinations taken during the examination period. In such cases, the autumn semester examinations can only be taken by the end of the registration period for the spring semester, and the spring semester examinations can only be taken by 15<sup>th</sup> July – in the case of students taking part in foreign training by the end of the next registration period.<sup>215</sup>

(2a)<sup>216</sup> Based on CSESA permission in the last two weeks of the academic year early examinations may be taken, provided that the capacity of the education department and the subject program shall allow that. Taking an early examination may be permitted only to a student who has fulfilled the basic pre-conditions of the examination in the subjects. Such an examination must be considered as an examination taken during the examination period.

(3) The faculty determines the final-examination period within the examination period. Final examinations may only be taken in the designated final-examination period. Within the final-examination period at least three days must be provided between each part of the final examination, from which departure may be only with the consent of the student.

(4) The examination schedule for distance learning students at the Faculty of Law Enforcement shall be prepared by the Faculty Administration in consultation with the departments and the students.

### **Assessing knowledge**

#### **§ 36<sup>217</sup>**

(1) The assessment of a student's performance must not depend on the student's legal status, on the form of support (state-grant or self-financed) or on the guest student status.

(2) The types of assessment during the training process shall be determined by the curriculum.

(3) The methodology of checking the acquired knowledge shall be determined by the departments / institutes and instructors, and it shall be recorded in the subject programs.

(4) The student's mandatory internship must be assessed in accordance with the curricular standards. If the internship shall be assessed on the three- or five-grade scale, a credit may be available for it.

(5) The assessment of acquired knowledge may take place:

a) during the study term through a written or oral testing in the classroom, take home tasks, or evaluation of the execution of practical tasks as provided for in paragraph (8);

b) through examinations during the examination period provided for in paragraph (10).

(6) The assessments may be on a three- or a five-grade scale.

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

b) a three-grade classification: excellent (5) satisfactory (3), fail (1).

(7) The fulfilment of the requirements designated for the term shall be proved by the signature which shall be also the pre-condition of the registration for examination in the given subject. No credits may be obtained for completing signature-awarding classes. If a student fails to fulfil the requirements, the instructor must enter note "signature denied" in the registry.

(8) The types of testing to be carried out during the term:

a) a mid-term evaluation: a five-grade scale evaluation in which a grade may be given on the basis of the average of classroom papers or home essays, of student's activity, and other aspects,

b) practice grade: the evaluation of the application of the theoretical training materials and skills may be necessary and possible for evaluating the training.

(9) As specified in paragraph (8) only one type of examination may be required for one subject. The assessment must be recorded not later than the time of giving the signature. If the evaluation result is "fail", the signature must be denied.

(10) The following types of examinations may be specified:

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<sup>215</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>216</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>217</sup> Stated by Senate resolution 92/2014 (16th July).

a) Report: an examination with the focus on the knowledge specified in the subject program. The evaluation shall be made on a three-grade scale. A “fail” must be given if the candidate is unable to apply the subject material and practical skills; if the student is able to apply the subject material and practical skills at relevant level the grade is “satisfactory”; and the evaluation grade shall be “excellent” if the candidate is able to apply the subject material and practical skills both at the relevant level and in context;<sup>218</sup>

b) examination: an oral test to check the level of acquirement of the subject material of one semester. In this framework it must be checked at which level the student mastered the course content and if he / she will be able to acquire further materials based on the curriculum.

c) proficiency examination: aimed at checking the acquirement level of the material of the same academic subject (eg. 1-2 mathematics etc.) group taught for a minimum of two semesters.

d) complex examination: the final examination, testing the acquirement level of a course material or the vocational training program.

e) comprehensive examination: a type of examination to check the acquirement of knowledge of several academic subjects and the student’s ability to apply skills.

f) final examination (complex oral final examination): it may consist of several parts – defence of diploma work / thesis, as well as oral, written and practical examinations – as specified in the recommended curriculum. The final exam shall be designed to check and evaluate the knowledge, skills, and abilities necessary to obtain a degree and to make sure that the student shall be able to apply the acquired knowledge.

g) the examinations specified in points c) d) and e) shall not be subject examinations therefore no credit shall be obtainable at their completion. They may be announced as exam courses and their results may not be counted in the study average. The acquirement of the subject materials shall be tested at the end-of-semester examinations, which are recognized with credits.

h) the evaluation of examinations set out in points b) to f) shall be through five-grade scale.

(11) Reports and examinations are usually administered by one examiner.

(12) Comprehensive examinations and complex examinations are taken before a minimum three-member board and minutes shall be kept of them. The chairman of the board shall be a senior instructor teaching an academic subject in the examination. In the case of a repeated final examination the student may request the appointment of a new examination board.

(13) The examination may be written, practical, oral or a combination thereof. On the conditions of a written examination the students must be informed at the beginning of the semester. A comprehensive examination or a complex examination should not be conducted exclusively in written form.

(14) If the examination is a combination of written (practical) and oral examinations, the instructor-examiner shall decide whether the student may be made available to an oral examination following failed written (practical) examination. In the case of a comprehensive examination or a complex examination no oral examination shall be allowed in the case of a failed written examination. In such a case the grade must be “fail”.

(15) During the testing of acquired knowledge or practical skills no unpermitted aid shall be allowed to be used and no improper advantage shall be allowed to be provided – or disciplinary penalty shall be imposed on the violator. For the purpose of the present regulations, under law and the University regulations students with disabilities shall be allowed to use tools or to have other benefits during the testing of their knowledge and practical skills as well as benefits for the student pursuant to special decision given through the provisions of these regulations.

(16) If a student is required to produce an individual and original paper on the basis of the subject requirements, another author's work shall be allowed to be used only in respect of copyright law, the applicable law, and of the present Regulations. The student must perform his / her task keeping to the rules of original and precise quotation, the correct and full references, meeting the requirements of originality– or disciplinary penalty shall be imposed on the violator. Except the case of a diploma work / thesis, examining the originality shall be the responsibility of the instructor in charge of the course of the study unit.

## **Examination Policies**

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<sup>218</sup> Modified by Government resolution 117/2013. (10<sup>th</sup> July)

### § 37 <sup>219</sup>

- (1) The examinations – including the final examination and a thesis (diploma work) defence – shall be open to the public. The public, where appropriate (eg. with regard to classified information contained in the academic subject) may be limited or excluded. This issue shall be decided by the head of department / specialist group in charge of teaching the subject (the chairman of the board).
- (2) The announcement of the time and of the method of application to examinations, the coordination of examination dates shall be the responsibility of the relevant vice-dean for education, or in the case of a course conducted by an institute not belonging to the faculty the director thereof. The allocation of examination dates shall be the responsibility of the head of the relevant department while the administering of announced examinations shall be the responsibility of the head of the relevant department, as well as of the instructor of the relevant study unit. In the examination period the venue of the examinations must be provided to the campus where the training takes place.
- (3) The department / institute must announce the examination dates at least three weeks before the beginning of the examination period and register them along with the name of the instructor-examiner via the student electronic registration system. The time and method of applying to the examinations, the day of publishing the examination results and the opportunities of retake must also be announced. The examination dates must be determined with regard to the retake period too, for the entire duration of the examination period.
- (3a) The announcement of the examination dates, the determination of the maximum number of students per examination day, and the registration to examinations shall be via the student information system.
- (4) In the case of foreign guest students the faculty coordinator shall inform the students on the ways of applying to examinations.

### § 37 / A. <sup>220</sup>

- (1) The departments / institutes shall be responsible for administering the examinations.
- (2) With regard to the number of examiners the number of pre-planned examination days should be equivalent to 125% of the number of students, but at least three examination days should be planned for each subject. The examination days are allocated by the course instructor or the examiner, ensuring that the students had opportunity to time their examinations properly and had both time and opportunity to repeat failed examinations, especially those affecting the weekly examination schedule of a whole year.
- (3) On an oral examination day one instructor shall be allowed to test not more than 30 persons.
- (4) The student may only be released to examination (is allowed to register for an examination date) if he / she does not have any payment arrears and has fully complied both with subject requirements and those of the study period.
- (5) An examination can be held only if the fulfilment of the study requirements for the given semester have been registered and verified via the student information system. The head of the training unit or the subject administrator shall be entitled to provide the end-of-semester signing of the subject. The instructor must record the signature in the student information system not later than the end of the study period.
- (6) The change of the date of the examination may take place not less than 24 hours prior to the examination commencement.

### § 37 / B. <sup>221</sup>

- (1) During the examination an examination sheet and attendance list must be kept.
- (2) The examination sheet shall be an obligatory document, a form printed out from the student information system. The examination sheet shall contain the name of the academic subject, the date of the examination, the examiner-instructor's name, signature and instructor ID, the student's name participating in the examination, the student ID, and the assessment of the examination performance. Grades earned in a subject obtained not in the framework of an examination must also be entered in an

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<sup>219</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>220</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>221</sup> Registered by Senate resolution 92/2014 (16th July).

examination sheet. The instructor and the head of department in charge of the subject shall be responsible for keeping the examination sheet.

(3) The attendance list shall be an obligatory document, a form printed out from the student information system. The attendance list shall contain the name of the training unit and of the academic subject, the ID of the subject, the date and type of the examination, the examiner-instructor's name, the student's name taking the examination, the student's ID and signature. Keeping the attendance list shall be the responsibility of the instructor.

(3) Before the examination the examiner shall print out an examination sheet and an attendance list from the Neptun.Net system. The instructor entitled to give the signature shall be required to ensure that the examination sheets had only the names of students who have obtained the signature for the given subject.

(4) The instructor shall be allowed to test only students whose names are on the examination sheet and attendance list printed out from the Neptun.Net system. No student can be entered in the printed examination sheet and attendance list upon their printing out. Any correction in the examination sheet or the attendance list shall be allowed only in exceptional cases. In such cases the fact of correction must be verified on the examination sheet by the instructor's signature and the correction date next to the note, and the head of the training unit must be immediately informed in writing. On the examination sheet and the attendance list the obtained grade or, in cases specified in the present regulations, the note "no-show" shall be entered by the student's name.

#### § 37/C.<sup>222</sup>

(1) The student must appear for and take an examination in condition and clothing appropriate for the dignity and significance of the examination on the date of the examination allocated by the department / institute.

(2) The examiner or the chairman of the examination board shall be responsible for the smooth and calm atmosphere of the examination.

(3) An examination shall begin with checking the student's identity and having him / her sign the attendance list which shall be followed by taking a question. A written examination shall begin with checking the students' identity and having them sign the attendance list which shall be followed by handing out the test papers. The students may start the exam only after the confirmation of their personal identity and the signing of the attendance list.

(4) A student shall not be allowed to take an examination without the confirmation of his / her identity, which can be based on any document containing any suitable proof of identity, signature and photograph. If the student's identity cannot be confirmed as described above, the note "no-show" shall be entered in the examination sheet and the student information system. This will reduce the number of examination opportunities and the student will be required to pay the amount specified in the Student Fees and Compensation Regulations.

(5) The student must print out a course selection form from the Neptun.Net system and bring it to the oral examination. On the course selection form, as well as on the examination sheets, printed out from the Neptun.Net system by the instructor, the instructor must register the student's grade achieved in the oral examination and sign it both on the course selection form and the examination sheet. Before the start of an oral examination – prior to taking a question – or before the start of the written examination the attendance list must be signed by the students.

(7) At the beginning of the examination the instructor must inform the students on the use of allowed tools at the examination and on the consequences of the use of not permitted tools.

(8) At oral examinations the candidate should be given adequate time for preparation, depending on the nature of the examination, after receiving the question. At the request of the student the examination may begin before the expiry of the preparation time.

(9) In the case of disputed results at an oral testing the data on the examination sheet signed by the instructor shall be accepted. If some data – affecting the student – must be corrected on the

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<sup>222</sup> Registered by Senate resolution 92/2014 (16th July).



examination sheet on such issue the student must be immediately informed during the examination, or if it is not possible, later on as soon as possible.

(10) The subsequent verification of grades for a written examination shall be based on the examination sheets and the examination paper itself, which must bear the signature of the evaluator. The examination papers must be stored for at least one year.

#### § 37/D.<sup>223</sup>

(1) After the commencement of the examination the student shall earn a grade (three- or five-grade assessment). The grades obtained at an oral examination must be recorded via the student electronic registration system no later than the day following the examination while in the case of a written examination it must be completed no later than the third business day following the written examination. For a written examination the Head of the relevant department must provide as many instructors and determine the contents of the examination in a way that the examination papers could be checked by the set deadline.

(2) The subjects in which the student has not registered for one examination for the semester, or has not attempted to take the examination, shall be marked as "not certified" via the electronic filing system.

(3) If the student has registered for an examination but has not appeared to take it and the absence is not verified with any supporting document (eg. hospitalization, accident, etc) at the department / institute, the note "no-show" shall be entered in the student's grade book via the electronic student registration system, and he / she has to bear all the negative consequences. The note "no-show" reduces the examination opportunities in the given subject, and the student shall be required to pay the amount specified in the Student Fees and Compensation Regulations.

(4) If the student has failed an examination in a particular subject on two occasions, and both the exam and the retake have been before the same person, at the request of the student the opportunity should be provided to conduct the repeated retake before another instructor or examination board.

(5) The student shall be provided with a written a notification on the evaluation of the outcome in writing (on paper). In the case of an oral examination this takes place at the time of the assessment on the course selection sheet while in the case of a written examination or practical assessment within 3 working days after the recording via the Neptun.Net system. In the case of a written assessment the written notice shall be delivered by public notice: the institute / department administrator shall post the examination sheet with the student's NEPTUN code printed out from the Neptun.Net system on the bulletin board of the institute / department for 5 days. In addition, the Neptun.Net system – after each modification of the system – shall notify the student in an automatic message on the modifications made. In case of an examination consisting of oral and written parts the student must be notified in writing of the results recorded in the Neptun.Net system in the same way described above.

(6) The results of a written examination must be published not later than the third business day after the examination that is it has to be recorded via the electronic registration system. The student may check his / her written essay at the time of the publication of the results or no later than two working days after the publication of results at the time stipulated by the department / institute. If the assessment is not based on the requirements adopted by the University or it is contrary to the organizational and operational regulations of the University, or violates the provisions on the organization of the examinations, or the evaluation includes a numerical error, the student may submit an appeal against the assessment at the Faculty Administration in accordance with the provisions in § 45.

(7) The instructor organizing the written examination shall be required to communicate the results of the examination of the student at least 48 hours before the subsequent examination in the same subject so that the student had time to prepare for a repeated examination.

(8) Where the written teaching material indicated in the subject program published by the first day of the registration period has not been published for 4 weeks before the start of the examination period or the mid-term assessment in an accessible way for the students, the Head of the Department / Institute and faculty members of the EHÖK agree on a modification of the curriculum or of the schedule of

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<sup>223</sup> Registered by Senate resolution 92/2014 (16th July).

assessment. In the absence of agreement the relevant dean or his deputy for education or in the case of training by an institute not belonging to the faculty the director thereof shall make the decision.

### **Grade-offer**

#### **§ 38**

- (1) In the case of a report or examination the instructor may offer a grade to the student on the basis of his / her performance in the study period, or on the basis of his / her activities in scientific student association.
- (2) The grade-offer can take place at the end of the study period. The instructor must record the offered practice or examination grade via the electronic registration system not later than by the third working day following the beginning of the examination period.
- (3) The student may accept or reject the offered assessment (grade) via the electronic registration system. In the latter case the rejection equals a request for admission to examination.
- (4) In the case of a grade-offer via the Neptun.Net system the student should accept it through the Neptun.Net system, after which it appears as completed in the student's electronic grade book appears so the student does not have to register for the examination.<sup>224</sup>

### **The study average**

#### **§ 39**

- (1) The study average must be calculated within five working days after the examination period, and the student's results must be finalised via the Neptun.Net system. The study average must be established as a simple arithmetic average. The calculation of the study average and finalising of the student's results shall be the responsibility of the Faculty Administration.<sup>225</sup>
- (2) In the examination period the first outcome of a failed examination should be ignored at the calculation of the average grade as the corrected grade shall be the final. With the correction of a successful examination the outcome of the last examination shall be the final.<sup>226</sup>
- (3) The average results must be calculated to two decimals on the basis of the grades. The study average shall be entered into the grade book and registration book of the student by the Faculty Administration.
- (4) The study average shall be:
  - excellent, if the average is 5.00;
  - outstanding, if the average is: 4.51 to 4.99;
  - good, if the average is: 3.51 to 4.50;
  - satisfactory, if the average is: 2.51 to 3.50;
  - pass if the average is 2.00 to 2.50;
  - fail if the average is below 2.00.<sup>227</sup>
- (5) The Student Fees and Compensation Regulations shall have provisions on grants. The military officer cadet in compliance with the requirements described in the instructions of MoD shall be entitled to a special study allowance under the HJT. The determination and payment of the special study allowance shall be the responsibility of the Ludovika Battalion of the HDF.<sup>228</sup>

### **Retake of failed examinations**

#### **§ 40**

- (1) In the given training period, the student may retake the failed examination (hereinafter: remedial examination). The unsuccessful remedial examination (hereinafter: retaken remedial examination) shall be allowed once a semester and if the student fails it, he / she may complete the subject through the retake of the subject – or if the conditions are met, through an examination course. An exception shall be provided for the subjects of physical training identified as semester requirement criteria that shall be necessary for complying with the requirement of the subsequent semester.<sup>229</sup>

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<sup>224</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>225</sup> The second and third sentences of the paragraph were registered by Senate resolution 92/2014 (16th July).

<sup>226</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>227</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>228</sup> Registered by Senate resolution 117/2013 (10th July).

<sup>229</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

- (2) The student's number of examinations in the same subject, regardless of how many times the grade was "fail" or the note "no-show" was recorded must not exceed six.<sup>230</sup>
- (2a)<sup>231</sup>The second examination after a failed examination shall be regarded as a remedial examination, and each subsequent one shall be a retaken remedial examination, regardless of how many times the student has taken the given study unit. During his / her studies the student has a total of five examination opportunities to retake an examination in the same study unit – one remedy examination and four retaken remedy examinations – at his / her disposal.
- (3) The retaken remedy examination stipulates a fee subject to the determination by the Student Fees and Compensation Regulations. The retaken remedy examination can be taken no sooner than the third calendar day following the failed examination after the fee specified in the Student Fees and Compensation Regulations payment shall be confirmed.<sup>232</sup>
- (4) If the student has not complied with the mandatory professional practice due to his / her own fault, or received a "fail" and does not reinstate or correct it by the appointed time, the practice shall have to be repeated.
- (5) The student shall not be allowed to continue his / her studies until he / she has successfully completed the practice. The student cannot receive a degree certificate (pre-degree certificate) until the effective completion of the professional practice specified in the curriculum.
- (6) The practice grade can be improved in accordance with the rules on retaken examinations.
- (7) The mid-term assessment shall be the summary of the performance of requirements during the entire semester; therefore it cannot be modified through a remedy examination. If the correction affects only one component of the evaluation (eg. : a written examination) it can be retaken in accordance with the rules on retaking the failed examinations.

### **The improvement of a successful exam**

#### **§ 41**

- (1) Following a successful examination the student has the opportunity to improve the obtained grade in one subject once in each examination period (hereinafter: improvement of a successful examination).<sup>233</sup>
- (2) In a given examination period the student, where appropriate (eg. entering a specialization, Scholarship of the Republic of Hungary, PhD studies, etc.) may apply for the improvement of the successful examination in a second subject a second time. The CSESA shall evaluate application within five working days of its submission and shall immediately notify the student and the concerned department / institute on its decision.<sup>234</sup>
- (3) The improvement of a successful examination shall be possible only in the examination period the semester of the assessment.
- (4) If a student registers for the examination and appears at it, the grade obtained there shall be his / her the final grade even if it is less favourable for the student. If the student registers for the examination but is unjustifiably absent, he / she must pay the amount specified in the Student Fees and Compensation Regulations. In this case the previously obtained grade shall apply.<sup>235</sup>
- (5) The improvement of a successful exam in a given academic subject shall be counted in the number of examinations allowed to take. If a student registers for the examination but is unjustifiably absent, it shall be counted in the number of examinations allowed to take.<sup>236</sup>
- (6) There shall be no possibility for improving a successful mid-term assessment, practice grade, a final exam.<sup>237</sup>
- (7) In the case of successful improvement of an examination the student shall be required to pay the fee set out in the Student Fees and Compensation Regulations, if the given examination is the third or further examination in the relevant study unit.<sup>238</sup>

<sup>230</sup> The second sentence was overruled by Senate resolution 92/2014. (16th July).

<sup>231</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>232</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>233</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>234</sup> Modified by Senate resolution 92/2014 (16th July).

<sup>235</sup> Modified and the last sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>236</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>237</sup> Amended by Senate resolution 92/2014 (16th July).

**Chapter VII.**  
**Rules on the type C grade book**  
**§ 42**

(1) At the University a type "C" grade book (hereinafter: grade book), produced as an inextricably bound document, printed out from the Neptun.Net system in a unified format and certified in accordance with the provisions of these Regulations must be used from the first semester of academic year 2012/2013 in an ascending system, based on the print preview and format approved by the Educational Authority.<sup>239</sup>

(1b) In the case of students having begun their studies before the time specified in paragraph (1) the existing grade books should be used on, with the proviso that, for the printshop-produced, inextricably bound document (hereinafter: conventional grade book) with numbered pages rules in statutory rules laying down the implementation of the Act on higher education and those set out in § 60 of these Regulations shall be applied.<sup>240</sup>

(2) The printed grade book produced from the Neptun.Net system as certified by the Educational Authority must be issued to the student at his / her final departure from the University or the termination of the student status. The numbered pages of the document must be bound with a national tricolour cord and its ends sealed with a round label shall be stamped, and signed by the dean or a Vice Dean delegated by him, or in the case of training by an institute not belonging to the faculty by the director thereof, making it authentic and inextricable.<sup>241</sup>

(3) In the case of conventional grade books used in discontinued system – except for parallel studies at different training levels – one single grade book should be kept on the student at the University during the term of his / her student status.<sup>242</sup>

(4) The printed document must contain all data of the student's studies at the same training level.

**Data to be registered via the Neptun.Net system and the obligatory elements of a registration book**  
**§ 43**

(1) The grade book shall include:

- a) the student's personal identification data (name, birth name, date and place of birth, mother's maiden name);
- b) the name of the university, location, institutional identification code;
- c) details of the student's legal status, registration number;
- d) details of the student's training;
- e) the subjects with the credit values during the training period, according to the breakdown in study periods, and evaluation data;
- f) the certification of leaving certificate (pre-degree certificate);
- g) the data on the thesis(theses) or diploma work, or the certificate of performance;
- h) particulars of the language examination / examinations;
- i) the parts and result of the final examination or special examination;
- j) the grade of the diploma, or certificate;
- k) decisions affecting the student's academic studies;
- l) certification of studies pursued in other institutions of higher education;
- m) certification of studies accounted for on the basis of previous studies;
- n) the serial number of the document;
- o) all data of the studies pursued by the student at the University at the same training level.

(2) After the completion of the study period the number of taken and earned credits by the student, the adjusted credit-index, the academic average and the grant index specified in the Student Fees and Compensation Regulations shall be recorded via the Neptun.Net the system not later than within 30

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<sup>238</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>239</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>240</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>241</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>242</sup> Amended by Senate resolution 92/2014 (16th July).

days after the end of the examination period. Conventional grade books used in discontinued system, the data shall be confirmed by the head of the Faculty Administration.<sup>243</sup>

### **Access rights to the grade book, and the rules of recording entries in the grade book**

#### **§ 44**

(1) The Neptun.Net shall be the database of the grade book. In respect of the circles and rights of users the provisions laid down in the University Neptun Regulations and those set out in these Regulations shall apply.

(2) Besides the entitlements laid down in the Neptun Regulations the student shall be eligible for printing out the so called course-completion form from the study database in the specified study period and use it for attesting his / her performance.

(3) The licences of the Head of Faculty Administration:

a) The Head of Faculty Administration shall be entitled to enter data in grade books therefore he / she may create or modify any data accessible for him / her in a grade book.

b) The Head of the Faculty Administration and the relevant Head of Department must check the examination sheets of courses in the responsibility of the instructor.

(4) The licences of Neptun.Net management:

a) The Neptun.Net management shall not be licensed to enter any data in a grade book.

b) In a special case – solely on the basis of a written and justified request by the Vice Rector for Education or the Head of the Central Registrar's Office – the Neptun.Net management may create a database-level entry in the grade book. This fact should be recorded, and a certified copy of the pre-change status must be made.

(5) Each grade must be entered into the Neptun.Net system by the instructor-examiner or in the case of the incapacitation of the instructor-examiner the Head of Department / director of institute or by the person authorized by him / her in writing within three working days after the examination. The exception to this rule shall be the „no-show” entry, indicating that the student did not appear for examination, which must be recorded via the Neptun.Net system not later than the day following the date of the examination. A subject in which the student did not attempt one exam during the semester shall be marked as „not certified” in the Neptun.Net system. The instructor-examiner shall be responsible in all cases for recording the grade with the appropriate content.<sup>244</sup>

(6)<sup>245</sup>

(7)<sup>246</sup>

(8)<sup>247</sup>

### **Objection to evaluation in the Neptun.Net system**

#### **§ 45**

(1) Not later than within 14 days after the completion of the study period the student may submit his / her objection on a Complaint Registration Form downloadable from the Neptun.Net system to the evaluation in the register. The Complaint Registration Form should be addressed to the Head of Department / Team leader but it should be submitted to the Faculty Administration. The relevant Head of Department / Team leader – after consulting the instructor concerned – shall be obliged to investigate the complaint within eight working days and the student must be notified on the findings through the student information system within the same period of time. If the student does not submit his / her objection to the evaluation in the register within the available timeframe, later on – regarding the given study period – he / she may not make any complaints against the evaluation in the register as the deadline shall be preclusive.<sup>248</sup>

(2) On the basis of the presented examination sheet, course selection sheet or the grade on the written examination paper – if the eligibility of the complaint is considered well-founded – the evaluation

<sup>243</sup> Modified and the second sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

<sup>244</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>245</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>246</sup> Amended by Senate resolution 117/2013. (10th July). Overruled by Senate resolution 92/2014. (16th July).

<sup>247</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>248</sup> The wording of sentence two was states and the third sentence was registered by Senate resolution 92/2014 (16th July).

must be corrected. If the Head of Department / Team leader considers the complaint well founded he / she must carry out rectification of the error at his / her discretion and inform the student on it via the Neptun.Net system. Against the decision rejecting the complaint the student may submit an appeal – addressed to the Vice-dean for Education but submitted to the Faculty Administration – within 15 days of the notification. Missing the deadline shall be of preclusive nature.<sup>249</sup>

(3) <sup>250</sup>Except as specified in paragraphs (1) and (2) the result of the signature to the student in a given subject and any form of subject evaluation may be modified – exclusively due to an administrative error – only within 14 days after the completion of the study period.

### **Rules of issuance of grade book and of grade-book certificate**

#### **§ 46**

(1) Once a semester the Faculty Administration shall be required to issue a certificate of the student's grade book at the request of the student free of charge. The student may use the certificate to verify his / her participation in training programs or the completion of specified academic subjects. If a student requests the issue of the certificate again within the same semester, he / she must pay a charge specified in the Student Fees and Compensation Regulations.<sup>251</sup>

(2) If a student continues his / her studies at another institution of higher education, the University shall register the date of termination of the student status in the grade book and – within fifteen days of the termination of the student status – shall automatically forward the lesson book to the receiving institution of higher education.

(3) The disqualification from continuing studies, exclusion from the University or the unsuccessful completion of studies must be entered into the grade book, with the indication of the number of the decision and with reference to the relevant provisions of the Academic and Examination Regulations.

(4) At the termination of the student status the student must be issued the grade book – except for cases specified in paragraph (5).

(5) A guest student should not be issued a separate grade book. The exception shall be students pursuing studies at foreign institutions of higher education, for whom – at a written request – an English-language guest student grade book may be issued, which includes:

- a) the student's personal identification data;
- b) data of the student's legal status, registration number;
- c) the academic subjects (curricular units) broken down in accordance with the training period, assigned credit values, data of evaluation forms;
- d) the reference number of decisions affecting the student's studies.

(6) The grade book and the grade-book certificate shall be issued by the relevant Faculty Administration. The grade-book certificate shall be validated by the head of the Faculty Administration.<sup>252</sup>

(7) In accordance with paragraph (1b) § 42 for conventional paper-based grade books the rules of handling are the same as above, except that at passing the pre-degree certificate the semester sheets printed from the Neptun.Net system must be glued in the paper-based grade book consecutively. Students with paper-based grade books must be provided with the fully completed (including the pre-degree certificate) and signed grade books after the final examination.<sup>253</sup>

### **Rules of maintaining the grade book authentic**

#### **§ 47**

(1) The student shall receive an automatic notification on taking courses through the Neptun.Net system. The student may print out the course selection sheet of the taken academic units from the Neptun.Net system. The first working day following the conclusion of the course selection period,

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<sup>249</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>250</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>251</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>252</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>253</sup> Amended by Senate resolution 92/2014 (16th July).

specified in the schedule of the academic year, shall be the starting date of the printability of the course selection sheet. Printing the course-selection sheet shall be the student's responsibility.<sup>254</sup>

(1a)<sup>255</sup> Within five days of the end of the registration period the student may appeal against the data on taking a subject in the registration at the faculty Head of the Department, who must judge that within three business days. On the result the student shall be notified within the same period of time via the student information system. If the student does not register a complaint within the timeframe available to take complaints against the information concerning the subject matter, later he /she may not raise any objection with regard to the completed taking of a subject as the deadline shall be preclusive.

(1b)<sup>256</sup> During the investigation period of the credibility of the complaint the student shall be both entitled and obliged to attend the classes of the controversial subjects. An appeal against a decision rejecting complaint may be submitted – within 15 days of the notification – to the faculty Academic Department addressed to the Student Appeals Committee, in accordance with the provisions on the remedies, laid down in the Rules of the student legal remedy.

(2) Five days after the period for subject-amending the Central Office shall produce a safety backup of electronic media on the courses taken by the students in order to ensure the verifiability of any changes in the courses taken by the student at a later date.<sup>257</sup>

(3) After the data-saving the administrator of the Faculty Administration shall make notes on the taken or cancelled courses, other study-related entries, applications or decisions in the grade book during the rest of the semester.

(4) The student shall receive an automatic notification on the completion of courses (on entering the evaluations) through the Neptun.Net system. The student may print out a course-completion sheet on the completed study units from the Neptun.Net system. The starting date of printability shall be the 15<sup>th</sup> working day after the examination period. Printing out the course-completion sheet shall be the student's responsibility.<sup>258</sup>

(5) On the 15<sup>th</sup> days after the end of examination period the Central Office shall produce a safety backup of electronic media on the courses taken and completed by the students in order to ensure the verifiability of any changes at a later date.<sup>259</sup>

(6) After the data-saving the Head of the relevant Faculty Administration or an administrator appointed by him / her shall make notes on the registered – not by the student – or cancelled course completions, other study-related entries, applications or decisions in the grade book.

## **Chapter VIII.**

### **Provisions for pre-degree certificate, final examination, and diploma**

#### **The pre-degree certificate**

#### **48**

(1) A pre-degree certificate must be provided to a student who has fulfilled the academic and examination requirements and professional practice specified in the curriculum and also obtained the credits and criteria requirements specified in training and outcome requirements with the exception of the thesis / diploma work credits. A pre-degree certificate may be issued to a student who has obtained two thirds of the credits at the University, necessary for a degree.<sup>260</sup>

(2) A student pursuing academic studies on several courses should be issued pre-degree certificates course-wise.

(3) At request students with pre-degree certificate should be issued a "pre-degree certificate certification" prior to the final examination signed by the dean or in the case of training by an institute not belonging to the faculty the director thereof. A final examination may only be taken by a student

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<sup>254</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>255</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>256</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>257</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>258</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>259</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>260</sup> The third sentence of the paragraph was registered by Senate resolution 92/2014 (16th July).

with finalised pre-degree certificate. The Faculty Administration shall be responsible for checking the existence of this document.<sup>261</sup>

### **Thesis / diploma work**

#### **49**

The requirements of the preparation of the thesis / diploma work shall be specified in Appendix 5 of this AER.<sup>262</sup>

### **The final examination**

#### **§ 50**

(1) The final examination shall be for checking and evaluating the knowledge, skills, and capacities necessary for obtaining a degree. At the final examination the student must also demonstrate the capabilities to apply the acquired knowledge.<sup>263</sup>

(1a)<sup>264</sup> Application for the final examination shall be via the student information system. The Student Administration shall be responsible for checking the fulfilment of the requirements for taking the final examination. If the pre-conditions do not exist the student shall be deleted from the examination roster, which can happen only before the beginning of the final examination. The student shall be entitled to withdraw his / her application to the final examination by the deadline for submitting the thesis / diploma work free of charge.

(2) In accordance with the curriculum the final examination may comprise several modules:

- a) defence of thesis / diploma work (Th);<sup>265</sup>
- b) a comprehensive oral examination, or a multi-module oral examination covering some pre-specified topics of the final examination subjects (Fe);<sup>266</sup>
- c) an optional element of the final examination is the demonstration of acquired knowledge through completing a practical task (Pr).<sup>267</sup>

(3) The pre-conditions of release for a final examination:

- a) holding a pre-degree certificate;
- b) a critically assessed thesis / diploma work.<sup>268</sup>

(4) A student who has failed to comply with payment obligations to the University shall not be releasable for final examination.

(5) A final examination may be taken exclusively in the designated final-examination period. Generally the final-examination period shall be in the examination period after the spring semester. The schedule of final examination shall be fixed in the annual calendar plan of the University and regulated by the Rector in the academic schedule. The dean shall specify the faculty-specific schedule on the basis of the above mentioned document.

(6) If the final examination requirements of the programme / course contain elements of significantly different fields of studies, there minimum of three days of separation must be provided between the examinations.

(7) The programme-specific requirements of the final examination must be announced in the Academic Information.

(8) No credit may be awarded for a final examination.

(9) The Comprehensive questions for the preparation for the final examination must be published at least 60 days before the examination period.

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<sup>261</sup> Registered by Senate resolution 117/2013 (10th July). The first sentence was stated by Senate resolution 92/2014 (16th July).

<sup>262</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>263</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>264</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>265</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>266</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>267</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>268</sup> Amended by Senate resolution 117/2013. (10th July).



(10) A final examination may be taken in the examination period following the obtaining of pre-degree certificate, in the framework of student status, then – within two years after the termination of the student status – in any examination period, in accordance with the relevant training requirements. Two years after pre-degree certificate was issued the programme administrator may set pre-conditions for taking a final examination. Five years after the termination of student status a final examination may not be taken.

(11) If a (former) student does not take a final examination in the final-examination period following the submission of his / her thesis / diploma work, he / she shall be obliged to report the intent to take a later final examination to the relevant student administration by the deadline of thesis / diploma work submission indicated in the academic year schedule. If a student fails this obligation, the student administration shall not be obliged to provide a final examination opportunity.

(12) For the case of absence from the final examination the rules for absence from examinations shall apply.<sup>269</sup>

### **The final-examination board**

#### **§ 51**

(1) The final examination must be taken before a final-examination board which comprises a chairman and at least two members. The final-examination board must have at least one university or college teacher or professor and at least one of them should not be a University employee. In the case of a multi-module final examination the number of board members may increase and they can be different persons.

(2) The chairman and members of final-examination board shall be nominated by the relevant dean or, in the case of training conducted by an institute not belonging to a faculty by the director thereof.<sup>270</sup>

(2a)<sup>271</sup> If there are several final examinations taking place simultaneously, the students shall be set to a given final-examination board by draw. The roster of the boards should be published only on the final examination day at the relevant faculty or institute not belonging to a faculty in the usual way.

(3) The preparedness of the student shall be assessed by the board members then the final result of the final examination shall be decided in a closed meeting – in the case of disagreement through voting. In the case of an equal number of votes the vote of the chairman shall be decisive.

(4) Minutes must be kept on the final examination, which shall be forwarded to the faculty student administration after the chairman and members have signed it.

(5) The final examination minutes must include the following:

- a) the student's name and NEPTUN-code;
- b) the time of the final examination;
- c) the names of final examination modules;
- d) the assessment of the final examination (modules) including the assessment of answers to sub-questions too;
- e) the names and signatures of the final-examination board members;
- f) the title of the thesis / diploma work;
- g) the time of defence of the thesis / diploma work;
- h) the names of the thesis / diploma-work consultant and external reviewer.

### **The result of the final examination**

#### **§ 52**

(1) The result of the final examination shall consist of the mathematical average of the grades received. However, a fail at any modules shall automatically result in a failed final examination.

(2) In the case of a multi-module final examination each module shall be graded independently.

(3) In general the result of the final examination shall consist of the mathematical average of the module grades received although it can be calculated differently if so specified by the recommended curriculum.<sup>272</sup>

$$\text{FeA} = (\text{Th} + \text{Fe}) / 2$$

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<sup>269</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>270</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>271</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>272</sup> Amended by Senate resolution 92/2014 (16th July).

If the final examination includes a practice module:

$$\text{FeA} = (\text{Th} + \text{Fe} + \text{Pr}) / 3$$

That is, the total result of the final examination shall consist of the mathematical average of the grades given for thesis, the oral module of the final examination (if it comprises several parts the round average of the grades received), and (if applicable) the grade for the practice.

(4) A final examination shall be successful if the grading of each module is not lower than “pass”. A final examination shall be failed if the student fails to defend his /her thesis or the performance of any module of the final examination is assessed “fail”. In the case of a failed thesis defence the student shall not be allowed to take any oral theoretical or practice modules. In the case of a failed oral theoretical module the student shall not be allowed to take the practice module.<sup>273</sup>

(5) The results of the final examination shall be announced by the chairman of the final-examination board at the end of the examination day.

(6) On the lessons learned from and the results of the examination the chairman of the final-examination board shall inform the dean or vice dean for education in written form, if requested, or in the case of training by an institute not belonging to the faculty the director thereof and shall submit a copy of the report to the Student Administration.<sup>274</sup>

### **Retake a failed final examination**

#### **§ 53**

(1) A successful final examination may not be retaken.<sup>275</sup>

(1a)<sup>276</sup> If a module of the final examination has been failed the student shall have to retake the failed module only.

(1b)<sup>277</sup> One module of the final examination may be retaken twice. A retake may happen only in the subsequent final-examination period(s). However, if the student has exhausted the retake opportunities specified in the present paragraph and failed the module, he / she must retake all final examination modules with departure from provisions in paragraphs (2) and (3) of the present section.

(1c)<sup>278</sup> In the case of a failed complex oral examination or of a multi-module oral examination the failed modules must be retaken only. To the retake the rules specified in point (1b) are to be applied.

(2) If the final examination has failed due to the failed defence of the thesis, the retake should comprise the repeated defence of the thesis and fulfilling the remaining examination requirements.

(3) If the student has successfully defended his / her thesis but has failed any of the remaining examination requirements, he / she shall not be required to produce a new thesis / diploma work for the retaken final examination.<sup>279</sup>

### **The diploma**

#### **§ 54**

(1) On the basis of the completed final examination and of the language examination specified in the training and outcome requirements of the faculty the University shall issue the student a diploma within 30 days upon the successful completion of the final examination and the verification of the fulfilment of language requirements by the student. The diploma shall be a public document with Hungary's coat of arms, the name of the University, the institutional registration, the diploma number, the name, place and time of birth of the holder of the diploma, the graduation level, the degree awarded, the vocation and programme name, the location, year, month and day of the issuance, and the duration of training in accordance with the training and outcome requirements. It must also include the classification of the qualification in the Hungarian Qualifications Framework, as well as in the European Qualifications Framework, the original signature of the chairman of the final-examination

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<sup>273</sup> Stated by Senate resolution 92/2014 (16th July).

<sup>274</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>275</sup> Overruled by Senate resolution 117/2013.(10th July.). Registered by Senate resolution 92/2014 (16th July).

<sup>276</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>277</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>278</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>279</sup> Stated by Senate resolution 92/2014 (16th July).

board and of the Rector or the Dean, and the stamp imprint of the University. A diploma issued upon the presentation of a language certification after the final examination may be signed by the programme administrator in case the chairman of the final-examination board is unavailable. If the designated programme administrator is not available, a leader appointed by the relevant dean shall sign the document.<sup>280</sup>

(2) If a language examination certificate is the pre-requisite of obtaining the diploma or certificate, for those students who are over 40 years of age when commencing their studies on the first year, the diploma may be issued upon a successful final examination without the presentation of a language examination certificate. This provision shall be applied for the last time to those who will take their final examination in academic year 2015/2016.

(3) The University shall not permit the replacement of the language examination, specified as a pre-requisite for issuing the diploma, pursuant to § 107 (2) Nftv.

(4) Together with a bachelor or master degree the Diploma Supplement must also be granted, as defined by the European Commission and the Council of Europe, both in Hungarian and English, as well as in the case of a national or ethnic minority training in the language of the minority in question – at the student's request. The Diploma Supplement shall be a public document.

(5) The Diploma qualification, unless the course curriculum provides otherwise, shall consist of the simple average of the following:

- a) the grade for the defence of the thesis (diploma work);
- b) the grade for the oral part of the final examination (in the case of a multi-module examination the rounded average of the grades given for integer elements);
- c) the grade for the final practical exam (if applicable);
- d) the (two-decimal) average of the academic average of the completed semesters:<sup>281</sup>

$$(Th + Fe + Pr + ((A1 + \dots + An) / n) / 4$$

If the final exam has no practical elements included:

$$(Th + Fe + ((A1 + \dots + An) / n) / 3$$

(6) The degree classification shall be based on the following limits taking into account the value calculated with the use of the above method:

- excellent, if the average is 5.00;
- outstanding, if the average is: 4.51 to 4.99;
- good, if the average is: 3.51 to 4.50;
- satisfactory, if the average is: 2.51 to 3.50;
- pass if the average is 2.00 to 2.50;

(7) The student with an excellent diploma qualification shall graduate with excellent result. Those with outstanding diploma qualifications and a minimum of 4.51 examination and practice average shall also graduate with excellent results.

(8) The results of students graduated with excellent results – with the agreement of students – shall be displayed in the Hall of Fame, and these students should be provided with a University recommendation to the customer agency when determining the first scheduled job, appointment, or position and rank.<sup>282</sup>

(9) When issuing the diploma is not possible because the language examination certificate has not been presented, a certificate signed by the dean shall be issued on the successful final examination. Such a certificate shall only certify the completion of the final examination and shall not certify any qualification or vocation.

(10) On the issued certificates, diplomas, and diploma supplements the Faculty Administration shall keep a record.

(11)<sup>283</sup> On a lost or destroyed diploma – at request to that effect – the competent Faculty Administration shall issue a duplicate based on the record sheet. The duplicate shall be a document for replacing the original, based on the record sheet, with content identical to that of the original document, and certified at the time of its issuance. The diploma duplicate shall not be free of charge;

<sup>280</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>281</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>282</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>283</sup> Registered by Senate resolution 92/2014 (16th July).

the fees shall be specified by the Student Fees and Compensation Regulations. For the issuance of diploma duplicates the provisions in paragraph (8) § 58 of the present Regulations shall apply.

## **Chapter IX. Diploma Supplement**

### **The purpose, concept of and scope of the entitled to a Diploma Supplement § 55**

(1) The Diploma Supplement shall be a public document, issued by the University in addition to the diploma. The Diploma Supplement provides detailed information on the qualification and skills of its holder, the academic subjects studied, the number of credits gained, the learning outcomes, on the institution of higher education issuing the diploma, on the Hungarian higher education system, that is on everything that may be important for employment and further academic studies.

(2) The purpose of a Diploma Supplement shall be to provide detailed and objective information on the studies pursued and successfully completed by its holder, on their nature, level, and content in order to provide transparency and dependable recognition of the qualifications abroad. The Diploma Supplement shall not contain any value judgments, equivalence to the degree is not included, nor shall it imply the fact of recognition of the qualification.

(3) The Europass Diploma Supplement shall provide further information, not included in the diploma, on the acquired skills and competencies, qualification level, examination results, admission requirements, the possible level of further studies, and on the higher education system of the issuing country. The Europass Diploma Supplement shall not replace the original diploma. The Europass Diploma Supplement shall not mean an automatic recognition of qualifications.

### **§ 56**

(1) The Diploma Supplement shall be a public document attesting the most important information on tertiary studies in particular.

(2) A Diploma Supplement must be issued to all bachelor and master students who completed their studies after 1<sup>st</sup> March 2006 when their diplomas are issued both in Hungarian and English, and their first issue shall be free of charge.

(3) Those who graduated between 1<sup>st</sup> July 2003 and 1<sup>st</sup> March 2006 may apply for a free Diploma Supplement in Hungarian language, however, the English-language version shall be for a fee. A Diploma Supplement issued in English language – at the written request of the student – may be produced for a processing fee of HUF 10,000.

### **The content and layout of the diploma supplement**

### **§ 57**

(1) The form for the diploma supplement shall comprise A/4 sheets, printable on both sides, and an attachable file. The standard text of the diploma supplement shall be specified in Appendix 10 of the Vhr.<sup>284</sup>

(2) The printed diploma supplement shall consist of the following:

- a thick, light-cream coloured cover sheet with the words Oklevélmelléklet / Diploma Supplement and the coat of arms of Hungary;
- thin, greyish-green, numbered sheets inside, with a frame, Europass logo, and watermark;
- a (blue) Europass folder in which it shall be handed over.

(3) The preparation and archiving of the diploma supplements produced in Hungarian and English shall be based on the database of the Neptun.Net system and the diploma supplement form.

(4) Besides the University coat of arms and the diploma registration number the content of the diploma supplement shall include the following eight bunches of information:

- the diploma registration number, year of issuance;

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<sup>284</sup> Amended by Senate resolution 92/2014 (16th July).

- personal data of the owner (surname, first name, place and date of birth, student registration number);
  - data of diploma (specialisation and the relating title, training programs, name, registration number, and legal status of the issuing institution, language of training);
  - data of training level (training level, training period in accordance with training and output requirements, pre-conditions of enrolment);
  - data of the training and performance (schedule and requirements of training; law or resolution determining the training requirements; training objectives, number of obligatory credits, testing system, character, duration, credit value of practice; academic subjects, grades, credits, knowledge recognized on the basis of other studies, knowledge recognized on the basis of work experience, knowledge acquired during academic studies);
  - structure of evaluation;
  - diploma qualification;
  - entitlements relating to diploma (to further studies, or professional entitlements);
  - further information (indication of additional information, institutional information, other sources of information);
  - certification of diploma (signature of the certifier, stamp of University);
  - description of the Hungarian system of higher education.
- (5) The obligatory content elements shall be included in Appendix 4. of the AER.

### **The issuance and registration of the Diploma Supplement**

#### **§ 58**

- (1) The Central Academic Office shall coordinate the tasks related to the diploma supplement through the heads of faculty administration, the central Diploma Supplement coordinator and the Neptun.Net system manager (hereinafter: system administrator). The heads of faculty administration shall appoint faculty diploma-supplement coordinators, who shall coordinate the tasks relating to the tasks with diploma supplement in collaboration with the academic administrators.
- (2) The necessary orders shall be placed by the faculty administrations, on prior information of the Diploma-Supplement Coordinator appointed by the Central Academic Office.
- (3) Prior to the issuance of the Diploma Supplement the faculty administrations shall conduct the maintenance and checking of archived academic data both in Hungarian and English in accordance with the following:
- a) information on the training shall be checked by the faculty diploma-supplement coordinator in cooperation with the heads of faculty administration and if necessary shall have them corrected with the support of the system administrators;
  - b) data on the academic subjects of the training shall be corrected by the faculty diploma-supplement coordinator;
  - c) data on the students' academic studies shall be checked and corrected by the academic administrators of the faculty administration/ University institutes;
  - d) the Central Academic Office shall ensure that the material "The higher education system in Hungary", issued by the Minister of Education ("Country Information" - see Annex 2), as well as the description of the University shall be uploaded in the Neptun.Net system;
  - e) the system administrator of the Neptun.Net system shall prepare and maintain the educational system to manage the diploma supplements, shall finalize if necessary correct the Diploma Supplement at least two months before the introduction thereof – with the involvement of the heads of faculty administrations – in the case of new training programs in order to identify training-related faculty-specific data.
- (4) The Diploma Supplement shall be produced with the use of the appropriate form. After follow-up control the diploma supplement must be authenticated with the signature of the head of the faculty administration or that of an appointed diploma-supplement coordinator and the stamp of the University. The issued Diploma Supplement shall be archived in the database by the Neptun.Net system.
- (5) The diploma supplement should be issued to the student together with the diploma, at the same time.

- (6) The Diploma Supplement must have a serial number and registered in the Record Book, with the use of the serial number, the owner's name, data of birth (place, year / month / day), the number of the Diploma and the date of issue.
- (7) The re-issued Diploma Supplement must be entered in the Record Book with the designation "duplicate" and the date of issue.
- (8) The issuance of diploma-supplement duplicate:
- a) the student may request in writing the re-issuance of a lost or destroyed diploma supplement (duplicate);
  - b) the written request must be submitted to the faculty administration in person or be sent by post;
  - c) in the written request for the identification of the former student the following information must be provided on the student:
    - ca) surname and first name;
    - cb) mother's maiden name;
    - cc) date and place of birth;
    - cd) name of programme / specialization successfully completed with final examination;
    - ce) date of the successful final examination;
    - cf) number and date of the issuance of the diploma;
    - cg) language of the duplicate Diploma Supplement (Hungarian or English);
    - ch) way of receipt of the completed Diploma Supplement (personal takeover or sending by post);
  - d) in the case of an incomplete application in respect of the data specified in point c) the faculty administration shall invite the applicant to rectify the irregularity;
  - e) a duplicate diploma supplement shall be issued on the basis of archived data. The re-issued diploma supplement shall be registered in the Record Book as "duplicate" and with the date of issue. The procedural fee shall be HUF 15,000, whose payment shall be proven at the faculty administration simultaneously with the filing of an application for the issuance of a duplicate. In the absence of the proof of payment the application shall not be received.

### **The structure of the issuance of Diploma Supplement**

#### **§ 59**

- (1) At the University the Head of the Central Academic Office and his / her designated colleague as the diploma supplement coordinator shall be in charge of the coordination related to the diploma supplement and to liaising with the ministries responsible for education. The diploma supplement coordinator shall supervise the compliance with the provisions of these Regulations and shall liaise with the diploma supplement coordinators designated at the faculty administrations.<sup>285</sup>
- (2) The Neptun.Net system manager shall cover the (management) tasks of IT administrator.
- (3) The diploma supplement coordinator at the faculty administration shall be charged with dealing with the tasks relating to the diploma supplement by the department heads. The IT system managers must provide the approved diploma supplement form through the Neptun.Net system. On the basis of the data stored in the Neptun.Net system the administrators shall print out the diploma supplements on security paper with a serial number, bind them, and have them signed by the persons specified in paragraph (4) § 58. The administrators shall be responsible for the data compliance with the data in the register and those in the diploma supplement. The faculty diploma supplement coordinators shall be responsible for the issuance of the diploma supplements.<sup>286</sup>
- (4) The Neptun.Net system faculty administrators shall be in charge of being aware of the diploma supplement function of the academic system and of assisting faculty diploma supplement coordinators with solving problems that the diploma supplement coordinators are not entitled to.
- (5) The faculty shall give the assignment for translating the texts to be inserted in the comment box and in boxes for the specifications of the faculty of the diploma supplement.
- (6) The specimen of the Diploma Supplement shall be included in Appendix 4 of the AER.

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<sup>285</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>286</sup> Amended by Senate resolution 92/2014 (16th July).

**Chapter X**  
**Transitional provisions**  
**§ 60**

(1) Students with a student status before the first semester of academic year 2012-13 shall have conventional, print-shop produced grade books. These grade books shall be stored by the administration of the relevant faculty during the entire training period and it shall be responsible for filling in and validating the grade books in accordance with the provisions of paragraph (3).

(2) In the case of the termination of the student status the print-shop produced grade book, certified by the relevant faculty administration, should be issued to the student.

(3) The relevant faculty administration shall authenticate the grade books – filled out with the data identical to those stored in the electronic student record system – under paragraph (1) with the signature of the dean (if unavailable, that of the vice-dean), or in the case of training by an institution not belonging to the Faculty that of the Director thereof and of the Head of the faculty administration. The fulfilment of the academic subject or curricular unit requirements shall be authenticated with the signature of the instructor, teacher, or if unavailable the Dean, or in the case of a training course by an institute not belonging to the Faculty the Director thereof (deputy if unavailable).<sup>287</sup>

(4)<sup>288</sup>

(5) To the students having begun their academic studies prior to 1<sup>st</sup> September 2013 the professional standards, testing and final examination conditions, training and outcome requirements apply which were effective at the start of their academic studies. This also refers to the conditions of obtaining the degree (especially language certificate).<sup>289</sup>

(6) In the field of the social affairs of the students the CSESA shall make decisions in accordance with the procedural rules set out in these Regulations until the establishment of a special committee for such issues.

(7) Departures from the requirement described in paragraph g) section (10) § 36 may be possible, if the curricula in effect prior to 1<sup>st</sup> September 2013 have different rules, only during the period of the effectiveness of the curricula.<sup>290</sup>

(8) The provisions of (2) §17 Modified by Senate resolution 92/2014. (16<sup>th</sup> July) should be applied at the first review of the subject program.<sup>291</sup>

**Chapter XI**  
**Final Provisions**  
**§ 61**

(1) The AER shall enter into force on 1<sup>st</sup> September 2012 and simultaneously the Academic and Examination Regulation, approved on 22<sup>nd</sup> November 2011 and the Diploma Supplement Regulations, adopted on 19<sup>th</sup> March 2012, shall be declared ineffective.

(2) This AER shall apply to students beginning their academic studies in academic year 2012-13, the rules of the previous academic and examination regulations shall not apply to them.

(3) The new or amended academic and examination requirements introduced on the basis of these Regulations or any of the amendments thereof may apply to students who began their academic studies after the introduction of the new AER and to those who began their studies previously but on the basis of their choice they conduct their preparation under the rules of the new or modified academic and examination regulations.<sup>292</sup>

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<sup>287</sup> Modified and the second sentence was registered by Senate resolution 92/2014 (16th July).

<sup>288</sup> Revoked by Senate resolution 117/2013. (10th July).

<sup>289</sup> Amended by Senate resolution 117/2013. (10th July).

<sup>290</sup> Amended by Senate resolution 117/2013. (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>291</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>292</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

**ANNEX No. 1**

**The Oath of Students**

I, ....., student of the National University of Public Service, promise under oath, that I shall respect the Hungarian laws, the fundamental law of Hungary and the internal regulations of the University. I will pursue my studies to the best of my abilities and with a full sense of responsibility.

I promise to endeavour to maintain the traditions and reputation of the University, and I will always behave in a way worthy of the University.

I shall always behave respectfully towards my leaders, professors, fellow students, and employees of the University.

I shall strive with utmost industry and exemplary responsibility to acquire the provided training materials, to become a highly-trained expert, to use my knowledge for the service of Hungary and the public, for the protection of law and justice, for the good of my country and nation.

DATE

SIGNATURE

(NEPTUN code)



## ANNEX No. 2

### Interpretation of fundamental notions

In the AER:

**Recommended curriculum:** the distribution of the academic subjects of the curriculum into semesters, which a student wishing to advance at an average tempo shall be able to follow in a way ensuring that he / she meets all the prerequisites of every course-unit, acquires 30 ( $\pm 3$ ) credits and fulfils his / her academic requirements within the training time specified by the qualification requirements.

**Active semester:** from the student's point of view, it is every semester after the initial enrolment when the student takes at least one course-unit and his / her legal status is active. A semester is regarded as an active semester even if the student does not complete any courses or meets any training requirements. If a student participating in training abroad is registered for a semester, that semester is also regarded as active.

**Basic module:** the ordered sum of course-units and knowledge that are necessary to be attained for other fields of knowledge and/or modules and that other (professional) modules can be built upon.

**Signature:**<sup>293</sup>

**Enrolment:** the process during which the applicant who has gained admission to the university establishes his / her student status and fills out the so-called "Enrolment Sheet" intended to verify the student status and during which the training / grant contract is signed.<sup>294</sup>

**Registration:** the process during which the student of the University declares whether he / she wants to register his / her semester as an active or passive semester via the electronic student registration system during any semester following the first enrolment.

**ECTS (European Credit Transfer and Accumulation System):** the European credit transfer system which increases the freedom of movement between higher education institutions for students of institutions subscribing to the principles of the ECTS.

**Medical aptitude test:** a medical examination that aims at determining – based on a person's physical properties and health condition – whether he / she is capable of the training for the pursuit of the chosen activity and whether such an activity would jeopardise his / her health.

**Individual student study time:** part of the student's study expressed in man-hours which the student performs individually outside classes (contact hours) in order to acquire the training material and meet the requirements (this includes the time devoted to learning during the examination period).

**Individual schedule:** the AER and the curriculum requirements allow students to make individual choices in each training period – according to the conditions set forth by the AER and the curriculum – from the listed academic requirements and also to advance according to an **individual schedule** and tempo.

**Electronic student registration system / Student information system:** an IT programme (Neptun.Net) capable of keeping track of students' data related to training and examinations – in accordance with the effective Hungarian rules and regulations.

**Prerequisite:** the certified attainment of the academic content of an academic subject and / or other criterion required for the understanding of the academic content of another academic subject. An academic subject can only be taken by a student if the student has attained the academic subjects and criteria designated as prerequisites before taking the given academic subject.

**Preliminary training schedule:** the totality of the requirements of all the academic subjects listed in the model curriculum of a programme. A student is allowed to take an academic subject only if he / she is in possession of the prerequisites which he / she has to attain in the semester preceding the

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<sup>293</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>294</sup> Amended by Senate resolution 92/2014 (16th July).

course registration or in the same semester as the course registration – in accordance with the course description. Maximum three academic subjects or no more than 15 credits of an academic subject group (module) can be allocated as prerequisites to the registration of an academic subject. The prerequisites of an academic subject are set forth by the course description and are required by the curriculum.

**Early examination:** An examination taken with a special permission during the last two weeks of the study period.<sup>295</sup>

**Preliminary course registration period:** the period of creating the preliminary individual schedule of the next semester based on the recommended curriculum and the listed course descriptions, when the student registers the academic programs of his / her schedule. Its time is from week 7 to week 15 of the semester preceding the given semester. During the creation of the individual study schedule the student should seek the help of advisors.

**Evening training schedule:** an education organization schedule in which contact hours during the study period take place on weekdays after 16:00 hours or at weekends.

**Semester:** an academic training period consisting of five months.

**End-of-semester signature:** a certification that the student has met the in-semester requirements specified by the course description, has met the pre-conditions for taking an examination, or – in case only a signature is required for the completion of the course-unit – the student met all the requirements set forth by the course description. If the student's performance during the semester does not meet the required standard, the instructor makes a note of the denial of a signature.<sup>296</sup>

**Phasing-in system:** An organisation principle on the basis of which compliance with the new and amended academic and examination regulations can be demanded of students who began their studies after the introduction of the regulations, or of students who started their studies before its introduction but chose to work for their degree in accordance with the new and amended academic and examination regulations.

**Student (candidate) with a disability:** A student (candidate) who suffers from physical, sensorial or speech disorders – multiple disabilities in the case of more than one disability –, autism, or disorders of cognitive and behavioural development (severe learning disability, attention deficit or behavioural problems).<sup>297</sup>

**Publication on homepage:** the publication of information on a public domain part of the homepage.

**Institute:** organizational unit coordinating the activity of several departments or performing the tasks of several departments.

**Institutional document:** the founding charter and the regulations, programmes, plans stipulated by the Act on higher education, thus in particular the organisational and operational manual, educational programme, institution development plan, fundamental law of the student union, etc.

**Training conducted by institutes not belonging to faculties:**<sup>298</sup>

a, training conducted by the International Institute: international relations bachelor programme, security and defence policy major bachelor and master programmes, international public affairs relations master programme;

b, training conducted by the Disaster Management Institute: disaster management bachelor programme, defence management bachelor and master programmes;

c, training conducted by the National Security Institute: national security bachelor and master programmes;

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<sup>295</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>296</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>297</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>298</sup> Registered by Senate resolution 92/2014 (16th July).

d, training conducted by the Institute of Leadership and Postgraduate Training: specialist postgraduate programmes except for the forensic science expert and police economist programmes.

**Branch of study:** The programmes in a certain field of study whose contents are identical in the initial phase of studies.

**Training and outcome requirements:** The totality of the knowledge, skills, proficiency and abilities (competencies) whose acquisition is a precondition for acquiring a certificate corresponding to the training level and professional qualification of the given programme.

**Length of training programme:** The legal duration of the course required for obtaining the necessary credits, degree, professional qualification, and specialized qualification as defined in the corresponding laws.

**Training period:** The division of the length of the programme into a study period and the pertaining examination period.

**Educational program:** The complex education document of the institution, which contains a detailed programme and academic requirements of the bachelor, master and single cycle long programmes, higher education vocational training and specialist postgraduate programs; the program of doctoral studies, together with detailed rules of studies, thus the curriculum, the program of studies and course-units, and the evaluation and assessment methods together with the pertaining procedures and rules.

**Field of study:** The programmes and branches of study defined in a Government decree, whose contents are similar or partly identical.

**Programme with a small headcount:** A programme launched on the basis of international commitment, cultural or educational policy concerns, whose annual quota of state-supported students may not exceed 20 persons per year; or a national or ethnic minority programme.

**Consultation:** an opportunity provided by the instructor of the University to a student for a personal discussion about the student's studies in a place defined by the higher education institution.

**Credit (training score):** a measure of the student's study time necessary for the completion of a course-unit which contains classes (contact hours) and individual study hours. In the national credit transfer system – with regard to the principles of the ECTS (European Credit Transfer System) – one credit equals 30 hours of student study hours. Its acquisition is only possible in the case of at least a pass-level completion of the requirements of the academic subject. The value of the credit does not depend on the received evaluation or on the level of completion.

**Credit allocation:** a method which defines the necessary study time (the sum of student study hours) for the acquisition of the training material of an academic subject during the accreditation of the subject and thus defines the credit value of the subject. Every initiated 30 hours should be defined as one credit.

**Credit accumulation:** the accumulation of credits during studies; the credits earned in each study period are added to the number of previously acquired credits until the student accumulates the amount of credits necessary for obtaining the diploma (including the credits allocated to compulsory training material).

**Credit index (CI):** A quantitative and qualitative evaluation of the student's studies in one semester. Only the academic subjects in the model curriculum of the training program apply to the calculation of the credit index. Accepted or given evaluation of recognised or credit-less course-units do not apply to the calculation. Its sum is the credit value of each subject completed during the semester multiplied by the received grade and then divided by the average number of credits to be earned as set forth by the model curriculum.

$$CI = \frac{\sum (\text{earned credits} \times \text{grade})}{30 \text{ credits}}$$

The credit index of students is to be calculated after the end of each semester and to be registered via the Neptun.Net system.

The corrected credit index (CICorr) is an objective indicator of the student's academic performance. The corrected credit index is calculated by multiplying the credit index (CI) with the division of the credit points taken in the semester by the number of credits earned in the same semester:

$$\text{CICorr} = \text{CI} \times (\text{earned credits} / \text{taken credits})$$

**Criterion requirement:** A condition to be fulfilled in a certain part of the training set forth by the qualification requirements or in the curriculum, to which no credit is allocated. This can be for example a comprehensive examination, attendance of PT classes, a complex examination, a language requirement set forth by the qualification requirements, etc. In case the student fails to meet the criterion requirement, the student has to be penalized due to academic neglect.

**Course:** a basic training unit of an academic subject; an announced type which a student may register to. Details of a course: the title and code number, language, method of examination, course code, minimum and maximum number of attendees, semester, type (theory, practice, laboratory), classroom, number of lessons, mid-term requirements and prerequisites, name and code of study (target) group, hours, instructors, students, notes, examination dates. More than one type can be listed and assigned to each other within one subject.

**Course registration:** a task to be carried out by the student after the registration period which indicates the instructor and location the student wishes to choose for the acquisition of the training material.

**Course-announcement period:** the period during which the instructor of the course (or the faculty administrator) lists the course-units planned for the next semester in accordance with the curriculum as well as the freely eligible course-units in the Neptun.Net system with the required parameters. Its time is from week 4 to week 6 of the semester preceding the given semester.

**Schedule of correspondence programme:** A schedule of study provision where, unless otherwise stated in an agreement concluded with the students concerned, the contact house of students are delivered in a condensed form, on working days or on regular holidays once every two weeks at the most.

**Mentoring programme:** A particular form of studies where disadvantaged students are assisted with preparation by a student or instructor of the University.

**Module:** a study unit in accordance with the curriculum of the programme, which contains subjects that are similar in their theme, in their academic training goals or part of the same subspecialisation or contain the joint training material of multiple majors. Modules can build on each other or can be interchangeable.

**Neptun.Net:** A unified academic training system used for the unified planning and registration tasks of the credit-based training at the University (Neptun.Net system).

**Accumulated student's study hours:** The number of study hours an average student (with average talent, preparedness, academic performance) will need to achieve the learning outcomes (with average circumstances), thus the sum of classes (contact hours) and individual study hours.

**Global corrected credit index:** The global corrected credit index is used for measuring the student's academic performance qualitatively and quantitatively over the span of multiple semesters. The global corrected credit index is calculated in the same way as the corrected credit index except that it is thirty credit points per semester that have to be considered, moreover, the credit points taken and subsequently earned are to be considered within the entire period.

$$\text{GlobCI} = \frac{\sum(\text{earned credits} \times \text{grade})}{\text{number of semesters} \times 30}$$

$$\text{GlobCICorr} = \text{GlobCI} \times \frac{\text{credits earned throughout the whole period}}{30}$$

The classification of students (from state-funded status to self-financed status and vice versa) is conducted on the basis of the corrected credit index. The deadline of the calculation of the global corrected credit index is the fifth day after the last day of the examination period.

**Career aptitude test:** a test of aptitude aimed at determining whether the candidate is in possession of the individual capabilities and properties that make him / her capable of participating in the training and of performing the activities of the attained qualification and professional qualification.

**Passive semester:** a semester for which the student has not registered through taking any course-units. The student must submit a written notice of his / her passive semester to the academic administration by the end of the registration week.<sup>299</sup>

**Registration period:** it consists of some designated days of week zero, usually preceding the study period. Its date and length may be different for full-time and part-time training programs. Final personal timetables may be submitted at this time, the lists of students taking the course-units, courses may be finalized, classrooms may be allocated for the seminars and the different departments may be notified of their obligations. Application to course-units can be modified and finalized during this period.<sup>300</sup>

**Part-time training program:** a way of training organization; courses of the part-time program can be organized both as evening courses or correspondence courses. The full duration of the part-time program may be minimum thirty percent, maximum fifty percent of the courses of the full-time program. The student's individual study hours should not exceed seven times the amount of classes in evening courses and twelve times the amount of classes in correspondence courses. The training at evening and correspondence courses has to be organized with regard to the students' schedules, even during regular holidays if justified.

**Partial studies:** if the student acquires credits in guest student status at another higher educational institution.

**Specialization:** it can be acquired as part of the Qualification; training within the Subspecialisation that provides the student with special qualification corresponding to a special field of the Subspecialisation.

**Programme:** a uniform system of training containing the training content (knowledge, expertise, skills) necessary for the acquisition of a certain Qualification.

**Subspecialisation:** a training providing the student with special expertise as part of the Qualification.

**Qualification:** a certified acknowledgement of expertise – obtainable at both Bachelor's and Master's levels, as well as parallel to college, university and supplementary degrees – which prepares the degree holder for practicing the profession defined by the programme, the subspecialisation and the specialization.

**Vocational aptitude examination:** examination specified by the University — jointly with the organizer of practical training in case of higher level vocational education – that measures the skills necessary for performing the selected qualification, professional qualification and examines whether the individual is in possession of aptitudes that can be improved to an optimum level necessary for the successful completion of the preparatory (training) phase.

**Off-site training program:** a full-time or part-time training program conducted at a place other than the place of operation (seat, site, campus) of the University.

**Comprehensive examination, final examination, thesis (diploma work) course:** an examination course which makes the announcement and registration of the grades of a given assessment possible. The student can take the comprehensive examination course any time between the announcement of the course and two working days before the comprehensive examination. Retake of the examination can be attempted twice within the comprehensive examination course (in the given semester or after re-registering for the course).

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<sup>299</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>300</sup> Modified by Senate resolution 92/2014 (16th July).

**Study period:** The term of training when students acquire the training material, taken during registration, via contact lessons and individual student's study time. Teaching and learning activity between the registration and examination periods, its length is between 12 and 15 weeks.

**Academic year:** an education-organizational period which consists of ten months and the completion of which usually equals 60 credits.

**Class (Contact hour):** teaching which requires the personal cooperation of the instructor for the fulfilment of the academic requirements specified in the curriculum (lecture, seminar, practice, consultation), with a duration of no less than 45 minutes and no more than 60 minutes.

**Department:** an organizational unit that performs the tasks of training, scientific research and education organization in connection with at least one academic subject.

**Academic subject** (subject, course-unit, competence module): an academic basic unit of the curriculum of the programme that can have admission and completion requirements.

**Programme registration:** It is the willingness to apply for the work form and/or examination (if there is one) of a listed course-unit. Its basic pre-requirement is the fulfilment of the prerequisites of the programme if such are defined.

**Grade average (weighted):** the sum of the credit value of the course-unit (parts) acquired by the students and the series of evaluations divided by the sum of credits gained during the training period.

<sup>301</sup>

**Duration of training:** the time of studies conducted on a given major, which can be either longer or shorter than the length of the programme.

**Training period (semester, trimester, etc.):** a period of study the student registers to, he / she registers course-units (in accordance with the recommended curriculum or diverging from it but following the preliminary training schedule), and until the end of which the student fulfils training obligations of each programme.

**Distance learning:** training relying on the interactive connection between instructor and student as well as on self-dependent student work, which uses specific IT and communication tools of learning as well as knowledge transfer and study methods, in which the student's individual study hours do not exceed twenty-five times the number of contact hours.

**Full-time training programme:** a way of training organization which contains 300 contact hours per semester. A full-time training program shall be organised according to a full-time training schedule. A training program in accordance with the full-time training schedule shall be organized during weekdays within the framework of a five-day instruction week. An alternative regulation can be introduced with the consent of the student union of the university. In a full-time training programme, individual student's study hours must not exceed three times the amount of contact hours.

**Further (parallel) student status:** In case a student has student status in more than one higher education institution at the same time.

**Disciplines of science:** Humanities, religion, agriculture, engineering, medicine, social sciences, natural sciences, and arts, which divide into branches of science.

**Validation:** a modern approach and spreading practice of teaching-learning which focuses on the existence of the valid learning outcome (=knowledge) and not on its source or the form of learning. Its aims are the transparency of knowledge and its transfer into further studies. Its final aim is promoting interoperability between the forms and levels of leaning and a more economical and efficient teaching-learning process. The student requests the recognition of the acquired knowledge and provides evidence for it. In their absence a direct examination of knowledge gauges the existence, level and reliability of knowledge.

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<sup>301</sup> Amended by Senate resolution 92/2014 (16th July).

**Pre-degree certificate:** A certificate attesting the successful completion of the curricular examinations and other study requirements – except for the thesis / diploma-work –, and certifying the acquisition of the credit points stipulated in the programme and outcome requirements, and which proves without a classification or evaluation that the student has met all the academic and examination requirements set forth by the curriculum.

**Guest student:** a student with a student status at a domestic or foreign higher education institution, pursuing partial studies at the University.

**Examination:** A form of assessment to verify and evaluate the acquisition of knowledge, skills and abilities.

**Examination announcement period:** A period when the instructors list the dates and locations of the examinations to be taken in the examination period of the given semester. Its time is between the 10<sup>th</sup> and 12<sup>th</sup> weeks of the semester.

**Examination period:** The period following the study period or in some cases the practice period when assessments and reattempted and retaken examinations may be carried out. Its length is usually between 4 and 6 weeks.

**Examination course:** a course-unit which does not include contact hours, only the examination in the given subject and can only be registered in possession of a signature for the course-unit.

## ANNEX No. 3 <sup>302</sup>

### Submitting student's applications

(1) Student's applications should be submitted in accordance with the provisions of the regulations on exercising student rights and meeting student obligations, judging student status applications, and student legal remedies.

(2) <sup>303</sup>

(3) The deadline of applications:

a) for an application to re-categorisation from self-financed training – within five working days after the end of the examination period;

b) for an application to change programme (specialisation), or schedule – until the first day of the registration period;

c) in the case of transfer from another institution of higher education – until the first day of the registration period;

d) for an application to participate in parallel training within the institution or at another institution of higher education – until the 10<sup>th</sup> day after the first day of the registration period (where this is permission-related);

e) for application to take part in parallel training of a student of another institution of higher education, or to receive a guest student status thereof – until the 10<sup>th</sup> day after the first day of the registration period;

f) for an application to receive a guest student status within the institution or at another institution of higher education – until the 10<sup>th</sup> day after the first day of the registration period (where this is permission-related);

g) <sup>304</sup>

h) for an application in connection with disputes on individual training schedule of a student – until the last day of the registration period;

i) an application to unregister an academic subject taken up by the student in the case of a fixed-schedule student or a flexible-schedule student – until the fifth working day or the tenth working day after the last day of the registration period respectively;

j) for an application for fairness – immediately and not later than within eight days after the missed study of examination requirement;

k) for an application to participate in study tours or competitions abroad – in accordance with the tender (there is no application-form, the tender is the basis of application);

l) for an application to posterior modification of the status of a semester – within one month after the beginning of the semester;

m) for an application to take an early examination – until the 10<sup>th</sup> working day before the planned early examination;

n) for an application to have basic support, regular social grant or extraordinary social grant – in accordance with the deadline specified in the tender, while for extraordinary social grant – on case by case basis;

o) for a credit-transfer application – until the end of registration period (with the exception of provisions in paragraph (6) §10);

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<sup>302</sup> Registered by Senate resolution 117/2013 (10th July). Stated by Senate resolution 92/2014 (16th July).

<sup>303</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>304</sup> Overruled by Senate resolution 92/2014. (16th July).



p) for an application to be exempt from fulfilling a criterion requirement – within five working days after the impediment appears, in other cases until the end of the registration period;

q) for an application to take a course / academic subject after the application period – within five working days after the registration period (after this deadline CSESA may give a permission to the application within 10 working days from the last day of the registration period);

r) for an application to have a preferential schedule – until the end of the second week of the semester (except for provisions of paragraph (1) §20);

s) for an application to enrolment or registration after the registration period – within one month after the beginning of the semester;<sup>305</sup>

t) for an application to have a commenced semester uncompleted – until the last day of the semester;<sup>306</sup>

u) for an application to take an examination outside the examination period – until the last day of the examination period;<sup>307</sup>

(3) The faculty administration shall register and reference the applications daily.

(4)<sup>308</sup>

(5)<sup>309</sup>

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<sup>305</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>306</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>307</sup> Registered by Senate resolution 92/2014 (16th July).

<sup>308</sup> Overruled by Senate resolution 92/2014. (16th July).

<sup>309</sup> Overruled by Senate resolution 92/2014. (16th July).

## **ANNEX No 4**

### **The content elements of a diploma supplement**

#### **DIPLOMA SUPPLEMENT (Sample)**

#### **1. Personal data of the holder of diploma**

- 1.1. Surname
- 1.2. First name
- 1.3. Place of birth (town / city, country); date of birth
- 1.4. Student ID code

#### **2. Data of diploma**

- 2.1. Qualification and the related title (in full and short versions)
- 2.2. Programme / programmes / specialisation accomplished for obtaining diploma
- 2.3. Name, registration code, and legal status of institution issuing diploma
- 2.4. Name, registration code, and legal status of institution conducting the training (if different from that in point 2.3.)
- 2.5. Language of training

#### **3. Data of training level**

- 3.1. Level of training
- 3.2. Training time in accordance with training and outcome requirements
- 3.3. Pre-conditions of entering the training

#### **4. Data of the content of training and results achieved**

- 4.1. Training schedule
- 4.2. Training requirements
  - 4.2.1. Law, resolution determining the requirements of the programme
  - 4.2.2. Training objective
  - 4.2.3. Number of credits to obtain
  - 4.2.4. Assessment system
  - 4.2.5. Character, duration, credit value of internship
- 4.3. Individual academic subjects / grades / credits
  - 4.3.1. Knowledge acknowledged on the basis of other studies (entitlement of requirement, credits, grades)
  - 4.3.2. Knowledge acknowledged on the basis of work experience (entitlement of requirement, credits, grades)
  - 4.3.3. Knowledge acquired through studies (entitlement of requirement, credits, grades)
- 4.4. Assessment system

4.5. Certification of diploma

## **5. Entitlements relating to diploma**

5.1. Entitlements for further studies

5.2. Professional entitlements

## **6. Further information**

6.1.1. Further information

6.1.2. Institutional information

6.2. Indication of other useful information

## **7. Authentication of diploma**

7.1. Place and date

7.2. Name and signature

7.3. Assignment of signature holder

7.4. Official stamp / seal of the institution of higher education

## **8. Description of the Hungarian system of higher education**

8.1. Description of the Hungarian system of higher education in Hungarian and English

## THE HUNGARIAN HIGHER EDUCATION SYSTEM BEFORE 2006

Within the framework of the Bologna Process the gradual transition from a pre-Bologna higher education system resulting in *Egyetemi oklevél* (university-level degree) or *Főiskolai oklevél* (college-level degree) to a higher education system based on three consecutive cycles started in 2004 in Hungary. At present pre-Bologna and Bologna-type programmes run parallel.

This description presents the higher education system existing before the introduction of the Bologna-type training, and was prepared for diplomas awarded within the pre-Bologna system.

### Admission requirements for higher education

According to Act LXXX of 1993 on the Higher Education, the basic requirement for admission to college (non-university higher education institution) and university graduate education is the Hungarian secondary school leaving certificate (*Érettségi bizonyítvány*), or a foreign equivalent, or a degree obtained in higher education. The secondary school leaving certificate is conferred after eight years of primary education followed by four years of secondary education in a comprehensive / academic secondary school (*gimnázium*) or vocational secondary school (*szakközépiskola*). It must be noted that the division of the twelve years of study may vary: it may also be divided into 4 or 6 years of primary education and 8 or 6 years of secondary education.

Admission to higher education institutions - with some exceptions - is based on the applicants' secondary school achievements and on the results of the competitive entrance examinations.

### Higher education institutions

The Hungarian higher education has a dual system consisting of universities (*egyetem*) and colleges (*főiskola*). Universities are such higher education institutions that are able to organise courses in more than one field of science and within a field of science in several branches; carry out scientific research activity and have accredited PhD courses. Colleges organise more than one training course in a branch of science or in a field of the arts. Hungarian higher education institutions are autonomous, state or non-state institutions recognised by the state. The appendix of Act LXXX of 1993 on Higher Education lists all recognised higher education institutions ([www.naric.hu](http://www.naric.hu)).

### Accreditation and quality assurance

The Hungarian Accreditation Committee established in 1993 is responsible for accrediting and evaluating the quality of teaching and research at higher education institutions. It assesses the standard of education and research in each higher education institution at least in every eight years (institutional accreditation) based on a detailed self-assessment of the institution and the report of a visiting committee. The Hungarian Accreditation Committee also examines the curricula, the qualification requirements as well as the quality of the academic staff and the teaching facilities (programme accreditation).

### Degrees and qualifications

Hungarian universities and colleges grant degrees following a binary pattern. Colleges and universities grant "*Főiskolai oklevél*" (college-level degree) and universities award "*Egyetemi oklevél*" (university level degree).

The duration of training at college level requires minimum three and maximum four years of studies, while the length of study at university level is minimum four and maximum five years (one of the few exceptions is the medical course where the duration of education is six years). Students complete their education with a final examination consisting of the preparation and defence of a dissertation, oral and / or written examinations prescribed in the qualification requirements and – in certain programmes – the performance of practical work.

Apart from university and college graduate education, two types of post-graduate programmes are also offered by higher education institutions. First, further specialisation degrees can be awarded after college or university graduation. These further specialisation programmes lead to new qualifications. Studies may vary from one to three years' duration.

The other framework which universities provide is training resulting in a doctoral degree, which is the only scientific degree available in Hungary at present. The condition for applying for doctoral training is a Hungarian university degree or its foreign equivalent. Higher education institutions link admission to entrance examinations and often to additional criteria (e.g. professional experience). The duration of the training is at least three years, at the end of which a doctor of philosophy (PhD – *doktori fokozat*) degree is conferred depending on the field of science.

### **Credit system**

The obligatory use of the ECTS compatible credit system was introduced in September 2003, but several higher education institutions have already been using it since the middle of the 1990s. According to the governmental decree on the introduction of the credit system one credit corresponds to 30 hours' student workload. The minimum number of credits for a college-level degree is 180, for a university-level degree is 240, for a further specialisation degree is 60 while for the doctoral degree it is 180.

### **System of assessment**

The assessment of knowledge may occur, generally in five grades: excellent (5), good (4), satisfactory (3), pass (2), and fail (1) or with the classification: excellent (5), satisfactory (3), fail (1).<sup>310</sup>

### **Academic year**

In general, the academic year of higher education institutions consists of two semesters, namely the autumn and the spring semesters. The autumn semester lasts generally from the beginning of September until the end of January. The spring semester lasts from the beginning of February until the end of June. In general, both semesters include a 15-week period for lectures, seminars and practical work and a 6-week examination period.

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<sup>310</sup> Modified by Senate resolution 117/2013. (10th July)

## **8 INFORMATION ON THE HUNGARIAN HIGHER EDUCATION SYSTEM**

Within the framework of the Bologna Process the gradual transition from a pre-Bologna higher education system resulting in *Egyetemi oklevél* (university-level degree) or *Főiskolai oklevél* (college-level degree) to a higher education system based on three consecutive cycles started in 2004 in Hungary. At the time of drafting this Diploma Supplement pre-Bologna and Bologna-type programmes run parallel.

This description presents the Bologna-type training, and was prepared in 2008 for diplomas awarded within the Bologna-type system.

### **8.1 Types of Institutions and Institutional Control**

The establishment and operation of higher education institutions are regulated by the 2011 Higher Education Act. Operating within the legal framework of the Higher Education Act, Hungarian higher education institutions are autonomous, state-recognised, state or non-state (church or private) institutions. The state-recognised institutions are listed in the Annex of the Higher Education Act. There are two types of higher education institutions, *egyetem* (university) and *főiskola* (college). Both universities and colleges may offer courses in all three cycles. A university is a higher education institution that is eligible to provide Master courses in at least two fields of study, and to offer Doctorate course as well as to confer Doctoral degrees. The rules applying to universities offering courses in the field of art or religious education are different from the aforementioned.

### **8.2 Types of Programmes and Degrees Awarded**

The consecutive training cycles of the higher education leading to a higher education degree are *alapképzés* (Bachelor course), *mesterképzés* (Master course) and *doktori képzés* (Doctorate course). Bachelor and Master courses are taught in consecutive cycles, in the form of divided training, or in cases specified by law in the form of undivided, one-tier training.

In addition to the aforementioned, higher education institutions may conduct higher-level vocational training and postgraduate specialist training, as well as can offer adult education within the framework of lifelong learning.

Higher education institutions apply a credit system based on the European Credit Transfer System. Accordingly, one credit stands for 30 hours of student workload.

### **8.3 Approval/Accreditation of Programmes and Degrees**

A higher education institution may launch Bachelor and Master courses after having obtained the consent thereto in the expert opinion of the Hungarian Accreditation Committee of Higher Education, and following the central registration of the given course. In the case of each Bachelor and Master course, the law determines the programme and graduation requirements, thus, all the knowledge and competencies whose acquisition is the precondition for the diploma to be awarded in respect to the given programme.

The launching of Doctorate courses is within the powers of the universities, having obtained the consent thereto in the expert opinion of the Hungarian Accreditation Committee of Higher Education and having fulfilled other conditions prescribed by law.

It is the task of the Hungarian Accreditation Committee of Higher Education to authorize and assess the quality of education and scientific activities of the higher education institutions. The Hungarian Accreditation Committee of Higher Education once in every eight years examines in which field of study, discipline of science and at what level of training does an institution fulfil accreditation requirements in respect of lecturers and infrastructure. The assessment also extends to examine the adequacy of the institutional quality development scheme.

Within the framework of programme accreditation the Hungarian Accreditation Committee of Higher Education examines the institutional programme curricula, the fulfilment of programme and

graduation requirements, as well as the adequacy of the lecturers' qualifications and the quality of the infrastructure in respect to the given programme.

## **8.4 Organisation of Studies**

Students studying in Bachelor and Master courses complete their studies by passing a final examination. The final examination may consist of the defence of the degree thesis, and additional oral, written or practical examinations.

### **8.4.1 Integrated “Long” (One-tier) Programmes**

An undivided one-tier programme resulting in *mesterfokozat* (Master degree) is a training with the length of 10-12 semesters, requiring the completion of 300-360 credits. Besides religious education and some programmes of arts, the following programmes are conducted within one-tier Master courses: veterinary medicine, architecture, dentistry, pharmaceuticals, law and medicine.

### **8.4.2 First/Second Degree Programmes (Two-tier)**

The first higher education degree is the *alapfokozat* (Bachelor degree) along with a professional qualification. A Bachelor course requires gaining 180-240 credits. The length of the programme is 6-8 semesters. The second higher education degree is the *mesterfokozat* (Master degree) along with a professional qualification. Built on a Bachelor course Master courses require gaining 60-120 credits. The length of the programme is 2-4 semesters.

## **8.5 Specialised Graduate Studies**

Higher education institutions may also offer *szakirányú továbbképzés* (postgraduate specialist training) for Bachelor and Master degree holders. Through the completion of 60-120 credits a specialised qualification can be obtained. Students complete their studies by passing a final examination. The length of the programme is 2-4 semesters.

## **8.6 Doctorate**

Built on a Master course and a Master degree the *doktori képzés* (Doctorate course) requires gaining at least 180 credits. The length of the programme is six semesters. Following a Doctorate course, in a separate degree awarding procedure, the scientific degree “Doctor of Philosophy” (abbreviation: PhD) may be awarded.

## **8.7 Grading Scheme**

The assessment of knowledge is generally carried out according to a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), and fail (1) or a three-grade scale: excellent (5), satisfactory (3), fail (1). Nevertheless, higher education institutions may also use other systems for assessing if they are comparable to those mentioned above.<sup>311</sup>

## **8.8 Access to Higher Education**

The number of students admitted to higher education is limited. Applicants' ranking is based on their secondary school grades and their *érettségi vizsga* (secondary school leaving examination) results or based solely on the latter, considering the interest of the applicant. The requirement for admission to Bachelor and undivided one-tier Master courses is the secondary school leaving examination taken – as a rule – after the completion of the 12th grade of a secondary school, certified by *Érettségi bizonyítvány* (secondary school leaving certificate). The admission to certain programmes is based on

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<sup>311</sup> Modified by Senate resolution 117/2013. (10th July)

an additional aptitude test or a practical examination. To Master courses students can be admitted if they possess *Főiskolai oklevél* (college-level degree) or *Egyetemi oklevél* (university-level degree) or a Bachelor degree. To postgraduate specialist training students can be admitted if they possess college or university-level degree, or a Bachelor or a Master degree. Only applicants with university-level degree or Master degree may be admitted to Doctorate courses. Higher education institutions may set additional requirements for admission to Master, postgraduate specialist and Doctorate courses.

### **8.9 National Sources of Information**

Ministry of Education and Culture<sup>1</sup>, Hungarian ENIC/NARIC<sup>2</sup>, Hungarian Accreditation Committee of Higher Education<sup>3</sup>, Educational Authority<sup>4-5</sup>”



## ANNEX No. 5<sup>312</sup>

### Rules of writing a thesis, diploma work

1. Students pursuing studies in the bachelor training programme shall write a thesis following the guidelines set forth by the training and outcome requirements; students pursuing studies in the master training programme (university level training) shall write a diploma work. Students pursuing studies in a specialist postgraduate programme shall write a paper concluding their studies as set forth by the training programme.
2. The programme administrator, in cooperation with the head of department and director of institute liable for training, shall publish the topic list of the thesis / diploma work at least by the eighth months before the submission deadline, of which the student shall choose a topic by the end of the sixth month before the submission deadline. In case the student does not choose his / her topic from the listed topics, then it shall have to be approved by the head of department. Only such topics must be listed which may be elaborated in possession of the knowledge acquired during the training, may be elaborated in a semester's time with the guidance of the supervisor and through which the candidate may prove that he / she has gained sufficient proficiency in the use of the training material.
3. The head of department tasked with the listing of topics shall ensure that the student requests the assistance of a consultant who is well-versed in the chosen field of expertise. Instructors of other departments and external experts may also be chosen as consultants. The external expert shall have to hold an MA or MSc / university level degree, or in the case of a thesis he / she shall have to be an expert with a BA or BSc / college level degree with at least five years of professional experience.
4. The student shall have to consult at least three times during the preparation of the paper, which has to be verified by signatures. The consultation record sheet is in Appendix no. 1.
5. The student shall have to submit the finished thesis / diploma work by 30 April in the case of the summer final-examination period and by 30 November in the case of the winter final-examination period, bound according to the required form and on data media. In case the student does not submit his / her approved thesis by this time, he / she shall not be allowed to take a final examination in the subsequent examination period.
6. The preparation of the thesis / diploma work is one of the prerequisites of taking the final examination. The paper shall have to be assessed and checked with plagiarism checking software. Only those theses / diploma works may be defended that have been checked. The opponent of the paper shall make a suggestion for the assessment and shall outline preliminary questions for the defence.
7. In case of a thesis the opponent shall have at least a BA / BSc degree, in case of a diploma work he / she shall have at least an MA / MSc degree, and shall be an expert well-versed in the topic; one person in the case of both a thesis and a diploma work. The opponent shall be appointed by the faculty / institution leader liable for the major. The aspects of assessment shall be set forth by the assessment form. The assessment must arrive at least one week before the final examination. A copy of the assessment shall have to be handed over to the student at least five days before the examination so that he / she may prepare for the defence.<sup>313</sup>
8. The opponent shall receive the thesis with the evaluation of the consultant. If the opponent suggests the rejection of the paper (assesses it as a fail), or if the opponents evaluation does not arrive in time, the defence of the thesis may not commence and the candidate shall not be allowed to take the final exam. The student may only hand in a paper in the subsequent final-examination period. If the paper is rejected by the opponent due to an ethical fault (e.g. plagiarism), then a new thesis / diploma work shall have to be submitted in the next final-examination period at the earliest.

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<sup>312</sup> Registered by Senate resolution 117/2013 (10th July). Amended by Senate resolution 92/2014 (16th July).

<sup>313</sup> Amended by Senate resolution 92/2014 (16th July).

9. Classified data shall be used in the thesis / diploma work in accordance with the relevant statutory provision.
10. The Final-examination board shall be tasked with the assessment of the thesis / diploma work.
11. A solo paper of a student achieving first, second or third position or receiving a special award at the National Scientific Students' Associations Conference may be submitted to the Final-examination board with an excellent mark recommendation and without defence if the topic of the thesis / diploma work is accepted by the person professionally liable for the programme and if the paper meets the content and form requirements of a thesis.
12. The programme administrator may make a written recommendation for the acceptance of the National Scientific Students' Associations Conference paper after the official publication of the achievements and before the listing of thesis / diploma work topics.
13. The paper presented at the National Scientific Students' Associations conferences, irrespective of the of achieved position, may be submitted as a thesis / diploma work if it meets the content and form requirements of a thesis, and if the topic has been accepted as a thesis / diploma work topic by the programme administrator until the time of the listing of thesis / diploma work topics. In this case the paper shall have to be defended before the Final-examination board.
14. In case the programme administrator does not accept the topic as a topic for a thesis / diploma work, then the student shall have to choose a new title, write a thesis / diploma work and submit it in accordance with the relevant regulations of the University.
15. The thesis / diploma work shall have to be submitted for assessment in 2-2 copies in hard-bound printed A4 format and in digital format as well in accordance with the requirements set forth by the faculties. The first bound printed copy and an electronic copy shall be stored at the Central Library of the University for 10 years. The costs of the preparation of the thesis / diploma work shall be covered by the student.<sup>314</sup>

### **The formal requirements of the thesis / diploma work**

16. The thesis / diploma work shall be written on a computer with a word processor using the Times New Roman font type.
17. The page settings of the thesis / diploma work shall have to follow the following guidelines:
  - one page: 30-32 lines on average
  - one line: 60-62 characters on average
  - margins:
    - left side: 3 cm
    - right side 2 cm
    - top and bottom: 2.5 cm
  - spacing: 1.5 cm
  - page numbers: right bottom
  - only one side of the sheets is printed

### **18. Format of chapters (the appearance of headings)**

- 1. BOLD, LETTER SIZE 12, CAPITAL LETTERS, REGULAR**
- 1.1. Bold, letter size 12,**
- 1.1.1. Normal, letter size 12, underlined italics*
- 1.1.1.1. Normal, letter size 12, italics*

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<sup>314</sup> Amended by Senate resolution 92/2014 (16th July).

19. The recommended parts of the thesis / diploma work shall be the following The total length of the thesis / diploma work – without the appendices – shall be minimum 60 000 characters in the case of a thesis and 80 000 characters in the case of a diploma work (not counting spaces).

### **The parts of the thesis / diploma work**

20. The recommended parts of the thesis / diploma work shall be the following

Table of contents

Introduction:

- justification of the topic;
- the place, role, links, significance and relevance of the topic;
- specification of goals;
- possible instances of practical use of the thesis, in case there are any

Main body (by chapters)

- elaboration of a problem;
- analysis, observation;
- conclusions;
- specification of concrete recommendations.

Conclusion:

- a short summary of the topic highlighting the essence
- reference to future changes if justified ( new regulations, etc.)
- indication of the further topic-related research plans of the author if necessary (further study, development, etc.)

Bibliography

Annexes

The numbers and titles of the annexes appear on page and the annexes of the following pages

- E.g.:
- Annex no. 1: Outline of the division of the legal system
  - Annex no. 2: The Anglo Saxon legal system worldwide

### **The formal structure of the thesis / diploma work**

21. The bounding order of the pages of the thesis / diploma work should follow the following order:

- Cover (based on the model sheet found in Appendix no. 2)
- The title, header, author, consultant of the thesis / diploma work (based on the model sheet found in Appendix no. 3)
- Table of contents (numbering of pages starts here from page 1)
- Introduction
- Main body
- Conclusion
- Bibliography (the used expert literature, laws and regulations)
- References (if those are not listed in footnotes)
- List of Annexes (on a separate page)
- Annexes (in case there are multiple annexes – text and figures, charts, etc.)
- Appendices (on separate pages)

Appendix no. 1 – Summary (annotation) (one page long)  
Appendix no. 2 – Consultation record (Consultation sheet)  
Appendix no. 3 – Declaration (Declaration of plagiarism) (based on the model sheet in Appendix no. 5)

Appendix no. 4 – Permission to use (based on the model sheet in Appendix no. 5/A)<sup>315</sup>

22. The consultant shall produce a consultation record sheet verifying that the student consultations have been conducted and that no plagiarism happened.

23. Both the evaluation of the consultant and the assessment sheet must be produced in two original copies of which one copy shall be placed in the paper (folded and placed between pages) and one copy shall be added to the report of the final examination. Appendix no. 6 contains the guidelines of assessment.

24. The bound copy of the thesis / diploma work (Copy no. 1) intended for submission to the library shall have to be signed by the author in the right bottom corner of every single page.

25. The consultant shall be responsible for checking the paper for plagiarism with plagiarism checking software accessible at <http://kopi.sztaki.hu/index.php?check=0>.

### **Special rules of the defence of the thesis / diploma work**

26. The thesis / diploma work – finished and compiled, word-processed and printed in two copies and in one digital copy on a labelled CD or DVD data storage format (in pdf, word, etc. format) – shall have to be submitted by the author, together with the consultation record sheet, at the competent department at the time determined in the 5<sup>th</sup> point.

27. The material submitted at the faculty (including the data storage device) shall be checked and then forwarded to the earlier appointed opponent(s). The deadline of the submission of the consultation record sheet shall have to be specified in a way that the opponent had sufficient time for the critical assessment of the thesis / diploma work.

28. In the case of theses / diploma works one opponent shall be appointed for each paper.<sup>316</sup>

29. The defence of the thesis / diploma work shall be part of the final examination which usually takes place on the week preceding the professional final examination. The date of the defence of the paper shall be determined by the department in accordance with the peculiarities of the final examination system.

30. The members of the final-examination board shall study the submitted thesis / diploma work and the questions outlined by the opponent preceding the final examination, and during the defence they may also pose questions to the students.

31. After the final examination the second bound copy and a digital copy of the paper shall be returned to the author. The first bound copy and a digital copy shall be submitted to the library in service of the Central Library of the University by the department. In the case of institutions not belonging to the faculty, the Institute of Executive Training and Continuing Education shall submit the papers to the library in service of the Faculty of Public Administration, while the other institutes shall submit the papers to the library in service of the Faculty of Military Sciences and Officer Training. The Central Library of the University shall register, process, and store the papers for 10 years.<sup>317</sup>

32. The department organising the defence of the thesis / diploma work may oblige the students to provide a computer-based presentation depending on the nature of the paper's topic (Appendix no. 6). The time frame of the defence of the thesis / diploma work shall be determined by the department.

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<sup>315</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>316</sup> Amended by Senate resolution 92/2014 (16th July).

<sup>317</sup> Amended by Senate resolution 92/2014 (16th July).

33. The defence shall contain the following:
- the title of the thesis / diploma work, the author's name, the consultant's name;
  - the justification of the choice of topic, the structure of the thesis / diploma work, the main correlations of the studied topic;
  - the presentation of the chapter / part deemed the most important by the author;
  - answers to the questions set forth by the opponent
34. The assessment shall be conducted by the final-examination board taking into consideration the evaluation of the opponent(s), the contents and quality of the thesis / diploma work, as well as its topic-related knowledge, reasoning, justification, argumentativeness and eloquence. The final grade of the thesis / diploma work shall be decided by the final-examination board in accordance with the regulations of the final examination.
35. Classified data shall be used in the creation and defence of a thesis / diploma work in accordance with the relevant statutory provision and national security regulations, with special regard to the security clearance of the individuals becoming familiar with the contents of the thesis / diploma work.
36. Classified material shall be processed only at the University with adherence to the data protection statutory provisions (in a closed-system computer, in a library or room responsible for the handling of classified documents, etc.), while unclassified data may be word-processed anywhere.
37. Every piece of literature used during the research of the thesis shall be considered intellectual property which shall be the property of its author and protected by Act LXXVI of 1999 on copyright. Quoting from literature shall have to abide by the rules and regulations of copyright and quotation. The sum of quotes may not exceed 15% of the total length of the paper. Reference to the quoted literature shall be obligatory in the case of both direct and indirect quotation.
38. The contents elements of the introduction and conclusion shall have to be prepared for the documentation in the case of computer-based program documentation as well.
39. In case the University introduces an electronic system for the handling of theses / diploma works and related documents, for plagiarism search and for the storage of theses, the contents of Attachment no. 5 shall be applied in accordance with the circular letter on this matter released by the Vice Rector for Education.<sup>318</sup>

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<sup>318</sup> Registered by Senate resolution 92/2014 (16th July).

**Appendix No. 1**

**Thesis / diploma work sheet  
sample**

**A p p r o v e d !**

**Budapest, ..... 201....**

**rank (if applicable), name**

**Head of Department**

**Platoon / student group  
Thesis / diploma work sheet  
of (name of student)**

**TITLE OF THE THESIS / DIPLOMA WORK:**

**QUESTIONS TO BE ANSWERED:**

Name of the consultant

Dates of consultation:

- Data collection, making notes: until ..... 201...
- Consultations: until ..... 201...
- Delivery of the finished thesis / diploma work  
to the consultant: until ..... 201...
- Record of the participation in the consultations: until ..... 201...
- Delivery of the finished paper to the department : until ..... 201...
- Written evaluation by the opponent: until ..... 201...
- Bounding the paper: until ..... 201...
- Submission of the thesis / diploma  
work to the department: until ..... 201...
- Delivery of the paper to the members  
of the final-examination board until ..... 201...

The level of classification of the thesis / diploma work (unclassified, classified, secret)

**Budapest, .....201...**

**(name, rank, academic level)  
thesis / diploma work of institution / department  
coordinator**

**Appendix No. 2**  
**Cover sheet sample**  
**(A thesis bound in white paper, a diploma work bound in black faux leather)**

**D I P L O M A   W O R K**

**Name of author**  
**201...**

**Appendix No. 3  
Title sheet sample**

**National University of Public Service  
Faculty of Law Enforcement  
Institute of Public Law Enforcement and Applied Management Theory  
Department of Law Enforcement Management Theory**

**Title of the paper**

**The name and assignment of the consultant**

**Associate professor XY, PhD**

**Programme administrator:**

**Associate professor XY, PhD**

**Author:**

**Name of the author**

**Budapest**

**201...**



**Appendix No. 4**  
**Consultation record sheet**

**Consultation record sheet**  
**(sample)**

**Name of the student:**

**Name and assignment of the internal consultant:**

**Name of the independent training institute providing the topic:**

Above-mentioned student regularly participated in consultations related to his / her thesis / diploma work is semester .....

He / she presented the finished paper titled “The title of the paper”, which is his / her own intellectual property, and no suspicion of plagiarism has arisen.

I support the submission of the paper to the evaluation related to the final examination.

**Budapest, 201...**

**consultant's name, assignment and signature**

**Appendix no. 5**  
**„Plagiarism declaration”**

**Declaration of authorship**  
**(sample)**

I, undersigned XY, member of the XY study group (NETPUN code: .....), hereby declare under penalty of perjury that the present thesis / diploma work titled “.....” submitted to the Faculty of ..... of the National University of Public Service is the result of my own individual intellectual activity, and the referenced printed and electronic literature is used in accordance with the relevant copyright laws and the contents of the paper do not violate the rights of any other individuals.<sup>319</sup>

**Budapest, 201...**

**name and signature of the author**

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<sup>319</sup> Amended by Senate resolution 92/2014 (16th July).

**Appendix No. 5/A<sup>320</sup>**  
**Permission to use**  
**(sample)**

|   |  |
|---|--|
| Name  |  |
| Faculty, institute not belonging to a faculty           |  |
| Institute   |  |
| Department  |  |
| Programme   |  |
| Title, year of preparation of the thesis / diploma work |  |

I. \*

I, undersigned, as the author of the thesis / diploma work, as the copyright holder agree to the uploading of the full text of my paper into the institutional repository managed by the Central Library of the National University of Public Service, as well as to its archiving and making it available to the public:

*unlimited access* (full publicity, available from any point of the world wide web)\*

*unlimited access with an embargo condition* (full publicity from day ..... month ..... year ..... from any point of the world wide web)

*limited access* (limited publicity from university IP address with unique user identification)\*

*limited access with embargo condition* (limited publicity from day ..... month ..... year ..... from university IP address with unique user identification)\*.

I agree to the use of the contents of my thesis / diploma work by other individuals in their studies, research in accordance with the rules of referencing.

II. \*

I, undersigned, as the author of the thesis / diploma work, as the copyright holder do not agree to the uploading of the full text of my paper into the institutional repository managed by the Central Library of the National University of Public Service, as well as to its archiving and making it available to the public.

Budapest, day ..... month ..... year .....

.....  
signature of student

Note: \* Delete if not applicable.

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<sup>320</sup> Registered by Senate resolution 92/2014 (16th July).

## Appendix No. 6

### Suggested evaluation aspects by the opponent and the suggested contents of the computer-based presentation

#### 1. Suggested aspects of evaluation by the opponent

- how well the elaboration meets the content and form requirements set forth by the sheet published in Appendix no. 1 of Annex no. 5;<sup>321</sup>
- logical structuring of the topic, right use of professional language;
- practical use of theoretical knowledge
- the correct support of the answers given to the questions by arguments, deductions and justification
- the formal realization of the paper
- unique aspects deriving from the nature of the topic

Please, also enclose the questions (*at least 2*) proposed by the opponent to be answered by the student during the defence, as well as the opponents suggestion for the mark between 1 and 5. The committee may ask further questions during the defence.

#### 2. Computer-based presentation (suggested content)

The time limit of the presentation is maximum 10 minutes and 8 to 10 slides may be used.

Main elements of the computer-based presentation:

- introductory slide
- slide presenting the structure of the thesis / diploma work
- slides (it may be more than one) presenting the main chapters of the thesis / diploma work
- a short summary of the thesis / diploma work
- the questions proposed by the opponent and their answers
- conclusion.

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<sup>321</sup> Amended by Senate resolution 92/2014 (16th July).